

OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP

New Student Organization Application

Grambling State University
Favrot Student Union, 218
(318) 274-3334

(Please Type) Attach any additional pages if necessary. This application must be completed in its entirety before submitted). Date: _____

Proposed Organization Name: _____

Purpose of the Organization:

Requirements for Membership: _____

Reason for chartering organization: _____

Ways GSU will benefit from having this organization: _____

ORGANIZATION CLASSIFICATION

Your student organization will be listed under one category in all GSU publications: Check only one (1).

Departmental Honors Military International Organization Religious
Residential Life Social Service Special Interest Sports Club State/City
Club Fraternity Sorority Other

CONTACT INFORMATION

The organization president will serve as the contact person for the proposed organization and will be contacted if any additional information is needed. This person will serve as the primary contact for OSCO and be listed in the student organization directories. OSCO will contact your group on a periodic basis using your group's e-mail and/or voice mail service. It is the responsibility of the student organization to check all mail on a regular basis.

Contact person _____ Position _____
Local Address: _____
City State _____ Zip: _____
Phone: _____ E-mail: _____
Signature: _____

ADVISER INFORMATION

All chartered Student Organizations are required to have one GSU faculty and /or staff advisers. Advisers assume the responsibility for keeping informed about the activities of the Student Organizations, for attending meetings, and for advising the officers and members on University policies, procedures, and budgetary matters. An adviser's signature is required on all forms for scheduling meetings and activities, and disbursement of funds from the University account.

Adviser:

Name: _____
Department: _____
Campus Address: _____ Campus Ext. _____
E-Mail Address: _____ Home Phone _____
Signature: _____

ORGANIZATION OFFICERS

Officers of chartered Student Organizations must be currently enrolled for at least twelve (12) semester hours as an undergraduate student; at least six (6) semester hours as an officer in a graduate student organization. All officers must have a cumulative grade point average of 2.0 or higher, must not be on disciplinary sanction, nor on academic probation. Temporary leaders must be selected in an acting capacity as president, vice president, secretary and treasurer for the proposed organization.

Submit this form within 2 weeks of the organizational meeting. The organization will be permitted to continue using campus facilities during the establishment process until all requirements for recognition status is met. After the establishment process is complete, the organization should elect **permanent** officers and the names are to be submitted to OSCO within 3 days of election. Please attach additional sheets if necessary. Please list your interim officers in the space provided. The adviser will select the temporary leaders in an **acting capacity**.

Name: _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Name: _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Name _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Name _____ Position _____
Local address: _____
Cell # _____ Tel.# (campus/other) _____ E-mail _____
Signature: _____

Organization Meeting Representative

The meeting for the Student Organizations is held one time per month on a Thursday (this may change depending on priority University scheduling) at 4 PM. Check your student organization calendar. Each recognized club/student organization must appoint one person from its membership to serve on the governing board for Student Organization Council. Please list your group's appointment below.

Name: _____ Position _____
Local address: _____
Cell # _____ Telephone # _____ E-mail _____
Signature _____

Please answer the following questions:

Does or will the GSU chapter of your new prospective organization discriminate or differentiate in its membership or in its eligibility to hold office based on race?

___ Yes ___ No

Does your National constitution (if applicable) of your new prospective organization require that its local chapter restrict eligibility for membership or for holding office based on race?

___ Yes ___ No

Does your group plan to be a collegiate chapter of a national organization? ___ Yes ___ No

If yes, please attach a letter of endorsement from the national organization with this charter application.

Student Organization Requirements

The proposed organization must draft a constitution. An outline for a constitution is included with this document. The constitution must be clearly written and concise. Assistance in drafting a constitution is available through OSCO.

We, the _____, certify that the information we are providing OSCO is accurate and acknowledge our responsibility to keep this record accurate and up to date. Our organization will comply with University policies and procedures outlined in the Student Code of Conduct Handbook, GSU Student Handbook and the Student Organizations Handbook, including policies on travel, event planning, hazing, illegal use of alcoholic beverages and narcotics or drugs. To remain active, all members must maintain a minimum cumulative 2.0 grade point average (Student Organization Handbook, 1994). Some organization GPA requirements are higher than the GSU requirement of 2.0.

