

Regent University
Department of Student Life

**New Student Organization
Information Packet**
2009-2010

ESTABLISHING A STUDENT ORGANIZATION

All student organizations operating on campus must obtain a charter from the Student Life Office.

1. New Student Organizations

The following procedures should be observed by any group desiring to organize and be recognized as a student organization.

- A. Obtain an Application for Charter from Student Life.
- B. Enlist an interested and willing faculty or staff member of your choice, who would be willing to become involved and act as Advisor to the group. (Honor Societies must have a faculty advisor.)
- C. Establish eligibility of the slate of officers with the Registrar's Office. Officers must be students in good standing.
- D. Present the Application for Charter to the Director of Student Life.
- E. The application will be reviewed and given tentative approval by the Director of Student Life and the Vice President of Student Services, based upon the group's consistency with Regent University's mission and upon sufficient interest in the group's goals to warrant recognition as a student organization.
- F. Once granted tentative approval, the group has 3 months to submit a completed charter and constitution to the Director of Student Life in order to receive full recognition.

2. Presently Established Organizations

- A. At the beginning of each school year, each organization will submit an application for charter renewal and an annual written report to the Student Life office. It will be the responsibility of each organization to establish eligibility of officers with the Registrar's Office.
- B. If an Application for Charter Renewal has not been received within one month after the beginning of the Fall quarter, it will be presumed to have been terminated, and therefore, will be removed from the roster of student organizations.

APPLICATION FOR NEW STUDENT ORGANIZATION

(Use this form to receive a temporary charter)

- | | |
|---|--|
| <input type="checkbox"/> New Student Organization | <input type="checkbox"/> Open to Graduate Students Only |
| <input type="checkbox"/> New Honor Society | <input type="checkbox"/> Open to Undergraduate Students Only |
| <input type="checkbox"/> Open to All Students | <input type="checkbox"/> Open to School of _____ Students Only |

Date: _____

Name of Organization:

Purpose: _____

In what types of activities will this organization engage? (Attach separate sheet if necessary) _____

How will this organization support Regent's mission? (Attach separate sheet if necessary)

Founding Student Leaders: _____

Faculty/Staff Advisor(s): _____

Will this organization have off campus affiliations? _____

If so, what group? _____

Signature: _____

(Student)

Signature: _____

(Faculty Advisor)

Signature: _____

(Director of Student Life)

Tentative Recognition Granted: _____

(Date)

Deadline for Submitting Paperwork for Permanent Charter: _____

Original Charter for Recognized Student Organization

(Must be submitted within 3 months of receiving a temporary charter)

Date: _____

Name of Student Organization: _____

Officers and Contact Info.:	Name	Phone Number	Email
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Other	_____	_____	_____
Faculty/Staff Advisor	_____	_____	_____
	_____	_____	_____

The following information must be submitted with this form:

- Tentative Plans for the Coming Year
- Constitution

Signature of President _____

Signature of Advisor _____

Charter Approved by _____ Date _____
Director of Student Life

Charter Not Granted _____ Date _____

Reason _____

This form should be submitted to the Director of Student Life in Student Center 201, with all required documents attached. For questions concerning this process, call 352-4867.

Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, statutes and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

SUGGESTED FORMAT FOR CONSTITUTION

A. PREAMBLE

1. The Mission of the Organization

B. ARTICLES

1. Article I: Name and Statement of Authority
2. Article II: Membership
3. Article III: Statement of Purpose
4. Article IV: Objectives
5. Article V: Advisor
6. Article VI: Executive Authority
7. Article VII: Continuation of the Organization
8. Article VIII: Responsibilities of Officers
9. Article IX: Meetings
10. Article X: Amendments

Constitution Adopted: _____
 Amendments Adopted: _____

CONSTITUTION

**PREAMBLE

There is nothing more honorable in human endeavor than to bear witness to the truth of Jesus Christ. We, the charter members of

_____, seek to act upon this principle according to the articles stated below. **Our mission will be _____

ARTICLE I

**Name and Statement of Authority

Section A.

**The name of this organization is _____ of Regent University.

Section B.

**All authority expressed by _____ is subject to approval by the Administration of Regent University.

Section C.

**It is understood that the University administration reserves the right to change or eliminate any procedure or action that is deemed inappropriate and not in accord with the spiritual standards established by the University.

ARTICLE II

**Membership

Section A.

Membership in _____ is open only to students currently enrolled at Regent University.

Section B.

Non-students may contribute to _____ but cannot become official members.

