



## Cornell University Student Activities Office

Student Activities Office  
Cornell University  
521 Willard Straight Hall  
Ithaca, NY 14853

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Web: [www.activities.cornell.edu](http://www.activities.cornell.edu)

### Guidelines for Registering a Student Organization

In order to complete the registration process, you will need the following:

- ⇒ Officer information of four (4) different officers (names, local addresses & phone numbers, emails, etc.)
- ⇒ Advisor's information (name, department, email, etc.)
- ⇒ Description of your organization
- ⇒ Your constitution and bylaws in MS Word or pdf format (may be uploaded later by using the "Update" link)

#### Other Guidelines for Student Organization Registration:

1. Following the completion of the on-line form, you will be required to complete and submit the Contracted Independent Organization form (CIO) (Independent Organizations only). You may read the contract before submitting your form by going to the Student Organization Resources page on-line. This form must be submitted electronically.
  2. Sports clubs will also be required to submit the Sports Club Addendum immediately following the registration form. The Sports Club Addendum is available for viewing at the Student Organization Resources page. This form must be submitted electronically.
  3. University Organizations must submit the Advisor Verification Form which will be available to download upon completing the registration form, or can be found under the "Resources" section. The Advisor Verification form requires your advisor's signature, and the form must be turned in to the Student Activities Office (hard copy only).
  4. The application for free web space may be submitted once your registration is completed. You will need your organization's password in order to complete the form. Follow the link to "Web Space."
  5. Organizations must register each academic year with the Student Activities Office in Willard Straight Hall.
  6. IF YOUR ORGANIZATION IS A FRATERNITY OR SORORITY, (i.e. you are affiliated with the Office of Fraternity and Sorority Affairs), YOU SHOULD NOT REGISTER AS A STUDENT ORGANIZATION USING THIS SITE. If you are not sure if your organization is affiliated with the Office of Fraternity and Sorority Affairs, go to the Student Activities Registration page to view a list of fraternities and sororities who should not register as a student organization using this site.
  7. While registration entitles an organization to request use of University facilities and SAFC/GPSAFC funding, it does not imply Cornell University sponsorship or approval.
  8. Organizations MAY NOT register for the sole purpose of obtaining free web space. The Student Activities Office reserves the right to determine if an organization is abusing this privilege.
  9. To register with the University, organizations must submit registration material to the Student Activities Office which includes:
    1. Student Organization Information Form (available on-line)
    2. Current constitution and by-laws of the organization (to be uploaded during with the registration form, or later by using the "Update" link). If your organization has submitted a constitution and by-laws in previous years, and if you would like to see a copy of your current constitution/by-laws, contact Roxanne Edsall-Beebe ([rme4@cornell.edu](mailto:rme4@cornell.edu) - 255-4169).
  10. Organizations must also submit either "Agreement for a Contracted Independent Organization" (for independent organizations) or "Advisor Verification Form" (for university organizations, advisor signature required.) Not sure if your organization is Independent or University? Read this. The "Advisor Verification Form" for university organizations is available here, and the "Agreement for a Contracted Independent Organization" must be submitted as part of the registration process (next page). Please note the Student Activities Office reserves the right to determine whether an organization is Independent or University.
  11. Sport Clubs will also need to complete the Sport Club Addendum, which must be submitted as part of the registration process.
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12. All organizations shall observe all local, state and federal laws and the Cornell University Campus Code of Conduct. Membership in organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual preference, age, marital status, citizenship or handicap. (SA-302). Title IX of the Educational Amendment of 1972 provides an exemption of fraternities and sororities from the requirement that membership in their groups must be open to all persons regardless of sex.
13. All organizations must list FOUR officers on the registration form in order to be completely registered (President/Chairperson, Vice President/Chairperson, Treasurer, and one other to be defined on the form).
14. Membership and/or participation in organizations is voluntary. Members/Participants may disassociate at any time.
15. Non-Cornell community members will be considered as volunteers with organizations. They may avail themselves of the student club insurance by declaring themselves and paying the appropriate fee. Contact the Office of Risk Management and Insurance for more information (277-1188).
16. Officers and/or Executive Board Members of student organizations must all be currently enrolled students at Cornell University (Ithaca campus). General members may be students, faculty, staff, or community members.
17. Cornell University prohibits any organization from engaging in any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Pursuant to Section 6450 of the Education Law of the State of New York, the above statement shall be deemed to be part of the by-laws of all organizations registered at Cornell University.
18. Organizations, their officers, members and advisors are expected to take responsibility for all aspects of their activities including but not limited to:
  - \* Registering each academic year
  - \* Properly budgeting for organization activities
  - \* Planning events well in advance and notifying necessary University officials regarding said events (this includes completing the on-line Use of University Property form (UUP), if applicable)
  - \* Securing adequate insurance for organization activities
19. Continued registration is dependent upon the organization's compliance with the above requirements and the completion of an annual application for registered organization status.

*For more information on this, or any other policy/guidelines pertaining to student organizations, please contact the Student Activities Office, 5th floor, Willard Straight Hall, (607) 255-4169, email: <activities@cornell.edu>.*

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