The organization will make this information available to all student organization members. This organization will not discriminate against members or prospective members on the basis of age, sexual orientation, race, color, creed, national origin, physical handicap, or gender. (Sororities and fraternities may determine the gender of their members under the provisions of the Title IX Education Code). We also certify that there is nothing in the national and/or local constitution of this organization which violates the rules and regulations of Grambling State University. It is understood that we may be held responsible for activities or behavior of the organization and may be personally liable for all debts and obligations incurred by the organization. Further, the undersigned agrees that it is a violation of GSU's policies and Louisiana statutes to:

- Use the designation of "GSU" or "Grambling State University" in the name of a student organization and to represent themselves as "GSU" or "Grambling State University" on any document, including banking instruments.
- Use the Grambling State University Tax ID number

Signature of Contact Person/Student Representative

Date

Signature of Contact Person/Student Representative

Date

Signature of Contact Person/Student Representative

Date

Application Process:

1. When the application is picked up, the STUDENT ORGANIZATION office will discuss the step by step chartering process. The application for a charter must include a constitution stating the purpose of the organization, the procedure for electing officers, meeting times, requirements for membership, and the means of financial support of the organization. Complete and return the application to the STUDENT ORGANIZATION office located in the Favrot Student Union room 208. Application is due seven business days prior to the 1st STUDENT ORGANIZATIONS meeting of the academic semester in which application is made.
2. If all of the required information is complete, the proposed student organization **may** be required to attend a meeting to present and explain the proposed student organization. A representative of the proposed student organization will be contacted regarding the status of the application for recognition.
3. The University reserves the right to reject applications for new organizations based upon current conditions and needs of the University.

The Chartered Student Organization must adhere to the following policies/regulation:

1. Shall be open to all GSU students regardless of race, creed, disability, sexual orientation, age and/ or sex (national sororities, NPC and NPHC groups, are exempt from the gender discrimination under Title IX Education Code).
2. Undergraduate organizations shall exclude membership to full time undergraduate GSU students.
3. Shall have two (2) GSU faculty and staff advisers. Faculty staff advisers must be full-time employees.
4. Shall meet a genuine, demonstrated student interest of at least ten (10) GSU students.
 - a. The student interest list **MUST** be included in the application.
5. Shall uphold all University rules and regulations in addition to all state and federal laws.
6. Shall renew their organization charter each fall semester. Please note that an organization must complete the new student organization process if the group has not been chartered in the last 18 months.
7. Shall not use “Grambling State University” or “GSU” in its official title, logo or financial documents, including banking accounts.
8. Shall place all funds belonging to the organization in a University account. Failure to do so will result in suspension of the organization.
9. Shall not use the GSU Tax ID number. Each student organization is encouraged to apply for an organization TAX ID number with the IRS.
10. Shall not participate in any hazing activities or activities that would fall under the guidelines of hazing.
11. Shall not serve, sell or consume alcoholic beverages at any organization meeting or function on or off campus.
12. Shall adhere to all publicity and posting policies stated in the Organization Manual.
13. Shall follow all fund-raising policies including, but not limited to, the following: no auctions. An auction is considered selling of services by individuals or organizations.

14. Shall update student organization membership, officer and adviser information each semester.
15. Shall be responsible for reading and abiding by all policies in the Student Organization Manual and the GSU Student Handbook.

Chartered Student Organization benefit from the following privileges:

1. A student organization can use university facilities and meeting rooms on campus, free of charge
2. Inclusion in University publications.
3. Ability to apply for funding from the House of Representatives through the Student Government Association.
4. Ability to elect a member of your organization to serve as a delegate to the House of Representatives.
5. Access to information and support through the staff in the Student Organizations office.