TITLE VI

THE CHARTERING ACT

of the

Graduate and Professional Student Government of UNC Charlotte

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# TITLE V

I: THE CHARTERING ACT OF THE GRADUATE & PROFESSIONAL STUDENT GOVERNMENT

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DEFINITIONS

The following terms shall be defined as follows throughout this act:

a) “Academic Calendar” refers to the calendar dates for University operations as approved and posted by the Office of the Registrar.
b) “Advisor” refers to a UNC Charlotte faculty or staff member appointed by a Graduate Student Organization to provide advice, approve certain funding requests, and maintain the continuity of the organization.
c) “Applicant” refers to the student who submits a Charter or Recharter application, or the organization for which they represent.
d) “At Large Graduate Students” refers to all graduate students who do not serve in a position on the GPSG Executive Board or as a GPSG Senator.
e) “Business Day” refers to any non-holiday day between Monday and Friday in which the University is operating on a normal schedule. Refers to a 24-hour period of 12:00 AM and 12:00 PM.
f) “Business Hours” refers to a timeframe from 9:00AM to 5:00PM Eastern Time.
g) “Charter” refers to the authorization and recognition of a Graduate Student Organization by the Student Government Association, Student Organizations Department, and the Graduate & Professional Student Government.
h) “Executive Board” refers to the positions of the GPSG Executive Board which are subject to a vote by the Graduate Student Body.
i) “Graduate Student Body” refers to the entire population of enrolled graduate and professional students at UNC Charlotte.
j) “GPSG” refers to the Graduate & Professional Student Government of UNC Charlotte.
l) “GPSG Website” refers to the website hosted at gpsg.uncc.edu or other primary domains associated with GPSG.
m) “GSO” refers to a chartered Graduate Student Organization at UNC Charlotte.
n) “Recharter” refers to the annual process of registering an existing Graduate Student Organization with the Student Organizations Department and the Graduate & Professional Student Government.
o) “SGA” refers to the Student Government Association of UNC Charlotte.
p) “SGA Statutes” refers to the entire body of governing documents for the Student Government Association, officially known as the Student Government Association Statutes.
q) “University” refers to the University of North Carolina at Charlotte, hereby known as “UNC Charlotte.”
ARTICLE I. CHARTERING AN ORGANIZATION

SECTION I. GPSG Charters and Graduate Student Organizations.

§1-1.1 Purpose.

The purpose of this Act is to set forth the rights and obligations associated with a GPSG Senate grant of a Charter to a student organization, including the application for such a grant. The grant of a charter to a graduate student organization confers those rights, enumerated in The Chartering Act (2017).

This Act builds upon Student Government Association (SGA) and Student Organizations Department regulations, and clarifies the specific requirements for Graduate Student Organizations (GSOs) as opposed to student organizations solely chartered with SGA.

§1-1.2 Agreement.

By submitting an application to obtain a GPSG Charter, the GSO agrees to comply with all regulations set forth in this Act and all other applicable regulations in the GPSG Code of Laws, federal, state, and local laws, and all other relevant University policies.

GSOs are registered student organizations with both GPSG and the Student Government Association of UNC Charlotte (SGA). Due to this dual registration, GSOs must follow all applicable regulations found in Title VII: The Act for Registration of Student Organizations in the SGA Statutes.

§1-1.3 Membership.

Per the regulations found in Title VII of the SGA Statutes, membership in GSOs must be open to all interested students at UNC Charlotte, both graduate and undergraduate.

GSOs may restrict membership only to students who are interested in the given mission, objectives, or interests of the organization. GSOs may not reject members on the basis of their race, ethnicity, sex, religion, sexual orientation, major or program of study, class level, veteran status, or national original unless exempt by Title IX.

Students who are denied membership to an organization reserve the right to bring their case before the GPSG Senate, and to report the issue to other University authorities.

In order to receive a Charter from GPSG, organizations must demonstrate that at least 80% of its membership is made up of graduate students. Organizations which fail to maintain 80% graduate student membership must Charter with SGA, and may not receive a Charter through GPSG.

§1-1.4 Graduate Student Organization Constitutions.

All GSOs shall create and maintain governing documents to guide the operations of their organization including, but not limited to, a Constitution, By-Laws, elections regulations, judicial procedures, and financial laws.

