



Office of Student Life and Services

Chartering a Club or Organization (Non-Greek Life Organization)



Students who are interested in chartering a club or organization must complete the following steps in order to be a chartered and recognized club or organization on the University campus:

- ✓ Students in the club or organization must be currently enrolled in the University.
- ✓ Membership must consist of a minimum of ten (10) students.
- ✓ Members must have a minimum cumulative 2.0 grade point average and be in good standing with the University.
- ✓ Each club or organization must have an advisor (advisor must be an employee of the University).
- ✓ A charter application must be submitted to the Office of Student Life and Services. Charter application must include:
 - a membership roster (students' names, UDC student ID numbers, telephone numbers, addresses and email addresses)
 - Officers' roster (President, Vice President, Secretary, Treasurer)
 - Advisor's contact information
 - Club/organization constitution/by-laws (template provided in charter application)
 - Additional information regarding club/organization can be submitted with charter application (i.e. information from national organization if club/organization is a collegiate chapter)

Charter applications are available in the Office of Student Life and Services and online via Student Life and Services' Website, www.udc.edu/student_life under the tab "Forms".

Completed charter applications should be submitted to the Office of Student Life and Services via the Student Activities Specialist. Applications will be forwarded to the Undergraduate and Graduate Student Government Associations for charter approval. Recommendations for charter status/approval are submitted to the Student Activities Specialist and Associate Vice President for Student Affairs. The President gives final approval for all chartered clubs and organizations*.

Campus organizations are categorized in the following groups:

- Major-related (Business, Engineering, etc.)
- Greek-Letter Organizations (Sororities and Fraternities)
- Chapters of National and International Organizations
- Honor Societies
- Special Interest Groups

**Division of Student Affairs' Student Handbook, 2010-2011*