



Student Senate
Student Organization 2009 – 2010 Charter Recognition Packet

Section 1: General Organization Information

Club Name: _____ Club Address: _____
Club E-mail: _____ Club Web Address: _____
Meeting: Location: _____ Day/Time: _____ Frequency: _____
Club Description: _____

Would your organization like a mailbox in the Student Activities area? (Space is limited) Yes No

Section 2: Advisory Support

Please list your UNC faculty and/or staff Advisor. Every chartered organization *must* have an Advisor.

Name: _____ Title: _____
Office Address: _____ Office Phone: _____
E-mail: _____

Section 3: Organization Category (for club advertising)

Indicate the primary purpose of the chartered student organization. Please choose only ONE.

- Academic Club Sport Political Cultural
 Professional Religious Social Service
 Honorary

Section 4: National Support

If your organization is not affiliated with a National Organization, please go on to Section 5.

Name of National Organization: _____

Does your chartered student organization pay dues to the National Organization: Yes No

If yes, how much per semester: _____

Describe the type of support your chartered student organization receives from the National Organization:

Section 5: Statement of Responsibility/Accountability:

As officers of a chartered student organization, we understand and agree to abide by the University of Northern Colorado policies and procedures, the code of student rights and responsibilities as published by the Dean of Students Office, and the applicable local, state and federal laws. It is the responsibility of the officers to communicate these regulations and laws to their members. Each student organization is required to charter annually to be considered in good standing with the University of Northern Colorado. It is the officers' responsibility of the chartered student organization to update the officer contact and advisor information as changes occur.

Section 6: Risk and Hazard Waiver:

I acknowledge that I am aware of any hazards and risks which may be associated with my participation in club activities. I understand, accept, and assume those hazards and risks, and waive all claims against the State of Colorado acting through the Board of Trustees of the University of Northern Colorado.

Please sign to state you have read and agree to the above:

Club Name

Today's Date

Officer Signature

Officer Signature

Officer Signature

Officer Signature



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Section 9: Equal Opportunity Agreement

It is the policy of the Student Senate that organizations may not exclude students from membership on the basis of ethnicity, race, color, national origin, sexual orientation, gender, creed, disability, veteran status, or religion. In cases of regional, national, or international affiliated groups, the University of Northern Colorado chartered groups affirm to Student Senate that membership selection policies and procedures of the parent organization do not require the local organization to exclude any student from membership based on the policy listed above.

Please sign to state you have read and agree to the above:

Club Name

Advisor Signature

Officer Signature

Officer Signature

Officer Signature

Officer Signature

Section 10: Advisor Agreement

Advisors for the University of Northern Colorado must meet the following criteria and fulfill the following responsibilities:

Advisor Criteria

1. The Advisor must have been selected by the student membership as outlined in the organization's Constitution.
2. The Advisor must be employed by UNC as at least part time faculty, staff, administrator, or alumni.

Advisor Responsibilities

1. Provide guidance in program and financial matters.
2. Encourage open lines of communication between students, faculty, and staff.
3. Maintain an inventory of permanent items that are the property of the organization.
4. Provide an element of continuity for student organizations from year to year due to the factor of student turnover.
5. Assist the student officers in attaining organizational goals and following any requirement stated in the club Constitution or Bylaws.

Please sign to state you have read and agree to the above:

Club Name

Advisor Signature

Officer Signature

Officer Signature

Officer Signature

Officer Signature



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Section 11: Hazing Agreement

The University of Northern Colorado prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person as a condition, directly or indirectly, of the person's consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from, an organization or group. **No persons may consent to participation in hazing activities.** Further, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following activities: Whipping; beating; paddling; branding; calisthenics; running; exposure to the elements; forced consumption of food, liquor, or drugs (legal or illegal), or any other substances; sleep deprivation; forced exclusion from social contact; conduct which could result in any form of embarrassment; nudity; coerced sexual harassment; kidnapping; or car drops, when conducted in a prohibited manner as defined above.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Every precaution must be taken to protect against University, individual, and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities.

Please sign to state you have read and agree to the above:

Club Name

Advisor Name

Officer Signature

Officer Signature

Officer Signature

Officer Signature

Section 12: Constitution/Bylaws

Please submit a current copy of your club's constitution with this packet. The constitution should be read and understood by all the officers. The constitution must include:

1. A clear mission statement outlining the organization's goals and objectives.
2. Parameters of membership requirements (if any).
3. A list of officers and the duties of those officers.
4. Terms of selection and removal of officers.
5. An equal opportunity statement.
6. Advisor selection process, duties, and responsibilities.
7. Amendments procedure.

The constitution may not violate any article of the Student Body Constitution or any Student Senate Bylaw.

A sample template of a suggested club constitution may be found in the Forms section of the UNC Clubs website:

www.unco.edu/clubs/forms