

OBERLIN COLLEGE & CONSERVATORY STUDENT ORGANIZATION CHARTERING AND RENEWAL PROCESS

Student Organization - Policies



OBERLIN
COLLEGE & CONSERVATORY

**STUDENT LEADERSHIP
AND INVOLVEMENT**

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Contact: Office of Student Leadership and Involvement.

I. Student Organization Requirements

All chartered Student Organizations at Oberlin College must meet the following requirements:

1. Advisor

- All organizations must have a registered faculty or staff advisor to help guide their organization and serve as a resource.

2. Meet a Unique Need

- The organization cannot be a duplicate of an existing student organization.

3. Demonstrated Interest

- The organization must have at least five founding student members who are interested in working with the group.

4. Demonstrated Benefit

- The organization must be beneficial to the campus community. This benefit can be in a myriad of ways including community building, social activism, community engagement, or academic enrichment.

5. Open-Membership

- The organization must be open to any Oberlin College student, regardless of classification or identity.

6. The intention of Continual Engagement

- The organization must have the intention of being an indefinite organization, which will be active over a longer period of time.

7. Compliant to College Policy

- The organization must abide by all Oberlin College regulations, policies, and procedures. This includes the Oberlin College Student Policy, the Non-Discrimination and Anti-Harassment Policy, and other policies as detailed on the Student Conduct and Community Standards website.

8. Compliant to Law

- The organization's activities must be consistent with local, state, and federal law.

9. Risk-Management Compliant

- The organization must adhere to Oberlin College risk management practices and insurance requirements as established by the College.

II. Benefits of Chartering a Student Organization

There are a plethora of benefits to chartering a student organization, which include, is are not limited to:

- Access to the Student Activities Fee.
- Access to leadership and development resources and events offered by the Office of Student Leadership and Involvement.
- Access to forms of advertising.
- The ability to reserve spaces (i.e. meeting rooms, event venues) on-campus.
- Creating a group that provides a benefit to the campus community for years.

III. Student Organization Chartering Process

For student groups that are looking to submit an initial charter, they should follow this outline:

1. Application Submission

- Student organization completes student organization charter application (template in the appendix of this document) and submits it to the Office of Student Leadership and Involvement.

2. Requirement Verification

- The Office of Student Leadership and Involvement reviews the charter application to ensure that it meets set requirements (detailed in section I) and consults with campus partners as necessary.

3. Chartering Decision Notification

- The Office of Student Leadership and Involvement notifies the students sponsoring the charter if their organization has been approved for registration.
 - **Approval Campus Messaging**
 - If approved, campus partners including Student Senate, the Student Finance Committee, and the General Faculty Student Life Committee will be notified.
 - **Appeal**
 - If denied, the students sponsoring the charter will have the opportunity to appeal to the General Faculty voting body.

IV. Student Organization Renewal Process

All student organizations active during the previous year can be renewed on a yearly basis. To be renewed, the organization must provide the following information to the Office of Student Leadership and Involvement:

1. Student Organization Roster (including officers) by a date set by the Office of Student Leadership and Involvement.
 - Students may remain anonymous if necessary, but rosters should be collected for assessment purposes.
2. Advisor Contact Information
3. Budgetary Information
4. Summary of Previous Years' Activities and Accomplishments

V. Inactive Student Organizations

Student organizations that were previously chartered and become dormant will become inactive for four (4) academic years. Inactive organizations can automatically be renewed following the student organization renewal process.

VI. Archived Student Organizations

Student organizations that have not been active for four (4) academic years become archived. Archived student organizations retain their historical documentation but are subject to the new Student Organization Approval Process to become active again.

Appendix A: Sample Student Organization Charter

Article I: Name

The name of the organization is the Oberlin Charter Process (OCP).

Article II: Purpose

The purpose of the Oberlin Charter Process is to provide a detailed example of how to write a charter for a new Student Organization.

The Oberlin Charter Process (OCP) acknowledges the values and principles of Oberlin College, as they are expressed in the Oberlin College Student Regulation, Policies, and Procedures Handbook and the Oberlin College Mission and Vision Statements.

The Oberlin Charter Process (OCP) acknowledges the Preamble of the Student Financial Charter: to establish and outline the financial system of the Association of Students of Oberlin College. The system shall regulate and administer collection and allocation of the Student Activity Fee; this fee is designed for the creation of social, cultural, religious, and educational activities for students, for the improvement of student life, and to augment the general student welfare.

Article III: Membership

Membership to the Oberlin Charter Process is open to all Oberlin College students and Oberlin Community members. A majority of members must be Oberlin College students. OCP will not discriminate against anyone based on race, sex, gender identity and expression, ethnicity, sexual orientation, religion, disability, or economic status.

Article IV: Officers

The Oberlin Charter Process will have officers to fill these positions: Liaison, Treasurer (both required), President/Co-Chair, Co-Chair, and Secretary.

1. The duties of the Liaison shall be to:
 - Act as liaison between OCP and the college.
2. The duties of the Treasurer shall be to:
 - Act as liaison between OCP and the Student Finance Committee (SFC)
3. The duties of the President/Co-Chair shall be to:
 - Preside at meetings
 - Schedule meetings
 - Keep members informed of pertinent matters
 - Set agenda for meetings
4. The duties of the Secretary shall be to:
 - Record and keep the minutes of all regular and special sessions
 - Maintain the membership list
 - Handle all correspondence with the general membership

Article V: Advisor

The Oberlin Charter Process has selected an advisor for their organization. This advisor must be a currently employed faculty or staff member of the institution. The Advisor's role is to serve as a resource to the organization, assist with questions of institutional memory, and liaise with various offices on-campus.

Article VI: Finances

- Funds may come from an allocation from the Student Finance Committee and donations.
- Surpluses and losses will be dealt with as directed by the Student Financial Charter.
- In the event that OCP disbands any disposable properties will be distributed to appropriate divisions of Oberlin College through the Dean of Students or his/her designee. Funds remaining will revert to the Student Finance Committee

Article VII: Operating Procedures

- OCP operates in accordance with Robert's Rules of Order Newly Revised, except in cases of conflict with this charter, in which case the Charter takes precedence.
 - OCP will file an officer list, signed by our general faculty advisor, in the Student Union Office by the first May of each year.
 - OCP will abide by its charter and the rules and regulations of Oberlin College
 - A quorum of at least $\frac{1}{4}$ active membership must be present of official business to be conducted.

Article VIII: Publicity

Notice of all regular meetings will ordinarily be given to members at least three days in advance of each meeting.

Article IX: Amendment Procedures

Amendments to this Charter will be enacted by a two-thirds vote of the members. Notice to a meeting, at which an amendment will be considered, along with the text of the proposed amendment(s), will be sent to all members at least one week in advance of the meeting. Amendments require the consultation of the Office of Student Leadership and Involvement.

Article X: Oberlin College Policies

This organization agrees that, by becoming a chartered Student Organization, they will follow all policies published by Oberlin College. This organization also agrees to follow all applicable laws.

Article XI: Signatures, T-Numbers, and Email Addresses of Five Founding Members