



The Chicago School Student Association

Recognition and Chartering of Student Organizations

Effective July 1, 2008

About Student Organizations

Student organizations provide opportunities for students to broaden their academic experiences. These affiliations can provide social, intellectual, political, cultural, spiritual, recreational and professional growth to individual students.

The Difference Between Recognition and Charter

Any group of students that wishes to become an official student organization must become recognized. Recognition is the one-time process of applying to organize a student group. This recognition process can occur at any time during the academic year. This recognition allows for the student organization to apply for monies through the CSSA student group budget for specific events. All funding decisions require approval from the CSSA and the CSSA Advisor.

Chartered student groups include everything that recognized groups receive, as well as the ability to seek additional funding to advance the groups' mission. All funding decisions require approval from CSSA and the CSSA Advisor. Chartered student groups must be recognized and apply for charter before the beginning of the Spring academic semester.

Registration is the ongoing, annual process of updating organization information. This ensures the inclusion of organizations in both the school and CSSA websites. Annual re-registration must be completed by the end of the Spring academic semester for recognized and chartered student organizations.

The Importance of Registering

As members of The Chicago School of Professional Psychology community, student organizations are accountable for how their actions impact the community. This is especially true when the name of the school and the school's resources are being used.

Registration is a way to ensure that student groups are using the school's name and resources in a manner that is fair, professional, and responsible.

No group of students shall use the name of The Chicago School of Professional of Professional Psychology in outside activities, thereby representing The Chicago School of Professional Psychology unless approved and authorized by the CSSA Advisor. The name of The Chicago School of Professional Psychology may not be used for unauthorized commercial purposes.

Benefits of a Student Organization

The benefits of being a recognized student organization include the following:

- Use of school facilities for meetings, events, fundraising, etc.
- Publicity space within the school
- Inclusion of information given to incoming new students and prospective students
- Inclusion on the school's and CSSA's website
- Faculty or staff advisement
- Student organization E-mail account
- If chartered, funding available for mission consistent activities

Responsibilities of Student Organizations

An organization that fails to comply with the regulations set forth in this manual or with policies listed in the Student Handbook may be subject to loss of privileges and/or disciplinary action. Failure to abide by The Chicago School of Professional Psychology policies may result in, but not limited to disciplinary action up to and including dismissal from school.

If a recognized or unrecognized student organization fails to comply with federal, state, or city regulations or laws, the group may be subject to criminal or civil action. In addition, the organization/and or individual members representing the club may be subject to School disciplinary proceedings as well. Remember, when an individual is acting as a representative of the organization, his/her actions reflect upon the reputation of the entire student organization and of The Chicago School of Professional Psychology. Any in-school or off-campus act considered inappropriate and/or any incident or misconduct that is inconsistent or misrepresents the mission of The Chicago School of Professional Psychology is grounds for disciplinary action.

Faculty and Staff Advisors

An advisor is a member of the The Chicago School faculty or staff who believes in the mission of the student organization and who can provide advice, guidance, and experience. Every student organization must have a faculty or staff advisor in order to become a recognized student organization. Advisors will counsel and advise student organizations and also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and its past accomplishments. For the advisor, involvement in a student organization is a fun way to engage The Chicago School community and develop leadership skills in its students. An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students.

Registration Process for Recognized or Chartered Student Organizations

Application for Recognition of Student Organization

1. Fill out the Request for Recognition Application. Create a Constitution and mission statement for your proposed student organization and attach it to the application (see sample). Once the forms have been completed, submit the forms to The Chicago School Student Association, c/o External Chair.
2. Your application and constitution will then be reviewed and a meeting will be scheduled. You will then be notified on your organization's application.
3. An official letter from The Chicago School Student Association will state your organizations status with the listed and approved officers. If any of that information changes during the course of the academic semester, the Update Registration Form must be completed and submitted to The Chicago School Student Association.

Application for Chartered Status

1. For non recognized student organizations, fill out the Request for Recognition Application. Create a Constitution and mission statement for your proposed student organization and attach it to the application (see sample). Once the forms have been completed, submit the forms to The Chicago School Student Association, c/o External Chair.

For previously recognized student organizations, fill out the Update Registration Form and make sure all your organization information is up to date.

2. Submit a proposal (see sample) for why you want to be a Chartered Organization of The Chicago School of Professional Psychology. Please indicate in your request how you would utilize funding and why providing your organization with this funding are aligned with the goals and missions of The Chicago School.
3. Complete the Budget Request Form and submit all information by required deadline.

