

# Purdue University Fort Wayne

## Student Organization Chartering and Recognition Process

### Chartering

The first step in becoming an officially recognized student organization at Purdue University Fort Wayne is to complete the chartering process by the Student Government Association (SGA).

The steps for getting chartered are as follows:

1. An individual(s), henceforth known as the submitter, wishing to establish a Purdue University Fort Wayne student organization should review the student life website under the Start an Organization tab. There you will find chartering information, a constitution petition, and a sample constitution template.
2. Upon submission of intent to establish a student organization to the student government office, the submission will be established as a provisional student organization.
3. Provisional student organizations must have their constitution and constitution petition submitted within eight (8) weeks of their designation as a provisional student organization, or fail the chartering process and be precluded from resubmitting until the next academic semester.
4. Provisional student organizations are granted limited privileges. These privileges are the right to post flyers and the right to have limited meetings and room reservations. Postings must be in compliance with university posting policy and also include proof of temporary SGA sponsorship. Meetings must be for the sole purpose of promoting the student organization and may not include events or programs.
5. Upon submission of required chartering material, the proposed constitution shall be forwarded to the Student Body Vice President of Legislation (stuvpl@pfw.edu) to be given to the Student Affairs Committee of Student Senate for review.
6. If the Student Affairs Committee has concerns or questions about the provisional student organization's constitution, the chair of the Student Affairs Committee will contact the submitter to address these concerns or questions. This process generally takes from 1 to 4 weeks.
7. A vote in the affirmative by the Student Affairs Committee to approve the provisional student organization's constitution is necessary for the Student Senate to review the submitted constitution.
8. If approved by the Student Affairs Committee, the constitution shall be forwarded to the Student Senate for review, amendment, and/or vote. Student Senate may request

that the submitter address all questions and concerns that the Student Senate may have regarding the constitution. The submitter does not have to attend the Senate meeting in which the constitution is being looked at; however, it is highly encouraged.

9. If approved by the Student Senate, the constitution shall be forwarded to the Student Body President for signature or veto.
10. If signed by the Student Body President, the provisional student organization will become a chartered Purdue Fort Wayne student organization. A chartered student organization is not a recognized student organization until the Student Life and Leadership recognition process is also completed.
11. If vetoed, the constitution will be subject to a potential two-thirds override by Student Senate. If the Student Senate overrides the veto, then the provisional student organization will become a chartered Purdue Fort Wayne student organization. If the veto is not overridden, the provisional student organization will lose all limited privileges and will be precluded from resubmitting until the next academic semester.
12. Upon completion of the steps necessary for chartering, the provisional student organization and Student Life office (Director, Associate Director, etc.) shall be notified via e-mail of their chartering by SGA. This notification shall inform the group that activation steps are still needed for the group to function, and shall include a copy of the approved constitution and the timeline for contacting the Student Life and Leadership office.

## **Recognition**

The next step in becoming an officially recognized student organization is to get recognized or re-recognized by the Student Life office.

The steps for getting recognized are as follows:

1. Obtain an advisor. This person must be full-time faculty or staff member from Purdue Fort Wayne or Indiana University Fort Wayne. The advisor will need to complete their part of the Organization Recognition Form.
2. Complete an Organization Recognition Form and send it to the Student Life office.
3. Attend officer training. All listed officers must attend training before you can be officially recognized.
4. Upon completion of both chartering by the Student Government Association and recognition by the Office of Student Life, a student organization will be officially recognized and therefore be granted all of the rights, privileges, and responsibilities outlined by SGA and the Office of Student Life.

## **Removal of Charter**

1. The Office of Student Conduct and Care has the ability to disband student organizations. The student organization's disbanding may be based on a series of relatively minor violations, or a single substantial violation (e.g. nuclear event).
2. The Office of Student Life will be responsible for notifying the student organization that their charter has been revoked.
3. A student organization may appeal the revocation of a charter to the Student Life Office.

## **Loss of Recognition**

1. The Student Life office can revoke University recognition of student organizations. Officers of the organization will be informed, in writing, of the decision. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.
2. The loss of University recognition may occur as a result of any of the following:
  - a. Not completing mandatory officer training.
  - b. Failure to complete necessary paperwork.
  - c. Evidence of failure to comply with University, local, state or national regulations
  - d. Inactivity for two consecutive academic semesters
3. The above list is not exhaustive. The loss of University recognition will last for a minimum period of one semester. Upon which time, the student organization may take steps the following semester to seek recognition by the University.