



ASU
AUGUSTA STATE UNIVERSITY

Chartering Handbook

For

Advisors and Student Leaders

A publication of the Office of Student Activities

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Dear Student:

So, you are interested in starting a new student organization. This handbook will help you maneuver through and understand the process of chartering an organization here at ASU. Student organizations exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University Community, and as such they are obligated to contribute to the scholastic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum. Studies confirm that students benefit greatly from being involved in a campus organization. An active, involved student is a successful student. Through participation in activities and clubs, students can compliment the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, and more. Student organizations help create a sense of community and spirit on campus. Broaden your horizons in ways you could never imagine. Thanks for taking the first step in Leading the Path to Campus Involvement.

Sincerely,

*Eddie J. Howard, Jr.
Director of Student Activities*

Information You Should Know

- ♦ Sponsor only such projects that will benefit both the group and/or the University.
- ♦ Practices of student organizations shall not be contrary to the stated policies of the University. All students and student organizations are responsible for the conduct standards and regulations of the University. These regulations are spelled out in the Student Code of Conduct in the Jaguar Student Handbook.
- ♦ Any changes in the organization's constitution or other information (new president, new web address, different email address, etc) must be submitted to the Office of Student Activities within seven days of the change.
- ♦ An updated constitution must be on file in the Office of Student Activities at all times. We require each organization to submit a new, updated Constitution every five (5) years.
- ♦ Student organizations and their members should refrain from conduct and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community. Refrain from activities that encourage or precipitate riots or other disturbances which may materially interfere with the regular and orderly operation of the University or the stated mission of the University.
- ♦ Student organizations are responsible for the conduct of their members and guests and will be expected to take disciplinary action against those members that violate the rules and expectations of the organization, the University, and the community.
- ♦ Damage to University property or other persons or entities resulting from organizational activities is prohibited and the organization will be responsible for damages.
- ♦ Displays (including but not limited to posters, notices, banners) which litter the campus or damage University property or other persons or entities, or which are obscene, or which materially interfere the regular and orderly operation of the University, are prohibited.
- ♦ Organizations must abide by the ASU affirmative action policy. Student Organizations will not discriminate on the basis of race, sex, sexual orientation, age, religion, creed, color, handicap, disability, veteran status, national origin, or ancestry.
- ♦ Within each organization, only ASU students are eligible to vote and hold office.
- ♦ Once your organization has been approved that organization will then be a part of Augusta State University and not an entity on its own. You must follow policy, be responsible for actions of members, and damage to institutional property to name a few things.

Categories of Chartered Student Organizations

Academic & Professional: An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. These organizations provide opportunities to get to know other students in your program of choice as well as getting to know the faculty members outside of the classroom. You will be exposed to opportunities for networking and leadership development. In addition, the Academic & Professional category includes Honor organizations whose membership is based on academic achievement and whose purpose is to recognize such and the group does hold meetings and sponsor events throughout the year as well as initiation ceremonies. These Honor groups function like other student organizations.

Greek: A social, fraternal organization composed of all male or female students (single sex organizations). Organizations in this category must be part of a national organization and members of one of the following umbrella groups: NIC, NPC, NPHC, or NALFO. Greek organizations strive to develop the greatest potential in each of their members according to their individual talents, skills and personality to prepare them for life after graduation. There are additional requirements for Greek Social Organizations. (Not eligible for Special Services Funding)

Honorary: An organization whose membership is based on academic achievement and whose purpose is to recognize such. These organizations invite students to membership based on their academic performance. An honorary organization does not hold meetings throughout the year, but holds initiation ceremonies. (Not eligible for Special Services funding). These groups function only as an academic recognition society. Honorary clubs are only required to complete a Charter Renewal.

Institutional: An institutional organization is deemed “institutional” if it serves to promote or is a function of the ASU institutional mission and goals. These groups, by design, are essential to the fundamental purpose of student learning. Organizations such as the Bell Ringer, Student Government Association, Phoenix Magazine, or organizations affiliated with music, drama, or visual arts are considered institutional.