Only a Constitution is required for obtaining a Charter, given that it meets the minimum information explained in this Act.

THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
GSOs shall be responsible for providing current copies of all governing documents to the GPSG Vice President at the time of chartering, and whenever a major update takes place during the academic year.

Constitutions shall include the following at minimum:
  a) Statement of Purpose
  b) Statement of Agreement with UNC Charlotte Policies
  c) Statement of Agreement with UNC Charlotte Hazing Policies
  d) Nondiscrimination Clause
  e) Officer Selection, Election, and Impeachment Processes
  f) Procedures for Amending Laws
  g) Applicable By-Laws from Affiliate Organizations

§1-1.5  **Nondiscrimination Clause.**

All chartered GSOs will include a clause in its Constitution stating that it will not discriminate in its membership policies or otherwise, against any person on the basis of ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, or socio-economic status.

§1-1.6  **Responsibilities of Graduate Student Organizations.**

All chartered GSOs shall be responsible for:
  a) Maintaining a current copy of all governing documents such as By-Laws and Constitutions with the GPSG Vice President and/or the GPSG Secretary.
  b) Updating the contact information of all GSO officers with the GPSG Vice President in the event of resignations or other officer changes.
  c) Communicating chartering procedures and deadlines between outgoing and incoming officers each year.
  d) Updating the contact information for incoming officers before the end of each spring semester.

§1-1.7  **Organization Officers.**

All chartered GSOs must have the following officers at minimum:
  a) President
  b) Vice President
  c) Treasurer
  d) Secretary
  e) GPSG Senator

The Treasurer and Secretary may be the same individual. Any Executive Board member may concurrently serve as the GPSG Senator in accordance with Title II of the GPSG Code of Laws.

§1-1.8  **Organization Advisor.**

All chartered GSOs should maintain an Advisor during the academic year who is a UNC Charlotte faculty or staff member. It is not required that GSOs have an Advisor, but it may prevent the organization from receiving funding pursuant with Student Activity Fees regulations and GPSG Code of Laws Title IV: The Finance Act.
GSO’s shall submit the name, email address, phone number, and title of their Advisor during the chartering process, and shall be responsible for updating their advisor’s contact information with the GPSC Vice President when necessary.

Pursuant to Student Activity Fees Business Manual, an advisor's signature is required approve travel funding. The signature of an Advisor certifies that the trip indicated constitutes official University business and is consistent with the goals of the UNC Charlotte organization for whom the trip is organized and the educational mission and goals of the University of North Carolina at Charlotte.

§1-1.9 Rights Conferred by Grant of a GPSC Charter.

Provided the GSO fulfills its obligations as set forth in this Act, the grant of a charter to a GSO confers the right to enjoy:

a) Priority in reserving meeting space in the Student Union in accord with University space reservation procedures.

b) The right to use available equipment, resources, and supplies in the Student Organizations Resource Center (SORC) in the Student Union.

c) The right to apply for office space, a mailbox, or a storage locker in the Student Union, pending the availability of such resources.

d) The right to use the names and variations of UNC in conjunction with the official name of the organization; provided, however, that such use of those names shall not constitute a grant authority to the student organization or to any of its member by virtue of their membership to have, or to represent themselves as having, authority to act as agent for, to speak on behalf of, or to obligate, bind or otherwise commit the University, or GPSC contractually or in any other manner whatsoever.

e) The right to apply for Student Activity Fee funds allocated by the GPSC Finance Committee and GPSC Senate, provided that the use of all funds meets the requirements stated in Title IV of the GPSC Code of Laws.

The grant of a charter also confers the right to apply for funds allocated by the Graduate and Professional Student Senate, provided that such application shall meet the requirements of the GPSC Treasury Laws.

§1-1.10 Authority of the GPSC Vice President.

The GPSC Vice President holds the sole authority to oversee the chartering process in accordance with Title I of the GPSC Code of Laws. The Vice President may delegate responsibilities in the chartering process to other GPSC Executive Board members when appropriate.

