

**GRADUATE STUDENT COUNCIL
OF THE EMORY UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES**

**GUIDELINES FOR CHARTERING STUDENT ORGANIZATIONS
(Revised June 1, 2004)**

All requests made to the Graduate Student Council (GSC) for chartering must adhere to the following guidelines:

I. CHARTERING CATEGORIES

Student organizations chartered under the GSC fall into two categories:

A. Special Interest Organizations

1. Special Interest Organizations shall be defined as organizations that are open to all students of the Graduate School of Arts and Sciences (GSAS).
2. A Special Interest Organization shall serve as an organizing structure for students who share a common interest or cultural perspective. It can also offer a forum for the exchange of information or ideas and/or provide that group with representation to the Emory community.
3. Each individual Special Interest Organization's purpose shall be defined in their chartering documents, and is not limited to the above description.
4. Each chartered Special Interest Organization shall have one voting representative on the GSC.

B. Departmental Organizations

1. Departmental Organizations shall be defined as organizations composed of students within one department or academic discipline.
2. A Departmental Organization can serve as an organizing structure for students within that department or academic discipline, offer a forum for the exchange of information or ideas, and/or provide that department or academic discipline with representation to the Emory community.
3. Each individual Departmental Organization's purpose shall be defined in their chartering documents, and is not limited to the above description.

C. Membership

Officers

1. Each chartered organization is responsible for electing officers. This must include, but is not limited to President and Treasurer.
2. Any student of the GSAS is eligible to be an officer in a Special Interest Organization.
3. Departmental Organizations may choose to restrict officer eligibility to GSAS students within their department.

General Membership

1. Participation in any Special Interest Organization event or activity must be open to any student of the GSAS. This includes, but is not limited to running for office and voting for officers.
2. Participation in a Departmental Organization can be restricted to GSAS students who are in a particular department or academic discipline. This includes, but is not limited to running for office and voting for officers.

D. Funding

1. All funds allocated to chartered organizations by the GSC must be spent for the benefit of all students of the GSAS. For more information on funding regulations, see “The Constitution of the Emory University Graduate School of Arts and Sciences Graduate Student Council” Section IX.B., Chartered Organizations.
2. All events that receive GSC funding must be open to all students of the GSAS.
3. Any event that does not meet the GSC funding requirements listed in Section IX.B. of the GSC Constitution must be fully funded by other means. These can include, but are not limited to membership dues, donations, fundraising, or any funds obtained from a self-generating account.
4. Chartered Organizations may request a vote of the eligible voters of the GSC at a monthly meeting to authorize suspension of GSC funding regulations for a specific situation.

II. RULES AND REGULATIONS

All chartered organizations are subject to the rules and regulations of Emory University, the Graduate School of Arts and Sciences (GSAS), the GSC, and the Student Government Association (SGA). This includes, but is not limited to, the University’s nondiscrimination policy and the GSC constitutional provision on participation in events paid for with GSC funds. The latter policy requires that all events and activities sponsored by chartered organizations and paid for, in full or in part, with GSC funds, must be open to all GSAS students.

III. CHARTERING PROCESS

A. Temporary Charter

1. Each organization or group seeking a charter under the GSC must first apply for a temporary charter.
2. Applications for temporary charters will be accepted only at GSC monthly meetings. (See Constitution, Section VI, Monthly Meetings) The application consists of the following information:
 - a. A Constitution
 - b. A list of officers, along with contact information (addresses: campus, email, home; telephone numbers: campus, home).
 - c. A list of members (minimum of ten), their department/program affiliation, and email address(es). At least 50% of members listed must be students of the GSAS.

- d. A "Statement of Purpose."
 - e. The name of a faculty advisor along with his/her contact information (addresses: campus, email; telephone number: campus).
 - f. Grievance policy must be made public.
3. Applicants for a Temporary Charter must present two copies of the above information to the GSC president(s) and/or treasurer for verification at least two weeks prior to a GSC monthly meeting.
 4. At the GSC monthly meeting, applicants must make a formal presentation about the organization.
 - a. At least two representatives of the organization must be present.
 - b. The presentation must include a description of the Statement of Purpose and proposed activities and an explanation of how the organization will benefit students of the GSAS.
 - c. After a question and answer period, the eligible voters will vote to approve the charter application.
 - d. Charters will be approved by a two-thirds majority vote of the eligible voters.
 5. Once approved, a temporary charter is granted for a period of one calendar year. At the end of that period it may be renewed for another year (by repeating the application process), or the organization may apply for a perpetual charter.

B. Perpetual Charter

1. A Perpetual Charter may only be applied for by organizations which have completed a one-year trial period under a temporary charter.
2. The process of applying for a Perpetual Charter is the same as for a Temporary Charter. (See Section III. A., Temporary Charter)
3. In addition to the above procedure, the formal presentation at the GSC monthly meeting must include an explanation of how the organization has benefited students of the GSAS under their Temporary Charter.
 - a. The explanation must include a description of its various activities and the average number of people in attendance at each event/meeting.
 - b. The explanation must include a description of the grievance policy.
4. Unless revoked by the GSC, the duration of a perpetual charter is indefinite.

IV. SGA APPROVAL

SGA approval is required for both Temporary and Perpetual Charters.

- A. The decision of the GSC to grant a charter is not final. Once approved by the GSC, all charter applications shall then be submitted to the Attorney General and the President of the Student Government Association (SGA) for final approval.
- B. The SGA leadership, or one of its representatives, will notify the organization in writing if the charter application receives the final approval of SGA.
- C. If the application is rejected by the SGA leadership, the Attorney General of the SGA, or his/her representative, shall contact the President of the chartering organization and provide him/her with an explanation for the rejection as well as recommendations for

reapplying. If the organization disputes the decision of the SGA to reject their charter, it may appeal the rejection in writing within fourteen days of receiving notice from the Attorney General or his/her representative.

V. CHARTER REVOCATION

- A. The GSC Treasurer may, at anytime, recommend to the GSC President the revocation of the charter of any organization.
 1. The GSC Treasurer may recommend the revocation of a charter only after an investigation has shown that the organization has failed to meet the minimum chartering guidelines or that the organization has violated any regulation or policy of the University, the SGA, the GSAS, or the GSC.
 2. The GSC President(s), upon notification of the findings of the Treasurer, must notify the President of the affected organization in writing of the charter revocation and justification for this decision.
 3. The organization may demand a hearing to contest the revocation or to demonstrate that the organization has resolved the issue(s) that caused the revocation. The Treasurer of the GSC shall preside at this hearing.
 4. The GSC President(s) shall issue a further decision, if necessary, within 14 days after the hearing.
- B. The Attorney General of the SGA may, at anytime, recommend to the SGA President the revocation of the charter of any organization.
 1. The Attorney General may recommend the revocation of a charter only after an investigation has shown that the organization has failed to meet the minimum chartering guidelines or that the organization has violated any regulation or policy of the University or the SGA.
 2. If the SGA President agrees with the recommendation of the Attorney General, he/she must notify the GSC President(s) and the President of the affected organization in writing of the charter revocation and justification for this decision.
 3. Either the GSC or the organization may demand a hearing to contest the revocation or to demonstrate that the organization has resolved the issue(s) that caused the revocation. The Attorney General of the SGA shall preside at this hearing.
 4. The SGA president shall issue a further decision, if necessary, within 14 days after the hearing.