**The Steps to Start a New Student Organization:**

1. Understand the privileges of Student Organizations.
2. Gauge the interest of the student body by identifying potential organization members, completing the Student Organization Information Sheet. \*If you need assistance finding interested students, contact the Office of Student Engagement.
3. Understand the University Policy Agreement.
4. Complete the Officer Listing Form.
5. Identify a potential staff or faculty member to serve as the organization’s advisor, completing the Advisor Agreement Form. \*If you need assistance finding an interested advisor, contact the Office of Student Engagement.
6. Complete a Student Organization Constitution. All student organization constitutions are required to contain the bolded and underlined required text in the constitution.
7. Submit this packet with all attachments to the Office of Student Engagement ( [StudentEngagement@chatham.edu](mailto:StudentEngagement@chatham.edu) ) or in the Carriage House.
8. The application and constitution will be reviewed by the Office of Student Engagement within two weeks of submission (if submitted during the academic year).
9. The Office of Student Engagement will communicate with the contacts listed on the application if any revisions or edits are needed.
10. The Director of Student Engagement will review the final draft of the new student organization application and constitution and will grant recognition to the student organization. The Office of Student Engagement’s goal is to grant recognition within two weeks of the most recent application and constitution.
11. All official communication from the Office of Student Engagement to student organization members will be sent to their Chatham email addresses.
12. Student organizations retain status as a recognized student organization by fulfilling the following requirements:
    1. Submitting an updated Officer Listing Form within the first four weeks of the Fall semester and/or following the election of new officers.
    2. Attending the Student Organization Kick-Off Meeting, regular Student Organization Forum meetings, and any other required trainings or meetings.
    3. Holding regular activities for members to engage with the student organization such as meetings and events

Please note: Recognized student organizations that fail to update their officers listing and/or fail to hold any opportunities for members to engage during an entire academic term will be automatically moved to inactive status. Inactive student organizations cannot receive funding through UBC and cannot reserve spaces on campus.

**Recognition of A Student Organization**

Chatham University recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities. Much of this learning takes place to broaden the scope of general learning, professional, cultural, social, or recreational interests, consistent with the education goals and purposes of the University.

Student groups and/or organizations at Chatham are subject to the rules and regulations set forth by Chatham University. The following guidelines have been set by the Office of Student Engagement which will periodically review all student organizations.

* Officers and members of recognized student organizations must be currently enrolled students at Chatham University.
* In alignment with Chatham University’s nondiscrimination policy for its educational programs and policies, co-curricular activities, scholarship and loan programs, and employment practices, student organizations may not discriminate on the basis of race, color, religion, gender (including gender identity), sexual orientation, national origin, age, disability, veteran status, marital status, or any other legally protected status in their leadership or membership. Inquiries may be directed to the Assistant Vice President of Human Resources at (412) 365-1680 or [greco@chatham.edu](mailto:greco@chatham.edu).
* All student organizations and their members must abide by all federal, state, and local laws and ordinances, by all University policies and procedures, and by their own organization’s constitution and bylaws.
* The Office of Student Engagement must be provided with a new or updated officer listing and the name of the organization’s advisor within the first four weeks of each academic year.
* An electronic copy of the student organization’s most current constitution, including a statement of purpose, must be on file with the Office of Student Engagement. Updated versions should be submitted by the end of the fourth week of the term as necessary.

**Privileges of A Recognized Student Organization**

* The use of University facilities, subject to the duly established written policies and rules governing such use
* The ability to hold meetings and social, educational, or service events in available University facilities and the use of all other University services where applicable
* The ability to petition for the use of Chatham Student Government (CSG) funding through the Undergraduate Budget Committee (UBC) or Graduate Student Assembly (GSA), or collaborations with other areas and departments by submitting requests to the appropriate university officials
* Use of the name of the University in connection with publicity, *except where specifically prohibited; organizations also may not utilize the University logo for any publications without express permission of the University*
* Publication of material in Chatham University calendars and access to Marketing and Communications publicity procedures
* The ability to house an organizational fundraising account with the University accounting systems, accessed through the Office of Student Engagement
* Inclusion in publication materials created or disseminated by the Office of Student Engagement that promote University-recognized clubs and organizations

