

Loyola University New Orleans

Student Organization Intent to Charter Form

Proposed Student Organization Name: _____

Contact Person: _____ Contact Phone: _____

Address: _____

Date Submitted: _____ E-mail: _____

The above named group has declared its intent to pursue status as an officially chartered student organization of the Loyola University New Orleans. The organization may be granted a charter for the present school year when the group completes the steps required for official student organization recognition as outlined in the Loyola University New Orleans Student Handbook and approval is granted by the Student Government Association and Student Activities Office. If the group does not complete the required steps within 30 days from the date the intent to charter form is received, the intent is considered expired.

During the Intent to Charter phase, the proposed organization may be granted by the Assistant Director for Student Activities limited student organization privileges of:

- Reserving a meeting space up to four times for organizational planning purposes
- Advertising for the recruitment of members and announcing planned meetings
- No program or social activities may be conducted during this period under the organization name

This statement of intent DOES NOT afford the group the privileges of a charter, and acceptance of this form by the Danna Center and Student Activities Office should not be viewed as University approval as to the merits of the group or its potential for charter.

I am aware of and understand the policies and procedures governing student organizations as promulgated in the Loyola University New Orleans Student Handbook. I certify this organization will function in accordance with these policies.

Signature of Contact Person

<p>For Office Use Only</p> <p style="text-align: center;">All parts of Intent to charter must be received prior to SGA review</p> <p>___ 1. Application</p> <p>___ 2. Charter membership list and addresses</p> <p>___ 3. Justification Statement</p> <p>Date Received _____</p> <p>Fwd to SGA _____</p>	<p>4. Constitution (2 copies)</p> <p>___ A. Name & statement of purpose</p> <p>___ B. Membership selection process</p> <p>___ C. Nondiscrimination statement</p> <p>___ D. Election of officers, duties, removal</p> <p>___ E. Meetings of organization</p> <p>___ F. Relationship with university statement</p> <p>___ G. Constitution amendment process</p>
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Loyola University Application for University Charter

Please complete only the top portion of this form (type or print) and return all copies to the Danna Center and Student Activities Office

Name of Proposed Organization	Annual dues to membership of organization
Address of Organization	

List of Current Officers		
Officer Title	Name/Address/phone	Term Ends (mo/yr)
1.		
2.		
3.		
4.		
5.		
6.		
7. Proposed Advisor		

Is the organization's goals and proposed activities in support of the goals, purposes and values of Loyola as expressed in the "Loyola Goals Statement" and "Character and Commitment Statement"? YES NO

Is your Organization affiliated with any organization outside of Loyola University?
 If "Yes", please provide the official name and address of the organization YES NO

Are the membership policies and programs determined by vote of only those persons who hold bona-fide membership in the Loyola community (students, faculty, and staff)? YES NO

Is your organization open to all student of Loyola without regard to race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin or age? YES NO

The undersigned certifies that the above informatino is true and complete to the best of her/her knowledge.

 Signature of Organization Advisor Date Signature of Chief Organization Officer Date

DO NOT PROCEED BELOW THIS LINE

SGA Action on Application	Preliminary Action <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval Date
	Reason for Disapproval
SGA should submit intact to Director of DCSA Signature of SGA President:	
Action of DCSA Director	Final Action <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval Date
	Reason for Disapproval
Date Charter Granted: Signature of DCSA Director:	

- Type of Organization**
- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Academic Professional | <input type="checkbox"/> Fraternal Service | <input type="checkbox"/> Law School | <input type="checkbox"/> Service Group |
| <input type="checkbox"/> Diversity Issues | <input type="checkbox"/> Greek Life | <input type="checkbox"/> Publication | <input type="checkbox"/> Special Interest |
| <input type="checkbox"/> Fine/Performing Arts | <input type="checkbox"/> Honor Society | <input type="checkbox"/> Recreation/Athletic | |

Membership List

1. _____
print name

signature

local phone

email

2. _____
print name

signature

local phone

email

3. _____
print name

signature

local phone

email

4. _____
print name

signature

local phone

email

5. _____
print name

signature

local phone

email

6. _____
print name

signature

local phone

email

7. _____
print name

signature

local phone

email

8. _____
print name

signature

local phone

email

9. _____
print name

signature

local phone

email

10. _____
print name

signature

local phone

email

Student Organization Constitution Format

A constitution should be simple and should reflect the scope and purpose of the organization. You may refer to the following suggested guidelines. For any questions regarding the constitution format, refer to chapter 6 of the Loyola University Student Handbook or contact Jill Styx at 865-3622.

***Date Adopted:** Date the constitution was adopted or revised

***Article One (Name)**

- State the name of the organization

***Article Two (Purpose)**

- State the purpose of the group

***Article Three (Members)**

- State the requirements of membership (Note: Active members must be enrolled students). Include a the following non-discrimination statement from the Loyola University Student Handbook:
Membership is open to all Loyola University students, faculty, and staff regardless of race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin or age.
- NIC, NPC, NPHC organizations who have a partial exemption under Title IX may so modify this statement as authorized by law.

