



NORTHWESTERN
UNIVERSITY
IN QATAR

Office of Student Affairs

2013

NU-Q Student Organization Charter Application

To apply for official student group recognition, complete and return to the Office of Student Affairs.

- (1) Send an electronic version of this form to Student Activities (studentevents@qatar.northwestern.edu).
- (2) Attach a copy of your group's Constitution, using the Sample Constitution as your guide.
- (3) Attach an image, logo, or photo separately that you wish to represent your group in the directory.
- (4) If your group is associated with a non-NU-Q group, please provide a copy of their Constitution, as well as the most relevant information and contact information.

For full details on the recognition application process, please see the guidelines on NU-Q Student Organization Recognition or talk to the Office of Student Affairs.

Student Group Name: _____

Date (mm/dd/yy): ____/____/____ Current Academic Term (Fall/Spring, Year): _____

Type of Student Group

Please indicate which terms best identify your group. Mark all that apply!

- | | |
|--|--|
| <input type="checkbox"/> Academic | <i>Enhances student learning related to coursework</i> |
| <input type="checkbox"/> Advisory Council | <i>Advocates for student interests with a particular focus in the university</i> |
| <input type="checkbox"/> Arts | <i>Appreciates or displays visual, performance, or literary artistic talent</i> |
| <input type="checkbox"/> Athletic | <i>Organizes athletic teams for league competition, skill-building, or just for fun</i> |
| <input type="checkbox"/> Cultural | <i>Celebrates and teaches about traditions of different backgrounds</i> |
| <input type="checkbox"/> Health & Recreation | <i>Plans activities and/or builds awareness centered on health-related issues or social activities to benefit the happiness of students.</i> |
| <input type="checkbox"/> Media | <i>Produces audio, visual or written materials that educate or entertain</i> |
| <input type="checkbox"/> Philanthropy | <i>Raises funding and awareness for a social cause</i> |
| <input type="checkbox"/> Political Interest | <i>Advocates about one position on an issue or social cause</i> |
| <input type="checkbox"/> Religious Interest | <i>Builds community around a particular religion or spiritual practice</i> |
| <input type="checkbox"/> Service | <i>Coordinates volunteer service activities in the community</i> |
| <input type="checkbox"/> Social Interest | <i>Educates about many sides of a political issue or social cause</i> |

Category of Student Group

Of the below categories, which best describes your group? Please mark one.

- ☐ 1) NU-Q Organization: Northwestern students only
- ☐ 2) NU-Q Chapter: Branch of officially-recognized Education City/QF student group
- ☐ 3) NU-Q Chapter: Branch of student organization affiliated with another branch campus
- ☐ 4) NU-Q Chapter: Branch of local or international organization outside of Education City

If #2, 3, or 4: What is the name of the organization with which your group is affiliated?

(In addition to your NU-Q constitution, please provide a copy of this organization's constitution.)

Founding Members

Please list all members of the group who have come together to start this student organization. Use additional pages if needed.

Note: Each group must have at least 1 President (no more than 2) and 1 Treasurer. Students may serve as President for only 1 officially-recognized NU-Q student organization at a time. Students may not serve as President for more than 2 officially-recognized student organizations combined between NU-Q and Education City-wide student organizations at a time. As with all members, student group officers must be in good standing with the University in order to participate.

Name	<div></div>	Officer Position	<div></div>
		(if applicable)	
Name	<div></div>	Officer Position	<div></div>
		(if applicable)	
Name	<div></div>	Officer Position	<div></div>
		(if applicable)	
Name	<div></div>	Officer Position	<div></div>
		(if applicable)	

Officer Elections

When will officer elections take place each year? Please enter as specifically as possible.

Term (Fall or Spring)

