



**Georgia Perimeter College**  
**FORMING A NEW CLUB APPLICATION**  
**Student Clubs & Organizations Registration**

Office Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please Attach The Following To The Club/Organization Charter Form:**

1. Statement of Purpose-why do you wish to exist? Please include any history and organizational goals which will serve GPC students on this campus
2. Petition of Support (25 signatures of currently enrolled students)
3. Proposed Organization Constitution

This statement certifies that the applicant above seeks recognition by SGA to be an officially recognized student organization of Georgia Perimeter College. Official recognition is issued with the understanding that the organization agrees to participate in the Inter-Club Council, remain in regular communication with the Student Life Office, and abide by all regulations officially established by Georgia Perimeter College, Student Government Association, and the University System of Georgia Board of Regents. I willingly assume responsibility for the above named organization's activities and the appropriate use of college property and funds.

\_\_\_\_\_  
Acting President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature:

\_\_\_\_\_  
Date

=====

**Approved:**

\_\_\_\_\_  
SGA President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Life Signature:

\_\_\_\_\_  
Date

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**Forming New Organizations**

**Requirements:**

1. Any group interested in establishing an organization must first submit an application for SGA Organization Registration Form. This form must be filled out completely with all supporting documents and submitted to the Office of Student Life.
2. New organizations must have a minimum of five (5) charter members, all of whom must be currently enrolled students with a minimum cumulative GPA of 2.0.
3. At least one student leader and an advisor must be identified.
4. A petition of support signed by at least 25 currently enrolled students must be submitted with the application.
5. In addition, a Statement of Purpose and a Constitution must be submitted with the application.
6. The Student Life Director will review the request, and if complete and accurate, forward to the SGA Executive Committee for review. The Executive Committee will make a recommendation to the SGA Senate and Dean of Student Services. The recommendation of the Executive Committee will vote on the request.
7. The Senate action will be reported to the designated organization leader and advisor by the Director of Student Life.
8. After at least on full semester of active participation, an organization may request a budget from SGA through the campus budget process during the spring semester on the academic year. In the interim, organizations have the right to submit a written request for special funding to SGA.
9. In support of the Georgia Perimeter College mission to support academic excellence, all student leaders are required to have and maintain a minimum cumulative 2.0 GPA or higher as designated by a club/organizations constitution. The Office of Student Life will verify officer's qualifications at the time of the official qualifications, and prior to elections. Thus it is the responsibility of the organization advisor to verify academic standing at the end of each semester prior to continued services in the upcoming semester of term.
10. All clubs/organizations must abide by the rules and procedures as stated in the Georgia Perimeter College Catalog, Georgia Perimeter College Student Handbook and the Student Government Association Constitution.
11. Memberships in organizations are open to all currently enrolled students. No organization may limit the membership of their group based on age, race, religion, gender, sexual orientation, or other arbitrary variable. Honors/Professional groups may have limited membership based on GPA or major, as outlined by

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national, regional, or state organizations, and under the approval of the Director of Student Life under the supervision of the Dean of Student Services.

**Guidelines for Writing a Constitution**

**Preamble:** Optional preface to the constitution which usually contains reasons for formation of the club/organization.

**Constitution:** Consists of a few fundamental provisions clearly and briefly written. There are at least seven provisions usually stated in separate articles. Each article may be divided into sections. The articles are as follows:

**Article I: Name** - State the official name of the organization.

**Article II: Purpose** - State the purpose or goals of the organization. The purpose or goals may be identified through a definition or organizational affiliation to academic, cultural, service-oriented, political, religious, etc. The group should not duplicate the ideals of an existing student organization. Be sure to identify any local, regional, or national affiliations with any other groups and clearly identify how the club/organization supports with the Georgia Perimeter College's vision and/mission.

**Article III: Membership** - Define eligibility requirements of members inclusive of membership renewal, removal, voluntary discontinuance membership at any time, and paying dues, GPA, etc Membership may only be open to Georgia Perimeter College Students and must be open to all qualified registered students. Membership must include a statement "..... the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or nation origin". Article II must also include guidelines for to ensure the organization membership will not practice physically or psychologically abusive hazing behaviors-either intentionally or unintentionally.

**Article IV: Officers, Duties, and Requirements** - Describe the governance structure. Is there an executive board? Is there a swearing in of officers? State the duties of officers (call meetings, determine agendas, approve expenditures, etc.). In compliance of the College's club officer requirements, a statement of good academic standing must also appear in this section.

**Article V: Meetings** - State approximately how often meetings can be held. Identify who has authority to call meetings. State what number is required for a meeting's quorum (if appropriate). How will meetings be run (Parliamentary Procedure, etc?)

**Article VI: Elections and Officer Replacement/Removal** - State how the officers will be elected, appointed, removed or replaced. State what justifies removal. It is strongly suggested that elections be conducted by democratic procedures. State the time line for elections.

**Article VII: Judicial Action (Optional)**-State the process for disciplining members of the organization.

**Article VIII: Finances** - State how the organization will be funded (dues, outside sources, SGA).

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**Article IX: Advisor** - State the process for selecting and removing an advisor. Advisors must be Georgia Perimeter College faculty or professional staff members located on the campus where the club is organized. State whether the advisor is a voting or non-voting member. The Director of Student Life reserves the right to remove and/or appoint organization advisors.

**Article X: Amendments/Revisions** - State the procedures for amending and revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment of the floor for two weeks, etc.) state who may propose an amendment.

**Article XI: Enabling Clause** - This must appear at the end of the Constitution: The (name of the organization) agrees to abide by the policies of Georgia Perimeter College as well as all federal, state and local laws. The Constitution and any revisions or amendments must be approved by the Student Life Office prior to implementation.

**By-Laws:** Contain details necessary to amplify and carry out the provisions of the constitution. All by-laws dealing with the same general subject are grouped together under an article. For instance, there are usually several sections relating to committees. These sections are arranged in consecutive order and together form a by-law or article. By-laws may include the following: Kinds of Membership; Election of officer/committees; Detailed requirements for membership; Provisions for calling and conducting meetings; Method of admitting new members; Parliamentary authority; Dues; Number of constituting a quorum; Powers/duties of committees; Vote required for decisions; Powers/duties of officers and Procedure for amending by-laws.

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**Student Organization Membership List**

Organization Name \_\_\_\_\_ Semester/Year \_\_\_\_\_

Please have all organization members print their full name, Student ID#, and signature. Also indicate if the student is an officer in the organization and what office they hold. All students must be currently enrolled and all officers must have a minimum cumulative GPA of 2.0 or whatever is required by your organization constitution. By signing, students give the Office of Student Life permission to verify GPA and enrollment status.

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Organization Leader's Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Petition of Support**

All new organizations requesting to register with the SGA must receive the support of at least twenty-five (25) currently enrolled Georgia Perimeter College students. Organizations exist to serve the students; therefore this petition of support is an important part of the registration process.

Please return this petition attached to the **APPLICATION FOR SGA ORGANIZATION REGISTRATION FORM** to the Student Life Office.

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Organizational Affiliation: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Organization Leader Advisor: \_\_\_\_\_

By signing below, I attest to the following; I am a currently enrolled student at Georgia Perimeter College, I give permission to verify my registration, I understand the purpose of the proposed organization, and I support the creation of the club/organization for the purpose therefore stated. I also understand all recognized organizations may receive funding through the Student Government Association student activity funds in which I have contributed. Therefore by signing below I acknowledge and support the above mentioned organization right to request student activity fee funds.

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