

STUDENT ORGANIZATION CHARTER APPLICATION

Proposed Organization Name: _____

Application:

1. **All New Charter applications must be submitted to the Student Government Association Charter & Rules Committee mailbox outside of room SU-219 no later than 48 prior to the Charter & Rules Committee meeting in which the application will be addressed.**
2. It is necessary to have at least 2 contact student representative names, e-mails and phone numbers.
3. The proposed advisor must be full time faculty/staff. A letter of agreement must accompany the completed application at the time of submission.
4. The proposed constitution & bylaws must accompany the completed application. The constitution/bylaws template can be found online at the SAO website: www.neiu.edu/~deptsao
5. You can reserve space for one meeting for the purpose of discussing the application and/or constitution.

If you have questions or need help completing your charter application and constitution/bylaws, please do not hesitate to contact the Student Government Association Charter & Rules Committee at senate.neiu@gmail.com

Submission: Date application submitted: _____

1. The SGA Charter & Rules Committee shall verify completeness of the application to ensure that all questions are answered, verify the letter from the advisor, and check that the proposed constitution is signed by the student organizer and proposed advisor.
2. The Charter & Rules Committee will notify the applicant of the date, time, and location of the meeting in which the application is to be addressed. **At least 1 student representative from the proposed club MUST be present at the meeting.**
3. Charter Committee shall review the application and proposed constitution and shall Approve/Deny or suggest changes.
4. If approved by the Charter Committee, the application and proposed constitution/bylaws shall be submitted to the Student Senate (**student representative MUST be present at the meeting**) which will approve or deny the chartering of the organization.
5. Student Senate shall notify The Student Activities Office of Student Senate action.
6. The Student Activities Office shall notify the representatives that their charter has been approved by SGA and they must complete the last steps in chartering which includes, election of officers, submitting a Charter Renewal Form, and New Club Orientation with the Student Activities Office.

Please review and complete "My Checklist" as you proceed through the chartering process.

Chartering Process Complete: Date: _____

MY CHECKLIST

Completing the Application:

- _____ Questions #1-#5 completed (attach additional sheets if space is needed)
- _____ #6 completed: Secured letter from faculty/staff member agreeing to be advisor

Constitution & Bylaws:

- _____ Constitution written
- _____ Bylaws written
- _____ Charter application & Constitution & Bylaws submitted to the Charter & Rules Committee mailbox located outside of Student Union Room #219.

Mandatory Meeting Attendance:

- _____ Attended the Charter & Rules Meeting (*at least 1 representative*)
- Date of Meeting: _____
 - Time of Meeting: _____
 - Location of Meeting: _____
- _____ Attended the Senate Meeting (*at least 1 representative*)
- Date of Meeting: _____
 - Time of Meeting: _____
 - Location of Meeting: _____

Training and Nuts & Bolts:

- _____ Meeting scheduled to elect officers and complete charter renewal form
- _____ Charter Renewal form submitted to SAO
- _____ New Club Orientation scheduled with SAO
- _____ New Club Orientation training completed
- _____ Greek Affairs Orientation w/ Assistant Director of SAO completed
(*Greek-letter organizations only*)

Congratulations! You are now an officially chartered NEIU Organization!

NORTHEASTERN ILLINOIS UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
STUDENT ORGANIZATION CHARTER APPLICATION

1. ORGANIZATION NAME:

2. NAMES, ADDRESSES, E-MAIL ADDRESSES, AND PHONE NUMBERS OF (at least) 2 STUDENTS WHO ARE SUBMITTING THIS PETITION:

#1 Representative:

Name: _____ Email Address: _____

Home Phone: _____ Cell Number: _____

#2 Representative:

Name: _____ Email Address: _____

Home Phone: _____ Cell Number: _____

#3 Representative:

Name: _____ Email Address: _____

Home Phone: _____ Cell Number: _____

3. PURPOSE OF ORGANIZATION (Be explicit & attach additional pages if needed):

4. LIST THE WAYS THAT YOUR PROPOSED ORGANIZATION WILL DEVELOP PARTICIPATION OF STUDENTS:

6. VERY IMPORTANT

ATTACH to this application a signed typewritten statement from a full time faculty or staff member of Northeastern Illinois University agreeing to serve as advisor of the proposed organization. Attach advisor's signed statement to this form.

DO NOT WRITE BELOW THIS LINE ON THIS PAGE.

FOR OFFICE USE ONLY:

DATE OF SUBMISSION TO SGA Charter & Rules Committee: _____

DATE OF REVIEW & APPROVAL BY Charter & Rules Committee: _____

DATE OF REVIEW AND APPROVAL BY SGA Senate: _____

DATE OF APPROVAL Charter (after new club orientation) _____

SIGNATURES:

**Charter & Rules Chairperson
Student Government**

Date

**President
Student Government**

Date

**Director
Student Activities Office**

Date

ADDITIONAL NOTES: