

**REGISTRATION FORM FOR ESTABLISHING A STUDENT
ORGANISATION**

NAME OF ASSOCIATION:.....

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GOAL(S) AND /OR OBJECTIVE(S) OF THE ASSOCIATION:

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CONSTITUTION: (Attach a copy of your constitution, see outline at end of this document)

EXECUTIVE MEMBERS OR FOUNDING MEMBERS (Please List)

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ADVISOR OR PATRON OF ASSOCIATION

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PROPOSED MEETING TIMES AND LOCATION

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SOURCE(S) OF FUNDING

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AGREEMENT FORM

Please read the statement below. It was culled from the Students' Handbooks on 'Disorderly Conduct.'

Disorderly conduct

Students at Ashesi University have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and essential operations of the University. Disorderly conduct is not permitted.

Violation of the orderly operation of the University includes but is not limited to (1) excessive noise, noise, once identified, which interferes with classes, University offices, or other campus and community activities; (2) unauthorized entry into or occupation of a private work area; (3) conduct that restricts or prevents faculty or staff from performing their duties; (4) failure to maintain clear passage into or out of any University building or passageway.

I have read the above statement and I agree to abide by **the privileges and responsibilities associated with registered student organizations at Ashesi University.**

Signature(s)

Executive Members :Date:.....

.....Date:

.....Date:

**STUDENT CLUB
CONSTITUTION
OUTLINE**

OUTLINE

- I. ARTICLE ONE – NAME
- II. ARTICLE TWO – ADHERE TO UNIVERSITY POLICIES
- III. ARTICLE THREE – MEMBERSHIP
- IV. ARTICLE FOUR – OFFICERS
- V. ARTICLE FIVE ADVISOR
- VI. ARTICLE SIX EXECUTIVE COMMITTEE
- VII. ARTICLE SEVEN – GENERAL MEETINGS
- VIII. ARTICLE EIGHT – DISCIPLINE
- IX. ARTICLE NINE – CHANGE OF CONSTITUTION

ARTICLE I - Name, Purpose, and Affiliation

- Section 1 Name of organization
- Section 2 Purpose of organization (objective/s)
- Section 3 Organization affiliation (local, state, national, or international organizations)

ARTICLE II - Adhere to University Policies

- Section 1 Statement that organization adheres to University rules, regulations, and policies
- Section 2 Statement that organization will adhere to all national laws

ARTICLE III - Membership

- Section 1 Membership requirements (state who may be a member - ASHESI UNIVERSITY students, faculty, staff, etc.)
- Section 2 Membership privileges
- Section 3 Requirements and privileges of active membership in organization
- Section 4 Organization does not discriminate based on race, ethnicity, color, national origin, religion, disability or gender.
- Section 5 Membership Fees/ Dues: Ashesi is a non-profit organization therefore clubs and societies are not allowed to charge students membership fees. This ensures that all students despite economic background can enjoy being a part of the various clubs.

ARTICLE IV - Officers

- Section 1 Titles of officers
- Section 2 Qualifications of officers (must be matriculated ASHESI UNIVERSITY Students in good academic standing)
- Section 3 Duties of officer

ARTICLE V - Advisor

- Section 1 How the advisor is chosen

- Section 2 Expectations of Advisor (how often advisor will meet with org., expected assistance for org, etc.)

ARTICLE VI - Election and Removal of Officers

- Section 1 Time of election
 - Section 2 Election procedures
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- Section 3 Procedure for removal of officers

ARTICLE VII - Meetings

- Section 1 Frequency of regular meetings
- Section 2 Provision for special meetings

ARTICLE VIII - Quorum

- Section 1 Definition of a quorum (i.e., 2/3 majority, 50% + 1, etc.)

- Section 2 When a quorum is necessary

ARTICLE IX - Amendments and By-Laws

- Section 1 Provision for By-laws of the Organizations
- Section 2 Provision for amendments to the constitution and by-laws

ARTICLE X - Committees

- Section 1 Outline any standing committees

- Section 2 Outline procedures for creating new or short-term committees