



THE STUDENT ASSOCIATION OF OKLAHOMA  
PANHANDLE STATE UNIVERSITY

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## Request for Campus Organization Charter

### Guidelines for Requesting Charter:

1. All student organizations must be chartered in order to enjoy the use of University resources and sponsorship
2. The University President shall retain the right to disallow any Charter for reasons of clear and present danger to the University Mission or environment, provided the President shall have appointed and received input and counsel of a committee composed of the following people:
  - a. the Faculty Senate President
  - b. the Student Association President
  - c. one appointed faculty member
  - d. one appointed student member
  - e. the Vice President for Student Affairs (Chair)
3. Any organization shall be subject to suspension or revocation of charter for the following reasons:
  - a. discrimination in violation of section 803 of the Student Senate Constitution
  - b. violation of University Rules and Regulations or active promotion of such violations by its membership
  - c. demonstrated failure of the organization to conduct two (2) activities during a one year period
  - d. **club or organization does not provide adequate representation as decided upon by a majority vote of the Senate at the beginning of each school year**

### Guidelines for Maintaining Charter:

1. Once charter is granted, the club or organization must submit the name, phone number, and email address of its current advisors **and** leadership (President, Vice-President, etc.) to the Office of the Student Association.
2. Any amendments to constitutions must be reported to the Office of the Student Association. and are subject to the same requirements as constitutions initially submitted for charter. Failure to report amendments will result in suspension and possible revocation of charter.
3. As stated above, each club or organization must conduct two (2) activities during a one year period. These activities must be reported to the Office of the Student Association to avoid suspension using **only** the proper forms available from the Office of the Student Association or online at [www.opsu.edu/?page=Downloads](http://www.opsu.edu/?page=Downloads).
4. Organizations are required to elect one Senator as part of the Student Senate. As stated in the Student Senate Constitution, a charter can be suspended or revoked if the club or organization does not provide adequate representation to the Senate.

### Guidelines for Renewal of Charter:

1. Charters must be renewed each academic year.
2. To renew its charter a club need only submit the name, phone number, and email address of its current advisors **and** leadership (President, Vice-President, etc.).
3. Charters will be suspended on September 1 of the current academic year if the required information is not provided to the Office of the Student Association. Suspension will be lifted upon receipt of the required information by the Office of the Student Association



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**SECTION 1**

**Group Name:**

**Advisor Name:**

**Advisor phone number and email address:**

**Briefly describe the purpose of your group:**

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**SECTION 2**

**Attach two (2) copies of your club's constitution.**

Does your club's constitution state a purpose in keeping with the educational aims of the University?	Yes	No
Does your club's constitution contain requirements for membership?	Yes	No
Do said requirements discriminate on the basis of sex, age, religion, race or ethnic origin?	Yes	No
Does your club's constitution establish a method for determining leadership	Yes	No

**Approved:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Senate President

\_\_\_\_\_  
Student Association President