

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP - 5610.1

FOR POLICY NUMBER: BP – 5610

STUDENT ORGANIZATION PROCEDURES – THE CHARTER

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for developing a charter for student organizations.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 The Charter is the official written document that creates a new student organization. This document defines the purpose of the student organization and how it will conduct business until the constitution is prepared and approved. Several items are suggested as possible options and are so indicated with an asterisk.

3.2 Charter Template

Article 1. Name

The name of this organization shall be the Northeast Community College (ORGANIZATION NAME), hereinafter referred to as the (ORGANIZATION NAME).

Article 2. Purpose

The purposes of the (Organization Name) shall be:
(ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED)

- A. To develop leadership and service.
- B. To cultivate fellowship among students of Northeast Community College.
- C. To promote active citizenship and volunteerism by conducting special projects that allow (ORGANIZATION NAME) members to learn by providing service activities that meet community needs.
- D. To promote the development of professional attitudes among students preparing to enter the (PROGRAM) profession. *
- E. To interest capable men and women in (PROGRAM) as a career. *

4. APPLICABILITY

N/A

ISSUE DATE: 03/25/2015

EFFECTIVE DATE: 03/25/2015

REVISION DATE(S): 06/11/1998 (item #8318); 07/11/2002 (item #9142); 02/19/2009 (item #10399); 01/12/2012 (item #10990); 05/01/2014; 03/25/2015

PRIOR POLICY/PROCEDURE NUMBER: 5041.b

SCHEDULE FOR REVIEW: 2020

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RELATED PROCEDURES/ REFERENCE: AP-5610.0; AP-5610.2

PROCEDURE KEY WORDS: student organizations; charter template