

UNIVERSITY SANCTIONED STUDENT ORGANIZATION APPLICATION INSTRUCTIONS

This application is for University Sanctioned Student Organizations only.

www.twu.edu/student-development/student-organizations.asp

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

Any person interested in applying for University Sanctioned Student Organization status should consider the following before applying:

- ❑ Is there a TWU department/office committed to this idea? How long will interest last? Will the TWU department/office serve as the sponsoring department and accept responsibility for the group?
- ❑ Is there an existing chartered student organization that would fill this need of which these community members could become a part of? Many organizations are open to new ideas and suggestions for new programs. Would the idea fit into a preexisting chartered student 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 of some organizational goals and objectives? Have ideas been discussed about specific programs and activities? Planning now will help answer the questions necessary to apply for university sanctioned status.
- ❑ 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 application and for the organization's own planning and recruiting.
- ❑ Does the sponsoring department/office have University funds available to support this organization?

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. The procedure is administered by the Center for Student Development with assistance from the House of Representatives.

1. Stop by the Center for Student Development and make an appointment with the Assistant Director to discuss the proposed University Sanctioned Student Organization.
2. When the application is picked up, the Assistant Director and the Advisor to the House of Representatives will discuss the step by step process. The application 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. The organization must demonstrate how they will support the educational mission of the University. The sponsoring department/office must describe its partnership with the proposed organization (chain of command, funding, resources, and advisement). Complete and return **two (2)**

copies the application to the Center for Student Development office in the Student Center, room 117 D.

3. If all of the required information is complete, you will meet with the Director, Assistant Director and the Advisor to the House of Representatives to discuss the application.

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

University sanctioned student organizations are groups which support the ongoing interests of the University. University sanctioned status means that the University accepts responsibility for the group and agrees to support, supervise and advise its activities. University sanctioned organizations contribute to the mission of the University. This status represents a partnership between the University and the organization.

University Sanctioned 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 be advised by TWU staff and/or faculty.
- Shall support the mission of the University.
- Shall uphold all University rules and regulations in addition to all state and federal laws.
- Shall be composed of TWU students only.
- Shall be allowed to use “Texas Woman’s University” or “TWU” in its title.
- Shall submit an updated local constitution and/or national constitution (if applicable) annually.
- Shall be allowed to use the TWU tax ID number.
- Shall use a University account for all income and expenses related to organizational activity, therefore, will not be eligible for funding from the House of Representatives.

University Sanctioned 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 elect a member of your organization to serve as a delegate to the House of Representatives; and
- Access to information and support through the professional staff in the Center for Student Development.

*Attached is an example Constitution and Bylaws. **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.

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(Please type or print neatly. Attach an additional page if necessary.)

Date: _____

Proposed Organization Name: _____

Tax ID#: _____

Chief Officer for the proposed organization: _____

Phone: _____ Email: _____

Sponsoring department/office: _____

Adviser/Contact: _____

Phone: _____ Email: _____

Purpose of the organization: _____

Reasons for starting this University Sanctioned Student Organization:

Source of funding for proposed organization:

Ways TWU will benefit from having this organization: _____

Ways this organization will support the University mission:

Please answer the following questions:

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.

PLEASE NOTE:

Officers should have a 2.0 GPA or better and should be enrolled in a minimum of 9 hours as an undergraduate or 6 hours as a graduate student.

Example Constitution and Bylaws

The Constitution and/or Bylaws 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 University sanctioned 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 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.