Sports Clubs: These are organizations whose purpose is to encourage participation and engage its members in a sport or recreational activity. They allow the participants the opportunity to learn new skills, improve existing skills, engage in competition and enjoy recreational and social fellowship. These organizations must compete against other colleges and universities in their respective sport.

Special Interest: An organization whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on campus or a group off campus, or a group interested in advancing social issues that concern the university and community. Examples of clubs in this category are those clubs that are cultural, religious, hobby-related, advocacy, etc.

Selection/Qualifications of an Advisor

ASU requires every chartered student organization on campus to have an advisor. Faculty/Staff advisors must be a full-time employee of Augusta State University. The student organization should select the faculty or staff member that shares the group's interest or at least agrees with their philosophy. The advisor must agree to serve in that capacity. In other words, the Office of Student Activities will not accept a group selection without verification. The voluntary association between the advisor and the organization should continue as long as **both** parties believe the relationship is productive and mutually satisfactory. Being an advisor is very important to their success. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill all the expectations. There is no compensation for being an advisor. However, the value received by working with our students is priceless.

Roles/Responsibilities of an Advisor

In your role as advisor to a student organization:

- Assist the group in setting realistic goals and objectives
- Assist in orientation and training of new officers
- Counsel and advise the officers and members
- Guide the group in accordance with the purposes and ideals of ASU and the organization
- Meet with the officers of the club regularly and be available to sign paperwork
- Attend as many organizational meetings/events/activities as you can
- Have knowledge of the organization's plans, activities and projects
- Become involved with the organization
- Be available to answer the groups questions
- Be sure they are following ASU and Board of Regents policies
- Be sure to follow established procedures and regulations established by the Office of Student Activities
- Be sure they follow the constitution for the student organization
- Know their financial status and keep track of it
- Keep them informed of policy changes
- Play a significant role in leadership development
- Assist students in maintaining balance between the academic and co-curricular aspects of student life
- Encourage students to accept responsibility for specific parts of the program or event
- Discourage domination of the group by any individual or small groups
- Be their cheerleader; be enthusiastic about them, their activities, and ASU
- Support the Student Activities Office by being available to sign paperwork and attend functions

Suggested Do's and Don'ts of Advising:

Do

Allow the group to succeed
Allow the group to fail, within reason
Know your limits
Know your group's limits
Be visible
Be consistent with your actions
Teach leadership
Keep your sense of humor
Learn when to speak/when not to speak
Inform group of policies
Note your work on your annual report

Don't

Control the group
Manipulate the group
Miss group meetings or functions
Take ownership of the group
Close communications
Be afraid to let your group try new things
Know it all
Take everything so seriously
Say "I told you so..."
Act as the President
Believe you are insignificant

Privileges of Being an Active Organization:

1. Use of University Facilities
2. Be assigned a mailbox outside of the Student Activities Office
3. Maintain a file in the Student Activities Office
4. Right to request a locker in the Hardy Meeting Room of the Jaguar Student Activities Center
5. Make copies of flyers, agendas, etc. in Student Activities Office
6. Local fax service
7. Use of poster machine & cold laminator
8. Use of Leadership Resource Materials
9. May apply for Special Services Funds (with the exception of fraternal organizations)
10. Opportunity to have an agency account with the Business Office
11. Be listed on the Student Organization Web Site
12. Listed in the Semester Program Guide
13. Sponsor and publicize campus wide activities
14. Sponsor fund raising events on campus
15. Recruit ASU students as members
16. Distribute/advertise on campus
17. Recognition as an affiliated University organization
18. Use of the University's name in the organization's title

Charter Request Procedures

(Starting a new organization)

Before creating a student organization, students should review the roster of chartered groups to see if a group with similar purpose already exists. Groups should not duplicate an existing organization. A listing of previously chartered groups that have become inactive is available in the Office of Student Activities and should also be consulted before submitting the request.

