

## **Student Organization Charter Review Check List 2014**

- Current Student Organization Executive Board and Executive Board
- Updated Copy of Student Organization Constitution
- Detailed Event Reports
  - Includes copies of any pertinent posters, flyers, copies of official letters from the President's Office approving event speakers, attendance lists, event photos, and other documents demonstrating the programming held in the community.
  
- Meeting Minutes
  - Include minutes for the General Assembly and Executive Board.
  
- SGA Attendance Certification
  - Signed letter from SGA Secretary Carla Alleyne acknowledging Student Organization's attendance at the required number of SGA meetings
  
- Membership Roster
  
- Current Academic Year Detailed Budget
  - Fall and Spring budget must be submitted
  
- Proposed Detailed Budget for 2014-2015 Academic Year
  
- Detailed Event Budget Forms
  
- If applying for re-classification, provide a rationale (see instructions at the end of this packet).

We, *student organization name*, affirm that all the information contained within this charter review packet is accurate and factual. We understand that we will be held accountable for any fraudulent claims and the charter of the organization can be denied if the information provided is incorrect.

In regards to charter we, *student organization name*, would like to: (check one)

- Renew our charter and current classification
- Renew our charter and change our classification to Class \_\_\_\_\_ status

\_\_\_\_\_  
Print Name of Student Organization President

\_\_\_\_\_  
Signature of Student Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Student Organization Treasurer

\_\_\_\_\_  
Signature of Student Organization Treasurer

\_\_\_\_\_  
Date

## **Student Organization Name Leadership**

### **Current Executive Board**

*Write n/a for those not applicable for classification*

<b>Position</b>	<b>Print Name</b>	<b>Email Address</b>
President		
Vice President		
Treasurer		
Secretary		

### **Executive Board-Elect**

*Write n/a for those not applicable for classification*

<b>Position</b>	<b>Print Name</b>	<b>Email Address</b>
President		
Vice President		
Treasurer		
Secretary		

*Include Here Updated Constitution.*

*Below Is A Student Organization Constitution Template If Needed:*

## **Article I: Name, Vision, Purpose, and Mission**

### Section I: Name

The organization shall be named ...

### Section II: Vision

*Our overall goals for the organization and how we want to impact the PTS community*

### Section III: Purpose

*Why we exist*

### Section IV: Mission

*Succinct statement demonstrating how we achieve section II & adhere to III*

## **Article II: The General Assembly**

### Section I: Powers

A) All legislative powers herein granted shall be vested in the General Assembly of (*org. name*), which shall consist of all officially recognized members in attendance at any official gathering of such.

B) The General Assembly shall elect its Executive Board from among its membership by majority vote, and shall have the sole Power of Impeachment.

C) A member of the Student Government, (SG), governing body, (i.e. representatives of the SG Legislature, Executive Council members, etc.), shall be present at all elections of the organization, to ensure fair and even handed proceedings. This member may not be the organization's SG representative, but may be a member of the organization.

D) The Secretary of the General Assembly shall keep the minutes of the General Assembly's proceedings, and shall make available those minutes within two days of any General Assembly meeting, at the request of a student from PTS.

E) The voting power of the General Assembly shall be vested in its official members. The result of all matters voted upon, shall be recorded in the minutes of each meeting. The yeas and nays of each member need not be recorded in the minutes of each meeting, unless the General Assembly deems it necessary by a majority vote. The General Assembly may also, by a simple majority vote, conduct votes by secret ballot. The result of a vote by secret ballot must still be recorded in the minutes of the meeting.

F) All official members may sit on committees of the organization, introduce legislation at General Meetings to be voted on, and retain any and all other powers vested in them by this Constitution of (*organization name*).

### Section II: Membership

A) Membership in The General Assembly shall be open to all students currently enrolled at Princeton Theological Seminary (PTS). To become recognized as an official member of (*organization name*), a student must attend two (2) general

assembly meetings of the organization. At the third (3<sup>rd</sup>) meeting which a student attends, they will be considered an officially recognized member and be endowed with all powers granted therein, including but not limited to the right to vote.

### **Section III: Meetings**

A) The General Assembly shall meet at least once a month during the fall and spring terms of the PTS academic year. The times of these meetings will be determined by majority vote of the Executive Board of the organization, and the first meeting must take place within the first two weeks of fall semester classes, unless the General Assembly shall by majority vote appoint a different day. With the exception of the first meeting of a semester, all members must be notified one week (7days) prior to each meeting.

B) The General Assembly will adhere to Robert's Rules of Order for its proceedings, unless the membership votes by a simple majority to conduct it's proceedings another way. For an official meeting to commence, a quorum must be present. Quorum shall be more than fifty percent of the official members. In addition over fifty percent of the elected Executive Board of the General Assembly must be present.

