

## **GSGA CHARTER ORGANIZATION GUIDE**

This **GSGA Charter Organization Guide** is a valuable resource for any group of graduate students at High Point University who seek to form and be officially recognized as a chartered organization with the Graduate Student Government Association. Not all student groups need to be officially recognized; however, chartered organizations do obtain certain benefits as compared to those who are not chartered.

*Article IX, Section II. (GSGA Constitution)*

*All graduate student organizations in the Graduate Student Government Association must become chartered. Chartered organizations must have an approved working Constitution, can submit bills, can request a budget up to the allowed amount determined by the Financial Codes, and attend 7 meetings per semester to remain in good standing.*

### **Audience**

All new graduate student organizations must be reviewed and chartered by the Student Affairs Committee to become officially recognized by the Graduate Student Government Association.

Currently chartered student organizations who wish to make changes/amendments to their current constitution must present those changes to the Student Affairs Committee for review and approval. If a currently chartered student organization is not in good standing, then they must appear before the Student Affairs Committee for a charter review.

*Note: Organizations in the process of becoming chartered will be known as “forming” organizations.*

### **Purpose**

This document is intended to assist organization leaders in understanding the requirements and official steps to complete the organization chartering process. Use of this guide does not permit organization leaders to forego any required or recommended training, meetings, and/or orientations provided by the Graduate Student Government Association.

Additionally, it will help leaders in writing, or rewriting, a constitution. While it does not address every situation an organization may face, it provides advice on which situations need to be addressed by the constitution.

## **Process**

*(Article IX. Section II of the GSGA Constitution)*

1. The petitioning organization must submit an active roster of at least ten (10) members and a Faculty or Staff Advisor.
2. The petitioning organization must attend a minimum of five (5) of the scheduled meetings of the Student Senate.
3. The petitioning organization must submit a working Constitution to the GSGA Secretary for approval.
4. The petitioning organization must come before the Student Affairs Committee before obtaining full charter at a date set by the committee.

## **Requirements**

All items below should be submitted electronically through the [GSGA Charter Request Form](#) via the GSGA Website.

- Constitution (*.DOC or .DOCX format*)
- Faculty or Staff Advisor
- Roster of Members (10 minimum)
- Signatures of Support (*.PDF format*)
- Attend 5 (minimum) GSGA meetings prior to advancing to the Student Affairs Committee.

## **Constitution Format**

Please reference the *GSGA Charter Organization Constitution Template* when creating your working organization constitution.

- Article and section headings are noted in **BOLD** along with required language. Organizations may use the terms provided or use other related terms.
- Descriptions and step-by-step instructions for writers in *ITALICS* are provided for each article/section. None of this text should appear in the final document.
- Within each area, one or more REVIEW questions are included to ensure that writers have addresses all points or possibilities.

## **Signatures of Support**

Each organization must submit signatures of support (last page of this guide). The name, position, and signature of student officer(s), if known, as well as faculty/staff advisor(s) must be included.

## **Standardized Constitutions**

*Some organizations are required by their national headquarters/counterpart to adopt a standardized constitution. Such constitutions must address the situations included in the guide. If necessary, organization leaders should include an addendum that addresses any situations not covered by the standardized constitution.*

**HIGH POINT UNIVERSITY**  
THE PREMIER LIFE SKILLS UNIVERSITY

Graduate Student Government Association

**Charter Organization - Signatures of Support**

Proposed Organization: \_\_\_\_\_

By signing below, I acknowledge that I have reviewed the working constitution submitted by the proposed organization and agree to serve this organization in the position shown below.

**President**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Vice President**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Secretary**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Treasurer**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GSGA Representative**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Faculty or Staff Advisor**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date