

## NEW STUDENT ORGANIZATION APPLICATION

Grambling State University  
Favrot Student Union, 214  
(318) 274-3334

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

Proposed Organization Name: \_\_\_\_\_

**Purpose** of the Organization:

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**Requirements** for Membership: \_\_\_\_\_

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**Reason** for chartering organization: \_\_\_\_\_

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**Ways** GSU will benefit from having this organization: \_\_\_\_\_

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### 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

### 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 person will serve as the primary contact for OSCO and be listed in the student organization directories. OSCO will contact your group as required using your Grambling State University-assigned e-mail and/or voice mail service. It is the responsibility of the student organization to check all mail regularly.

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. Advisers assume the responsibility for keeping informed about the activities of the Student Organizations, 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: \_\_\_\_\_

### 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 2.0 or higher, must not be on disciplinary sanction, nor 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 organizational meeting. The organization will be permitted to continue using campus facilities during the establishment process until all requirements for recognition status are 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) \_\_\_\_\_ GSU E-mail \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Position \_\_\_\_\_  
Local address: \_\_\_\_\_  
Cell # \_\_\_\_\_ Tel.# (campus/other) \_\_\_\_\_ GSUE-mail \_\_\_\_\_  
Signature: \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Local address: \_\_\_\_\_  
Cell # \_\_\_\_\_ Tel.# (campus/other) \_\_\_\_\_ GSUE-mail \_\_\_\_\_  
Signature: \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Local address: \_\_\_\_\_  
Cell # \_\_\_\_\_ Tel.# (campus/other) \_\_\_\_\_ EGSU-mail \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Position \_\_\_\_\_  
Local address: \_\_\_\_\_  
Cell # \_\_\_\_\_ Telephone # \_\_\_\_\_ GSUE-mail \_\_\_\_\_  
Signature \_\_\_\_\_

Please answer the following questions:

Does or will the GSU 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 your National constitution (if applicable) of your new prospective organization require that its local chapter restrict membership eligibility or 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 charter application.

### **STUDENT ORGANIZATION REQUIREMENTS**

The proposed organization must draft a constitution. An outline for a constitution is included with this document. The constitution must be 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. Some organizations' GPA requirements are higher than the GSU requirement of 2.0. NPHC organization members and candidates must maintain a 2.75 GPA.

The organization will make this information available to all student organization members. This organization will not discriminate against members or prospective members based on 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 that violates the rules and regulations of Grambling State University. It is understood that we may be held responsible for the 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

**The Organization:**

1. 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).
2. Undergraduate organizations shall exclude membership to full-time undergraduate GSU students.
3. Shall have two (2) GSU faculty and staff advisers. Faculty staff advisers must be full-time employees.
4. Shall meet a genuine, demonstrated student interest of at least ten (10) GSU students.
  - a. The student interest list **MUST** be included in the application.
5. Shall uphold all University rules and regulations in addition to all state and federal laws.
6. 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.
7. Shall not use “Grambling State University” or “GSU” in its official title, logo, or financial documents, including banking accounts.
8. Shall place all funds belonging to the organization in a University account. Failure to do so will result in suspension of the organization.
9. Shall not use the GSU Tax ID number. Each student organization is encouraged to apply for a tax ID number with the IRS.
10. Shall not participate in any hazing activities or activities that would fall under the guidelines of hazing.
11. Shall not serve, sell, or consume alcoholic beverages at any organization meeting or function on or off campus.
12. Shall adhere to all publicity and posting policies stated in the Organization Manual.
13. Shall follow all fund-raising policies, including, but not limited to, the following: no auctions. An auction is considered the sale of services by individuals or organizations.
14. Shall update student organization membership, officer, and adviser information each semester.
15. Shall be responsible for reading and abiding by all policies in the Student Organization Manual and the GSU Student Handbook.

**Chartered Student Organization benefits 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. Must be supportive of university-wide events created for the benefit of our faculty, staff, and student body as appropriate.
4. All organizations are assessed each year to determine if they have met the Standards of Excellence requirements established by the Division of Student Affairs.