



FROM THE DIRECTOR OF STUDENT LIFE

Dear SLU-Madrid Student:

Student organizations can play a significant role in campus life, providing opportunities for student leadership, learning and service. As such, they help to achieve the formational and educational goals of Jesuit education.

The Student Life Office is here to assist you during the chartering process of your organization. If you have questions or need assistance with any part of the process, please contact the Director of Student Life at the Student Life Office or via e-mail at studentlife-madrid@slu.edu.

We look forward to working with you!

Sincerely,

Marta Maruri
Director of Student Life

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<http://spain.slu.edu>

WHY CHARTER?

Student-led organizations enhance campus life and offer members a special opportunity to become campus leaders for the betterment of their peers and of the broader University community.

Officially recognized clubs and organizations may request:

- the use of University space for meetings and other activities;
- the inclusion of organizational events in the *Campus Life Newsletter* and the Student Life calendar;
- the use of student bulletin board space;
- the right to use the SLU-Madrid name alongside the name of the chartered organization;
- an organization-specific email account;
- the use of a mailbox in the Student Life Office;
- support and assistance from the Student Life Office;
- the possibility of creating a website through the Saint Louis University Google Apps site.

On the Saint Louis University – Madrid Campus, organizations are chartered through the Student Life Office.

CHARTERING PROCEDURES

STEP 1: Pick up a chartering packet in the Student Life Office, consisting of the following forms and information sheets: (a) application; (b) mission statement and guidelines; (c) advisor agreement; (d) founding membership list; (e) leadership registration; and, (f) student general standards and policies agreement.

STEP 2: Hold a meeting of those who want to form the core membership of the organization. (The Student Life Office can help reserve a meeting space.)
At the meeting, student participants should:

- designate one of their number to take minutes (notes);
- discuss the rights and responsibilities of being a chartered organization;
- agree upon a clear and official “statement of purpose” for the organization, as well as an accurate description of the group’s principal functions and activities;
- select the organization’s leadership;
- nominate a staff/faculty advisor (subject to the person’s willingness to serve);
- sign the founding membership list, consisting of at least five SLU-Madrid students

STEP 3: Submit all fully-completed forms, along with a typed copy of the meeting minutes, to the Director of Student Life.

STEP 4: The Chartering Committee – comprised of the Director of Student Life, an executive member of the Student Government Association Madrid Campus and another faculty &/or SLU-Madrid staff member – will schedule a meeting at which it will consider the group’s application¹. A representative of the proposed organization is expected to be available to the Chartering Committee during the meeting to answer any questions. By majority vote, the Chartering Committee will decide whether to grant a charter to the proposed organization and whether to confirm the appointment of the organization’s nominated faculty or staff advisor.

If the Chartering Committee decides it cannot grant the charter as requested, it will communicate that decision – and the reason/s for it – to the leadership of the proposed organization, who may, after conversation with the Director of Student Life, resubmit the application to the Chartering Committee for further consideration.

¹ Should a representative from SGA not be available, the Director of Student Life will select a representative from another student organization.

GUIDELINES FOR CHARTERED ORGANIZATIONS

In order to receive and maintain a charter, an organization must:

1. act consistently with the stated mission and values of Saint Louis University;
2. renew annually in writing its commitment to follow all SLU-Madrid policies and regulations, including those relating to the registration of events, publicity, finances, and guest speakers;
3. remain faithful – as evidenced in its meetings and activities – to its own stated purpose and goals as approved at the time of chartering;
4. hold regular meetings in order to plan activities;
5. maintain a membership of at least five students (undergraduate and/or graduate) who are currently enrolled in classes at Saint Louis University – Madrid Campus;
6. communicate to the Student Life Office within two weeks of any change in the organization's chosen leadership;
7. have an advisor² nominated by its membership and approved by the Chartering Committee who is a member of the SLU-Madrid faculty or staff; and,
8. offer open membership to all enrolled SLU-Madrid students, without discrimination in regard to race, color, gender, sexual orientation, religion, national origin, and financial or social status.

Registration of Organization Events

- The events and special activities of chartered organizations – whether on-campus or off-campus – are to be registered beforehand with the Student Life Office
- Chartered organizations must turn in an *Event Form*³ no later than two weeks prior to the scheduled event. The Events Coordinator, Assistant to the Finance and Operations will respond to the chartered organization's designee no later than one week after the *Event Form* has been properly submitted.

