

Charter Request Packet New Club/Organization

Office of Student Development

Introduction

This packet is provided to facilitate a request to develop a new student organization on the Jefferson College campus. The Office of Student Development will provide information, support, and guidance throughout the charter request process.

The Student Development Office is the department on campus that oversees the operations of campus clubs and organizations which includes managing budgets, providing updated and accurate information, and ensuring compliance with all college policies, procedures, and guidelines.

Campus organizations support the mission of Jefferson College by supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery; encouraging open, honest, and respectful communications; and infusing a spirit of civic engagement.

This packet solicits information about the purpose of the proposed organization, the employee advisors who are willing to assist with organizing and implementing the group's goals, and the members of the student body who support the development of this group and intend to participate if the group is approved.

Factors that will lead to denial of a charter request include the following:

- Duplication of purpose with an existing campus organization
- Non-compliance with the College's non-discrimination statement
- Insufficient support from the student body
- Inability to secure employee advisors for the group
- Exhibiting unethical behavior during the charter request process

Charter Request Steps:

1. Communicate with a staff member in the Office of Student Development to discuss the process.
2. Determine if there is sufficient interest among the Jefferson College Student Body to support the development of the organization. A minimum of 15 signatures of students currently enrolled at the college are required. The students signing should be committed to participation in the organization if approved.
3. Ideally, identify at least two employees who will advise the group; at least one of the employees must be a full-time employee at Jefferson College. Advisors are provided with a nominal stipend for their participation. Their responsibilities are further discussed later in this packet.
4. [Complete the Charter Request Form](#) and develop a constitution for the organization (The Office of Student Development will assist with constitution development, if needed). Submit the materials to the Office of Student Development.
5. The Charter's information will be reviewed by and voted on by the Student Senate.
6. If approved by the Student Senate, the charter request packet and constitution must also be approved by the Student Development Coordinator and the Vice President of Student Services.
7. A list of all elected officers of the organization must be provided to the Office of Student Development within four weeks of the charter approval date.

Responsibilities of an Organization Advisor:

- Provide guidance and support to students directing their organization
- Attend all organization meetings and events
- Supervise the budget and assure that use of funds complies with campus policies and procedures
- Update the Office of Student Development with information pertaining to the organization's program planning, fundraising, and other pertinent topics
- Assure compliance with College policies and procedures

Responsibilities of an Organization Officer:

- Provide leadership during organization meetings and activities
- Include members in communication and planning
- Take responsibility for planning programs and events
- Keep advisors updated on planning and progress
- Comply with campus policies and procedures

Constitution Development

This is an outline of common elements of a campus organization's constitution. The Office of Student Development can provide examples of constitutions that may assist you with this process.

Constitution

Article I: Name of the Organization

Article II: Purpose of the Organization

Article III: Membership (include the College's non-discrimination and diversity statements)

Article IV: Meetings (frequency and types of meetings that will be held)

Bylaws

- I. Executive Committee
 - A. Officer Positions and Elections
 - B. Officer Duties
 - C. Officer Vacancies (how they will be filled)
 - D. Removal of Officers (description of process)
- II. Committees
 - A. Standing Committees
 - B. Special Committees
- III. Decision-Making Process (this may be Robert's Rules or Order, majority rules, etc.)
- IV. Fiscal Policies (Advisors will oversee College funds, all funds must be held in College accounts)
- V. Amendments (the process by which the constitution may be amended)