

Please email Angela Zhu, ORC Vice-Chair of Chartering, at [azhu@smith.edu](mailto:azhu@smith.edu) if you have any questions.

### Chartering Guidelines:

- Charters should contain no abbreviations and no names of people.
- Charters should contain full sentences and be formatted in outline form. Only the Purpose article should be in paragraph form.
- Holding general interest meetings to gauge campus interest in the org is strongly recommended but not required.
- Inclusion of a Goals article is optional. If included, it must include tangible goals.
  - o For example: An a cappella group might choose to include a Goals article stating that their goal as an org is to hold at least one jam per semester.
- Charters must include a clause defining the org's hazing policy. This is to be included under the Membership article.
- The following section must be included in the Membership article:
  - o Membership in this organization shall be open to all students in good standing currently enrolled in Smith College regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.
- Charters must outline requirements defining the status of 'active members'.
  - o For example: Orgs may have both general and active members. To differentiate, an active member needs to meet a minimum meeting attendance requirement as dictated in the charter.
- Only active members of an org (as defined in the charter) may run or vote in elections.
- Orgs should have a chair in place before bringing their charter to Senate.
- Only current enrolled Smith undergraduate students may serve on the board.
- If the org will be presenting the charter in the spring semester and the current head of the org is a senior, the org must have someone prepared to step up to the position for the following year.
- An Advisor article is required if the org already has an advisor or is planning to have one. It should stipulate how an advisor will be chosen and the advisor's duties.
- Officers, Duties, and Election Procedures should be two separate articles with Election Procedures as its own individual article.
- Charters should contain a specific impeachment process that maintains the anonymity of members.
- Charters must be approved by the ORC Vice-Chair of Chartering before being brought to ORC.
- Charters must be approved by ORC by a vote of 2/3 before being brought before Senate.
- All charters must be approved by Senate by a vote of 2/3.
- Amendments to charters must be approved by Senate by a vote of 2/3.
- Once a charter is approved, the org must file recognition forms with Tamra Bates to become active.
- Once active, newly chartered orgs will be subject to a trial period of at least one semester during which the org will be labeled a 'zero-year org' and will be limited to receiving \$200 from ORC per semester.

Things to Think About Before Your Senate Hearing:

- Are there similar orgs on campus already? If so, how is your org different from other orgs on campus?
- What kind of events is your org planning if they are chartered?
- Why are you looking to get chartered? What do you plan to do with funding received from ORC?
- How many members do you currently have in the org? How many are on your email list and how many attended a general interest meeting (if you held one)?
- If you have any similar board positions, what distinguishes the two positions? Why do you need both?