



CHARTERING POLICY
STUDENT GOVERNMENT
ASSOCIATION
QUINNIPIAC UNIVERSITY

Article I: Definition, Parameters and Privileges of a Chartered Organization

A chartered organization is an organization that has been recognized by the Department of the Student Center and Campus Life for at least one (1) full year and has the ability to secure funding through the budgeting process of the Student Government Association.

- I. Parameters for a chartered organization include:
- A. The organization must be unique from currently recognized student groups.
 - B. There must be a minimum of five (5) full-time undergraduate students in the organization at all times.
 - C. You must have a full-time or part-time faculty/staff member serving as your organization advisor.
 - D. The purpose of your club cannot contradict University, state, and/or federal policies and laws.
 - E. If the normal activities of the club require regularly traveling off-campus, your organization must have the financial means to hire common transportation and follow the University's travel policy. Your organization must also have an advisor who will be present for the duration of all off-campus activities.
 - F. The club cannot infringe upon any copyright laws.
 - G. Membership of the club cannot limit on the basis of race, gender, religion, nationality, sexual orientation, physical limitation or academic major.
 - H. Members should be in good standing per the Quinnipiac University Student Handbook.
 - I. Quinnipiac University will not recognize any clubs that involve gambling or intercollegiate competition. Proposed club sports or student organizations that compete will not be recognized.
 - J. The organization must provide and maintain meaningful opportunities to enhance and develop leadership skills in its members.
- II. Privileges of a chartered organization include:
- A. The organization may use the name of Quinnipiac University in connection with its own name.
 - B. The organization may solicit membership on campus under the

- organization's name.
- C. The organization may use Quinnipiac facilities for its programs and meetings in accordance with University policies and will be included in the official listing of all recognized student groups.
 - D. The organization may sponsor or participate with other Quinnipiac recognized organizations in sponsoring activities and programs.
 - E. The organization has access to a liaison from staff in the Department of the Student Center and Campus Life.
 - F. The organization receives an invitation to the annual leadership conference.
 - G. The organization's officers are invited to attend the annual Involvement Fair, student organization receptions and training workshops.
 - H. The organization has access to the student organization suite. This includes the use of storage, work space, the graphic arts room and access to an organization mailbox. Organizations can apply for a storage cabinet and mailbox through the Department of the Student Center and Campus Life.
 - I. The organization may apply for storage space in the Student Center.
 - J. The organization has the ability to secure funding through the budgeting process of the Student Government Association.

The Student Government Association will accept requests for chartering from any recognized student organization that is eligible per the criteria outlined in Article II.

Article II: Eligibility

An organization's eligibility is determined by the Public Relations Committee.

Organizations must fulfill the following requirements:

- I. It has been recognized by the Department of the Student Center and Campus Life for at least one (1) full year.
- II. Membership is open to all and only Quinnipiac University undergraduate students.
- III. It is managed and led exclusively by undergraduate students with no power exerted by faculty/staff beyond the normal functions of advising.
- IV. No organization can mandate the charge of dues for anyone to be part of the club or organization.
- V. It must be in compliance with the Student Government Association Constitution and Financial Policy.
 - A. It has no holdings in an outside banking institution
- VI. It must demonstrate the following as an indication of significant contribution to Quinnipiac University undergraduate students:
 - A. Consistent, active membership
 - B. Consistent meetings to carry out the mission and purpose of the organization
 - C. Compliance with the organization's own constitution
 - D. Full time or part-time faculty/staff advisor

Article III: Chartering Process

- I. In order to begin the chartering process, the president or a member of the executive board of a recognized student organization must express interest to the Vice President for Public Relations and/or the Public Relations Committee.
- II. Once interest has been expressed, the Vice President for Public Relations and/or the Public Relations Committee then requests a copy of the organization's recognition letter from the Department of the Student Center and Campus Life to confirm recognition status.
 - A. Responsibilities of the organization's president during this time include:
 - i. Submitting a constitution for which the Public Relations Committee will have a maximum of two (2) weeks to review
 - ii. To revise and resubmit its constitution to meet the requirements of Article II of the chartering policy if necessary
 - B. After obtaining the organization's recognition letter and reviewing the constitution one the following will ensue:
 - i. The organization is deemed eligible
 - a) A request will be made for the president of that organization to meet with the Vice President for Public Relations and/or the Public Relations Committee where the organization will be informed of the Public Relation Committee's recommendation in regards to chartering status
 - ii. The organization is deemed ineligible
 - a) The organization will be notified via e-mail by the Vice President for Public Relations and/or the Public Relations Committee as to the rationale for ineligibility
 - C. Once the recommendation is to grant chartering status, it will be presented at the next weekly meeting of the Student Government Association.
 - i. At the meeting, the Student Government Association will vote on the recommendation of the Public Relations Committee.
 - a) At least one (1) representative from organization must be present to field questions from the general body
 - b) A majority vote of the Student Government Association is needed to grant a charter
 - D. The Vice President for Public Relations will notify the organization in writing of its status. If chartering status is granted, an official charter letter is sent to the organization, the Department of the Student Center and Campus Life and will be kept on file in the Student Government Association Office.

Article IV: Constitution Changes for Chartered Organizations

- I. All chartered organizations who wish to change their constitution must submit the proposed changes to the Public Relations Committee.

- A. The Public Relations Committee must review and either accept or reject the changes within a two (2) week time-frame.
- II. Any changes to a chartered organization's constitution must:
 - A. Comply with the policies of the Department of the Student Center and Campus Life, as well as the Student Government Association.
 - B. Not be detrimental to the long-term growth or success of the organization as determined by the Public Relations Committee and the Student Government Association.

Article V: Charter Review

- I. All organizations chartered by the Student Government Association are subject to yearly review by the Vice President for Public Relations and/or the Public Relations Committee.
- II. Organizations will be notified by the Vice President for Public Relations and/or the Public Relations Committee that their charter is being reviewed.
- III. The Vice President for Public Relations and/or the Public Relations Committee will meet with the organization to verify that it is continuing to follow the policies of the Student Government Association, the Department of the Student Center and Campus Life and the organization's own constitution.

Article VI: Charter Suspension / Revocation

Upon review, failure to comply with the policies of the Student Government Association, the Department of the Student Center and Campus Life and/or the organization's own constitution will result in one of the following:

- I. Suspension of chartering status
 - A. Per the recommendation of the Public Relations Committee, one or more privileges (see Article I, Section II) will be suspended
 - i. Progress will be reviewed within six (6) months by the Public Relations Committee to determine a recommendation if full chartering privileges can be reinstated, suspension should continue, or revocation should commence
 - B. Revocation of chartering status
 - i. Forfeits all rights and responsibilities of a chartered organization.
 - ii. Has the ability to reapply for chartering status at the discretion of the Public Relations Committee after a period of one (1) year.
 - C. A majority vote of the Student Government Association is required to suspend or revoke an organization's chartering status.

All interpretations and explanations of the Student Government Association Chartering Policy are at the discretion of the Vice President for Public Relations and/or the Public Relations Committee.

Updated 03/19/13