STUDENTS' UNION CLUBS AND SOCIETIES REGISTRATION FORM

NB: PLEASE BE ADVISED THAT IN ORDER FOR ANY CLUB/SOCIETY TO BE REGISTERED, A BOUNDED CLUB CONSTITUTION MUST BE ATTACHED AND A FEE OF $1200.00.

Name of Organization (in caps):

_____

Date of registration: ____/____/_____ (DD/MM/YY)

Date established: ____/_____/____ (DD/MM/YY)

Executives/Officers Of _____ 20__					
Positions	**Name**	**Id Number**	**Telephone # Digicel**	**Tele # C &W**	**Email Address**
President/Chair					
Vice-President					
Secretary					
Treasurer					
Assistant Treasurer					
Public Relations Off					

Membership

In order to charter an organization, membership must include at least **FIVE** (in addition to the **THREE** officers) currently registered students.

NAME	STUDENT ID	SIGNATURE

Officer's Declaration

A. Responsibilities of a Registered Club or Society

A registered club/society is responsible for conducting its affairs in a responsible manner consistent with applicable University rules and regulations and will be held accountable for the action and behavior of its members or guests at on-campus activities.

It is the sole responsibility of the membership and particularly the officers of this club to familiarize themselves with the contents of the University Handbook and the Students' Union Club & Societies guidelines that governs all clubs and societies.

It is also the sole responsibility of the president to submit a monthly report to the Director of Elections by the following dates:

Semester 1

October 29, 2012

November 26, 2012

Semester 2

February 6, 2012

March 5, 2012

The President of any and club/society must notify the 1st Vice President of Academic Affairs/Clubs & Societies of all changes in the organizations officers, addresses and phone numbers. Failure to notify the Students' Union of any changes will affect the degree of service we are able to provide to your club or Societies and its members.

B. Non – Discrimination Statement

The University of Technology, Jamaica as a standing policy does not discriminate against individuals because of their race, color, national origin, sex, age handicap sexual orientation. A student organization which restricts membership based on the above shall not be allowed to maintain registered student organization status.

We, the undersigned, agree to abide by the conditions stipulated in the Clubs and Societies Rights and Responsibilities as outlined in this registration form and the Clubs & Societies rules & regulations pamphlet.

Position	Name	Signature	Date
President			
VP – President			
Treasurer			
Secretary			
Advisor			

Approval – Students' Union Council office only – please do not write in this space.

1st Vice President of Academic Affairs/Clubs & Societies: _____

Date: _____/_____/_____

Approval Date: _____/_____/_____ Club License Valid Until: _____/_____/_____