



## **Registered Student Organization (RSO) New Charter Packet**

Office of Student Activities  
176 Murphy Campus Blvd  
Waco, GA 30182  
770.537.5722 phone  
770.537.7995 fax

Thank you for your interest in chartering your organization. Please stop by the Office of Student Activities (OSA) if you have any questions about the application process.

## RSO New Charter Information

- Applications are due by 5:00 p.m. on **April 22**.
- Applications should be hand delivered to a Student Affairs staff member to ensure timely receipt. Applications may also be faxed to 770.537.7995 or submitted electronically to [activities@westgatech.edu](mailto:activities@westgatech.edu).
- All applications must be typed or printed neatly. An electronic version of the application is located on the West Georgia Technical College website on the Office of Student Activities page.
- Organizations must submit all application materials simultaneously. Partial applications will not be accepted.
- All RSOs must have a full-time Faculty or Staff Advisor.
- Organizations will be notified of their status **via the e-mail address provided as the primary contact information**. Advisors will be copied on all official correspondence.
- GED or Adult Education students cannot be on the membership list.
- Please keep a copy of the completed new charter application for the organization's records.
- Students in their first term at West Georgia Technical College or dual enrolled high school students cannot apply to charter an organization, or be amongst the 10 credit earning members needed to charter an organization. They can however, be a part of the organization after its charter is granted.

## RSO Rights and Responsibilities

### RSOs are entitled to these rights:

1. Use of the College name and facilities.
2. Opportunity to sponsor on-campus events, programs, and fundraising activities.
3. Funding from student activity fees.
4. Advisement or co-advisement by the OSA staff to selected organizations.
5. Access to leadership training.
6. Technical Assistance for organizations and their advisors.

### RSOs hold these responsibilities:

1. Maintain on file all chartering documents including a constitution, bylaws, rosters, and operating manual.
2. Ensure that activities and programming are consistent with the organization charter and adhere to College policies.
3. All leaders and officers must meet the eligibility for participating in student activities as indicated in the Student Handbook.
4. Undergo annual RSO Re-certification as established by the OSA once charter is granted.

## HOW WILL MY NEW CHARTER APPLICATION BE ASSESSED?

All applicants will be assessed based on a minimum threshold criteria. The criteria will include the following:

- Submission of the Application on time (Due April 22 by 5:00pm)
- Completion of the Application *\*Be sure to include all the items on the checklist*
- Interested Members Roster (at least 10 credit earning students)
- Submission of By-laws, Guidelines, or Operating Procedures
- Advisor Endorsement
- Final Review of Application by the President of the College, Vice President of Student Affairs, Director of Student Affairs, Coordinator of Student Activities, and other committee members
- Application Process: Submit Completed Application → Application Reviewed by Committee → Final Approval or Denial by President of West Georgia Technical College → Notification Sent Via Email
  - All decisions are final for that academic school year. Students may re-apply for charter during the next application process.

# RSO New Charter Application

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of person submitting application:

**Primary Contact** (Notification of your status will be sent to the information that you provide below and copied to your proposed Advisor.)

Name:
Address:
City/State/Zip:
Preferred Email:
Preferred Phone #:

Full Name of Organization:

Acronym of Organization (if applicable):

## Type of Organization

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Academic     | <input type="checkbox"/> Special Interest | <input type="checkbox"/> Diversity/Multicultural |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Media            | <input type="checkbox"/> Advocacy/Service        |
| <input type="checkbox"/> Honorary     | <input type="checkbox"/> Political        | <input type="checkbox"/> Production/Performance  |
| <input type="checkbox"/> Religious    | <input type="checkbox"/> Governance       | <input type="checkbox"/> International           |

Is this organization part of a national organization?

- Yes  
 No

On what campus will your organization primarily hold meetings?

<input type="checkbox"/> Murphy
<input type="checkbox"/> LaGrange
<input type="checkbox"/> Carroll
<input type="checkbox"/> Douglas
<input type="checkbox"/> Coweta
<input type="checkbox"/> Even rotation between all 5 campuses

**General Information** (attach additional pages, if necessary)

1. What is your organization's mission statement?

2. Briefly state the purpose of this organization:

3. Briefly describe the membership guidelines and process for your organization:

4. How frequently will this organization meet?

- Monthly
- Weekly
- Bi-weekly
- Quarterly
- Other

5. Will this organization collect dues?

- Yes
- No

If so, what is the amount?

6. Does this organization have a constitution, operating procedures, or guidelines?  
(One of the three documents is mandatory for chartering a new organization.)

- Yes (Please attach)
- No

7. Does this organization have a national constitution?

- Yes (Please attach if available)
- No

8. What major events does your organization foresee implementing and/or sponsoring?

9. How is your organization aligned with the mission of the College?

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## Executive Leadership

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### Primary Contact

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

### Secondary Contact

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

### Final Contact

Name:
Address:
City/State/Zip:
Phone:
Student Email:
Personal Email:
Student 900#:

## Advisor's Responsibility

- To be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- To attend all general meetings and major activities of the organization.
- To travel with the organization whether in or out-of-town when they are representing West Georgia Technical College.
- To complete all travel forms and return them to the Business Office for approval.
- To complete facility requests.
- To submit pre-approval expense requests to the Campus Director of the campus on which your organization operates prior to any expenditures.
- To sign Purchase Requisitions, in accordance with the requirements of the Campus Director of the campus on which your organization operates.
- To inform the Office of Student Activities of any changes that may occur within the organization.
- To be primarily responsible for the behavior of its members.
- To inform the Office of Student Activities of any judicial issues related to the members of the organization.
- To ensure that at least one member of your organization attends monthly Student Government meetings with a report of your organization's progress.
- To ensure that all financial obligations of the organization are met in a timely manner.

## Advisor's Endorsement Statement

I \_\_\_\_\_ have read the responsibilities of being a Registered Student Organization advisor and agree to adhere to these guidelines if my organization is approved.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Primary Advisor Contact Information

Name:
Campus & Office Location:
Office Phone:
Email:

## Alternate Advisor(s) Contact Information

Name:
Campus & Office Location:
Office Phone:
Email:

Name:
Campus & Office Location:
Office Phone:
Email:



## RSO New Charter Application Checklist

- Submission of the Application on time (Due April 22 by 5:00pm)
- Completion of the Application *\*Be sure to include all the items on the checklist*
- Interested Members Roster (At least 10 credit earning students)
- Submission of By-laws, Guidelines, or Operating Procedures
- Advisor Endorsement Statement

### For Office Use Only:

- Application Received by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Charter Status

- Approved by the Coordinator of Student Activities on \_\_\_\_/\_\_\_\_/\_\_\_\_
- Denied
- More documentation needed
- Annotations from the OSA:

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