1. An officer and advisor must attend a Chartering Information Session at the beginning of the semester.
2. Complete the “Student Organization Charter Request” application by supplying all of the requested information and signatures (*Minimum membership is five currently enrolled Augusta State University students in good standing. Every organization must have an advisor. Advisors must be employed full-time at Augusta State University. Incomplete applications will be returned.*)
3. Attach to the request application a copy of your organization’s constitution (*with by-laws, if any*).
4. Return the completed form and attachment(s) to the Office of Student Activities. The office will check the request for completeness.
5. Once the Director of Student Activities has determined the application is complete, the request is forwarded to the Student Government Association where they will review and vote on approving the application.
6. After the Student Government Association approves the application, it will be reviewed by the Student Activities Committee.
7. The Student Activities Committee will review the request at the earliest possible date.
8. Following the approval of the Student Activities Committee, the request will be forwarded to the Dean of Students for review and then forwarded to the President of Augusta State University who will review the request and previous recommendations.
9. The Office of Student Activities will notify the prospective organization’s president and advisor regarding the disposition of the request. Upon approval by the President, if positive, you will receive your official Augusta State University Charter. If a negative recommendation is issued, you may appeal as outlined in the Jaguar Student Handbook section on Student Code of Conduct.
10. Each fall semester, renew your charter by filing a “Charter Renewal” application with the Office of Student Activities.
11. During the year, report any changes in your organization’s leadership (etc.) promptly to the Office of Student Activities and check your organization’s mailbox regularly.

Also refer to the Jaguar Student Handbook for the Student Code of Conduct: Campus Organizations.

Developing a Constitution and By-Laws

For your convenience, a suggested format and sample constitution and by-laws have been prepared. The sample is only an example to follow. It is not to be used as a “fill-in” form. If you need further assistance, contact the Student Activities Office.

A **constitution** is the basic framework of an organization. It should state the general operating procedures and policies of a group, which are not subject to frequent change. It consists of a few fundamental provisions clearly and briefly written, stated in separate articles which may be divided into sections. The **by-laws** contain a more detailed method of doing business and specific rules. For example, the constitution would establish that dues are a requirement for membership and would outline the method of determining the amount; and the by-laws would state the specific due’s amount.

SUGGESTED FORMAT FOR CONSTITUTION:

| | |
|---------------|-------------------------------------|
| PREAMBLE | OPTIONAL PREFACE |
| ARTICLE I. | NAME & PURPOSE |
| ARTICLE II. | MEMBERSHIP |
| ARTICLE III. | QUORUM |
| ARTICLE IV. | OFFICERS, QUALIFICATIONS AND DUTIES |
| ARTICLE V. | ELECTION OF OFFICERS |
| ARTICLE VI. | IMPEACHMENT AND VACANCIES |
| ARTICLE VII. | FACULTY/STAFF ADVISOR |
| ARTICLE VIII. | DUES |
| ARTICLE IX. | MEETINGS |
| ARTICLE X. | COMMITTEES |
| ARTICLE XI. | RULES OF ORDER |
| ARTICLE XII. | BY-LAWS AND AMENDMENTS |
| ARTICLE XIII. | RATIFICATION |

SAMPLE CONSTITUTION

CONSTITUTION FOR (name of organization) at Augusta State University

PREAMBLE

Introductory Statement of Purpose— (optional preface to the constitution which usually contains reasons for formation of the organization) *The following is the XXXXXX preamble:*

ARTICLE I. NAME & PURPOSE

Section A. The name of the organization should reflect the nature of the organization and cannot imply limited or discriminatory membership. The name of the organization shall be _____ at Augusta State University.

Section B. The purpose(s) of the organization should be listed. Use descriptive verbs that apply to your organization's purpose. The purpose of (*name of organization at Augusta State University*) shall be the following:

1. *To provide....*
2. *To assist....*
3. *To participate....*
4. *To promote....*

ARTICLE II. MEMBERSHIP

(Types of membership, requirements for membership, and a non-discrimination statement should be listed.)

