

Clinton Community College
Student Senate
Charter Application for a New Organization

Directions

Before completing the following charter, you should read Article VIII, Sections 1-4, of the Student Senate By-Laws (attached), dealing with campus clubs, organizations, and committees. Complete the following form, print, acquire necessary signatures, and return to the Director of Campus Life in room 120M

Please print or type in the appropriate information, unless it is stated to do otherwise:

I. Name of Proposed Organization

II. Purpose and Objectives - Clearly state the reasons for the organization's existence and list the activities and goals of its members.

III. Qualification of Members - All CCC students must be eligible to join any campus organization. However, this should be stated in your charter.

IV. Will you collect dues? Yes No

If yes, how much?

How often will they be collected? _____

V. Officers and Committees—Include in this section the following information that applies to your proposed organization:

Titles of Officers: _____

Types of Committees and their duties:

VI. Meetings

A. How many members of your organization must be present at any meeting in order to establish a quorum?

B. The rules contained in Robert’s Rules of Order shall govern the society in all cases in which they are applicable, and in which they are not inconsistent with the constitution of this society.

C. Minimum number of meetings felt necessary?

Per week: _____

Per month: _____

Per Semester: _____

VII. Name of Faculty Sponsor(s):

Print Faculty Sponsor’s Name

Signature of Faculty Sponsor(s)

Date

VIII. Signature of students proposing organization. (A minimum of 15 signatures is required).

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.

Submit this completed document in duplicate to the Director of Campus Life to start the charter process. Once the application has been accepted, the prospective club will propose the new club charter application to the CCC Student Senate. An advisor must accompany the applying group/group leader. If the Senate approves, the application will be sent to the Vice President of Student Affairs for approval. Final approval and official charter status will come from the College President. If you have any questions please contact the Director of Campus Life at 518-562-4330 or visit room 140M.

Do Not Write Below this Line.

Date submitted to the Student Senate

Signature—Student Senate Advisor

Date approved or rejected
By the Student Senate

Signature—VP for Student Affairs

Approval/Disapproval—College President

Student Senate By-Laws

Revised February 2010

Article VIII—Student Organizations

- **Section I**
As provided under Article III, Section 3.3, the Student Senate shall have the power to charter student organizations, recommend allocated funds from the student activities budget, and to coordinate their activities.
- **Section II**
The Student Senate shall have the power and authority to reprimand any student organization in any manner the majority of the Student Senate deems necessary for violations of State University of New York, or Student Senate policies.
- **Section III**
All student organizations must have their constitution submitted for approval to the Student Senate and the College.
- **Section IV**
A change in the constitution of a Student Senate chartered organization requires the approval of the Student Senate and the College.