

NEW CHARTERED STUDENT ORGANIZATION APPLICATION INSTRUCTIONS

This application is for NEW student organizations only.

www.twu.edu/o-sl/csd/NewOrgCharterApp.pdf

Texas Woman's University Center for Student Development, Student Center 135
(940) 898-3626

Any person interested in starting a new organization should consider the following before applying for a charter:

- ❑ Is there a group of TWU community members committed to this idea? How long will interest last?
- ❑ Is there an existing organization that would fill this need of which these community members could become a part? Many organizations are open to new ideas and suggestions for new programs. Would the idea fit into a preexisting organization?
- ❑ Will this organization be able to find others who have an interest to carry it beyond the present? Are all of the interested students seniors? Will graduation "wipe out" the group?
- ❑ Have the interested students given thought to some of the organizational goals and objectives? Have ideas been discussed about specific programs and activities? Planning now will help answer the questions necessary to apply for a charter as well as to get the group members to think about which category the organization will want to be included in at the appropriate time.
- ❑ What role will this organization play on campus and/or in the community? The purpose of the group needs to be well defined both for the charter application and for the organization's own planning and recruiting.

If after discussing these questions with the persons interested in starting the organization and they are still committed to getting it off the ground, it is time to begin the application process for a charter. The procedure is administered by the House of Representatives with the assistance from the Center for Student Development.

1. Stop by the Center for Student Development and make an appointment with the advisor to the House of Representatives to discuss the proposed student organization.
2. When the charter application is picked up, the advisor to the House of Representatives will discuss the step by step chartering process. The application for a charter must include a constitution stating the purpose of the organization, the procedure for electing officers, meeting times, requirements for membership, and the means of financial support of the organization. Complete and return **two (2) copies** of the application to the House of Representatives/External Affairs mailbox at the Center for Development on the first floor of the Student Union. Applications are due no later than 5 business days before the next scheduled External Affairs hearing date.
3. If all of the required information is complete, the proposed student organization will be required to attend the External Affairs Committee hearing to present and explain the proposed student organization. The House of Representatives External Affairs Committee will contact the representative of the proposed student organization with a hearing date and time by mail. Hearing dates are pre-set and occur one time per month September – November and February – April. The presentation must be

limited to 6-7 minutes. The External Affairs Committee will notify the proposed student organization of its decision within one week of the review/hearing by mail.

Guidelines/Tips for a New Student Organization Presentation/Hearing:

- A student representative from the proposed student organization must attend and make a presentation to the committee. Advisers are encouraged to attend for support, but are not required to attend the hearing.
- The presentation to the External Affairs Committee should include the following: purpose and mission of the organization; membership requirements; procedures for electing/appointing officers; why students decided to charter the organization; how TWU will benefit from this organization; and how TWU students will benefit from this organization. The student representative does not have to pass out printed materials or a presentation outline, but may choose to include visual aids in the presentation.
- If a proposed student organization is unable to attend the scheduled hearing date, a student representative must contact the Advisor to the House of Representatives in the Center for Student Development within 48 hours of the hearing date to reschedule. The absence of notification will require that the proposed student organization resubmit their application for the next hearing date.

Chartered Student Organizations must adhere to the following policies:

- ❑ Shall be open to all TWU students regardless of race, creed, disability, sexual orientation, age and/or sex (National sororities, NPC and NPHC groups, are exempt from gender discrimination under Title IX Education Code).
- ❑ Shall be led by TWU student officers elected or appointed by the organization.
- ❑ Shall have one (1) TWU faculty and/or staff advisers. The faculty/staff adviser must be at least a half-time employee.
- ❑ Shall meet a genuine, demonstrated student interest of at least **five (5)** TWU students. However, CSD recommends ten (10) signatures to show the External Affairs committee there is true interest in the student organization. Please complete the Student Interest List included in your application.
- ❑ Shall uphold all University rules and regulations in addition to all state and federal laws.
- ❑ Shall be composed of a majority of TWU students.
- ❑ Shall renew their organization charter each fall semester. Please note that an organization must complete the new student organization process if the group has not been chartered in the last 24 months.
- ❑ Shall not use “Texas Woman’s University” or “TWU” in its official title, logo or financial documents, including checking accounts and signature cards.
- ❑ Shall submit an updated local constitution and/or national constitution (if applicable) annually.
- ❑ Shall not use the TWU Tax ID number. Each student organization is encouraged to apply for an organization Tax ID number with the IRS.
- ❑ Shall not participate in any hazing activities or activities that would fall under the guidelines of hazing.
- ❑ Shall not serve, sell or consume alcoholic beverages at any organization meeting or function on or off campus.

- ❑ Shall adhere to all publicity and posting policies stated in the Student Organization Manual.
- ❑ Shall follow all fundraising policies (see the Student Organization Manual for details) including, but not limited to, the following: no auctions. An auction is considered selling of services by individuals or organizations.
- ❑ Shall update student organization officer and adviser information by the first week in May.
- ❑ Shall be responsible for reading and abiding by all policies in the Student Organization Resource Handbook.
- ❑ Shall update the constitution as needed.

Chartered Student Organizations benefit from the following privileges:

- ❑ A student organization mailbox located on the first floor of the Student Center;
- ❑ Use of university facilities and meeting rooms on campus, free of charge;
- ❑ Access to university vehicles (with the proper driver authorization);
- ❑ Ability to create a student organization website;
- ❑ Inclusion in university publications;
- ❑ Ability to apply for funding from the House of Representatives through the Student Leadership Development Fund and Student Organization Programming Fund;
- ❑ Ability to elect a member of your organization to serve as a delegate to the House of Representatives;
- ❑ Use of butcher paper and chalk for advertising and access to the CSD Paint Room;
- ❑ Access to reserving the CSD small sound system, popcorn machine and cotton candy machine for student organization functions; and
- ❑ Access to information and support through the professional staff in the Center for Student Development.