Annual Re-Registration and Organization Update

1. Complete the Update Registration Form.
2. Submit completed form with updated roster, officers, mission statement, and constitution to The Chicago School Student Association, c/o the External Chair.
3. For Chartered Organizations, complete and submit the Budget Request Form (for re-registration for the next fiscal/academic year only)

Additional Notes Regarding Applications and Registration

All applications and registration forms must be completed by the posted deadlines. Failure to do so may affect your organization status.

Please allow a minimum processing time of two (2) weeks for applications for registration. Status of organizations are not official until the student group receives an official hard copy letter stating the decision and student organization status.

Any questions regarding the application process should be directed to The Chicago School Student Organization at cssa@thechicagoschool.edu

The Chicago School of Professional Psychology reserves the right to reject applications for recognition and organization of student groups when it determines in its sole discretion that the group's mission and purpose are not consistent with that of The Chicago School of Professional Psychology.

Recognition of Student Organization Application



Name of Proposed Recognized Student Organization (RSO):

Student Contact Person

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Proposed Student Organization Advisor *All organizations must have an advisor who is a member of the faculty or staff of The Chicago School of Professional Psychology in order to be a recognized student organization.*

Name: _____ E-mail: _____

Department: _____ Office Location: _____

Campus Phone: _____ Other Phone: _____

Signature of Advisor: _____

Local, Regional, National, or International Affiliation: *Any organization with an outside affiliation must provide the name, address, and telephone number of the external contact person and attach a letter from the organization verifying your affiliation.*

Name of Organization: _____

External Contact: _____ E-mail: _____

Address: _____ Web Address: _____

Interested Students / Members / Officers *Treasurer must be included if organization is requesting funds. Please attach additional names to this sheet if necessary.*

Name: _____ Phone: _____

Title: _____ E-mail: _____

Name: _____ Phone: _____

Title: _____ E-mail: _____

Name: _____ Phone: _____

Title: _____ E-mail: _____

Constitution and Mission Statement

Use the attached sample constitution and guidelines to building a mission statement to create a constitution and mission statement and attach it to this form.

Signatures and Release Authorization

All information listed on this application may be released to interested parties. As the primary leader of the organization, I affirm that I am a full-time student at The Chicago School of Professional Psychology in good academic, financial and disciplinary standing and will serve as the primary leader of this organization from _____ (month/year) to _____ (month/year). As the primary leader, I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organization's Mission Statement and Constitution and polices outlined in The Chicago School of Professional Psychology Handbook.

Primary Leader's Signature

Date

As an officer of this organization, I am full-time student at The Chicago School of Professional Psychology in good academic, financial and disciplinary standing and will serve as the treasurer of this organization from _____ (month/year) to _____ (month/year). As the Treasurer, I understand that I will be responsible for the collective conduct of members of this organization as well as all financial transactions during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organizations Mission Statement and Constitution, and policies outlined in The Chicago School of Professional Psychology Handbook.

Treasurer's Signature

Date

Advisor's Signature

Date

Co-Advisor's (if any) Signature

Date

Please do not write below this line.

For CSSA Use Only:

Date Received: _____

Received By: _____

Date of Confirmation Letter Sent: _____

Date file updated/created: _____

Date Advisor letter sent: _____ On-campus account#: _____

Student Organization Registration Update Form



Please select one of the following:

- Annual Registration (due by end of Spring Semester)
- Application for Chartered Organization Status
- Updating Contact Information, Officers, and other Organization Information

Name of Recognized Student Organization (RSO):

Student Contact Person

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Items Being Updated (Check all that apply)

- Membership Roster
- Officers
- Constitution or Mission Statement
- Advisor
- Other:

Please attach all updated material to this form

Attachments and Comments:

Please do not write below this line.

For CSSA Use Only:

Date Received: _____ Received By: _____

Date of Confirmation Letter Sent: _____

Date file updated/created: _____

Date Advisor letter sent: _____ On-campus account#: _____

Budget Request Form for Chartered Organizations



Name of Recognized Student Organization: _____

Treasurer Information

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Academic Year Budget *Please attach additional information as necessary*

Date	Expense Type	Establishment	Location	Cost	Notes

Total Due: _____

Total Amount Requested from CSSA: _____

Please provide rationale for line expenses over \$25.00

Signature of Treasurer

Date

Signature of Advisor

Date

Please do not write below this line.

For CSSA Use Only:

Date Received: _____ Received By: _____

Date of Confirmation Letter Sent: _____

Date file updated/created: _____

Date Advisor letter sent: _____ On-campus account#: _____

Sample Constitution for Student Organizations



Name of Organization
Date Original Constitution Ratified:(date)
Dates of Amendments:(dates)

ARTICLE I. NAME

Section 1. The name of this organization shall be the (new organization's name).

