

R'cvd _____

Student Organization Charter Renewal

(For Established Student Organizations Only)

Every fall semester Texas Woman's University student organizations must submit to the Center for Student Development current and accurate information concerning their officers and advisers. Organizations must also submit a copy of its constitution and bylaws. Failure to provide the information by the due date will result in the loss of chartered status at Texas Woman's University.

ALL BLANKS MUST BE COMPLETED. THREE (3) COPIES MUST BE TURNED IN OR APPLICATION WILL BE CONSIDERED INCOMPLETE.

General Information

Date: _____

Organization's Full Name: _____

Description and Purpose (25 words or less): _____

Requirements for Membership: _____

Does your group have a national affiliation? _____
(If so, please list name and address):

Student Organization website URL (address): _____

Contact Information

The Chief Officer will serve as the contact person for the Center for Student Development and will be contacted if any additional information is needed. This person will also serve as the primary contact for the Student Organization Manual publication. The Center for Student Development will contact your group on a periodic basis using e-mail and student organization mailboxes. It is the responsibility of the student organization to check all mail on a regular basis.

Chief Officer's Name: _____

Address: _____

E-mail: _____ **Phone #:** _____

Adviser Information

All chartered organizations are required to have **ONE (1)** TWU faculty or staff adviser. Faculty or staff advisers assume the responsibility of keeping informed about the activities of the student organizations, attending meetings, and advising the officers and members on University policies, procedures, and budgetary matters. An adviser's signature is required on all forms for scheduling meetings and activities. Advisers are also required to attend all organization events/activities where security is required and if attendance is more than 100 people.

Name: _____ **Department:** _____

Phone #: _____ **Campus Address:** _____

E-mail Address: _____ **Signature:** _____

House of Representatives

Each chartered student organization must appoint one person from its membership to serve on this governing board for student organizations. Please list your group's appointment in the space provided below. Meetings of the House of Representatives will be held on Mondays beginning _____ and continue every other Monday at 12:25 p.m. in _____.

Name: _____ **Address:** _____

Position: _____ **Phone:** _____ **E-mail:** _____

Organization Officers

Officers of chartered student organizations must be currently enrolled for at least **nine (9) semester hours** as an undergraduate student or at least six (6) semester hours as a graduate student. All officers must have a **cumulative academic average of no less than 2.0** and not be on academic probation. Please attach additional sheets if necessary. Please list your officers in the space provided below.

Name: _____ Address: _____

Position: _____ Phone: _____ E-mail: _____

Name: _____ Address: _____

Position: _____ Phone: _____ E-mail: _____

Name: _____ Address: _____

Position: _____ Phone: _____ E-mail: _____

Name: _____ Address: _____

Position: _____ Phone: _____ E-mail: _____

Student Organization Requirements

We certify that the above information is accurate and acknowledge our responsibility to keep this record accurate and up to date. Our organization will comply with University policies and procedures outlined in the Student Handbook and the Student Organization Manual including policies on large event planning, hazing, illegal use of alcoholic beverages and narcotics or drugs. Our organization's officers will make this information available to all organization members. Our organization will abide by all applicable state, local, and federal laws. Our organization will not discriminate against members or prospective members on the basis of age, sexual orientation, race, color, creed, national origin, physical handicap, or sex. (Sororities and fraternities may determine the gender of their members under the provisions of the Title IX Education Code). We also certify that there is nothing in the national and/or local constitution of this organization which violates the rules and regulations of Texas Woman's University. It is understood that we may be held responsible for activities or behavior of the organization and may be personally liable for all debts and obligations incurred by the organization. Further, the undersigned agrees that it is a violation of Texas Woman's University policies and Texas statutes to:

- use the designation of "TWU" or "Texas Woman's University" in the name of a student organization and to represent themselves as "TWU" or "Texas Woman's University" on any document, including checks and/or a checking account application or signature; and
- use the University tax ID number and further agrees to not use this designation or the numbers.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Does this organization have a risk management policy? YES _____ NO _____

If no, this organization agrees to file a complete risk management policy with the CSD by November 1, 2007. Initial here _____

Does or will this organization discriminate or differentiate in its membership or in its eligibility to hold office based on race? YES _____ NO _____

Does the National constitution (if applicable) of your organization require that its local chapter restrict eligibility for membership or for holding office based on race? YES _____ NO _____

Does your group plan to be a collegiate chapter of a national organization? YES _____ NO _____

If YES, please attach a letter of endorsement from the national organization with this form and a copy of the national constitution.

Does the student organization give permission to the Center for Student Development to use and advertise the information provided in the "Contact Information" section of this charter renewal including, but not limited to, the TWU website, Student Organization brochure, and Student Organization directory? YES _____ NO _____

Signature of Adviser/Date

Signature of Adviser/Date

Signature of Chief Officer/Date

Constitution on file in Student Development
Updated constitution attached