



**Division of Student Affairs
Office of Student Life and Services**

Clubs and Organizations

CHARTER APPLICATION



**University of the District of Columbia
Division of Student Affairs
Student Life and Services**

Clubs and Organizations contribute significantly to the intellectual, social and cultural development of students and provide the framework for participation, leadership and enhancement of the general University community. Abundant opportunities are provided for developing abilities in planning, management-decision-making and other desirable qualities. The wide range of extra and co-curricular activities emanating from clubs and organizations complement the University's practical application of classroom concepts, theories and principles.

RIGHTS AND PRIVILEGES OF CHARTER

Chartered organizations, besides having the rights and privileges, which accrue as inherent in matriculation, shall receive the following:

1. Opportunity to request funds from student activity fees.
2. Enjoyment of the right of discussion, debate, assembly communication, and dissemination of their personal and group views through approved University media.
3. Right to establish and maintain media for the promulgation of their activities and the expression of their views subject to existing University rules and regulations.
4. Use of University facilities for activities and events, including fundraising activities.

CHARTERING A CLUB

In recognition of the responsibility of students in the development of the University and for the value of student government as an indispensable factor in student development, the Board of Trustees grants charters to clubs and organizations to fulfill these purposes.

HOW TO CHARTER A NEW CLUB

1. Complete and file a charter application with the Office of Student Life and Services. The club/organization requesting a charter must have at least ten members, three-fourths of whom are full-time enrolled students at the University. Students must be in good academic standing. Please utilize the attached member roster to list membership. The Charter Committee may waive enrollment criteria

when it views charter application and determines such action as benefiting the University.

2. Submit a written constitution and by-laws which state:

- a. Purpose of group
- b. Rules and regulations
- c. Governing membership
- d. Structure
- e. Duties and Responsibilities
- f. Criteria for membership
- g. Election procedures

*A template is provided in charter application.

3. Each club and organization is required to have an advisor. The advisor can be an administrator, faculty, or staff member employed at the University. Organizations such as the Graduate Student Government Association may require a specific advisor (i.e. faculty member).

Completed applications should be submitted to the Office of Student Life and Services, Student Activities, Building 38, A-level, Van Ness Campus. If club/organization is affiliated with a national organization, documentation from national organization must be attached to charter application. Charter application will be reviewed by the Office of Student Life and Services and forwarded to the Undergraduate/Graduate Student Government Associations' Chartering Committee. Club/Organization will receive a status letter from Student Government Association regarding approval of charter.



Division of Student Affairs
Office of Student Life and Services

Club / Organization Registration Form

Club/Organization : _____ Organization Type: ☐ Undergraduate ☐ Graduate

Academic Year: Fall _____ / Spring _____ ☐ Continuing (Active last academic year) ☐ Reactivate (Inactive last academic year)

The Membership Roster must be completed and submitted at the beginning of each academic year.
Clubs and Organizations must maintain ten (10) members for "active" status. Please attach additional sheets if necessary.

	Name	Student ID #	Undergraduate (U) or Graduate (G)	Email Address	Cell Phone Number
Advisor 1		N/A			
Advisor 2 (If Applicable) President		N/A			
Vice President					
Secretary					
Treasurer					
Member					
Member					
Member					
Member					
Member					
Member					

Club/Organization President Signature: _____ Date: _____

Advisor Signature: _____ Date: _____



CHARTER APPLICATION FOR CLUBS AND ORGANIZATIONS

1. _____
(Name of Organization) (Date)

(Mailing Address) (Zip Code)

(City) (State)

II. _____
(Statement of Purpose)

III. _____
(Number of Students in Club/Organization)

IV. Any change in the information in Section I and II of the Charter Application for Clubs and Organizations since chartering or registration must be noted as an attachment to this form.

V. **Responsible Officers or Designated Agent**

Those persons whose names appear below must be members of the University of the District of Columbia and will be the only members of the club/organization recognized by the Office of Student Life and Services as having authority to act on behalf of the club/organization. Any change of officers or designated agents of the club/organization must be indicated to the Office of Student Life and Services within 72 hours on this form by authorized officer or agent.

Constitution

It is important that every club and organization have a constitution/by-laws. Constitution/by-laws provide a documentation of club/organization governance. Below is a template that can assist in the development of the club/organizations' constitution.

OUTLINE OF A CONSTITUTION

PREAMBLE

We, the members of the UDC _____
Hereby associate ourselves to (purpose) _____
as of (date) _____.

ARTICLE 1 NAME

The name of this organization shall be _____.

ARTICLE II MEMBERSHIP

Section 1. The membership of this club shall be open to _____
(in addition to specific requirements usually includes {regularly enrolled students"}).

Section 2. The duties of the Vice-President shall be to Preside at all meetings in the absence of the President, be ex-officio member of all committees, and _____.

Section 3. The duties of the Treasurer shall be to collect dues, keep books, make expenditures and to render regular reports on request. He/she shall _____.

Section 4. The duties of the Sectary shall be to keep records of the meetings to maintain the membership roster, to take roll call, to handle correspondence, and _____.

ARTICLE III ELECTION OF OFFICERS

Elections shall be held on the (specify day of the week, whether once a year, at opening of semester, etc.) Voting shall be by secret ballot; a plurality vote shall constitute the choice.

Section 1. The term of office shall be _____.

Section 2. Nominations shall take place _____.

Section 3. Votes shall be counted by _____.

Section 4. Installation of new officers shall take place _____.

ARTICLE IV QUALIFICATIONS OF OFFICERS AND MEMBERS

Section 1. Regularly enrolled students in the University of the District of Columbia who _____ are eligible for membership.

Section 2. Regularly enrolled students and members in good standing.

Section 3. Only members who are in good standing, have paid dues and attend meetings regularly for _____ are eligible to hold office. Only members in good standing and currently enrolled at UDC are eligible to vote.

ARTICLE V COMMITTEES (optional – some groups specify)

ARTICLE VI FACULTY/STAFF ADVISOR

This group shall have a regular faculty or staff advisor who will attend meetings and advise the club.

ARTICLE VII MEETINGS AND DUES

Section 1. Meetings shall be held regularly at a time specified by the organization at the openings of a meeting of each semester.

Section 2. Dues in the amount of \$_____ shall be collected from each regular member each semester (optional).

ARTICLE VIII ROBERTS RULES OF ORDER (optional)

Roberts Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provision of the constitution.

ARTICLE IX AMENDMENTS

Amendments to this constitution shall be submitted to the presiding officer in writing for submission to the members for vote. One half or one third _____ vote shall suffice for adoption thereof, subject to final approval.

Signed:
President
Other Officers
Faculty/Staff Advisor
Charter Members

Date: _____

****Please Note:**

New organizations are cautioned to draft constitutions carefully, specifying terms of office, requirements for membership and holding office clearly, to avoid any future controversy. Clubs are expected to proceed along democratic lines and to resolve problems on a majority basis. Once a constitution has been approved by the proper parties, said constitution is filed and becomes the official reference copy. No changes will be recognized without prior approval, and in event of any controversy within the group, the official office (Office of Student Life and Services) will be used to determine any points in question.

By-laws or general statutes can also be drafted, which govern the operational aspects of the organization. The by-laws might include such items as description of insignia (how it is to be worn and when), motto, colors, alumni status, honorary status, pledge status, regulations, definition of quorum, suspensions or expulsions, audit of accounts, etc.

The Basic Framework: Three copies of the proposed amendments must be submitted to the Office of Student Activities with signatures of officers and members appended.