The responsibilities of the Vice President shall include, but are not limited to:

a) Posting, updating, and maintaining the online Charter and Recharter applications.

b) Training the incoming Vice President on the chartering process and procedures.

c) Reviewing all Recharter applications within ten (10) business days of their submission.

d) Approving, denying, or deferring Charter and Recharter applications.

e) Communicating with GSO leaders through email regarding Recharting deadlines and other important chartering information.

f) Communicating with all Charter or Recharter applicants to correct mistakes in their applications.

g) Notifying GSOs of their failure to Recharter before the stated deadline.

h) Adding new Charter or Reinstate votes to the GPSC Senate agenda.

i) Granting exemptions to missed Recharter deadlines in accordance with the provisions stated in this Act.
j) Certifying prior-year volunteer records for each Recharter applicant.

§1-1.11 Rights of the GPSG Senate.

The GPSG Senate reserves the following rights and responsibilities in the chartering process:

a) The right to vote on and approve all new Charter applications during the academic year.

b) The right to call new Charter applicants before the GPSG Senate for a hearing.

c) The right appoint representatives to oversee the chartering process, and to obtain frequent reports from the GPSG Vice President.

d) The right to open information. The GPSG Senate may request the status of all Charter and Recharter applications at any given time. The GPSG Vice President must comply with all requests for information with five (5) Business Days. The GPSG Senate may view complete applications unless that information is redacted by a majority vote of the GPSG Executive Board.

e) The right to report suspicious chartering activities to the appropriate GPSG, SGA, Student Organizations Department, and Graduate School authorities.

SECTION II. Procedures for Obtaining a Charter.

§2-1.1 Obtaining a New Charter.

a) New Charter applications may be submitted at any time during the academic year.

b) The application shall be submitted by an Executive member of the organization, including the President, Vice President, Secretary, or Treasurer.

c) First, organizations must submit the Student Organizations Department registration application.

d) The Student Organizations Department Registration application shall be submitted online, and shall be processed by department staff.

e) Student Organizations Department staff shall work with each organization to correct any mistakes or issues found on their application.

f) Second, an organization leader must attend one of the regular Student Organizations Department Registration Workshops in accordance with the schedule posted online.

g) Once approved by the Student Organizations Department, the organization shall attend a SGA Ways and Means Committee Hearing to explain the purpose of their organization, and the benefit to the UNC Charlotte community.

h) If the SGA Ways and Means Committee votes to approve the organization, a vote of the full SGA Senate shall be called to approve the organization’s Charter.

i) After being approved by the SGA Ways and Means Committee, the SGA Senate, and the Student Organizations Department, the organization shall submit a GPSG Charter application.

j) The GPSG Charter application shall be submitted online, and shall be processed by the GPSG Vice President.

k) The GPSG Vice President shall work with each organization to correct any mistakes or issues found on their application.

l) Once the application is approved by the GPSG Vice President, a vote to grant the Charter shall be placed on the agenda of the next upcoming GPSG Senate meeting.

m) New organizations may not apply for funding as a chartered GSO until after the vote of the GPSG Senate.

n) If the GPSG Senate approves the Charter application with a simple majority vote (50%+1), then the organization shall be granted the rights conferred by a GPSG Charter immediately.

§2-1.2 Rechartering an Organization.
Each academic year, existing organizations are required to register with both the Student Organizations Department and GPSG in order to remain active.

a) Recharter applications may be submitted any time between April and the deadline set by the Student Organizations Department each year.
b) It is the responsibility of the outgoing GSO officers to inform incoming officers of all rechartering deadlines, and the begin the application process each spring.
c) First, GSOs must submit the Student Organizations Department’s Registration application.
d) The Student Organizations Department Registration application shall be submitted online, and shall be processed by department staff.
e) Student Organizations Department staff shall work with each organization to correct any mistakes or issues found on their application.
f) Second, an organization leader must attend one of the regular Student Organizations Department Registration Workshops in accordance with the schedule posted online.
g) Third, GSOs must submit the GPSG Recharter application.
h) The GPSG Recharter application shall be submitted online, and shall be processed by the GPSG Vice President.
i) The GPSG Vice President shall work with each organization to correct any mistakes or issues found on their application.
j) Once the application has been approved by the Student Organizations Department and the GPSG Vice President, the GSO shall be officially rechartered for the next academic year, and shall be notified by the GPSG Vice President.

§2-1.3 Penalties for Missed Deadlines.

If a GSO fails to Recharter by the annual deadline set by the Student Organizations Department, they shall be considered an inactive organization.

