MEMORANDUM

TO: ALL Sport Clubs
FROM: Jake Rosiek
Department of Campus Recreation
DATE: August 27, 2008
RE: 2008-2009 Club Re-registration

ALL Clubs and Organizations MUST re-register for the 2008-2009 academic year by Friday, September 5th at 5 p.m. Feel free to do this as soon as possible. The Student Organization Status Form, the Roster Sheet, and the Student Organization Agreement Form must be read, completed and submitted (ALL at the same time) by September 1st. All of these forms must be completed in their ENTIRETY to be accepted (at least TWO different officers must be listed on the Status Report Form). If your club does not register by the deadline, your club will be considered inactive, and the club representative will be required to make an appointment with the Assistant Dean to discuss reactivation.

During the re-registration process the Department of Campus Recreation will be conducting grade checks on all officers. According to the Sport Club Manual all officers must maintain a 2.25 GPA.

Clubs are also REQUIRED to attend a training session. There will be two opportunities to attend: Tuesday, September 2, 2008 at 6 p.m. in the Wall Auditorium or Wednesday, September 3, 2008 at 6 p.m. in the EHFA Recital Hall. You only need to attend ONE. EVERY club and organization MUST send the President AND Treasurer. We would like for the advisor to attend as well, but it is not mandatory. When re-registration materials are turned in to the Sport Club office, organizations will then sign up for one session. Please have a date selected and know who will be attending.

If you have any questions or concerns, please call me at 349-2800 or e-mail me at jake@coastal.edu

Receipt will be removed at time of submission. It is imperative that you keep this receipt for you club’s records. In addition, OSAL will make a copy that will be put in your club’s file.

Date of Submission: _________________________
Club Name:  ______________________________________
Officer That Turned Form In:  ____________________________          __________________________
                          Print                         Signature
Signature from the Office of Student Activities & Leadership:

Signature                                Date

Training Session Date: _________________________
As you are aware, the procedures regarding organizational infractions of University policies have been somewhat unclear. Hopefully this memo will provide some degree of clarity.

In an attempt to bring some degree of clarity to the policies, it is important to understand the distinction between University policy and violations of organizational constitutions. Per the current student handbook, all violations of University policy which are non-academic in nature will be handled by the Office of the Dean of Students. If individuals within an organization or the organization itself violates constitutional policy, the matter should be adjudicated through the judicial boards for the organization’s governing body. There may be times when an infraction will be heard by both the University and the organization’s judicial body. Action by both bodies does not constitute double jeopardy since the University focuses on institutional policy and the judicial board for the organization focuses on organizational rules and regulations.

If an organization is charged with violating University policy as outlined in the Code of Student Conduct, the leadership of the organization will be contacted by the Dean of Students. Once contacted, the Dean will require the organizational leadership to meet with him to answer to the charges. If the dean feels an investigation is merited, an investigative team will be selected to determine the validity of the alleged infraction. If the team feels there is merit to the allegation, judicial proceedings as outlined in the Code of Student Conduct will follow. Please understand that with certain alleged violations of University policy, the Dean of Students has the authority to suspend all activities of the organization while the investigation is taking place. Regardless of suspension of activities or not, matters will be handled as quickly as possible.

If you have additional questions, please speak to Jake Rosiek, Sport Club Coordinator or me. We will be glad to provide additional information.
Annual Recognition Form Instructions:
1. Completed forms should be submitted to the Office of Student Activities, STCR 106, along with a copy of your organization’s constitution.
2. Submit a current organizational roster. Please indicate current officers and the duration of their term of office.
3. Student organizations must apply for Annual Recognition every academic year.

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<tr>
<th>Privileges of Recognized Organizations</th>
<th>Responsibility of Recognized Organizations</th>
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<tr>
<td>Increased visibility and accessibility.</td>
<td>Accept responsibility for the supervision and safe operation of all sponsored programs and events.</td>
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<td>Access to available services, equipment, and facilities of the University’s campus.</td>
<td>Accept responsibility for reimbursing the University for damage(s) to University owned property or facilities, including such items as clean-up costs, damaged property, or other contingencies related to the utilization of University-owned property of facilities.</td>
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<tr>
<td>Permission to use the University name and logo in identifying the organization.</td>
<td>Assure that all promotion and advertising of events involving the use of University-owned property or facilities will identify the group sponsor of the event.</td>
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<tr>
<td>Access to funds from student activity fees in accordance with established policies, procedures, and eligibility criteria.</td>
<td>Maintain active and updated files in the Department of Campus Recreation (membership information, constitution, change in officers, etc.).</td>
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<tr>
<td>Access to an organizational mailbox located in the Department of Campus Recreation</td>
<td>Compliance with the University policies and procedures as defined in the Coastal Carolina University Student Handbook as well as local, state, and national laws.</td>
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<tr>
<td>List of organization information on the Department of Campus Recreation/Sport Club website.</td>
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<tr>
<td>Opportunity to participate in the Club Recruitment Day during Fall and Spring terms.</td>
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Organization
Name ______________________________________________ Acronym _______________________________

Web Site Address (if applicable)

Contact Person
The Contact Person’s name, address, phone number and e-mail address will be released to persons requesting general membership information. It will also be used in Office of Student Activities publications and resources.

