



CHARTERING A STUDENT GROUP

Main Contact: charter@binghamtonsa.org

BEFORE YOU START:

Please make sure that the student group you wish to charter meets all the requirements as per the Student Association Management Policies (Policy VII). The management policies, and almost all relevant documents can be found by going to www.binghamtonsa.org, and browsing to either the governing documents or student resources tabs. The general chartering process is outlined below. Tips for how to complete the process can be found on the second page of this document.

CHARTERING PROCESS:

1. Email charter@binghamtonsa.org, and set up a meeting
2. Meet with the EVP assistant to discuss the intent to charter process, get assistance in structuring your group effectively, and receive your google drive folder.
3. The EVP office requires the following documents to be uploaded to your folder:
 - a. Intent to Charter form (upload as pdf) – found on SA website
 - b. Charter Packet (upload as pdf) – found on SA website
 - c. Signature Sheet (upload as pdf) – found on SA website
 - d. Constitution (see Management Policies 7.6)
 - e. 3 Executive Board Meeting minutes (including attendance)
 - f. 3 General Body Meeting minutes (including attendance)
 - g. Signed Event Planning Checklist from the EVP event planning advisor
4. Once documents have been received and approved by the office, they will be forwarded to the Internal Affairs (IA) committee of the Student Congress
5. IA will set up a meeting where you will present to the committee, and defend why your organization deserves to be chartered.
 - a. 6. After being approved by IA, meet with the EVP office for further steps.

Office of the Executive Vice President
Student Association at Binghamton University

TIPS FOR COMPLETING THE PROCESS:

- iOS users can avoid needing a scanner by downloading “genius scan” from the apple store. It’s free and allows for documents to be scanned from your mobile device and emailed as a pdf. Files must still be uploaded to your folder, however. **DO NOT EMAIL** the pdfs to the EVP office.
- The signature sheet requires 150 people to sign it. Get signatures at your GIMs, canvass the marketplace, approach other student groups who would benefit from collaboration etc.
- When forming a constitution, you can base your group’s off of the defaults listed in the SA’s management policies. The defaults have already been approved, so if you just copy and paste those sections, they will automatically be approved.
- Have General Interest Meetings to inform the student body about your group and gain members *[you could hold GIMs prior to beginning the chartering process to gauge interest in your group]*
 - As a non-chartered group you cannot reserve space through the SA or in the Union, but you can use residential halls, dining halls, public university spaces or outside areas. For residence halls, you will need permission from the RD. For dining halls, and other public university spaces, your meetings cannot be obstructing traffic, nor can they interfere with the employees who work in those areas.
 - If you go to r25.binghamton.edu, you can also view the schedule of room reservations. Although you can’t reserve rooms yourself, if a space is open at a certain time, you can try using that space. If you decide to use the room, however, and any damages occur, you will be held personally liable. Anybody who reserves a room gets priority, and you must vacate any space in respect of that, even if you had already been using the space.
- When preparing to present to the IA committee, we recommend that you:
 - Create a powerpoint or handout to illustrate what your group has accomplished thus far, a plan for the future, your purpose on campus and that you are abiding by all SA standards for chartered organizations. It should showcase your functions, policies and purpose.
 - Have your President, Vice President and Treasurer present to explain different facets of your organization and show the strength of your eboard.
 - Be prepared for questions on your group’s uniqueness, value to the campus, your plan for longevity and other things related to Management Policy requirements.