

9-10-2003

Guidelines for Preparing a Charter 2003

Follow this and additional works at: <https://openworks.wooster.edu/campuscouncil>

Recommended Citation


"Guidelines for Preparing a Charter 2003" (2003). *Campus Council Records*. 89.
<https://openworks.wooster.edu/campuscouncil/89>

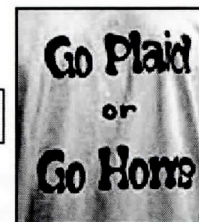
This Book is brought to you for free and open access by the Special Collections at Open Works, a service of The College of Wooster Libraries. It has been accepted for inclusion in Campus Council Records by an authorized administrator of Open Works. For more information, please contact openworks@wooster.edu.



THE COLLEGE OF
WOOSTER

Home Page

 Student Clubs & Organizations



GUIDELINES FOR PREPARING A CHARTER

Name: The name of our organization shall be . This section requires that you declare the name of the organization. This will be the official name of the organization. This name will be forwarded to the appropriate offices for consideration in scheduling College services and/or facilities.

Purpose: The following statement must be included, written as stated here: *In an effort to accomplish our goals, we shall abide by the Code of Social Responsibility as stated in the Scot's Key.* This section shall also include the intentions of the organization, the purpose it will serve and how the organization will interact in the greater College community.

Membership: This section must include the following non-discriminatory statement: (exceptions are subject to the approval of Campus Council): *Membership shall be open to any member of the College community regardless of age, sex, race, creed, national origin, handicap, sexual orientation, political affiliation, economic status, or the ability to pay dues, providing the individual expresses a genuine interest.* This section should also include any information concerning differences, such as levels of membership. Membership dues, if any, should be indicated. However, the monetary amount need not be indicated. A non-discriminatory statement concerning membership fees should be included.

New Member Processes: If your organization has no new member process (es), please state "none". If an organization has a selection process, an education process, and/or an induction ceremony, its existence must be mentioned. The proposed activities of selection processes, educational processes and/or induction ceremonies will be submitted to the Committee on Social Organizations (CSO).

Officers: Every office and its responsibilities should be indicated in this section. Only degree seeking students at The College of Wooster may be officers of the organization. The following italicized statement must be included: *All officers shall be degree-seeking students at The College of Wooster.*

Advisors: Indicate how the advisor will work with the organization. Include the following statement: *Our advisor will be a member of the College administrative staff, faculty, or another staff members who has received the approval of his/her supervisor. Their responsibilities are outlined in the Advisor Contract and those agreed upon by the advisor and our organization according to the recommended responsibilities listed in the Advisor Contract.*

Affiliations: If the organization has an affiliation with an organization outside of the College, the affiliated name and nature of the affiliation must be stated. The following statement must be included as written: *We do realize that any policies of our affiliate affecting our organization must be consistent with College policies.* If the organization has none, please state "none."

Amendments: The process for amending this charter must be stated. All amendments to this charter must be approved by Campus Council.

Date Submitted: Indicate the date submitted to Charter Committee

Date Received, Date Approved & Next Review: Leave Blank

Submitted by: Both the President/Contact Person and Advisor must sign the charter in order for it to be reviewed. Please print names and positions of all that are required to sign.