Name __________________________________________ Signature _______________________________

Address __________________________________ City __________________ State ________ Zip ____________

Phone________________________________________ E-mail________________________________________

Organization Name __________________________ Acronym __________________
Web Site Address ______________________________

Privileges of Recognized Organizations
- Increased visibility and accessibility.
- Access to available services, equipment, and facilities of the University’s campus.
- Permission to use the University name and logo in identifying the organization.
- Access to funds from student activity fees in accordance with established policies, procedures, and eligibility criteria.
- Access to an organizational mailbox located in the Department of Campus Recreation.
- List of organization information on the Department of Campus Recreation/Sport Club website.
- Opportunity to participate in the Club Recruitment Day during Fall and Spring terms.

Responsibility of Recognized Organizations
- Accept responsibility for the supervision and safe operation of all sponsored programs and events.
- Accept responsibility for reimbursing the University for damage(s) to University owned property or facilities, including such items as clean-up costs, damaged property, or other contingencies related to the utilization of University-owned property of facilities.
- Assure that all promotion and advertising of events involving the use of University-owned property or facilities will identify the group sponsor of the event.
- Maintain active and updated files in the Department of Campus Recreation (membership information, constitution, change in officers, etc.).
- Compliance with the University policies and procedures as defined in the Coastal Carolina University Student Handbook as well as local, state, and national laws.
The _________________________________ intends to be an active organization at Coastal Carolina University for the academic year 2007-2008. The following is a list of the current officers and faculty adviser, local address and phone number, and e-mail address for each officer (prefer CCU e-mail address).

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Local Address</th>
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<tbody>
<tr>
<td>President</td>
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<td>Local Phone Number/Cell CCU Email Address</td>
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<tr>
<td>Vice President</td>
<td></td>
<td>Local Phone Number/Cell CCU Email Address</td>
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<tr>
<td>Secretary</td>
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<td>Local Phone Number/Cell CCU Email Address</td>
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<tr>
<td>Treasurer</td>
<td></td>
<td>Local Phone Number/Cell CCU Email Address</td>
</tr>
<tr>
<td>Adviser</td>
<td></td>
<td>Campus Mailing Address CCU Email Address</td>
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</table>

Unless above box is checked, local addresses and phone numbers of the officers listed will be made available to individuals making inquiries regarding your organization.

All officers who have been elected, selected or appointed as stipulated by the organization’s constitution, must have a minimum a cumulative GPA of 2.25 at time of appointment and throughout the duration of their term of office.

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<th>President</th>
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<td>Treasurer</td>
<td>Date</td>
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Dates of officers term of office _________________ to _________________

Month/Day/Year Month/Day/Year

Amount of dues paid to national organization (if applicable): ________________________

Amount of dues collected per member (if applicable): _____________________________

Is the organization open to all students? YES NO

When and where does the organization meet? ______________________________________
**Meeting/Practice Information:** The following information will be made available to students inquiring about the organization.

<table>
<thead>
<tr>
<th>Meeting Day(s)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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Requested Meeting Location(s):  

**How often does group meet? (circle one)**

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<tr>
<th></th>
<th>1st week of month</th>
<th>1st &amp; 3rd week of month</th>
<th>2nd &amp; 4th week of month</th>
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<tbody>
<tr>
<td>Every week</td>
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<tr>
<td>2nd week of month</td>
<td>3rd week of month</td>
<td>4th week of month</td>
<td>Irregularly</td>
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**Non-Discrimination and Anti-Hazing Clause:**

We hereby certify that the members of __________________________ will choose and accept new members without discrimination as to race, religion, national origin, age, disability, sexual preference, or gender (social, fraternities and sororities are exempt from the gender discrimination restriction). We further certify that the members of the above-named organization do not, as a part of their initiation procedures or at any other time, engage in hazing. I understand that hazing is danger or physical harm, and any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any fellow student, that student’s consent notwithstanding.
Student Organization Agreement Form

1. We confirm our willingness to abide by all University regulations and policies (namely the Club and Organization manual), as well as Federal and State Laws.

2. We agree to notify the Student Activities & Leadership office immediately if and when the purpose of the organization changes and/or when officers/advisors change. Furthermore, we agree to be responsible for this organization until the newly elected officers sign a new agreement and Club Status Form.

3. We acknowledge that all events, on or off campus (including meetings), must be cleared and registered with the Department of Campus Recreation via the Event Registration Form prior to any preparations being made. The organization understands that if an Event Registration Form is not filled out the organization will be suspended for a period of sixteen weeks.

4. We acknowledge that the University determines all matters related to security and exercises control over access to all University buildings.

5. Contracts: all contracts, including those for performers, speakers, bands, and DJ’s must be reviewed by the appropriate office. Student organization officers, members, or advisors are not permitted to sign contracts.

6. In accordance with the University’s statement of value of equal opportunity: we acknowledge that our organization may not on the basis of, race, color, sex, religion, national origin, age, mental or physical disability, exclude any persons from participation in, deny persons the benefit of, or subject persons to discrimination under any of its programs, activities, or meetings.