Guest Speakers / Program Events

While Saint Louis University acknowledges an individual's right to express and explain his or her own beliefs, by virtue of its Catholic, Jesuit character, the time, place and manner of exercising speech on campus is subject to approval from the Campus Director. As such, the University reserves the right to review proposed programs, including those which are funded in full or in

² The advisor serves as a resource for the chartered organization, seeking to enhance the formational experience for the organization's membership by (1) helping the organization remain focused on its stated purpose; (2) serving as a sounding board to the organization's membership; (3) acting as a liaison, when appropriate, to the Department of Student Life and to other individuals and offices of the Madrid Campus; and (4) exercising oversight of the organization's handling of finances; (5) providing continuity during times of leadership transitions within the organization.

³ See Appendix, "Student-Led Club or Organization Activity Proposal"

part by University sources. It also reserves the right to reject or alter programs that the University deems to be inconsistent with its values and mission. This means that a balanced program, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial (societal, political, moral and/or ecclesiastical) topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.⁴

Non-Cafeteria Food Events

1. The chartered organization granted event approval is solely responsible for the management, preparation, and distribution of food and other goods. This includes set-up, take-down, clean-up and all financial obligations.
2. The chartered organization is responsible for providing all equipment and personnel necessary to carry out the event and for displaying, storing and serving food in a matter which ensures that it is safe for consumption.
3. The source of the food products should be displayed (e.g. Home prepared, Dominos).
4. Chartered organizations are asked to limit the distribution of food to breakfast hours (9:00-13:00) Mondays through Thursdays, or from 12:00-14:00 on Fridays.
5. Chartered organizations are encouraged to identify ways of raising funds other than through the sale of food. For more information, please consult Student Life.

Publicity

- Publicity for the events and activities of chartered organizations is the responsibility of the sponsoring organization.

⁴ Examples of programs that the University would not approve would include those deemed to encourage, celebrate or glorify hatred, violence, abusive behavior, religious intolerance, irresponsible or illicit drug and alcohol use, and the objectification of human beings. Furthermore, the University will not approve any campus program which it determines cannot be held in a safe, orderly way, in adherence to its policies and procedures, and without significant interference to other University events or normal functions. And, while acknowledging there may be approved programs which include critiques of Catholic teaching and/or of Saint Louis University, the University does not knowingly make available its facilities to individuals, organizations or businesses, whose activities will deride, mock or ridicule the Roman Catholic Church or the University's mission and values. Furthermore, program approval may be rescinded if the University determines, at any time, that the proposed program is likely to result in: 1) potential disruption to the regular operations and activities of the University, 2) potential threat to the safety of persons or property, and/or 3) non-compliance with established University policies and procedures. Moreover, a program may be rescinded after approval if the University receives new information which it determines causes the program to be inconsistent with its values and mission.

- Organizations should always include a submission to the *Billiken News*, the SLU-Madrid Campus weekly electronic newsletter, to officially communicate with students. Submissions to the *Billiken News* are due no later than the Friday before the next Monday issue.
- Posters, displays or other forms of publicity on-campus must be approved and stamped by the Student Life Office, who will take responsibility for their distribution and/or posting.
- Publicity for events for which approval to serve alcohol has been obtained from the Director of Student Life must not emphasize or promote the sale, distribution or consumption of alcohol, nor depict its use.
- Publicity for the activity or event, the event itself, and the use of fundraising proceeds must be consistent with the values of SLU-Madrid's Jesuit mission and the chartered organization's own mission.

Finances

- Each chartered organization must keep an accurate and detailed account of all of its financial transactions, including requisitions, receipts and copies of activity requests, such account being subject to review by the Director of Student Life and the Madrid Campus Director of Finance and Operations.
- The chartered organization should request through its designee, and with the express consent of the faculty advisor, that a requisition for projected event expenses be completed by the Director of Student Life at least three workdays before the event takes place.
- Within three workdays after the event, the organization's designee will complete and submit to the Director of Student Life an expense report along with all original receipts.
- Collection of membership dues by student organizations is allowed.

Fundraising

- Use of the proceeds must be clearly identified when promoting and carrying out the fundraising activity.
- Funds raised by or in the name of a chartered organization cannot be used in any way for the personal or individual gain of members of the organization but must enhance the stated purposes and goals of the organization itself.
- Chartered organizations may only use funds raised for the purpose stated on the *Student-Led Club or Organization Activity Proposal*.
- All income from the fundraiser must be submitted to Student Life immediately after the event for deposit in the Finance Office.
- The Student Life Office does not provide funds to finance the fundraising event.

Communication

- Each chartered organization is required to designate a representative who will be in regular communication with its faculty advisor and with the Director of Student Life.
- Each chartered organization must include its advisor(s) in any written correspondence with other University faculty and/or staff.
- Any modification to the description, purpose and/or goals of the chartered organization must adhere to the University's mission and must be immediately communicated in a written document to the Director of Student Life who will then process this as a renewal for charter under the new situation.

