



SOC CHARTERING GUIDELINES

These guidelines apply to all potential student organizations who wish to be chartered by the Student Association of the University of Tulsa and receive money through New Organization Funding, Conference Travel Funding, Co-Sponsorship, and SA allocations and appeals.

SECTION 1: CHARTERING A NEW ORGANIZATION

1. An organization wishing to become chartered by the University of Tulsa Student Association must apply for a charter from the Student Association Senate. The Student Organization Committee will be responsible for opening a new SOC file for the organization.
2. In an organization's interview for a charter, it must demonstrate to SOC that it satisfies the following: (This list is illustrative, not exhaustive.)
 - A. Provides a positive and unique contribution to the students of the University
 - B. Viability
 - C. Organization on the part of the officers
 - D. Plan for continuing leadership
3. An organization must submit to SOC the following documents which shall be placed in the SOC file. These and any additional documents necessary for receiving a charter will be updated at the discretion of SOC.
 - A. Organization Information Form
 - B. Programming Information Form
 - C. Current Constitution or Articles of Incorporation
4. At least one representative of the organization must have read the Student Organization Handbook.
5. An organization must have a minimum of 5 members. Membership shall be defined by the organization's constitution.
6. An organization must submit a Resolution for Agency Account Form from the University of Tulsa in order to obtain an account number.
7. As soon as all of the documents noted above have been received by SOC and placed in the SOC file, SOC will meet with a representative from the organization and consider chartering the organization.

8. SOC shall make a recommendation to the Student Association Senate regarding the affirmation or denial of an organization's charter. An organizational representative shall be invited to attend the Senate meeting in which the charter is discussed and shall have the opportunity to speak with Senate regarding their charter.
9. Any organization not on the SOC Chartered List will not receive SA funding.

SECTION 2: ANNUAL CHARTER MAINTENANCE

1. The organization shall fill out an Organization Information Form each year in order for the charter to be renewed and considered current.
2. If an organization amends, changes, or rewrites its Constitution, a new copy of the Constitution must be submitted to SOC to be placed in the SOC file.
3. All SOC files and applicable documentation shall be kept for a minimum of five years.
4. If an organization fails to submit an updated Organization Information Form for two consecutive years, the organization shall be considered inactive, and the charter expires immediately.
5. If an organization's charter expires, SOC shall check with the University of Tulsa to be certain that there are no SA funds in that organization's account. If there are, SOC shall notify the SA Treasurer, who shall then request for the money to be transferred back to SA immediately.
6. If there is a document missing from the SOC file, SOC shall attempt to contact the organization electronically three times, as well as attempt to attend that organization's regular or officers meeting, in order to obtain the missing document and complete the SOC file.
7. If SOC has attempted to contact the organization three times electronically over the course of one academic semester and no response from the organization is received, that organization's charter will expire.
8. Organizations that do not meet the aforementioned qualifications will not be eligible to receive their SA allocations or other funds until all qualifications are met.

SECTION 3: REVOKING A CHARTER

1. There shall be five grounds on which an organization's charter may be revoked
 - A. Intentional improper documentation
 - B. Misuse of SA funds
 - C. Membership diminished below 5 members for one calendar year
 - D. Violation of the Student Organization Handbook
 - E. Any other activity deemed inappropriate by SOC

2. Intentional improper documentation applies to the documents that are required to be in the SOC file in order to receive a charter.
3. Misuse of SA funds refers to purchasing prohibited items, using organization money for personal use, or anything else fraudulent that pertains to (including but not limited to) the actions, behaviors, or intentions of an organization, or any individual member of that organization. See FAC guidelines for more information.
4. A bill shall be introduced in Senate to revoke a charter. The bill shall specify the reasons for the revocation. SOC shall then notify the organization's president and advisor that the organization's charter is being considered for revocation. SOC shall give two weeks notification prior to revoking the organization's charter.
5. SOC, in order to gather and confirm evidence to charge the organization, may enlist the help of any other member of Cabinet, Senate, Executive Officer, or Senate committee.
6. SOC shall present all evidence gathered to support the revocation and give their recommendation regarding the revocation during a Senate meeting to which an organizational representative shall be invited. The bill for revocation shall follow procedure according to the Senate Standing Rule 8.4.
7. Once an organization's charter has been revoked, SOC shall notify the SA Treasurer of the revocation. The SA Treasurer shall then request for any and all SA funds granted to that organization be transferred back to SA.
8. All documentation of the accusation and/or revocation shall be turned over to SOC to be placed in the organization's SOC file.

SECTION 4: RE-CHARTERING

1. An organization whose charter has expired may request for re-chartering at any time.
2. An organization whose charter has been revoked must wait for a period of one calendar year before requesting for re-chartering.
3. Upon request for re-chartering, an organization must follow all guidelines pertaining to a new organization as noted in Section 1.

SECTION 5: APPEALS

1. An organization may appeal the denial of a charter by SOC by filing an appeal with SA Senate within two weeks of notification of the denial.

- A. The petitioning organization shall draft a formal typewritten letter of appeal, stating that it is appealing the recommendation of SOC and asking the Senate to hear its case. The letter should contain the names and phone numbers of the organization's representatives in order for the President of the Senate to notify the organization of the Senate meeting date and time.
 - B. The letter must be submitted to the Vice President and Secretary of SA. The organization is responsible for the delivery of the appeal.
 - C. The organization will be responsible for sending a representative to the SA Senate meeting where the appeal will be discussed.
 - D. If an organization's representative is not present at the Senate meeting, the appeal will be tabled.
2. An organization may appeal the final Senate ruling by filing an appeal with the SA Judicial Council within two business days of the Senate vote. An organization shall follow Judicial Procedure when filing this petition.
 3. An organization may appeal the decision to revoke a charter by filing an appeal with the SA Judicial Council within two business days of the Senate vote. An organization shall follow Judicial procedure when filing this position.