



PITZER COLLEGE
Student Senate

New Student Organization Charter Information

Last Updated July 2015

Please take the following steps in order to charter a NEW student organization or club at Pitzer College:

1. Review the Pitzer Student Organization Information and Responsibilities

All student clubs and organizations are required by the Student Senate Constitution to fulfill a number of different requirements, obligations and responsibilities. Information on Student Organizations can be found in Article VIII of the Constitution.

2. Find other Pitzer Students who are interested in joining this new club

In order to comply with the Student Senate guidelines, each student club is required to maintain a membership roster of *at least eight active club members*. We encourage you to reach out to other individuals who may be interested in joining your club, and create a comprehensive membership list of all members.

3. Draft an Organization Charter

Each club is required to maintain an Organization Charter (or Constitution). You will need to create a charter for your organization prior to submitting an application. Please see the template below for instructions on how to create this document, but you should feel free to adjust the structure and contents depending on your organization's purpose and needs.

4. Submit the New Student Organization Application online

Once you have all of your organization's logistics and documents in order, please carefully fill out this application online, which you can find on the Student Senate website. If your club will be requesting funding from Student Senate, be sure to indicate such in the application and provide specifics for your proposed budget. Remember to add your Organization Charter as a file attachment to this document.

5. Review and Approval at the Student Organizations Committee

After submitting your club application, the Student Senate Secretary will notify you of an appointment with the Student Organizations Committee. You are **REQUIRED** to attend this meeting to present and discuss your proposed organization with members of the committee. Please come prepared and ready to answer questions. The committee will assist you with the approval process, and will help you make any needed changes to your application. Once the committee feels you are ready, they will vote to forward your club to the Student Senate legislature.

6. Confirmation by Student Senate

Your club will be placed on the agenda of a Student Senate meeting for a confirmation vote. A simple majority of the legislature is required in order for your student organization to be approved. You are not required to attend this meeting, but you may do so if you wish.

Student Organization Charter Template

Article I—Name of Organization

Section A. The name of the club, acronym or abbreviation

Article II—Club Purpose

Section A. Briefly describe the purpose and objective of your club.

Section B. What is hoped to be accomplished by the club?

Section C. How does your club benefit the greater Pitzer community?

Article III—Membership

Section A. Describe who is eligible for membership?

(Only currently registered students may be active members in a recognized student club. Only active members may vote or hold office.)

Article IV—Officers/Elections

Section A. List the club officers by title or define the leadership structure if another system is used. (You must minimally list a President and Treasurer or their equivalent.)

Section B. The duties of the club officers shall be (see samples below)

- 1) President: Serves as the official representative of the club. Convenes and chairs club meetings. Sets club meeting agendas. May propose and vote upon all club matters.
- 2) Vice President: Assists club president with all club matters. May propose and vote upon all club matters.
- 3) Treasurer: Handles all financial club matters including but not limited to: collecting receipts, processing RFCs, and keeping an accurate budget for the club. of the organization. May propose and vote upon all club matters.
- 4) Secretary: Records and distributes the minutes of all club meetings. May propose and vote upon all club matters.

Section C. Describe the process and required majority of votes by which your officers will be elected.

Section D. What time of year will selection occur?

Section E. Stipulate the term of office; by semester, by year, etc.

Section F. How will officers be removed or replaced?

Article V—Meetings

Section A. How often, when, run by whom, how announced?

(Student Organizations should at minimum use student-talk@pitzer.edu.)

Section B. Will there be a call for special emergency meetings? How will you notify people of emergency meetings?

Section C. What is quorum? State the exact minimum number or % of members who must be present at a meeting, in order to conduct business. (Eight people are required to approve budget allocations)

Article VI—Charter Amendments

Section A. An amendment may be initiated by any member of the club and passed by a two-thirds majority vote of the members present at the meeting.

Section B. How will you notify active members that an amendment is going to be voted upon? (All constitutional amendments, additions or deletions must be filed with Student Senate within one week of adoption.)

Article VII—Organization Dissolution

Section A. How will dissolution be decided?

Section B. What is the required majority of votes to dissolve the group?