

Student Organization Renewal

(For Established Student Organizations Only)

Texas Woman's University

Center for Student Development

Student Union 135 • (940)898-3626 • www.twu.edu/student-development/charter-student-organization.asp

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. Failure to provide the information by the due date will result in the loss of chartered/sanctioned status at Texas Woman's University. **ALL BLANKS MUST BE COMPLETED. ONE (1) COPY MUST BE SUBMITTED TO THE HOUSE OF REPRESENTATIVES CARE OF THE CENTER FOR STUDENT DEVELOPMENT FRONT DESK IN THE STUDENT UNION.**

- Charter renewal (eligible for SLDF/SOPF funding)
 Sanctioned Organization Renewal (receives departmental funding)

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): _____

Tax ID#: _____

Contact Information

The Chief Officer will serve as the primary contact person for the communication with Center for Student Development. This person will also serve as the primary contact for the Student Organization Directory. The Center for Student Development will contact your group on a periodic basis using your TWU e-mail address only 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: _____

TWU Email: _____ 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: _____

TWU Email: _____ 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 contact person in the space provided below. Check the House of Representatives website and/or flyers for meeting dates and times.

Name: _____ Address: _____

Position: _____ Phone: _____ TWU Email: _____

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: _____ TWU Email _____

Name: _____ Address: _____

Position: _____ Phone: _____ TWU Email _____

Name: _____ Address: _____

Position: _____ Phone: _____ TWU Email _____

Name: _____ Address: _____

Position: _____ Phone: _____ TWU Email _____

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 Handbook 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 local, state, 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 for their organization. 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 "General Information, Contact Information and Adviser 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 Advisor/Date

Signature of Advisor/Date

Signature of Chief Officer/Date

PLEASE CHECK ONE:

- _____ Constitution on file in Student Development
_____ Updated constitution attached

* The constitution should be reviewed and 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.