**Student Organization Information Sheet**

|  |  |
| --- | --- |
| Official Organization Name: |  |

Type of Organization:

|  |  |  |  |
| --- | --- | --- | --- |
| ¨ Academic  ¨ Minority Interest  ¨ Social | ¨ Governing  ¨ Musical  ¨ Sports | ¨ Honor Society  ¨ Religious  ¨ Environmental | ¨ International  ¨ Service  ¨ Political |

Special Interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this organization have an affiliation with a national, regional, state, or local organization or a university department?

¨ YES ¨ NO

If yes, please indicate the address and phone number of the affiliated group:

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the members of this organization pay membership dues to be members of this affiliated group?

¨ YES ¨ NO

During which month will the officers for your organization be elected each year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

Please list at least ten interested students who are currently enrolled at Chatham University:

Name ID # Date of Birth Credit Hours Enrolled

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Policy Agreement**

**NON-DISCRIMINATION POLICY**

It is the policy of Chatham University to not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status in its educational programs and policies, co-curricular activities, scholarship and loan programs, or employment practices. Specific inquiries regarding these matters may be directed to the assistant vice president of human resources: Chatham University, Woodland Rd, Pittsburgh, PA 15232, 412-365-1847.

**POLICY STATEMENT ON HAZING**

Chatham University considers hazing as any subtle, covert or overt action, occurring on or off campus, by an individual or group of students in connection to recruitment, initiation, rite of passage, or membership in a Chatham club, group, organization or athletic team that subjects any other member of the university community, voluntarily or involuntarily to activity which creates an atmosphere for potential or actual embarrassment, humiliation, degradation, verbal, emotional or physical distress, abuse or injury; or compromises the academic mission and/or reputation of Chatham University. In accordance with Act 80, the Chatham University hazing policy applies to acts conducted on or off-campus [P.L. 353, No. 80].

|  |
| --- |
|  |

**SIGNATURES**

*The officers of our organization have read and understand the University’s Non-Discrimination Policy and Policy Statement on Hazing. Further, we have informed the members and associate members of our organization of the contents of the University’s policy. All activities sponsored and/or required by our organization are in compliance with this policy.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Organization Representative* *Print Name* *Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Organization Advisor* *Print Name* *Date*

*On behalf of this organization, and with its authority, the undersigned promises and agrees that the organization will abide by all federal, state, and local laws, and all rules and regulations of Chatham University. It is also understood that submission of this application and its approval does not constitute in and of itself full recognition as a Chatham University student organization.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Organization Representative* *Print Name* *Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Organization Advisor* *Print Name* *Date*

**Officer Listing Form**

This form must be submitted as part of the new student organization application. Once the organization has been recognized, the officer listing form found under Documents & Forms on my.Chatham should be submitted at the beginning of every Fall semester and after every election or officer change.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Office of Student Engagement must be notified of all officer changes.*

**Student Organization Advisor Agreement**

|  |  |
| --- | --- |
| Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am a faculty or staff member at Chatham University and agree to serve as the advisor for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an organization that is applying for formal recognition by the Office of Student Engagement. I understand and agree to the following:

* I am a full-time faculty or staff member of Chatham University
* I will assist the organization as the students see fit
* I will ensure the organization follows the University's protocols
* I will be aware of any key information regarding the history of the organization
* I will be aware of the organization's plans, events, activities, programs, etc.
* I will support and encourage personal and professional development
* I will amplify the voices of underrepresented students
* I will provide appropriate feedback on programming
* I will provide resources and advice when asked
* I will help connect students with opportunities
* I will foster a positive and welcoming environment
* I will ensure the success of the organization
* I will ensure that I will not overstep my responsibilities

The officers the organization applying for formal recognition from the Office of Student Engagement agree to undertake the following responsibilities in return:

* Recognize the importance and unique position the advisor holds in assisting the organization
* Keep the advisor informed of plans, meetings, activities, and programming
* Ask the advisor for advice and assistance when needed
* Maintain open communication with the advisor on issues regarding the organization

|  |  |
| --- | --- |
|  |  |
| Advisor Signature Printed Name | Date |
|  |  |
| Student Organization President Signature Printed Name | Date |

**Student Organization Constitution template**

*Please note: This sample constitution contains nine articles that must be addressed in your constitution.* ***All statements that are bolded and underlined must appear in your constitution verbatim.***

[Student Organization Name] Constitution

*Ratified: Month, year* *Updated: Month, year*

*ARTICLE 1: NAME & AFFILIATIONS*

The name of the organization shall be {name of organization} of Chatham University.