C) Upon petition by 2/3 of the members of the General Assembly, or by notification from the President, an emergency meeting may be called. Due notice (24 hours), is required of such a meeting, except under the most extreme circumstances where due notice would be prevented.

### **Section IV: Legislation Policies**

- Every piece of legislation regarding policy, rules, governance, or the Constitution of (*organization name*), which is passed by the General Assembly of (*organization name*), shall, before it can be enacted, be reviewed by the Constitutional Committee of the SG, as keeping with the policies and procedures of the Student Government of PTS. If the Constitution Committee approves the legislation, it shall be enacted, but if not the committee shall return it, along with their objections, to the General Assembly of the organization. The Secretary of the organization shall enter the objections into the minutes and the General Assembly shall proceed to amend and reconsider the legislation.
- A piece of legislation which has been returned to the General Assembly by the SG Constitution Committee, and has been amended, shall then require a 2/3 majority vote by the organization's General Assembly to be passed and resubmitted to the Constitution Committee. If the legislation is approved by the Constitution Committee of the SG, it shall then be enacted, if not, it shall be returned again to the Organization's General Assembly with their objections to repeat the process for amendment and reconsideration.

### **Section V: Committees**

- The organization shall maintain (*insert a number*) of standing committees: (*list committees*)
- Ad hoc committees may be formed by the President with the advice and consent of the General Assembly. The chairman/chairwoman will be appointed by the President with the advice and consent of the General Assembly.
- Each committee shall meet at least once before the second regularly scheduled meeting of General Assembly for the academic year to elect a vice-chair who shall

moderate the committee in the absence of the chair.

- Each committee shall meet at least twice a semester to discuss affairs that pertain to the committee. Committees shall also meet after any business is referred to it and before the next regularly scheduled General Assembly meeting. Each committee shall present a report of its activities at each regularly scheduled General Assembly meeting.
- Each committee shall be composed of at least three (3) members of the organization.

*\*If your organization does not require standing committees, please remove letter A from Section V, and leave the option of creating ad hoc committees.*

*(Section VI: Description of any standing committees if necessary)*

### **Article III: The Executive Board of the General Assembly**

#### **Section I: General**

A) The executive board shall at least consist of an elected President, Vice President, Secretary, and Treasurer. *(Add other Executive Board positions as the organization deems necessary)*

B) The Executive Board shall meet at least once a month. A quorum, which shall consist of over fifty percent of the board members, must be present to hold an official Executive Board meeting.

C) All currently enrolled students of Princeton Theological Seminary, in good academic standing. Any who are members of the organization shall be eligible to run for Executive Board. No person shall be deemed ineligible due to race, gender, sex, class, or creed.

#### **Section II: Election**

A) Each Executive Board member shall hold his/her office for a term beginning on June 1<sup>st</sup> and ending on May 31<sup>st</sup>, together with the other members, chosen for the same term, and elected as follows:

1) During the last week of March, a special gathering of the General Assembly shall take place in which nominations for positions on the Executive Board shall be made. An individual must receive both a nomination and at least one second in order to be accepted as a candidate. A nomination may be made by any member of the General Assembly. The full list of accepted candidates will be distributed to all members by the Secretary at the end of the meeting. A member may nominate her or himself, but as stated above still must receive a second by another member.

2) The election for Executive Board positions for the following year shall be conducted in April, no later than twenty days following the special gathering in which nominations were made. All members of the organization may cast one (1) vote. All voting shall be conducted by secret ballot. Tabulation of the votes cast shall be performed by three members of the organization, appointed by a majority vote of the Executive Board. No candidate nominated and running in the election may be selected to count the votes. This tabulation will be overseen by a member of the SG

Governing Body in accordance with Article 2, Section I, Letter C.

3) A majority of the votes cast is required to win. The Secretary will notify both the General Assembly and the Student Government of Princeton Theological Seminary of the election results the same day of the election.

