

## New Student Organization Charter Application Packet

Any currently enrolled Santa Fe student may initiate a charter application for a new student organization. The application process requires two items are turned into the Center for Student Leadership & Activities in the S Bldg. Lobby:

- 1) The **New Student Organization Charter Form** (see attached) with the names & contact information for the group's officers and advisers, along with the president's and adviser's signatures; and
- 2) The organization's **Operating Rules** (may be a constitution or bylaws) containing a number of items as stated in College Rule 7.30 and 7.30P:
  - A. A statement of purpose consistent with the College mission statement;
  - B. A statement reflecting a commitment to allow all students to participate, as outlined in Rule 7.30;
  - C. A statement assuring the organization does not and will not practice hazing of any kind, as outlined in Rule 7.23;
  - D. A statement assuring the organization will abide by College rules;
  - E. A statement assuring that students serving as officers in the organization will remain in good academic standing (2.0 minimum cumulative GPA or such higher GPA as determined by the organization) and maintain current enrollment;
  - F. A statement specifying whether local, state, or national membership dues will be collected.
  - G. Signatures of the organization president or other leader(s) and by the faculty/staff adviser(s) stating that the above items will be followed.

To help organizations create a document including the above-mentioned items, the Center for Student Leadership & Activities has created a "sample constitution" to serve as a boilerplate. Feel free to modify it to fit your group's need! You may find the Sample Constitution here:

[http://www.sfcollege.edu/student/organizations/index.php?section=resources/leadership/sample\\_constitution](http://www.sfcollege.edu/student/organizations/index.php?section=resources/leadership/sample_constitution)

Once these documents are turned into the Center for Student Leadership & Activities, a staff member will contact the organization's leadership. Assuming the documents are in order, the organization's members will be invited to a meeting of the Student Senate to introduce their organization and to accept a voting seta in the Student Senate. The Student Senate meet each Wednesday @ 4:00 PM in WA-108.

**NOTE: A New Student Organization Charter Application and Operating Rules must be turned in to the Center for Student Leadership & Activities (S Bldg. Lobby) to apply for a charter.**

# New Student Organization Charter Application

By completing this form, the students and staff below are stating their desire to form a student organization at Santa Fe College, and agree to follow the guidelines for student organizations as established by the College Board of Trustees, Student Life, and the Center for Student Leadership & Activities.

**Organization Name:** \_\_\_\_\_

## ORGANIZATION CATEGORIES

(Please check one of the following, which best suits your organization's genre)

- Academics   
  Athletics   
  Cultural   
  Political   
  Religious   
  Social   
  Other

**Organization's purpose:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Officers Listing

Office	Name	ID Number	Phone #	Email Address
<b>President</b>				
<b>Vice-President</b>				
<b>Treasurer</b>				
<b>Secretary</b>				
<b>Senator</b>				
<b>Alt. Senator</b>				
<b>Other:</b>				
<b>Other:</b>				

### Adviser Information

Name	Phone #	Email Address	Office

Next Scheduled Election Date: \_\_\_\_\_

Website URL: \_\_\_\_\_

Number (#) of Active Members \_\_\_\_\_

\_\_\_\_\_  
**President's Signature                      Date**

\_\_\_\_\_  
**Advisor's Signature                      Date**