

CLUBS AND ORGANIZATIONS CHARTER APPLICATION

- I.** _____
(Name of Organization)
- _____ (Date)
- II.** _____
(Statement of Purpose)
- _____
- III.** We agree to abide by the conditions specified in the guidelines for clubs and organizations (Rights and Privileges of the Chartered Organizations).
- IV.** We further agree that only members of the University of the District of Columbia are officers, designated agents or voting members of the club/organization. Any change in the information in Section I and II of the UDC Guidelines for Clubs and Organizations since chartering or registration must be noted as an attachment to this form.
- V.** Those persons whose names appear below must be members of the University of the District of Columbia and will be the only members of the club/organization recognized by the Office of Student Achievement as having authority to act on behalf of the club/organization. Any change of officers or designated agents of the club/organization must be indicated to the SGA Advisor within 72 hours on this form by authorized officer or agent.

Advisor's Name (PLEASE PRINT)_____
Signature_____
President's Name (PLEASE PRINT)_____
Signature_____
Vice President's Name (PLEASE PRINT)_____
Signature_____
Secretary's Name (PLEASE PRINT)_____
Signature_____
Treasurer's Name (PLEASE PRINT)_____
Signature

CLUB/ORGANIZATION MEMBERSHIP FORM

Year: _____ Name of Club/Organization: _____

President's Name	SID	Phone	Email
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Vice President's Name	SID	Phone	Email
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Secretary's Name	SID	Phone	Email
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Treasurer's Name	SID	Phone	Email
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Advisor's Name	Department	Office Location	Phone	Email
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MEMBERSHIP: (At least ten (10) active members should be listed. You may include officers)

Name	SID	Phone	Email
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

(SAMPLE) OUTLINE OF A CONSTITUTION

*modify as needed to suit your club or organization's needs

PREAMBLE

We, the members of the UDC _____
Hereby associate ourselves to (purpose) _____ as of (date) _____.

ARTICLE 1 NAME

The name of this organization shall be _____.

ARTICLE II MEMBERSHIP

Section 1. The membership of this club shall be open to _____
(in addition to specific requirements usually includes {regularly enrolled students"}).

Section 2. The duties of the Vice-President shall be to Preside at all meetings in the absence of the President, be ex-officio member of all committees, and _____.

Section 3. The duties of the Treasurer shall be to collect dues, keep books, make expenditures and to render regular reports on request. He/she shall _____.

Section 4. The duties of the Sectary shall be to keep records of the meetings to maintain the membership roster, to take roll call, to handle correspondence _____.

ARTICLE III ELECTION OF OFFICERS

Elections shall be held on the (specify day of the week, whether once a year, at opening of semester, etc.) Voting shall be by secret ballot; a plurality vote shall constitute the choice.

Section 1. The term of office shall be _____.

Section 2. Nominations shall take place _____.

Section 3. Votes shall be counted by _____.

Section 4. Installation of new officers shall take place _____.

ARTICLE IV QUALIFICATIONS OF OFFICERS AND MEMBERS

Section 1. Regularly enrolled students in the University of the District of Columbia who _____ are eligible for membership.

Section 2. Regularly enrolled students and members in good standing.

Section 3. Only members who are in good standing, have paid dues and attend meetings regularly for _____ are eligible to hold office. Only members in good standing and currently enrolled at UDC are eligible to vote.

ARTICLE V COMMITTEES (optional – some groups specify)

ARTICLE VI FACULTY/STAFF ADVISOR

This group shall have a regular faculty or staff advisor who will attend meetings and advise the club.

ARTICLE VII MEETINGS AND DUES

Section 1. Meetings shall be held regularly at a time specified by the organization at the openings of a meeting of each semester.

Section 2. Dues in the amount of \$_____ shall be collected from each regular member each semester (optional).

ARTICLE VIII ROBERTS RULES OF ORDER (optional)

Roberts Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provision of the constitution.

ARTICLE IX AMENDMENTS

Amendments to this constitution shall be submitted to the presiding officer in writing for submission to the members for vote. One half or one third _____ vote shall suffice for adoption thereof, subject to final approval.

Date of Signatures_____

Signed: President
Other Officers
Faculty or Staff Advisor
Charter Members

Please Note:

New organizations are cautioned to draft constitutions carefully, specifying terms of office, requirements for membership and holding office clearly, to avoid any future controversy. Clubs are expected to proceed along democratic lines and to resolve problems on a majority basis. Once a constitution has been approved by the proper parties, said constitution is filed and becomes the official reference copy. No changes will be recognized without prior approval, and in event of any controversy within the group, the official office (Student Achievement) will be used to determine any points in question.

Office of Student Achievement

By-laws or general statutes can also be drafted, which govern the operational aspects of the organization. The by-laws might include such items as description of insignia (how it is to be worn and when), motto, colors, alumni status, honorary status, pledge status, regulations, definition of quorum, suspensions or expulsions, audit of accounts, etc.

The Basic Framework: Three copies of the proposed amendments must be submitted to the SGA Advisor with signatures of officers and members appended.

CLUBS AND ORGANIZATIONS CHARTERING PROCESS

- I. Find a minimum of ten (10) students who share your common ideas and interests.
- II. Write your constitution and by-laws.
- III. Identify a faculty or staff advisor.
- IV. Submit all documents to the SGA Advisor. These documents will be reviewed by the SGA Advisor then referred to the Dean of Student Achievement.
- V. The Dean of Student Achievement will recommend to the SGA Advisor that the organization becomes a recognized campus-based organization with all rights and privileges.

Clubs and Organizations contribute significantly to the intellectual, social and cultural development of students, and provide the framework for participation, leadership and enhancement of the general University community. Abundant opportunities are provided for developing abilities in planning, management-decision-making and other desirable qualities. The wide range of extra and co-curricular activities emanating from these groups compliment the University's practical application of classroom concepts, theories and principles.

Membership requirements vary with each club or organization. Information is available from any member or advisor to the group.

RIGHTS AND PRIVILEGES OF CHARTER

Chartered organizations, besides having the rights and privileges, which accrue as inherent in matriculation, shall receive the following:

Opportunity to request funds from student activity fees.

1. The right of discussion, debate, assembly communication, and dissemination of their personal and group views through approved University media.
2. Right to establish and maintain media for the promulgation of their activities and the expression of their views subject to existing University rules and regulations.
3. Use of University facilities for fund raising activities.