Chartered Student Organizations

SA/PPS No. 07.04
Issue No. 2
Effective Date: 01/27/2016
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Sr. Reviewer: Director, LBJ Student Center

01. POLICY STATEMENT

01.01 The Student Affairs Division is committed to recruitment and retention of a heterogeneous and qualified student body, and providing services which enhance their personal development and contribute to the fulfillment of their goals. The following procedure contributes to the implementation of this policy

01.02 This SA/PPS provides an organized procedure whereby a university department may charter a student organization.

02. POLICY

02.01 The university accepts the responsibility for assisting students in organizing and maintaining chartered student organizations; agrees to support, supervise and advise their activities, will provide resources for those activities; and acknowledges that these organizations contribute to the educational mission of the institution.

02.02 The granting of chartered status represents a partnership between the university and the chartered organization's executive body. Chartered Student Organizations are held to a higher standard with higher expectations than other student organizations. Included in those higher expectations are minimum grade point averages for members and officers. It is the expectation that the chartered organizations, in consultation with the sponsoring department, determine the minimum GPA for officers. Individual officer GPA's minimum requirements shall exceed the 2.25 Texas State cumulative GPA required of registered student organization officers. Student Involvement @ LBJSC verifies all organization officer grades during the annual registration period at the beginning of the fall semester for compliance with the minimum as set forth by the Student Organization Handbook. It is the expectation that the sponsoring

department determine the chartered organization's officer GPA compliance according to that organization's policy statement. All minimum requirements should become part of the Constitution or PPS for that chartered organization. Other higher expectations include exemplary conduct and civic responsibility involvement for officers and members, which should foster in these students an affinity for the university and the sponsoring department.

02.03 To qualify as a chartered student organization, the functions of the student organization would generally be performed by the university if the group did not exist.

03. PROCEDURE

03.01 Chartered student organizations, as partners with the university, are subject to all laws, rules, regulations and policies which govern the sponsoring university department, Regents' Rules, and University policies.

03.02 An application for chartering an organization must be initiated by the university department or auxiliary organization that will assume responsibility for the organization. The Chartered Student Organization Application is available by request from Student Involvement @ LBJSC. The procedure for chartering a student organization is as follows:

Step I

The department/auxiliary unit must submit an application of charter and a memorandum to the Dean of Students or college dean (for academic departments) expressing intent to establish a chartered organization. The memorandum must include the following:

a. How proposed organization will support the educational mission of the university and

b. A description of the department's partnership with the proposed organization.

Step II

The department must prepare a constitution for the proposed organization and include this as an attachment with the application and letter of intent. The constitution must be approved through the appropriate administrative channels to establish the organization. The constitution must include the following components:

a. The official name of the proposed organization;

b. A detailed declaration of purpose of the proposed organization;

c. A reference to the chartered organization's relationship to the sponsoring department or auxiliary unit;

d. A description of the partnership between the department and the proposed organization;

e. Identification of any student organizations that will be organized under the chartered organization (i.e., the Interfraternity Council is the umbrella organization for university registered Greek letter organizations);

f. The chain of command, organizational funding, facilities, resources and advisement

g. Criteria for selecting membership;

h. The duties and privileges of membership;

i. Procedures for selecting and removing officers, their duties and authority;

j. Requirements for officers and members (i.e., grade point averages, enrollment in specific number of hours, etc.); and

k. Frequency of meetings.

Step III

The letter of intent, a copy of the charter application a copy of the constitution, and all applicable documents will be forwarded in triplicate by the department/ auxiliary unit or college dean to the Dean of Students Office, or designee, for final approval. The Dean of Students will retain copies of all charter-related documents submitted and will forward a copy to Student Involvement @ LBJSC. The original application and constitution will be returned to the submitting department.

03.03 The Dean of Students, in consultation with the Director of the LBJ Student Center and the Associate Director for Student Involvement @ LBJSC will review and approve chartered status for all student organizations requesting this classification.

03.04 In the event that a sponsoring department/office withdraws its support or if the chartered student organization does not comply with operating

guidelines set forth in its constitution, the Dean of Students, in consultation with the Director of the Student Center and the Associate Director of Student Involvement @ LBJSC may suspend or revoke the Charter.

03.05 The Dean's decision to suspend or revoke the student organization's charter may be appealed to the Vice President for Student Affairs who will make the final decision on the student organization's status as a chartered student organization.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS SA/PPS

04.01 Major responsibilities for routine assignments associated with this SA/PPS include the following:

Position	Date
Director, LBJ Student Center	Jan E4Y
Associate Director, Student Involvement @ LBJSC	Jan E4Y
Dean of Students	Jan E4Y

05. CERTIFICATION STATEMENT

This SA/PPS has been approved by the following individuals in their official capacities, and represents Texas State policy and procedure from the date of this document until superseded.

Director, LBJ Student Center, senior reviewer of this SA/PPS

Associate Vice President & Dean of Students, reviewer of this SA/PPS

Vice President for Student Affairs