

Office of Student Clubs & Organizations



NEW STUDENT ORGANIZATION APPLICATION

(Please Type) Attach any additional pages if necessary. This application must be completed in its entirety before submitted). Date: _____

Proposed Organization Name: _____

Purpose of the Organization: _____

Requirements for Membership: _____

Reason for chartering organization: _____

Ways GSU will benefit from having this organization: _____

ORGANIZATION CLASSIFICATION

Your student organization will be listed under one category in all GSU publications: Check only one (1).

☐ Departmental ☐ Honors ☐ Military ☐ International Organization ☐ Religious ☐
Residential Life ☐ Social Service ☐ Special Interest ☐ Sports Club ☐ State/City
Club ☐ Fraternity ☐ Sorority ☐ Other

Office of Student Clubs & Organizations



CONTACT INFORMATION

The organization president will serve as the contact person for the proposed organization and will be contacted if any additional information is needed. This student will serve as the primary contact for OSCO and be listed in the student organization directories. OSCO will contact your group on a periodic basis using your group's e-mail and/or voice mail service. It is the responsibility of the student organization to check all mail on a regular basis.

Contact person _____ Position _____
Local Address: _____
City State _____ Zip: _____
Phone: _____ E-mail: _____
Signature: _____

ADVISER INFORMATION

All chartered Student Organizations are required to have one GSU faculty and /or staff adviser(s). 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, and disbursement of funds from the University account.

Adviser:

Name: _____
Department: _____
Campus Address: _____ Campus Ext. _____
E-Mail Address: _____ Home Phone _____
Signature: _____

SOC Delegate

The meeting for the Student Organization Council is held one time per month on the 3rd Thursday (this may change depending on priority University scheduling). Each recognized club/student organization must appoint one person from its membership to serve on the governing board for Student Organization Council. Please list your group's appointment below. Additionally, the president of each organization is required to be a member of the Council of Presidents.

Name: _____ Position _____
Local address: _____
Cell # _____ Telephone # _____ E-mail _____
Signature _____

Office of Student Clubs & Organizations



ORGANIZATION OFFICERS

Officers of chartered student organizations must be currently enrolled for at least twelve (12) semester hours as an undergraduate student; at least six (6) semester hours as an officer in a graduate student organization. All officers must have a cumulative grade point average of 2.5 or higher, must not be on disciplinary sanction, nor on academic probation. Temporary leaders must be selected in an acting capacity as president, vice president, secretary and treasurer for the proposed organization.

Submit this form within 2 weeks of the organization meeting. The organization will be permitted to continue using campus facilities during the establishment process until all requirements for recognition status is met. After the establishment process is complete, the organization should elect **permanent** officers and the names are to be submitted to OSCO within 3 days of election. Please attach additional sheets if necessary. Please list your interim officers in the space provided. The adviser will select the temporary leaders in an **acting capacity**.

Name: _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Name: _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Name _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Name _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Does or will this organization discriminate or differentiate in its membership or in its membership eligibility or 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 _____

Office of Student Clubs & Organizations



STUDENT ORGANIZATION REQUIREMENTS

All organization meetings are governed by Roberts Rules of Order, current edition. The proposed organization must draft a constitution. An outline for a constitution is included with this document. The constitution must be clearly written and concise. Assistance in drafting a constitution is available through OSCO.

We, the _____, certify that the information we are providing OSCO 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 Code of Conduct Handbook, GSU Student Handbook and the Student Organizations Handbook, including policies on travel, event planning, hazing, illegal use of alcoholic beverages and narcotics or drugs. To remain active, all members must maintain a minimum cumulative 2.0 grade point average (Student Organization Handbook, 1994). Some organization GPA requirements are higher than the GSU requirement of 2.0.

The organization will make this information available to all student organization members. This 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 Grambling State 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 GSU's policies and Louisiana statutes to:

- # Use the designation of "GSU" or "Grambling State University" in the name of a student organization and to represent themselves as "GSU" or "Grambling State University" on any document, including banking instruments.
- # Use the Grambling State University Tax ID number

Signature of Contact Person/Student Representative

Date

Signature of Contact Person/Student Representative

Date

Signature of Contact Person/Student Representative

Date

Office of Student Clubs & Organizations



Example Constitution

All organizations must have a constitution on file in the STUDENT ORGANIZATIONS office. Organizations must follow the Robert's Rule of Order to conduct business.

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 GSU 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

Office of Student Clubs & Organizations



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 STUDENT ORGANIZATIONS office.

Office of Student Clubs & Organizations



New Chartered Student Organizations Application **INSTRUCTIONS for NEW Organizations ONLY**

Students interested in starting a new organization should consider the following before applying for recognition:

- Is there a group in the GSU community committed to this idea?
- How long will interest last in your proposed group?
- Is there an existing organization that would fill this need of which these students could become a part? Explore whether this idea would 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 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 students 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 of the office of the Coordinator for Student Organizations.

Application Process:

1. When the application is picked up, the STUDENT ORGANIZATION office 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 the application to the STUDENT ORGANIZATION office located in the Favrot Student Union room 208. Application is due seven business days prior to the 1st STUDENT ORGANIZATIONS meeting of the academic semester in which application is made.

Office of Student Clubs & Organizations



2. If all of the required information is complete, the proposed student organization **may** be required to attend a meeting to present and explain the proposed student organization. A representative of the proposed student organization will be contacted regarding the status of the application for recognition.
3. The University reserves the right to reject applications for new organizations based upon current conditions and needs of the University.

The Chartered Student Organization must adhere to the following policies/regulation:

- # Shall be open to all GSU students regardless of race, creed, disability, sexual orientation, age and/ or sex (national sororities, NPC and NPHC groups, are exempt from the gender discrimination under Title IX Education Code).
- # Undergraduate organizations shall exclude membership to full time undergraduate GSU students.
- # Shall have two (2) GSU faculty and staff advisers. Faculty staff advisers must be full-time employees.
- # Shall meet a genuine, demonstrated student interest of at least ten (10) GSU students. The student interest list **MUST** be included in the application.
- # Shall uphold all University rules and regulations in addition to all state and federal laws.
- # 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 18 months.
- # Shall not use "Grambling State University" or "GSU" in its official title, logo or financial documents, including banking accounts.
- # Shall place all funds belonging to the organization in a University account. Failure to do so will result in suspension of the organization.
- # Shall not use the GSU 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 Organization Manual.
- # Shall follow all fund-raising policies including, but not limited to, the following: no auctions. An auction is considered selling of services by individuals or organizations.
- # Shall update student organization membership, officer and adviser information each semester.
- # Shall be responsible for reading and abiding by all policies in the Student Organization Manual and the GSU Student Handbook.

Office of Student Clubs & Organizations



Chartered Student Organization benefit from the following privileges:

1. A student organization can use university facilities and meeting rooms on campus, free of charge
2. Inclusion in University publications.
3. Ability to apply for funding from the House of Representatives through the Student Government Association.
4. Ability to elect a member of your organization to serve as a delegate to the House of Representatives.
5. Access to information and support through the staff in the Student Organizations office.

Office of Student Clubs & Organizations