ARTICLE III

****Statement of Purpose**

We believe that all Christians are admonished in the Scriptures to bear witness to Jesus Christ (Matt. 28:18-20; John 20:21) and have the power available through the Holy Spirit to do so (Acts 1:8). The purpose of _____ is to provide Regent University students with opportunities to reach out in the name of Jesus Christ and in the power of the Holy Spirit to those who do not know Him. This organization is called of God to be a vehicle through which students can go out into the community and share their Christian faith and love with unbelievers. Moreover, _____ will _____

Article IV

****Objectives**

1. To identify specific areas where the efforts of this organization should be concentrated, according to the leading of the Spirit.
2. To keep efficient records of the results of all efforts so that effective follow-up can be administered.
3. To make prudent and Spirit-led decisions, according to Scriptural principles, regarding the use of the resources and finances of this organization, so that we will be good stewards of that which God has entrusted to us.
4. To keep efficient records of all the financial dealings of this organization.
5. To constantly seek to glorify and lift up the Lord Jesus Christ through all that is said and done in this organization.
6. To meet on a regular basis in order to maintain the health of the organization.
- 7.

Article V

****Advisor**

Section A.

**_____ shall always have a Faculty or Staff Advisor committed to helping the organization carry out its objectives.

Section B.

**The commitment of the Faculty Advisor shall be renewed annually.

Article VI****Executive Authority****Section A.**

**The executive authority of _____ shall be vested in its officers consisting of the President, Vice President, Secretary and Treasurer.

Section B.

**The officers of _____ must respect the opinion and advice of its Faculty/Staff Advisor and must fully consider all counsel from the Faculty/Staff Advisor.

Section C.

**Each officer shall be a student in good standing with the University.

Article VII****Continuation of the Organization****Section A.**

No later than _____ of each year the membership of the _____ shall select new leadership for the following academic year.

The membership shall select a President, Vice President, Secretary, and Treasurer to serve for _____. The mutual agreement and consensus of the membership shall select the officers. No officers will be placed in office without the mutual agreement and consensus of the membership.

Section B.

**Appointed positions vacated by officers of the _____ shall be filled by appointment of the President of the _____. In the event the office of President is vacated, the Vice President will serve as President and fill his former position by appointment.

Section C.

**A listing of the appointed officers shall be submitted to the Registrar's Office to establish that each is a student in good standing with Regent University. Vacancies created because an appointed student officer is not in good standing with the institution shall be filled following the procedures set forth in Article VII, Section A.

Article VIII****Responsibilities of Officers and Advisor****Section A: President**

1. Leadership in prayer, decision-making, and outreach activities.
2. Oversee all follow-up activity and prayer support.
3. Attend scheduled Student Organization Leaders meetings held by the Office of Student Life or assure that a representative is present at these meetings.
- 4.

Section B: Vice-President

1. Organization of areas, dates, times for outreach.
2. Clear channels for students to go out.
3. Organization of training activities.
- 4.

Section C: Secretary

1. Promotion of _____ and communication to students and Regent University.
2. Responsible for follow-up mailings, callings, etc.
3. Responsible for maintaining records of the activities of the organization.
- 4.

Section D: Treasurer

1. Administration of funds, financial records.

2. Attend training sessions conducted by the Business Office.
3. Ensure proper completion of business office forms.
- 4.

Section E: Advisor

1. Meet regularly with Student Organization's Leadership
2. Provide general oversight
3. Assist organization with mission, goals and objectives.
4. Provides guidance and counsel for organization with its mission and vision as it relates to the University's mission of "Christian Leadership to Change the World."
5. Assist with transition and development of new leadership within the organization.

Article IX

**Meetings

Section A.

Regular meetings of the organizations' members will be held _____
_____.

Section B.

The president may call an emergency meeting of the executive board or general membership with 24 hours notice in special circumstances.

Section C.

The organization will strive to hold special events _____ in order to advance the organization's mission and objectives.

Article X

**Amendments

Section A.

Proposed amendments to the constitution must be submitted to the executive board for their approval. The executive board must agree by unanimous consent to send the amendment to the general membership for adoption.

Section B.

The proposed amendment must be discussed in an open forum at a general membership meeting. General members will be notified in advance of an amendment being discussed at a general membership meeting.

Section C.

A vote to adopt an amendment will not be held until the meeting following the open forum discussion, and will be announced in advance to the general membership.

Section D.

This constitution may be amended by a 2/3 vote of approval by the general membership.