ARTICLE II. PURPOSE

Section 1. The purpose of the organization shall be:

- to function as a student organization
- to encourage participation
- to foster loyalty to the organization
- etc, as desired.

ARTICLE III. MEMBERSHIP AND DUTIES

Section 1. Membership in this organization shall be open to all The Chicago School Students students.
Section 2. There shall be no dues.

or

There shall be maintained by the payment of dues which are established by the Executive Committee (**or** as decided by the membership).

ARTICLE IV. OFFICERS

Section 1. The Executive Committee/Officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. Duties and Powers

- The duties of the President shall be to (**for example**) preside at all meetings, call special meetings, to appoint committees, etc.
- The duties of the Vice-President shall be to (**for example**) to perform all duties of the President in her/his absence, to serve as program chairperson, etc.
- the duties of the Secretary shall be (**for example**) to keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the **CSSA** and post information regarding meetings and activities, to make necessary reports, etc.
- The duties of the Treasurer shall be (**for example**) to attend Chicago School Student Association budget workshops, submit budget requests to the CSSA in accordance with the organization's mission and goals, keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with regulations of the The Chicago School.

Section 3. Election of Officers

- The officers shall be elected (**for example**) each spring semester to allow time to prepare the budget request for the next academic year, revise the constitution as needed, and prepare re-registration forms for the coming year.
- State any qualifications necessary to hold office.
- The candidate shall be nominated in the following manner:(**for example, a nominating committee, nominations from the floor, or a combination of both of these.**)
- Voting shall be (**by ballot, standing vote, show of hands, oral vote, or etc.**), as decided by the organization.
- A majority of 2/3 of all votes cast shall be necessary for election.

f. Following each election or change of any officer/advisor, the Chicago School Student Association will be notified in writing.

ARTICLE V. MEETINGS

Section 1. The **(name of organization)** shall meet **(once a month, weekly, etc.)** as decided by the organization.

ARTICLE VI. QUORUM

Section 1. **(2/3, 3/4, etc)** of the members of this organization shall constitute a quorum to transact business.

ARTICLE VII. AMENDMENTS

Section 1. Proposed amendments shall be submitted in writing and read at a regular meetings and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a majority of 2/3 of those members at the meeting.

ARTICLE VIII. RATIFICATION

Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this Constitution.

ARTICLE IX. ANTI HAZING STATEMENT

Section 1. The **(name of organization)** considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. The **(name of organization)** recognizes the dignity of every individual and opposes all forms of hazing.

ARTICLE X. NONDISCRIMINATION STATEMENT

Section 1. The **(name of organization)** admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.

Building a Mission Statement



What is a Mission Statement?

A Mission Statement is a written paragraph or list of bullet points illustrating the organization's goals and purpose. Most Mission Statements have one common function: to guide the organization in making critical decisions that effect the direction of the organization. They are typically also listed as the Pre-ambule in organization constitutions.

When thinking about creating a Mission Statement for a student organization, it will be necessary to review the Mission Statement of The Chicago School of Professional Psychology and ensure that the student organization's purpose and goals are in alignment with those of The Chicago School of Professional. The mission of The Chicago School of Professional Psychology is as follows:

Integrating theory, professional practice, professional behavior and innovation, The Chicago School of Professional Psychology provides an excellent education for careers in psychology and related behavioral and health sciences. The school is committed to service and embraces the diverse communities of our society.

Reflecting the systemic integration of our mission, our logo symbolizes: Education; Innovation; Service, and Community.

Questions to Get You Started

What is the primary goal of this organization? To provide leadership opportunities? Opportunities to enhance social interaction? Opportunities for students to gain additional experience in the area of ...?

How Will the Activities of this Organization Benefit the Student Experience at The Chicago School of Professional Psychology?

Will they enhance social responsibility? Respect for difference? Promote enhanced organizational skills? Provide professional networking opportunities? Don't limit yourself to these suggestions-there are many ways that an organization will contribute to the student experience!

Who is eligible to join the organization?

A target group can be identified (i.e. all forensic psychology majors), but a statement of non-discrimination must be included.

Final Thoughts

A Mission Statement is a document that should be viewed as the written collective conscience of an organization reflecting on "Why are we doing this activity? Does it contribute to the goals of the organization?" As an organization grows through time, the Mission Statement should be periodically reviewed to ensure that the organization is acting in accordance with the original purpose, or if needed, update the Mission Statement to reflect a new set of ideals.

The Chicago School Student Association is available to help any student organization with developing a Mission Statement and can be reached at cssa@thechicagoschool.edu