

New Charter Submission Form

This form and your completed charter must be turned in to:
Angela Zhu (Vice-Chair of Chartering) in the SGA Office, CC 206.

Date Submitted: _____
Initials of Office Worker: _____

Please fill out this form and submit it with this side facing up, stapled to your charter.

Name of Organization: _____
Head of Organization (contact person): _____
Box: _____ Extension: _____ Email: _____

Your charter should include the following articles:

- I. Name
- II. Purpose
- III. Goals (optional)
- IV. Membership
- V. Officers and Duties
- VI. Election Procedures
- VII. Organization Advisor (optional)
- VIII. Sources of Funding
- IX. Method to Amend
- X. Method to Impeach Officers

An electronic copy of your charter must also be emailed to Angela Zhu, ORC Vice-Chair of Chartering, at azhu@smith.edu upon submission of this form.