

CHARTERING

Chartering a New Organization

Chartering is a process for new organizations that have not previously existed at Francis Marion University. All new organizations must apply for a charter and be approved before proceeding as an organization.

The following are the steps for chartering a new organization at FMU:

1. A [Student Organization Request for Approval of Charter \(2017-2018\)](#) must be issued from the Office of Student Activities.
2. All information on the form must be submitted to the Office of Student Activities along with a list of 7 proposed members of the organization.
3. Each proposed member must provide their name, student ID number and their signature on the form provided. *(Please note that student ID numbers are for internal use only and will not be shared information. The student ID **is not** the social security number.)*
4. Upon approval, the student organization will receive an official notice from the Student Affairs Office and the organization may begin acting as a registered student organization with all privileges.
5. The new organization must complete a [Student Organization Registration Packet](#) for the 2017-2018 academic year and submit the completed form to the Student Activities Office.

REGISTERING

Registering an Organization

All returning student organizations must register for the academic year.

The following information is required on the organization registration form:

1. Name of the organization
2. Statement of purpose and statement of contribution to the University community
3. List of officers, all of whom must have a minimum grade point average of 2.0.
4. Official email and contact information for all officers and your university adviser.
5. Indication of any affiliation outside of the University
6. Proposed adviser(s), who must be a full-time member of the Francis Marion University faculty or staff.
7. List of all student members.
8. Adviser commitment letter with signature.

Registration forms must be submitted 4 weeks after the new academic year has begun.

Reasons to Register an Organization:

1. Ability to request space on the Francis Marion University campus.
2. Ability to post approved publicity for organization events or meetings.
3. Use of a campus mail box in the Smith University Center room 214.
4. Ability to request funding from the Student Government Association (SGA) to support organization events.
5. Inclusion of organization information in campus publications.
6. Eligibility to compete for awards and recognition at the Student Life Awards

CRITERIA FOR REGISTRATION OF A STUDENT ORGANIZATION

To register as a campus organization, campus organizations must:

1. Meet and follow membership and officer requirements
2. Follow all registration procedures
3. Follow conduct rules specified in this policy
4. Have a full-time FMU faculty member, academic professional, or staff member as an adviser to assist the organization in developing a constructive program within university policy.

Details regarding registration are available at:

<http://www.fmarion.edu/students/studentorganizations>

