



STUDENT ORGANIZATION REGISTRATION FORM

Organization Name: _____

Is this a new organization? Yes No

Organization Mission or Purpose:

ADVISOR INFORMATION

***Please note that each organization must have an advisor. If this is a technique club, it must be a faculty member who is licensed in that technique.**

Only **one** advisor is required per organization, but more than one is allowed.

Advisor Name: _____ Title/Department: _____

Phone #: _____ E-mail: _____ Office #: _____

Advisor Name: _____ Title/Department: _____

Phone #: _____ E-mail: _____ Office #: _____

AUTHORIZED REPRESENTATIVE INFORMATION -

***Please note that each organization must have a President. A Treasurer is also required if the organization wants to handle money in *anyway* (includes but not limited to dues, speaker fees, fundraising)**

Example:

Representative Name: John Doe

Title: President

Phone #: 214-555-5555

E-mail: jdoe@parker.edu

1st Representative Name: _____ Title: _____

Phone #: _____ E-mail: _____

2nd Representative Name: _____ Title: _____

Phone #: _____ E-mail: _____

3rd Representative Name: _____ Title: _____

Phone #: _____ E-mail: _____

4th Representative Name: _____ Title: _____

Phone #: _____ E-mail: _____

Registration is **NOT complete until ALL of the following criteria are met:**

1. This form is submitted to E200 or **briannasmith@parker.edu**
2. All new presidents must attend **Student Organization Information Meeting**.
3. An **active member roster, bylaws, and risk management** must be submitted to Student Affairs. (templates are available, please email Brianna Smith, briannasmith@parker.edu, if you need a template)

OFFICE USE ONLY

Information meeting attended Confirmed by: _____ Date: _____

Bylaws on File Member Roster Risk Management

SA Coordinator Approval: _____ Date: _____ Date confirmation sent: _____

Faculty/Staff Student Organization Advisor Agreement

Organizations must have an advisor who is a faculty or staff member (no one may serve as an advisor for more than two student organizations/clubs).

Technique clubs must have an advisor who is a faculty member and a licensed DC in the State of Texas.

- Meetings with outside speakers require the attendance of the advisor or his/her designate.
- The advisor or his/her designate must be present at all meetings or activities where any form of chiropractic care as defined by state statutes is practiced or demonstrated.
- The acceptable standard of care must be followed for any chiropractic treatment which is practiced or demonstrated.
- Meetings with Faculty/Staff as Speakers - regular full/part time faculty and staff may be invited to speak or make presentations. Faculty and staff speakers are prohibited from charging fees, accepting gifts, donations or gratuities; however, they may be reimbursed for the cost of supplies or handouts, with proper documentation. The advisor is not required to attend. In the absence of the advisor, the student organization President is responsible for the maintenance and security of the meeting room and equipment.
- Be informed of the university's policies and procedures as outlined in the Student Handbook and Student Organization Handbook and guiding the organization to follow these.
- If it is necessary for an advisor to resign his or her position as advisor, he or she shall notify the organization and Student Activities Coordinator.
- Sign all facilities requests, recognition forms, and speaker approval packets, fundraising requests and other official correspondence between the organization and Student Affairs Office.

I understand the purpose of the club and I am willing to make a commitment to attend meetings and events as outlined in the Student Handbook and agree to the terms outlined above.

Organization

Faculty/Staff Signature

Date

TERMS AND CONDITIONS

- 1. Permitted uses.** The facilities and equipment shall be used only for the proposed use(s) identified above. In addition, use of the facilities and equipment shall be in accordance with all policies, procedures, rules, and regulations of Parker University concerning the use of such facilities and equipment. Organization may not assign the right to use the facilities or equipment to any other person.
- 2. Liability for Loss or Damage.** In the event that the facilities or equipment are lost or damaged in any way, Organization agrees to pay Parker University the replacement cost for the Equipment or the cost to repair the facilities or equipment, if less than the replacement cost. Organization agrees to pay such amount even if the loss or damage results from a cause beyond Organization's control, such as the negligent or criminal conduct of a third party.
- 3. Indemnity.** Organization agrees (a) to pay for and assume full liability for any loss or damage to any person or property or claims for such losses resulting or arising from the use of the facilities and equipment, (b) to reimburse or hold harmless Parker University, its Trustees, agents, employees, and representatives from any such loss, damage, or claim, including attorneys' fees, (c) to pay any attorneys fees paid or incurred by Parker University to enforce any of Organization's obligations under this Agreement.
- 4. Disclaimer.** The facilities and equipment are provided **"AS IS"** without warranty of any kind, express or implied, including, but not limited to, warranties of merchantability or fitness for a particular purpose.
- 5. Waiver of Liability.** In no event will Parker University be liable for any actual damages, lost profits or revenue, special, incidental, consequential, indirect, or punitive damages, even if Parker University has been advised of the possibility of such damages. Parker University's total liability arising from or related to use of its facilities and equipment is limited to a refund of the amount, if any, paid for use of the facilities and equipment. These terms and conditions define the sole and exclusive remedies of Organization.
- 6. Right to Rescind.** If the facilities or equipment are required for University purposes, the University may withdraw the permission to use the facilities or equipment at any time, with or without previous notice. The university may, at its option, move the Organization's event to another room, comparably equipped, with no change in cost to the Organization.
- 7. Return of Equipment.** At or prior to the time specified on the front, the facilities equipment shall be returned to Parker University in the same condition as when the facilities and equipment were checked out.
- 8. Entire Agreement.** This document contains the entire agreement between the parties, and supersedes any prior understanding or written or oral agreements between the parties. These Terms and Conditions may not be amended orally, but only by an agreement in writing, signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.
- 9. Applicable Law.** These terms and conditions shall be construed in accordance with and governed for all purposes by the law of the State of Texas. The proper venue for any dispute arising from or related to this agreement shall be Dallas County, Texas.
- 10. Compliance with Laws.** Organization must comply with all applicable city, state, and federal laws, regulations and ordinances, including the Americans with Disabilities Act ("ADA"), the Texas Chiropractic Act and laws prohibiting the practice of chiropractic without a license. In connection with the use of Parker University's facilities, Organization shall not discriminate against any person on the basis of sex, race, creed, national origin, color, religious belief, age, disability, or status as a disabled veteran or veteran of the Vietnam era.
- 11. Severability.** In the event that any one or more of the provisions contained in these Terms and Conditions shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of these Terms and Conditions, but these Terms and Conditions shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.
- 12. Force Majeure.** The University shall not be liable for any damages caused by any delay or inability to deliver or provide the facilities or equipment caused in whole or in part by labor disputes, fire, unusual delays in deliveries, abnormal or adverse weather conditions, unavoidable casualties, any causes beyond the University's control, or by other causes which justify delay.
- 13. Use of Tradename.** Organization shall not use any of Parker University's trade names, logos, trademarks, or service marks in any publication or communication without the express written approval of the Vice-President of Administration or the Vice-President of Business Affairs.
- 14. Political Campaigning Prohibited.** Organization shall not use Parker University's facilities to participate in any political campaign activity on behalf of (or in opposition to) any candidate for public office.