*Attached is an example Constitution. **NOTE:** The constitution and/or bylaws should be updated every five years. New officers and advisers should sign and date the copy given to the Center for Student Development. A new copy should be submitted to the CSD after every revision.

NEW CHARTERED STUDENT ORGANIZATION APPLICATION

Texas Woman's University
Center for Student Development, Student Center 135
(940) 898-3626

(Please type or print neatly. Attach any additional pages if necessary. This application must be completed in its entirety before submitted.)

Date: _____

Proposed Organization Name: _____

Tax ID #: _____

Please check the date you would like to present to the External Affairs Committee:

____ September ____ October ____ November
____ February ____ March ____ April

Purpose of the organization: _____

Requirements for membership: _____

Reasons for chartering organization: _____

Ways TWU will benefit from having this organization: _____

ORGANIZATION CLASSIFICATION

Your student organization will be listed under one category in all TWU publications. Please check only one (1).

Departmental Honorary Sports Club
 Religious Greek Special Interest

CONTACT INFORMATION

The chief officer will serve as the primary contact for the communication with the Center for Student Development. This person will serve as the primary contact for the Student Organization Directory. The Center for Student Development will contact your group on a periodic basis using e-mail, voicemail, and the student organization mailboxes. It is the responsibility of the student organization to check all mail on a regular basis.

Chief officer for the proposed organization: _____
Address: _____
City, State, Zip: _____
Phone: _____ TWU Email: _____

ADVISER INFORMATION

All chartered student organizations are required to have ONE (1) TWU faculty and/or staff adviser. Advisers assume the responsibility for keeping informed about the activities of the student organization, for attending meetings, and for 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 organization events/activities that fall under the large events guidelines.

Adviser Name: _____
Department: _____
Campus Address: _____ Phone #: _____
TWU Email Address: _____
Signature: _____

Additional Advisor (if applicable)

Adviser Name: _____
Department: _____
Campus Address: _____ Phone #: _____
TWU Email Address: _____
Signature: _____

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 grade point 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: _____ Position: _____
Address: _____
Phone #: _____ TWU Email : _____

Name: _____ Position: _____
Address: _____
Phone #: _____ TWU Email : _____

Name: _____ Position: _____
Address: _____
Phone #: _____ TWU Email: _____

HOUSE OF REPRESENTATIVES DELEGATE

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 below. Meetings of the House of Representatives are held every other Monday at 12:25pm. Please see the House of Representatives for each semester's dates and locations.

Name: _____
Address: _____
Phone #: _____ TWU Email : _____

Please answer the following questions:

Does this organization have a risk management policy? Yes _____ No _____

Does or will the TWU chapter of your new prospective 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 new prospective 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 or endorsement from the national organization with this charter application.

STUDENT INTEREST LIST

Use the space below list those students interested in being a part of the proposed student organization.

*By signing below, I am stating an interest in the above mentioned student organization and verify that I am a current TWU student. *

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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 gender. (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 checking account application or signature; and
- Use the Texas Woman's University Tax ID Number and further agrees to not use this designation or the numbers.

Signature of Chief Officer/Student Representative

Date

Signature of Adviser

Date

Signature of Adviser

Date

Example Constitution

The Constitution of an organization contains the rules that govern the actions and activities of the group.

The document should:

- ❑ State the purpose of the organization;
- ❑ Define the characteristics of the organization and criteria for membership;
- ❑ Prescribe how the group functions and identify the parliamentary procedure by which business will be conducted;
- ❑ Include all rules that the group considers so important that they (1) cannot be changed without previous notice to the members and the vote of a specified large majority (such as two thirds vote), and (2) cannot be suspended; and
- ❑ State the rights of members of the organization whether present or absent from a meeting and limitations placed on the powers of the members attending a meeting.

NOTE: A chartered student organization's constitution must be consistent with the policies and procedures contained in the TWU Student Handbook.

Example Format for Writing a Constitution:

1. Name of the Student Organization
2. Statement of Purpose
3. Membership
 - a. Qualifications necessary for membership
 - b. Procedure for disciplining/removing members
4. Officers
 - a. Titles of officers
 - b. Qualifications
 - c. Duties
 - d. Procedure for removal from office
 - e. Procedure for filling a vacancy
5. Advisers
 - a. Qualifications for Advisers
(Note: All student organizations must have two (2) on-campus advisers, with at least one of them being a full-time faculty or staff member.)
 - b. How advisers will be chosen
6. Elections
 - a. When elections will be held
 - b. Who is eligible to run
 - c. How nominations will be made
 - d. How elections will be held
7. Meetings and Quorum

- a. How often meetings will take place
- b. Percentage of members necessary to conduct business
- 8. Finances
 - a. Who is responsible for handling the budget
 - b. How funds will be administered
- 9. Committees
 - a. What committees will be part of the student organization
 - b. Procedure for appointment of committee chairs and members
- 10. Amendments
 - a. How a constitution may be amended
 - b. By what vote must amendments pass
- 11. Ratification
 - a. How the constitution, as it presently reads, will be in effect

NOTE: The constitution should be updated every fall semester. New officers and advisers should sign and date the copy given to the Center for Student Development.