

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. Schedule a meeting with the Student Life Specialist for Student Development (Andy Matthews).
2. All information on the form must be submitted to the Office of Student Life along with a list of seven (7) proposed members of the organization.
3. Each proposed member must provide their name and Student ID number. *(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 official notice from the Office of Student Life 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 new academic year and submit the completed form to the Office of Student Life.

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. (**Note:** All members of an FMU registered organization must be currently enrolled at Francis Marion University.)
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 (including first name, last name, and student ID number.)
8. Adviser commitment letter with signature.

Registration forms must be submitted online by the end of the fourth (4th) week of class each fall semester – NO EXCEPTIONS. If the date falls on a weekend, it must be submitted the Monday immediately following the deadline.

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 mailbox 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 annual Student Life Awards

CRITERIA FOR REGISTRATION OF A STUDENT ORGANIZATION

To register as a campus organization, campus organizations must:

1. All members of an FMU registered organization must be currently enrolled at Francis Marion University. Each potential member must be an active degree-seeking student at FMU.
2. Meet and follow membership and officer requirements
3. Follow all registration procedures
4. Follow conduct rules specified in this policy
5. 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/studentlife/activities/>