Section A. General Membership shall be open to all undergraduate and graduate students (*specify requirements: currently enrolled in at least six (6) semester hours*) *at Augusta State University.*

Section B. Associate Membership shall be composed of faculty and staff of Augusta State University (*and/or community professionals in ____ industry*). Students enrolled in less than four (4) hours should be assigned associate membership. State the limitations of associate members – not required to pay dues, cannot hold office, do not have voting privileges, etc.

Section C. Members are considered in good standing (list requirements – if they have paid their dues, attend at least (___) meetings per semester, etc.). Only members in good standing can vote.

Section D. Non-Discrimination Statement: No otherwise qualified individual shall be excluded from membership on the basis of age, race, gender, disability, national origin, religion or sexual orientation. (This statement can be reflected in your constitution as printed here.)

ARTICLE III. QUORUM

A quorum of membership for voting purposes shall be reached when (___%) of the general members are present. (A quorum is usually a simple majority of members, but can be 2/3, 3/4, etc. Two-thirds quorum is suggested.)

ARTICLE IV. OFFICERS, QUALIFICATIONS AND DUTIES

(List the officers' positions, qualifications for holding office, and duties of their offices.)

Section A. The officers of the organization shall be the following: President, Vice President, Treasurer, Secretary, and (others designated as necessary).

Section B. Officers must possess a minimum 2.25 cumulative GPA during their term of office, be a member in good standing, *(some organizations specify membership for at least one semester prior to holding office)*, etc.

Section C. The duties of the officers shall be as follows:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Other Officers

ARTICLE V. ELECTION OF OFFICERS

(List the term of office, nomination, vote counting, installation, and special election processes.)

Section A. The term of office shall be *(one year, one semester, etc.)* beginning on _____ and ending on _____.

Section B. Nominations shall take place on *(day of election, the week of month preceding election, etc.)*.

Section C. Votes shall be counted by *(advisor suggested)* _____.

Section D. Installation of new officers shall take place *(week of month, semester)* _____.

Section E. Special elections shall be held if a vacancy occurs. The elections should occur within _____ *(days, weeks)* of the vacancy. Members shall be notified by *(how and how much notification...phone, mail, email, direct contact, etc.)*.

ARTICLE VI. IMPEACHMENT AND VACANCIES

The process of impeachment of an officer, committee chairs, and filling vacancies should be stated.

Section A. Impeachment of Officers

1. Charges may be brought against an officer by any member of the organization. It will take a unanimous vote of the Executive Committee, excluding the accused officer, to impeach.

2. The impeached officer shall then be provided due opportunities for defense. *(suggested two weeks preparation).*
3. A 2/3 vote of the voting body is then required to effect the resignation of the officer.

Section B. Filling Vacancies

1. All vacancies in elected positions shall be filled for the remainder of the unexpired term.
2. If one or more officers are unable to assume or continue with their duties, the remaining officers shall hold a special election to fill those vacancies under the guidelines for elections in this document. In the event that such an election cannot be held within a reasonable amount of time due to the University not being in session, the remaining officers shall appoint the replacement with the advice and counsel of the advisor.

ARTICLE VII. FACULTY/STAFF ADVISOR

(State the procedure for selecting a faculty/staff advisor. Duties and responsibilities should be included.)

This group shall have an advisor who is interested in the purpose of and gives counsel to the organization. The advisor must be a full-time member at Augusta State University. The advisor is selected or appointed on an annual basis by the majority of the organization's general membership. The advisor serves as an ex-officio member and does not vote.

ARTICLE VII. DUES

(Provisions for membership fees, dues, and assessments, if there are to be any, should be set in detail: How often dues are expected to be paid, collection and handling procedures, delinquent membership dues, how the amount of dues will be determined, etc. The provision for the organizations' account, should the organization become inactive or folds should be included (e.g., donate to _____ charity, scholarship fund, etc.)