### **Section III: The Duties of the President**

- The President shall preside over meetings, compose the meeting agenda, act as official representative of the organization, be responsible to oversee all activities of the organization, and co-sign financial documents with the Treasurer. The President shall have the power to form and create committees for special functions and projects and to perform other duties as outlined by this Constitution.
- He/she shall have Power, by and with the Advice and Consent of the General Assembly, to appoint members to committees.
- He/she shall from time to time give to the General Assembly Information of the State of the Organization, and recommend to their consideration such measures as he/she shall judge necessary and expedient.
- He/she may, on extraordinary occasions, convene an emergency meeting of the General Assembly. Due notice must be given for an emergency meeting, except under the most extreme circumstances. A quorum is still required to commence a meeting, however at an emergency meeting a quorum shall be defined as more than fifty percent of the members who are eligible to attend. Therefore, those members who cannot attend the emergency meeting do to extraordinary circumstances, may be excused by the Secretary of the organization. However, any votes shall only be binding if a quorum of the members is present.
- *(Further powers or responsibilities of the President if necessary)*

### **Section IV: The Duties of the Vice President**

- The Vice President shall preside in the absence of the President. He/she shall serve as Parliamentarian during meetings, oversee the progress of the committees, and fulfill all other duties outlined in this Constitution.
- *(Further powers or responsibilities of the Vice President if necessary)*

### **Section V: The Duties of the Secretary**

- The Secretary shall maintain complete records of all correspondence, maintain the official Journal of minutes, execute all clerical duties, maintain current membership roster and contact information, organize the publication and announcement of all meetings, and distribute the agenda for meetings once received from the President. He/she shall also be responsible to organize the making of flyers, posters, and other means of advertisements to promote the organization along with other members of the organization.
- The Secretary shall notify all members of the organization of all scheduled events at least one week (7 days) prior and provide the minutes of meetings to all members.
- *(Further powers or responsibilities of the Secretary if necessary)*

### **Section VI: The Duties of the Treasurer**

- The Treasurer shall manage the account of the organization and co-sign financial

documents with the President. The Treasurer shall supervise the financial affairs of the organization, maintain a current financial report, and periodically brief the General Assembly of the organization's financial status.

- *(Further powers or responsibilities of the Treasurer if necessary)*

*Section VII: (Other Executive Board positions if necessary)*

**Section VIII: Training**

A) All officers shall be responsible for training their replacements prior to their official fulfilling of office.

**Section IX: Removal**

A) The members of the Executive Board shall be removed from Office by Resignation, Impeachment for, and Conviction of, abuse of powers, neglect of office, or other Crimes and Misdemeanors.

B) In Case of the Removal of the President from office, or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice President. The General Assembly may, in the case that both the President and Vice President are removed, deceased, resigned, or unable to carry out their responsibilities, elect a new President. Any vacancies shall be filled in accordance with the election procedures under Article III, Section II.

**Article V: Judicial Procedures**

A) Any disputes within the organization which cannot be resolved shall be forward to the Student Government Executive Council by the Vice-President. If the Vice-President is involved in the matter, the Assembly shall nominate another member to send the information to the SG Board. Upon receipt of the issue, the SG Executive Council will send the matter to the SG Constitution committee, which will then conduct an investigation into the matter to mediate and arbitrate where and when necessary.

**Article VI: Amendments**

A) The General Assembly, whenever two thirds shall deem it necessary, shall propose Amendments to this Constitution, which shall be valid to all Intents and Purposes, as Part of this Constitution, when ratified by the General Assembly of three fourths of the members.

**Article VII: Constitutional Authority**

A) This Constitution shall be the supreme internal law of the organization and every member shall be bound thereby. All members of the organization shall uphold this constitution. The Constitution shall be annually reviewed so as to comply with the Constitution of the Student Government of Princeton Theological Seminary and the policies of Princeton Theological Seminary.



## **Student Organization Event Form**

*Please fill out one form per event. Attach necessary promotional posters, flyers, copies of official letters from the President's Office approving event speakers, attendance lists, event photos, and other necessary documents.*

Event Title:

Date of the Event:

Location of the Event:

Attendance at the Event:

Description of the Event:

How the Event fulfilled Student Organization's vision, purpose, and mission:

What were the strengths of the event? How can it be improved?

Was this event the Student Organization's service project:

- No
- Yes

Was this event the Student Organization's co-sponsored event:

- No
- Yes

*If yes, which Student Organization co-sponsored?*

---

## **Student Organization Meeting Minutes**

*In this section include meeting minutes from the student organization's General Assembly, Executive Board, and Committees. Below is a template that can be used for meetings:*

Meeting Date

Name of Governing Body Meeting (i.e. General Assembly, Executive Board, or Committee)

### **Orders of Business:**

#### **I. Call to Order:**

#### **II. Roll Call:**

A) Quorum: Y/N

#### **III. Acceptance of minutes from last meeting:**

#### **IV. Reports:**

A) Officer Reports

B) Committee Reports

#### **V. New Business**

#### **VI. Unfinished Business**

#### **VII. Open Forum**

#### **VIII. Call to Adjournment:**

*Please go to the SGA Executive Secretary and ask them to sign the following note, which will be presented to the Rechartering Committee along with the rest of your student organization's information.*

I, SGA Secretary \_\_\_\_\_, hereby affirm that *student organization name* has met the attendance requirement of their charter classification for both the fall and spring semesters.