Discipline

- Chartered organizations are subject to the Code of Student Conduct.

REVIEW AND RENEWAL OF CHARTERED ORGANIZATIONS

Charter Review

If a student organization is perceived to have altered its essential nature as it was originally chartered, or to have acted in a manner which is inconsistent with its stated purpose and/or the stated mission and values of Saint Louis University, anybody within the campus may request of the Chartering Committee a "review" of the chartered organization. Should the Chartering Committee find that the organization has violated the terms under which it was chartered, it may recommend to the Director of Student Life that the organization be sanctioned.

Charter Renewal

Organizations will be re-chartered each September assuming that they continue to act according to the requirements of their charters and according to the above-stated "Guidelines for Chartered Organization Status."

APPLICATION TO CHARTER A STUDENT ORGANIZATION

1. Name of the proposed organization:
2. Purpose and primary activities of the organization:
3. Brief statement explaining how the life of the Saint Louis University – Madrid Campus will be enhanced by the proposed organization:
4. Names of the founding members of the organization (attach separate sheet if needed):

<u>Name</u>	<u>Email Address</u>	<u>Telephone #</u>
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5. Names of proposed organization's chosen leadership:

<u>Name</u>	<u>Office/Position</u>	<u>Email Address</u>	<u>Telephone #</u>
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6. Name of the proposed faculty/staff advisor:

I, _____ (name), on behalf of the proposed organization,
and acting in the capacity of the proposed organization's _____ (name of
office/position), affirm that I have read and understood the standards and policies presented in the
documentation relating to the chartering of student organizations, and I commit the organization to
abiding by them.

Signature _____

Date _____

ADVISOR AGREEMENT

Advisors aid in the proper functioning of student organizations by

- helping the organization to remain focused on its stated purpose and to act consistently with its own development and with Campus policies regarding student organizations;
- serving as a sounding board to the organization's leadership and membership;
- acting as a liaison, when appropriate, to the Student Life Office personnel and to other individuals and offices of the Madrid Campus;
- exercising oversight of the organization's handling of finances; and,
- providing continuity during times of leadership transitions within the organization.

Name of Student-Led Club or Organization: _____

Name of Faculty/Staff Advisor: _____

Signature (indicating willingness to serve as Advisor): _____

Advisor's email address: _____

Date: _____

Will you require Buildings and Grounds support?

yes no

If so, specify:

Other (Promotional materials, office supplies, etc):

Event organizer: _____ Date: _____
(Signature)

Supervisor: _____ Date: _____
(Signature)

Director of Student Life _____

Please fill out this form and return to Jessica Erwin in Office of Finance and Operations

APPENDIX II

STUDENT-LED CLUB / ORGANIZATION PROPOSAL

Date of Proposal: _____

Name of Student-led club or organization: _____

Proposed date(s) of event: _____ Event hours: _____

Location of the event: _____

Event coordinator: (name) _____ (contact info) _____

Does the anticipated event involve food? Yes ___ No ___ If so, for how many people? _____

What type of food does the anticipated event require? _____

Is the anticipated event a fundraiser? Yes ___ No ___ If so, what is the objective of the fundraiser?

If the funds collected will ultimately be turned over to a third party organization, please indicate:

Name of organization: _____

Organization's contact person: _____

Contact information (phone number or email address): _____

Describe the event:

How does the event fit into your student-led club or organization's mission?

Student-led club or organization representative signature: _____

Student-led club or organization faculty advisor signature: _____

APPROVED BY STUDENT LIFE:

Date: _____

Director of Student Life signature

Student Organization Request for Funds

In order to request funding for a given academic year, student organizations must submit this request to the Dean of Students by April 30th, prior to the academic year. All requests will be reviewed and returned by May 15th on the year the request is made. The Office of Finance will be responsible for the completion of requisition forms of the approved activities. The student organization, however, should meet with the Dean of Students at least 15 days prior to the desired date of the activity to complete an Events Form for its organization.

Date:					Student Organization:				
For Academic Year:					Faculty Advisor/s:				
President:					email address:				
Treasurer:					email address:				
Activities									
Term	Expected Date (mm/yy)	Type of Activity (X)			Description and Purpose of Activity	Amount (€) Requested	If Fundraiser, indicate where the funds will be sent. If Conference and speaker to be covered by Academic Department, indicate so.	Approval (Dean of Students)	
		Conference	Fundraiser	Social					
Total									
For Office of Finance Use Only:					Approved Amount (All final expenses should be presented to the Dean of Students with a summary sheet and the signatures of the organizations President, Treasurer and Faculty Advisor within 5 working days of each event/activity. The Dean of Students will submit the expenses to the Office of Finance for reimbursement.)		Director of Finance & Operations		Date
							Director		Date