

SOC “Spark Notes” Guidelines

Please remember that these are NOT the actual SOC Guidelines. This is simply an abbreviated format to allow for efficiency.

SOC = Student Organization Committee

Section 1: Chartering a New Organization

- New Org must apply for a charter from the SA Senate by working with SOC
- Organization will meet with SOC and must demonstrate:
 - a. Positive/Unique Contribution to TU
 - b. Viability
 - c. Officers are Organized
 - d. Plan for Future
- Minimum of 1 (one) Org Rep must read Student Org Handbook
- Minimum of 5 (five) Members in Org
- Org MUST submit a Resolution for Agency Account Form
- Once previous is completed: SOC meets with and Org Rep
- Then Org Rep will attend Senate meeting where the charter is discussed
- *NOT ON SA CHARTER LIST = NO SA FUNDING ☹️*

Section 2: Annual Charter Maintenance

- Organization Information Form should be filled out EVERY YEAR
- NO ORG INFO FORM = ORG INACTIVE = NO SA FUNDING ☹️
- Change Constitution of Org → submit new copy to SOC

Section 3: Revoking a Charter

- 5 Reasons a Charter is Revoked
 1. Fraudulent Documents
 2. Misuse SA Funds (including purchasing prohibited products, ie: reusable stuff)
 3. Less than 5 (five) members
 4. Violate Student Org Handbook
 5. Activity deemed inappropriate by SOC

Section 4: Rechartering

- Expired Charter?
 - Request for re-charter at any time
- Revoked Charter?
 - Wait 1 year to submit request for re-charter

Section 5: Appeals

- Appeal Denial of Charter
 - done within TWO WEEKS of denial notification

- Draft formal typewritten letter of appeal (Sect.5, #1, Letter A)
- submit draft to SA VP and Secretary
- Org Rep must attend Senate Meeting where the appeal is discussed
- Appeal Final Senate Ruling
 - Done within TWO BUSINESS DAYS of Senate vote
- Appeal Revoked Charter
 - Done with SA Judicial Council
 - Done within TWO BUSINESS DAYS of Senate vote