***Article Four (Officers)**

- Include e a list of officers positions, terms of office, and descriptions of their duties and responsibilities.
- Include methods of electing officers, removal procedures, provisions for vacancies of officers, and time of election

***Article Five (Meetings)**

- State regular meeting time and describe provisions for calling special meetings. If their is no regular meeting time, describe provisions for calling meetings.
- Sate what constitutes a quorum at any meeting.

***Article Six (Relationship)**

- Include a statement that addresses the organization's relationship with the university from the Loyola University Student Handbook:
The (name of organization) will support in its actions and programs the goals, purposes, and values of Loyola (cf: Loyola Goals, Character and Commitment Statement) and abide by university policies and procedures (cf: Student Handbook)
- State and present or intended relationship the organization may have to any other local, state, or national organization

Article Seven (Activities)

- State proposed activities of the organization

Article Eight (Committees)

- State the structure of the executive board, description of standing committees, their responsibilities, and method of member selection.

***Article Nine (Advisors)**

- State the selection and removal procedure for an advisor

Article Ten (Parliamentary Authority)

- Provide for accepting rules of order, such as Robert's Rules of Order Newly Revised.

***Article Eleven (Amendments)**

- State the constitution amendment process

*Loyola University Student Handbook requires that organizations constitutions address these issues

**Constitution
of the Wolfpack Swamp Prowlers
Adopted January 1, 2003**

**Article I
Name**

The name of this organization shall be the Wolfpack Swamp Prowlers

**Article II
Purpose**

The purpose of this organization are to develop opportunities for swamp exploration and to promote interest in the swamp.

**Article III
Members**

- Section 1. *Membership is open to all Loyola University students, faculty, and staff regardless of race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin or age.*
- Section 2. Active members are those who have paid their annual \$5.00 dues and who have not missed more than three meetings per semester.
- Section 3. Annual dues of \$5.00 shall be paid by September 30th of each year, after which a member will be dropped for nonpayment of dues.

**Article IV
Officers**

- Section 1. The officers of the organization shall be President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by the constitution and by the parliamentary authority adopted by the organization
- Section 2. Officers shall be nominated and elected at the annual meeting in April of each year. Elections shall be by secret ballot. The candidates receiving the majority of votes shall be named to their respective offices.
- Section 3. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.
- Section 4. Vacancies in offices shall be filled by nomination and majority vote provided a quorum of active members is present.
- Section 5. An officer may be moved through the following process. Upon a valid motion for removal of an officers being made by an active member at a meeting, the officer in question will be notified as soon as possible. The officer in question may speak to the organization membership at the next meeting prior to a formal vote on the motion for removal. Removal of an officer required a two thirds vote by secret ballot.
- Section 6. Officer duties shall be as follows:
President: The President shall preside over all meetings and act as the direct liaison between the organization and the university.
Vice President: The Vice President shall complete any special projects and fulfill the role of president in the absence of the president.
Secretary: The secretary shall maintain an up to date roll of all members and keep the minutes of all meetings.

Treasurer: The treasurer shall maintain and execute all monetary transactions of the organization.

Article V Meetings

- Section 1. The regular meetings of the organization shall be held on the first and third Wednesdays of each month from September to May, unless otherwise ordered by the organization executive board.
- Section 2. The regular meeting on the third Wednesday of April shall be known as the annual meetings and shall be for the purpose of electing officers and committees, and for any other business that may arise.
- Section 3. Special meetings may be called by the President or the Executive Board and shall be called upon the written request of ten members of the organization. The purpose of the meeting shall be stated in the notice and three days notice shall be given except in cases of emergency.
- Section 4. One half of the active membership of the organization shall constitute a quorum for conducting official organization business.

Article VI Relationship

- Section 1. The Wolfpack Swamp Prowlers shall have no relationship or be controlled by any other local, state or national organization.
- or-
- Section 1. The Wolfpack Swamp Prowlers shall be a local group of the National Swamp Prowlers Association of America
- Section 2. *The Wolfpack Swamp Prowlers will support through its actions and programs the goals, purposes and values of Loyola University (cf: Loyola Goals Statement and Character and Commitment Statement) and will abide by all university policies and procedures (cf: Student Handbook).*

Article VII Activities

The organization shall hold regular business meetings. Speakers are to be invited to talk on topics of interest related to the swamp. A visit to a swamp will be scheduled once a semester according to the schedules of active members. Environmental awareness and concern are to be foundational to all activities sponsored by this organization.

Article VII Committees

- Section 1. The Executive Board shall include the officers of the organization. They shall supervise affairs of the organization between its business meetings, make recommendations to the organization and perform other duties as specified in this constitution. The Executive committee shall be subject to the orders of the organization and none of its acts shall conflict with actions taken by the organization.
- Section 2. Other committees, standing or special, shall be appointed by the President as the organization or the Executive Board deem necessary to carry on the work of the organization.

Article IX Advisor

The advisor shall be chosen, with the approval of Loyola University Student Activities, by majority vote and shall hold a term of two years. Upon completion of each term the organization may choose by majority vote to give the advisor a new term or vote on a new advisor.

Article X Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all

cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of order the organization may adopt.

Article XI
Amendments

This constitution may be amended at any regular meeting of the organization by two thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

****Italics indicates identical wording must be included in organization constitution.****