*ARTICLE 2: PURPOSE*

The purpose of the organization shall be… {List purpose}. **Activities and programs sponsored by this organization will stay within the organization’s stated objectives.**

*ARTICLE 3: MEMBERSHIP*

Membership in the [organization] shall be open to all currently enrolled students at Chatham University. [Address the rules for becoming a member and remaining a member.] *[Note: The constitution should also discuss the different types of membership (active/ inactive, voting/non-voting), dues and other conditions of membership where applicable.]*

**As per Chatham University’s anti-discrimination policy, the [organization name] does not categorically deny membership to any individual on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, marital status** **or any other legally protected status**. *[Note: No organization with restrictive membership clauses discriminating on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, marital status or the presence of a disability as defined by law, shall obtain or maintain registration status except for religious qualifications which may be required by organizations whose aims are primarily sectarian, and social fraternities and sororities that are permitted by federal law to discriminate on the basis of sex.]*

**As per Chatham University’s anti-hazing policy, the [organization name] abides under The Commonwealth of Pennsylvania State Hazing Law and explicitly prohibits hazing as defined in the University policy:*****Chatham University considers hazing as any subtle, covert or overt action, occurring on or off campus, by an individual or group of students in connection to recruitment, initiation, rite of passage, or membership in a Chatham sport club, group, organization or athletic team that subjects any other member of the university community, voluntarily or involuntarily to activity which creates an atmosphere for potential or actual embarrassment, humiliation, degradation, verbal, emotional or physical distress, abuse or injury; or compromises the academic mission and/or reputation of Chatham University. For more information, see Chatham University’s Student Organization Manual.***

Persons obtain membership by supporting all functions, activities and programs of the organization through paying dues (if applicable) attending meetings and serving on committees. **Voting members shall be defined as members who are currently enrolled Chatham students** and who are in good standing with [organization name] and have supported the functions of the organization.

*ARTICLE 4: OFFICERS*

Officers shall consist of [list officers titles] and shall be elected each [insert month] for a term of [specify length of term]. Qualifications for a leadership position within [organization name] are as follows: [list qualifications]. **Only currently registered Chatham students may hold office. Officers of the organization shall not be on academic or disciplinary probation.** Duties for each officer are as follows: [specify duties for each officer position.]

*ARTICLE 5: MEETINGS*

Meetings will be held [Describe frequency of meetings.] *[Note: In this article you should indicate how often the organization will meet. You also need to indicate how quorum is determined for your organization. Quorum is the minimum number of voting members who must be present at a meeting in order to conduct business.]* **A simple majority of the voting members must be present to constitute a quorum.**

*ARTICLE 6: ADVISOR*

The advisor for this organization shall be decided upon by the executive officers of the organization. [Note: It is required that all student organizations have an advisor. Do not name the person in the constitution; name the person on the Officer Listing Form.]

*ARTICLE 7: COMMITTEES*

[Describe functions of committees if applicable.] **Ad hoc committees may be formed at the discretion of the President or Executive Committee to attend to any situations that may become necessary for the organization to consider.**

*ARTICLE 8: PARLIAMENTARY AUTHORITY*

[Address parliamentary authority based upon your organization’s desired procedures. Example: Parliamentary Authority shall be given to all officers. However, the President shall have presiding authority, and the Secretary shall keep a record of parliamentary procedure for the club’s record.]

*ARTICLE 9: AMENDMENTS*

[Address how your organization will amend its constitution.] **It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the Office of Student Engagement every detail of the desired changes to be made.**