Section A. Dues collection *(if any, when: academic year, semester, month, etc.).*

Section B. Dues shall be set at the beginning of each academic year by recommendation of the officers and a vote by the voting body.

Section C. Delinquent membership dues...

Section D. If the organization becomes inactive or folds, the remaining funds in the account will be donated to...

ARTICLE IX. MEETINGS

(Provisions for setting regular meetings times, stipulations for calling special meetings, and the officer which has the authority to call special meetings should be included.)

Section A. Meetings shall be held regularly at a time to be specified by the organization at the beginning of each *(academic year, semester, week of the month, etc.)*. There should be at least *(indicate minimum # of meetings per semester)* _____ meetings per semester.

Section B. Special meetings may be called by the *(President, combination of officers and advisor, etc.)* Notifications, how, when?

ARTICLE X. COMMITTEES

(Names of standing committees, if any should be listed. Include the method of choosing the chairpersons and committee members, the duties of the committees, and provisions for creating ad hoc committees.)

ARTICLE XI. RULES OF ORDER

(A provision for some accepted rules of order for parliamentary procedure, such as "Robert's Rules of Order" should be provided.)

Robert's Rules of Order shall be used as a guide by the presiding officer in all situations not covered by the provisions of the constitutions.

SUGGESTED FORMAT FOR BY-LAWS

BY-LAWS - contain details necessary to amplify and carry out the provisions of the constitution. All by-laws dealing with the same general subject are grouped together by section under one article. For instance, there are usually several sections relating to committees. These sections are arranged in consecutive order, and together form a by-law or article. By-laws may include the following:

1. Kinds of membership
2. Detailed requirements for membership
3. Method of admitting new members
4. Dues
5. Powers/duties of committees
6. Powers/duties of officers
7. Election of officers/committees
8. Provisions for calling & conducting meetings
9. Parliamentary authority
10. Number constituting a quorum
11. Vote required for decisions
12. Procedure for amending by-laws

| | |
|--------------|------------------------|
| ARTICLE I. | DUES |
| ARTICLE II. | MEETINGS |
| ARTICLE III. | COMMITTEES |
| ARTICLE IV. | AMENDMENTS AND BY-LAWS |

ARTICLE XII. BY-LAWS AND AMENDMENTS

(State the requirements for adopting by-laws and amendments to your constitution.)

Section A. By-laws

1. By-laws may be created by *(officers, members with recommendation from the officers, etc.)*.
2. By-laws must be in accordance with this constitution as amended.
3. By-laws must be sponsored by at least (two) persons, one being an officer, committee chair, etc.
4. By-laws shall be adopted by a *(2/3, 3/4, etc.)* vote of the voting body. *(2/3 suggested)*

ARTICLE XIII. RATIFICATION

(This section should state the requirements for ratification of the newly formed organization.)

This constitution shall be enforced upon ratification by a *(2/3, 3/4, etc.)* of the voting body, and upon approval of this constitution by the Student Activities Committee. *(2/3 suggested)*

SAMPLE BY-LAWS

BY-LAWS FOR (name of organization) ARTICLE I. DUES

Section A. Dues will be (*specify amount*) per (*semester, year, month, etc.*)

Section B. Dues will be collected by (*specify meeting day, e.g., second meeting each semester, etc.*)

Section C. Dues will be delinquent if not collected by (*specific day, meeting, etc.*)

ARTICLE II. MEETINGS

Section A. General membership meetings will be held (*specify date, time, etc.*)

Section B. Officers will meet (*specify time, day, etc.*)

ARTICLE III. COMMITTEES

Section A. Ad Hoc Committee

Section B. The purposes of the ad hoc committees are the following:

ARTICLE IV. AMENDMENTS TO BY-LAWS

Section A. Amendments to the by-laws may be presented by any member in good standing.

Section B. Amendments to the by-laws shall be adopted by a (*2/3, 3/4, majority, etc.*) vote of the voting body. (*2/3 suggested*)