

# OFFICE OF CAMPUS LIFE

## Procedure to Charter a New CCM Student Club or Organization

The following procedure is to be followed for those groups that wish to be an officially recognized County College of Morris student organization:

1. Groups must submit requests to charter a new club or organization with the Office of Campus Life. Group representatives must meet with the Associate Director of Campus Life. At this meeting it shall be determined if the proposed organization meets the criteria for chartering as a CCM student organization. If it is deemed that the group does indeed meet all of the criteria, a "Temporary Permission to Operate" form may be completed. During the ensuing four-week organizational period the group must submit the following data to the Office of Campus Life:
  - a. A copy of the organization's proposed charter (constitution).
  - b. A letter from a member of the full-time faculty or professional staff who agrees to act as the group's official advisor. The Office of Campus Life will then contact this person in order to arrange a meeting to discuss the responsibilities of an advisor and to determine if the individual would be a suitable advisor for the group.
  - c. A "Student Organization Membership Roster" (A minimum of 10 CCM students must sign the roster).
  - d. A "Student Organization Leadership Roster"
- The Associate Director will review the group's charter application and then forward it to the Director of Campus Life and the Vice President for Student Development and Enrollment Mgt. for further review. If deemed necessary, a representative may also forward the application to the college's business office for review from Morris County's Risk Management Office. If everything is correctly completed and in order, the Associate Director will refer the application materials to the Student Government Association's Inter-Club Council Chairperson.
- The Inter-Club Council Chairperson shall be responsible for forwarding the group's charter application data to the members of the Student Government Association Executive Board and Senate.
- The members of the SGA Senate shall be responsible for reviewing all data and shall take appropriate action.

# Sample Student Organization Constitution

## **Article I - NAME AND PURPOSE OF THE ORGANIZATION**

Section 1: **State all affiliations and associations (both college and non-college)**

## **Article II - MEMBERSHIP**

Section 1: **State who may belong (see \* below)**

Section 2: **State the penalties imposed for neglect of duties**

## **Article III - OFFICERS**

Section 1: **Designate the officers: president, vice-president, etc.**

Section 2: **Define the duties of each of the officers**

Section 3: **Define the date of elections, length of term of office, and method of election**

## **Article IV - MEETINGS**

Section 1: **State how often meetings will be held**

Section 2: **State the provisions, if any, for special meetings**

## **Article V - COMMITTEES**

Section 1: **State the names and describe all standing committees**

## **Article VI - PARLIMENTARY AUTHORITY**

Section 1: **State the authority that will be used as a reference guide by the organization (include a clause that states that this source of authority – usually "Roberts Rules of Order" – takes precedence when nothing is expressly stated in the constitution)**

## **Article VII - QUORUM**

Section 1: **State the number of members needed at a meeting in order to conduct official business (usually 50% of the membership plus one)**

## **Article VIII - AMENDMENTS TO THE CONSTITUTION**

Section 1: **State the method that will be used to amend the constitution**

\* **ALL STUDENT ORGANIZATIONS CONSTITUTIONS MUST INCLUDE THIS STATEMENT: "Membership in the organization is open to all County College of Morris students without regard to race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status, disability or union membership."**

# OFFICE OF CAMPUS LIFE

## TEMPORARY PERMISSION TO OPERATE

### AS A CCM STUDENT ORGANIZATION

This temporary permission form allows your proposed organization to operate as an official student organization of the college for a period of four weeks from the initial date indicated herein. After that four week period you must have all the required forms submitted to the Office of Campus Life for official chartering. These forms include:

1. A copy of the organization's proposed constitution
2. A letter from a member of the college (full-time faculty or administrative officer) who agrees to act as your advisor (pending approval of the Office of Campus Life)
3. A student organization membership roster
4. A student organization leadership roster

Name of the Prospective Organization: \_\_\_\_\_

List Any and All Affiliations: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

Name of Student Representative: \_\_\_\_\_

CCM Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Initiated: \_\_\_\_\_ by \_\_\_\_\_ (Office of Campus Life Professional)

Date Forms are due: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Signature of Office of Campus Life Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

For further information, you should refer to appropriate sections of the Student Organization and Policy Manual, available in the Office of Campus Life. If you have any additional questions or require assistance, you should contact the Office of Campus Life at 973-328-5226, Room SCC 226.