

*Please read through the ASUPS Club & Organization Governing Guidelines and Policies for complete details on the chartering process.
Complete gray shaded areas.*

CHARTERING INFORMATION

Semester & Year of Chartering:	
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ORGANIZATION INFORMATION

Full Organization Name:		Nickname/Acronym/ Common Name:	
Organization Purpose:	Please include in Constitution or as a separate attachment.		
Membership Criteria:			
Major Activities:			
Meeting Day/Time:			
Local, State, or National Affiliations & their website:			
Organization Type (Academic, Arts, Athletics, Diversity, Service, Fun, Religious, Political)			

FUNDING INFORMATION

Dues – Amount and Use:			
Plan to request Student ASUPS Funds? (yes/no):			
Other Financial Info:			

OFFICIAL CONTACT INFORMATION

Official Mailing Address:			
Official E-mail Address:			
Official Website:			

CHARTER MEMBER INFORMATION

President	Full Name:		Phone Number:	
	CMB:		E-mail:	
Treasurer	Full Name:		Phone Number:	
	CMB:		E-mail:	
Advisor	Full Name:		Phone Number:	
	CMB:		E-mail:	
Roster:	Please attach a Roster with a minimum of six (6) Charter Members, including the Officers. This list should be typed, with name, email address, and signature for each member.			

ADDITIONAL REQUIREMENTS NEED TO BE ATTACHED

Advisor:	Please attach the Faculty/Staff Advisor Agreement Form, completed and signed (available online).
Constitution & Bylaws:	Samples are available online.
Extras:	Please attach any additional information to help with chartering, including promotional materials and affiliate organization information.

SIGNATURES & APPROVAL

Organization President:			
Organization Treasurer:			
Organization Advisor:			
Date Charter Approved:		ASUPS Vice President:	



Faculty/Staff Advisor Agreement

Name of Student Organization: _____

This agreement is designed to enhance the relationship between the advisor(s) and the members of the above-named student organization. This document should be reviewed periodically for the benefit of all parties. Re-negotiation of any area should occur whenever one of the parties deems it appropriate.

Student organizations must have a faculty or staff advisor who is employed by the University of Puget Sound. The faculty/staff advisor serves as an additional communications link between the student organization and the University.

Although there are no requirements as to the level of advisor involvement in a student organization, the following guidelines should be used as a tool for defining the advisor's relationship with the student organization:

- ❖ The advisor should provide expert knowledge and advice.
- ❖ The advisor should suggest and encourage new program ideas.
- ❖ The advisor should help members apply principles and skills learned in and out of the classroom.
- ❖ The advisor should point out new directions and options.
- ❖ The advisor should provide insight into the group's problems and successes.
- ❖ The advisor should teach leadership techniques and develop new leadership.
- ❖ The advisor should assist in maintaining high standards of programming and individual performance.
- ❖ The advisor should provide continuity with the history and traditions of past years.
- ❖ The advisor should be knowledgeable of University policies and procedures.
- ❖ The advisor should assist in the development of procedures and plans of action.

In return for his/her support, the advisor should expect that he/she will be consulted regularly by the officers concerning their plans for group activities and programs. The advisor should know what events are being planned and should offer ideas and suggestions freely but NOT dominate the program planning process.

If not being consulted, the advisor should insist that the group do so. At the same time, the advisor should avoid becoming involved in clearing or approving every detail.

We, the undersigned, affirm that the student organization named above and the advisor(s) have negotiated the advisor-officer relationship:

Advisor name: _____ Advisor signature/date: _____

President name: _____ President signature/date: _____

**FOR CLUB RE-RECOGNITION THIS FORM MUST
BE SUBMITTED TO THE ASUPS OFFICE BY
12:00am, November 1st**



Student Organization Constitution Outline

A student organization must have some procedures by which to conduct its business. A constitution and by-laws are an effective way of establishing those procedures. Generally, the constitution and by-laws are two separate documents. The constitution sets forth the general principles upon which an organization was established, membership requirements, and designated officer responsibilities. The by-laws contain, in more detail, the procedures to be followed for meetings, decision-making, officer selection, and financial transactions.

If an organization wants to establish basic principles that are to be difficult to change, a constitution separate from by-laws is recommended. Where this is not desirable and all the rules could be subjected to the same amendment procedures, two separate documents are not necessary.

Following is a suggested outline for information to be included in a constitution and/or by-laws:

- I. Name of the Organization
- II. General Description (mission statement / statement of purpose and practice)
- III. Membership

The following must be stated directly:

 1. All voting members and officers of (Name of organization) must be regular fee paying students at the University of Puget Sound.
 2. (Name of organization) shall not deny consideration for membership to any student because sex, race, creed, color, national origin, religion, age, disability, marital or familial status, sexual orientation, veteran status, gender identity, or any other basis prohibited by local, state or federal law.
- IV. Officers

List the officers and advisor of the organization. Include responsibilities and authority, term and procedures for election, removal, and the filling of vacancies.
- V. Meetings

Specify information regarding the meetings of the organization. Include regularly scheduled meetings, procedures for calling special meetings, required notice for meetings; quorum, order of business, and disposition of minutes.
- VI. Committees

List the committees of the organization. Include information regarding the process of appointment, responsibilities, and reporting.
- VII. Parliamentary Authority

Name of the manual of parliamentary practice to which questions will be referred.
- VIII. Amendments

Specify the procedure(s) for amendments including advance notifications, number of readings, and required vote for adoption.

SUBMIT HARD COPIES OF CONSTITUTIONS AND BYLAWS TO:
ASUPS Vice President, ASUPS
Phone: (253) 879-3274 • <http://asups.ups.edu/clubs>