7. We acknowledge that the organization has the responsibility to make its activities as accessible as possible to all members of the University community. The organization agrees to not discriminate against any individual on the basis of handicap and to provide assistance to disabled students who wish to join the organization’s activities or attend its events.

8. It is recommended that all monies that are collected from any event or activity sponsored by the organization be deposited into the organization’s on campus account (called the “15 account”). The University holds the right to request financial statements from organizations at any point during the year. The organization (not the University) assumes all responsibility for timely payment of all bills and debts. The University reserved the right to place holds on student’s accounts until bills/debts are paid.

9. All student organizations agree to notify the University of any Travel. All student organizations agree to fill out all forms necessary PRIOR to traveling (i.e. Travel Authorization Form).

10. All student organizations must abide by all rules and regulations of the Club and Organization Posting Policy.

11. Student organizations will incur any costs for damages to University owned property or facilities, including clean-up costs when using for events, etc.

I have read and understood the above rules and policies on behalf of ___________________. The organization, ________________________________, agrees to abide by these rules and policies at all times.

1. _______________________________        _____________________________   ____________
   President’s Signature         Print Name               Date

2. ______________________________        ____________________________     ____________
   Additional Officer’s Signature         Print Name                                      Date
Advisor Information

Advisors
Each student organization is required to have an advisor. The recommendation of the advisor is made by the organization to the Department of Campus Recreation during the re-registration process. The Sport Club Coordinator will confirm the appointment in writing.

The advisor appointed in the fall will serve for the academic year. Each appointment is on an annual basis and is not automatically renewed. The advisor’s signature must be obtained annually to signify agreement to act as the organization’s advisor. Any exception to this policy must be approved by the Sport Club Coordinator.

Though officers of student organizations hold primary responsibility for ensuring that all University regulations and policies are followed, advisors are expected to provide assistance. Serving as an advisor is considered to be within the role and scope of duties for the university; advisors have the same liability protection as when performing other official duties for the University.

Functions of a Faculty/Staff Advisor
1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their authority.
3. Act in an advisory capacity, as opposed to a directive relationship, in the organization. The following educational functions are cited as examples:
   a. providing the officers with the elements of good organizational practice
   b. teaching the techniques and responsibilities of leadership
   c. teaching the principles of effective group operations
   d. developing procedures and plans for actions
   e. keeping the group focused on its goals
   f. developing self discipline and responsibility in the group
   g. stimulating and initiating activity
4. Be available to the officers and members to share ideas about organization affairs.
5. Meet with the officers of the group to discuss the progress and direction of the group.
6. Attend as many University registered meetings as possible.
7. Advise and consult with the organization and its officers on its financial affairs to assure that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
8. Approve off-campus, registered events in which students officially represent the organization, such as meetings, conventions, etc.
9. Attend as many University registered off campus trips as possible OR assist the organization in finding a suitable replacement.
10. Sign or co-sign appropriate university forms, such as those for the organization’s requests for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers, or lectures.
11. Serve until such time as a successor is appointed, if for any reason it becomes impossible to continue as advisor to the organization.
12. Contact the Sport Club Coordinator (or his/her designee) when questions or problems arise.
13. Attend information meetings regarding student organizations as necessary when scheduled by the Sport Club Coordinator.
Department of Campus Recreation

Advisor Confirmation Form

I have agreed to serve as the faculty advisor to the following organization:

__________________________________________________________

Student Organization

I have received and read the Advisor Responsibility Form.

I have agreed to serve for the 08/09 academic year. If any changes occur within the service year, I will immediately notify the Sport Club Coordinator.

_________________________________      __________________  
Signature           Date

_________________________________  
Print Name

_________________________________  
Campus Address

_________________________________
Campus Extension

Please return to Jake Rosiek, Williams-Brice 151.
Department of Campus Recreation

Recreation Center – Copier Contract

200__ - 200 __

Organization

I acknowledge that I have received the password code for the usage of the copier located in Recreation Center 151 and that the above listed organization has an on-campus account with more than $25.00 balance. I also understand that the above listed organization will be billed for the full balance at the end of each semester for total usage of copier. Failure to pay fees will result in the discontinuation for copier usage.

Student Name ___________________________  Password Code ___________________________

Position / Title ___________________________

I understand and accept the terms of this contract.

Signature ___________________________  Date ___________________________
Please provide a description of your organization. Items to include would be a brief history, activities you perform, fundraising projects, community service and any requirements for membership. Attach additional sheet if needed. Feel free to draw/lay out look and feel of website. If you will be creating your own web page and want it linked to the Campus Recreation website (www.coastal.edu/recreation), just list the link.

Organization:

Please provide a contact person to be listed on the page. This information will be available on the web, so list only information that you are comfortable having available to the public.

Name:  __________________________________________________________________________

Phone:  ______________________  CCU E-mail: _________________________________

If your organization has a website, we will link to it from the CCU site. Any site that is found to contain inappropriate content will not be linked.
Sport Club
Membership Roster

NAME OF CLUB: ________________________________

FALL / SPRING  20___

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Member Name</th>
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Attach additional copies as needed.  Page # _____