\_\_\_\_\_  
Print Name of SGA Secretary

\_\_\_\_\_  
Signature of SG Secretary

\_\_\_\_\_  
Date

Below is the sample format for the end of the year detailed budget review. In the “Budget Heading” column, provide the specific title of the event. In the next column, “Current Fall,” list the total amount spent on the event. If the event is proposed for the fall of the next academic year, provide the proposed event budget in the same row in the “Proposed Fall” column. For events held in the current fall but not proposed for the proposed fall mark “n/a” in the Proposed Fall column. Similarly, events proposed for the fall of the next academic year but did not occur in the current fall will be marked “n/a” in the Current Fall column and a proposed event budget will be provided in the same row in the Proposed Fall column. In the +/- column, indicate the increase or decrease budgeting for a line item from the totals in the current fall and the proposed fall. The same steps are completed for the “Current Spring,” “Proposed Spring,” and +/- columns. The final step is to indicate the totals of each column and row as indicated on the table below. If submitting the Charter Review Packet electronically, Student Organizations can use other programs such as Microsoft Excel to create tables based upon the requirements mentioned above.

**Current & Proposed Budget of Student Organization Name**

Budget Heading	Current Fall	Proposed Fall	+/-	Current Spring	Proposed Spring	+/-	Total +/-	Current Total	Proposed Total
fall event 1	\$100.00	\$100.00	n/a	n/a	n/a	n/a	n/a	\$100.00	\$100.00
fall event 2	\$50.00	\$100.00	+50.00	n/a	n/a	n/a	+50.00	\$50.00	\$100.00
fall event 3	\$250.00	\$225.00	-25.00	n/a	n/a	n/a	-25.00	\$250.00	\$225.00
Publicity	\$75.00	\$75.00	n/a	n/a	n/a	n/a	n/a	\$75.00	\$75.00
spring event 1	n/a	n/a	n/a	\$150.00	\$150.00	n/a	n/a	\$150.00	\$150.00
spring event 2	n/a	n/a	n/a	\$100.00	\$100.00	n/a	n/a	\$100.00	\$100.00
								n/a	n/a
<b>Total</b>	<b>\$475.00</b>	<b>\$500.00</b>	<b>+25.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	n/a	<b>+25.00</b>	<b>\$725.00</b>	<b>\$750.00</b>

\_\_\_\_\_  
Signature of Student Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Organization Treasurer

\_\_\_\_\_  
Date

*Below is the form to be completed for each event held in the current academic year. If an event for the current academic year is budgeted but has not been held as of the date this packet is due, please make a note of such at the top of the form. Copies of this form submitted to the SGA Treasurer for spending are acceptable or a new form can be provided for the packet. **NOTE: this form does not need to be completed for proposed events for the proposed budget for the next academic year.** The title and budget total should match with the title and budget total provided in the current detailed budget provided previously in this packet.*

Event Title:

Event Date:

<b>Heading</b>	<b>Budget</b>
Decorations	\$20.00
Food	\$70.00
Drinks	\$10.00
<b>Total</b>	<b>\$100.00</b>

\_\_\_\_\_  
Print Name of Student Organization President

\_\_\_\_\_  
Signature of Student Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Student Organization Treasurer

\_\_\_\_\_  
Signature of Student Organization Treasurer

\_\_\_\_\_  
Date

## **Rationale for re-classification in the charter of Student Organization**

### **Name**

*If your organization is seeking re-classification (whether to a higher or lower classification) please provide a brief rationale to support your request. Rationales are limited to two (2) double spaced pages in Times New Roman, 12 point font. Rationales should reference the forms in this packet documenting the student organization's activities which must include the following information:*

- If seeking a higher classification, does your student organization meet time requirements for upward movement (i.e. A student organization must be officially chartered as a Class II organization for at least one (1) year prior to being considered for Class I status and A student organization must be officially chartered as a Class III organization for at least one (1) year prior to being considered for Class II status)?
- Will the Executive Board-elect and proposed programming for the next academic year fulfill the eligibility requirements for the proposed classification (see classification requirements in SGA by-laws)?
- Demonstrate that the needs of the organization require a change in budget allocation (as reflected by both the current and proposed detailed budget).
- Demonstrate that the community involvement, SGA participation, history on campus, appeal to the entire Student Body, and attendance by the Student Body to events require a change in student organization classification.
- How will a classification change for your student organization best serve the Student Body and the SGA?