week/month

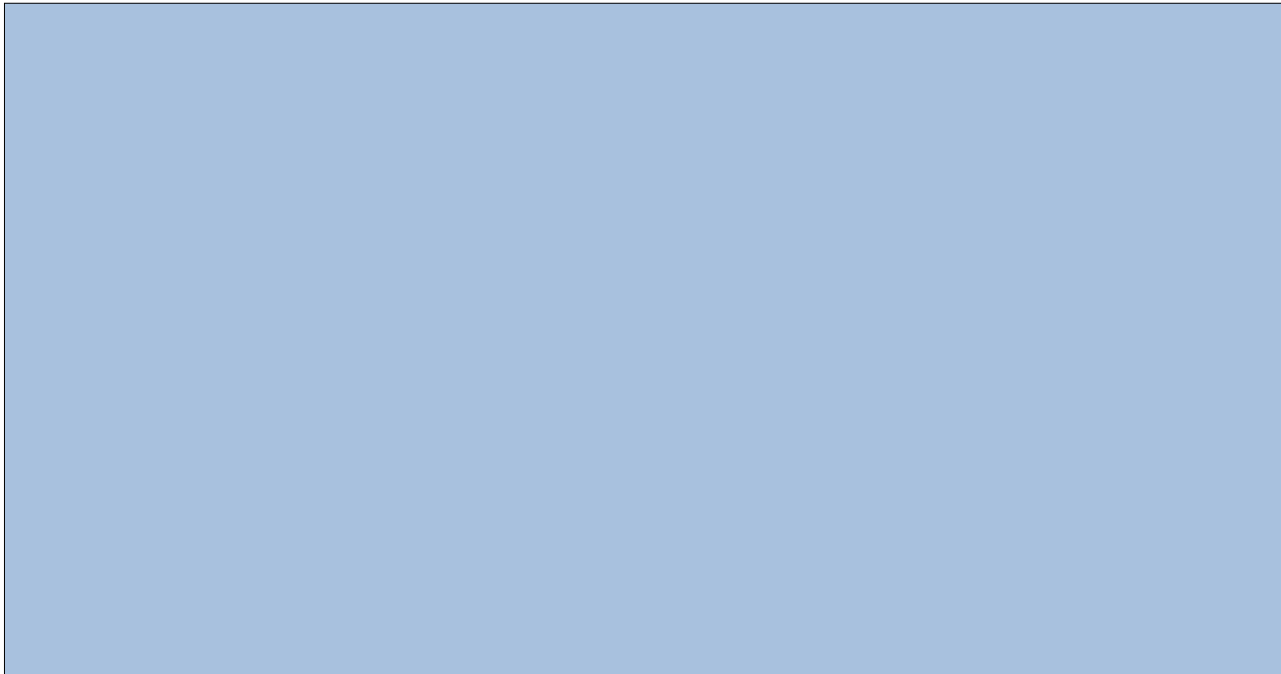
Vision and Purpose

Please answer all of the following questions to build your group's vision. Use additional pages if needed.

1. What are the short-term and long-term goals of your group?

2. What impact does the organization hope to contribute to our campus or community?

3. What types of activities, events, or programming do you plan on coordinating?



Mission

Please provide a *mission statement* – basically, if you could describe the aims and goals of your group in 2-3 sentences, what would you say? Use the above answers to get started, along with other key words.



Description:

In 2-3 sentences, briefly describe your group so that we may include this in official publications.



Constitution

Along with this application, provide a copy of the organization's constitution. A constitution **MUST** be turned in for each organization! Please see NU-Q's Sample Constitution for all the necessary items you should include.

Image

Please also attach an image, such as a logo or picture, which you would like to be associated with your group. Like the Mission Statement, we will use this along with the description of your group wherever we publish information, so make sure whatever you choose represents your group as best as possible!

Primary Student Contacts & Pledge

Please select 1 or 2 of the founding members who will serve as the primary student contacts during the recognition application process.

As representatives of the founding membership for this student organization, we pledge:

- We have read and understand all of the policies and procedures listed in the NU-Q Student Organization Guidelines including the non-discrimination policy and non-hazing policy as written by the University.*
- We agree to abide by and be held accountable to these expectations and our own guidelines, as outlined by our charter and application. We will transition this understanding to the next leaders of this organization.*
- We agree to maintain communication with our adviser and the NU-Q Office of Student Affairs.*
- We understand that official University student group recognition places us under all of the rules and regulations of the University, which we agree to uphold.*
- We also understood that while recognition offers a certain privilege in its permanent status, recognition is also subject to regular review to ensure the group upholds its mission and purpose in accordance with all of the rules and expectations of the NU-Q Office of Student Affairs, and may be revoked as needed.*

Student Signature _____

Print Name _____

All further official communication will be sent to your Northwestern email account. In case of emergency, what are the best ways to reach you? Please mark all that apply and provide information.

How else may we contact you regarding updates on your student group recognition application?

☐ Email Preferred Email Address: _____

☐ Phone Call Phone Number: _____

☐ SMS Text Phone Number: _____

Adviser & Pledge

Each group must have an adviser. Groups may ask any NU-Q Faculty or Staff member, but each group will still remain primarily accountable to the Office of Student Affairs. Once you have an adviser, they must read and sign below.

As the adviser to this group, I have read the NU-Q Adviser Handbook and understand the role and responsibility of serving as a student organization advisor. The students have approached me and requested assistance in facilitating the formation of this organization, for which I believe the potential and the commitment exist. My agreement to participate, with a signature below, effectively indicates my recommendation that this group should exist. By signing, I agree to support their initiatives and maintain communication with students and the NU-Q Office of Student Affairs.

Adviser Signature _____

Print Name _____

All further official communication will be sent to your Northwestern email account. In case of emergency, what are the best ways to reach you? Please mark all that apply and provide information.

All further official communication will be sent to your Northwestern email account. In case of emergency, what are the best ways to reach you? Please mark all that apply and provide information.

☐ Email Preferred Email Address: _____

☐ Phone Call Phone Number: _____

☐ SMS Text Phone Number: _____

Submission and Interview: What Next?

Please scan copy with adviser and primary student contact signatures, and include with the final copy of the group's election admission submission via email.

Applications will be reviewed on a rolling basis throughout the year. Please see the instructions at the beginning of the Charter Application form for more details!

Groups will receive feedback on their application and Constitution, and prospective groups will be contacted to set up an appointment to address any outstanding questions or concerns.

For interviews, groups should send 2 representatives, in most cases including either the President, Treasurer, or both. Please send representatives who can answer any questions about the application and constitution. Students may bring their adviser, if students and adviser agree to the arrangement.

If students or advisers have any questions throughout the process, please feel free to consult the Office of Student Affairs! We are happy to answer anything, and guide you through the process.

Thank you for getting involved in your campus community and good luck!

For Student Affairs and NU-QSU use only.

Treasurer Approval: _____ Date: _____

Student Affairs Approval: _____ Date: _____

Request Funding: Yes _____ No _____ Amount allotted: _____

Final Approval: _____