Pending exemptions to the deadline, the GPSG Vice President shall revoke the GSO’s Charter, and the organization shall be ineligible to receive GPSG funding, and shall not have access to other benefits conferred to registered student organizations.

In order to regain status as a chartered GSO, the organization must follow the procedures for obtaining a new charter as stated in Article I, Section 2.1 of this Act.

§2-1.4 Exemptions to Missed Deadlines.

If an organization successfully registered with the Student Organizations Department and/or SGA prior to the stated deadline, but failed to recharter with GPSG, the Vice President may exempt the organization from obtaining a new charter.

The Vice President holds the sole authority to call a vote in the GPSG Senate to reinstate the Charter of the delinquent GSO. If the GPSG Senate votes with more than two-thirds of the majority (60%+1), the GSO’s Charter shall be reinstated immediately.

The Vice President may grant an exemption with no penalties if the GSO submits their GPSG Recharter application within ten (10) business days of the set deadline. The Vice President holds no authority over deadline exemptions from SGA or the Student Organizations Department, but may advocate to the appropriate contacts on behalf of a delinquent GSO.
§2-1.5 **Appeals and Grievances.**

In the event that a student organization is denied a Charter by GPSG, they reserve the right to appeal the decision with the appropriate bodies.

If the organization believes they were denied a Charter by GPSG on the basis of age, race, color, national origin, disability, religious believes or affiliation, veteran status, sexual orientation, or gender, they reserve the right to file a grievance in accordance with the Student Grievance Procedure stated in UNC Charlotte Policy Statement #75, Student Appeals and Grievances. Once a student organization has submitted their grievance under this policy, GPSG shall be removed from the investigation, and the appropriate University authorities outside of GPSG shall handle all procedures of the grievance.

If the organization believes they were denied a Charter by GPSG for any reason other than discrimination as defined in this Act, they shall bring their case to the GPSG Senate for a hearing. GPSG Senators may question representatives from the organization and the GPSG Vice President to understand their perspectives of the issue. If the GPSG Senate votes with more than a two-thirds majority (60%+1), the decision of the GPSG Vice President shall be overridden, and the organization’s Charter may be reinstated immediately, or after fulfilling other requirements set by the Senate.

**SECTION III. GPSG Charter and Recharter Applications.**

§3-1.1 **Disclaimer.**

GPSG has no control over chartering forms or information required by the Student Organizations Department or SGA. The following By-Laws only apply to Charter or Recharter forms owned and managed by GPSG. Issues with forms provided by the Student Organizations Department or SGA should be addressed by contacting the appropriate administrators of those forms.

§3-1.2 **Basic Required Information.**

Both the Charter and Recharter application shall be submitted by a current or incoming officer of the GSO, and shall include the following minimum information:

a) The organization’s full name, acronym, and other recognized names.
b) A brief description of the organization’s purpose and mission.
c) A brief description of any affiliations.
d) Full names, phone numbers, and @uncc.edu email addresses for the President, Vice President, Treasurer, and Secretary.
e) Full name, phone number, @uncc.edu email address, and title of the GSO’s faculty or staff Advisor.
f) A current copy of the organization’s constitution.
g) A current copy of all existing By-Laws or other governing documents, if applicable.
h) A current copy of all applicable affiliate governing documents.
i) A written explanation of any major changes to the governing documents from the prior academic year.
j) The month that elections of officers are held each year.
k) An estimated number of total members.
l) A spreadsheet containing the full names of all members, as well as whether each member is a graduate or undergraduate student.
m) A brief description of the organization’s goals for the academic year.
§3-1.3  Additional Required Information.

The GPSG Vice President may temporarily require additional information in the Charter or Recharter application pending a simple majority vote (50%+1) of the GPSG Executive Board. Additional required information may only remain on the Charter or Recharter application for one (1) academic year.

The GPSG Senate may vote with a simple majority (50%+1) to permanently require additional information in the Charter or Recharter application.

ARTICLE II.  AMENDMENTS

SECTION I.  Amendment Process

§2-1.1  Amendments.

Proposed amendments to this Act shall be proposed to the GPSG Senate, and shall be adopted by more than a sixty (60%+1) majority vote of all Senators present at the given meeting. All amendments shall be noted on the title page of this Act, along with its enactment date and the full name of the individual who proposed the amendment.