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***Thank you for your interest in apply to be a Recognized or Chartered Group through the Student Organization Finance Committee (SOFC).***

***More details about the recognition process can be found at***[***https://www.dukestudentgovernment.org/create***](https://www.dukestudentgovernment.org/create)***.***

***Please contact***[***sofc@duke.edu***](mailto:sofc@duke.edu)***if you have any questions. These are the question you will be expected to answer in your DukeGroups application.***

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***INFORMATION:***

*Mission Statement (100-150 words on the purpose of your organization)*

*How does your group differ from other similar group on campus or fill a void? (please do your research by searching for currently active groups on DukeGroups)*

*Chartered or Recognized designation? (provide an explanation for your choice – details on each at* <https://www.dukestudentgovernment.org/funding>*)*

*How will your group benefit Duke’s campus (interest within student body, new programming, service, etc.)?*

*How do you plan on expanding your group and encouraging other undergraduates to join/apply?*

*What events has you group hosted? (SOFC status gives groups the opportunities to receive funding. It is the expectation that groups applying for SOFC status have already demonstrated interest from undergraduates).*

*What does your group anticipate its funding needs will be?*

*Has your executive board met to discuss goals and plans for the club? (a meeting of the executive board is required in advance of your meeting with an SOFC Analyst)*

*Have you and your executive board had a meeting with prospective members to discuss interest and participation in the organization? (a meeting of prospective members is required in advance of your meeting with an SOFC Analyst)*

*Does this organization have affiliations with any organizations outside of Duke? (National affiliates, etc.)?  If so, please give the organization’s name, and attach a letter from the organization verifying your affiliation.*

*When, where, and how regular are your meetings?*

*Agreement to DSG Terms, Certification of Accuracy of Application: By completing this registration, we, the organization's President and Treasurer, do attest to the accuracy of the information enclosed on this application. We have reviewed the rules and regulations that apply to student organizations at Duke and we agree to comply with them. We also understand that if we accept DSG funding, we consent to random audits of our club’s financial information and transactions and may be asked to explain purchases made with club money.*

***CONSTITUION:****upload, sample below*

*A draft of your constitution in which you include: (1) the group’s official name, (2) the status of your group (recognized/chartered), (3) the group’s mission statement (no more than 1 sentence), (4) the group’s requirements for membership, (5) the leadership hierarchy with specific expectations for each role, (6) Requirements for voting on group issues, (7) the process by which members are promoted (elections vs. applications) and the timing of promotions, (8) the requirements for amending the constitution*

***MEMBERS:***

*List President, Treasurer, and Faculty Advisor*

*List 10 of your undergraduate members*

*How many total undergrad members?*

***SAMPLE CONSTITUTION:***

The constitution of:

**The Good Place**

A student organization at Duke University

**XX/XX/XXXX, Recognizing Duke Group** by the **Duke Student Government**

**Article 1: The Good Place**

This organization shall be known as **The Good Place** and shall be abbreviated as **TGP** when space or context dictate.

**Article 2: Mission**

The mission of **TGP** is to create a community of students that will hold social and educational programming to work to better understand how we can work to become better people. **TGP** will seek to accomplish this mission by holding bi-weekly body meetings, game nights, cookouts, guest speakers, and opportunities to connect with the broader Duke community.

**Article 3: Members**

All undergraduate students at Duke University are eligible for membership. Members must notify the Janet in order to be listed on the official roster. Only members on the official roster are eligible to vote on organization business. The official roster shall be maintained on the DukeGroups directory website with the majority of members being undergraduate students (50% + 1) – officers can only be undergraduate students.

**Article 4: Non-Discrimination**

**TGB** adheres to the policy of non-discrimination and harassment as set forth in Duke’s Policy on Prohibited Discrimination, Harassment, and Related Misconduct. Discrimination and/or harassment based upon race, color, national origin, sex (including pregnancy), gender, gender identity, gender expression, sexual orientation, religion, genetic information, age, disability, or veteran status is prohibited.

**Article 5: Officers**

Any member of **TGB** can become an officer after being listed on the official roster for one (1) complete academic semester. Officers shall be elected annually in the Spring semester by a majority vote of the membership and shall take office thirty (30) days prior to the end of the semester. The officers of this organization shall be:

*Architect (President):*

* Maintains organization in good standing with Duke University via communications with UCAE (University Center Activities & Events) and/or other interested University entities. **(this must be included)**
* Calls and presides over official meetings of the organization
* Acts as the tie-breaking vote in matters of business
* Maintains organization in good standing with Duke University via communications with UCAE (University Center Activities & Events) and/or other interested University entities.
* Serves as an ex-officio member of any committee that is created through By-law.

*The Accountant (Chief Financial Officer):*

* Maintains accurate ledger and financial records
* Approves all expenditures from the organization financial account
* Approves (i.e. signs) all requests for allocations from third-party sources
* Delivers a financial report to the membership once a semester in Fall and Spring
* Serves as an ex-officio member of any committee that is created through By-law

*The Good Janet (Historian):*

* Maintains the official roster and all necessary documents of the organization
* Records minutes of all official meetings of the organization
* Maintains official historical file for the organization (constitution, by-laws, minutes, rosters, financial records, risk management records, etc…)
* Serves as an ex-officio member of any committee that is created through By-law

*Maximum Derek (Chief Technology Officer):*

* Maintains organization website and multimedia publications
* Maintains digital branding and design files in consultation with Historian
* Serves as an ex-officio member of any committee that is created through By-law

**Article 6: Advisor**

*Advisor Name*

A full-time faculty or staff member of Duke University shall be selected by the executive board and serve as the organization advisor. The advisor shall be an ex-officio member of the organization and all of its committees.

*Advisor duties:*

* Interpret University policy for organization
* Direct membership to appropriate campus resources to accomplish organization goals
* Act as the official university contact in matters of policy violation

**Article 7: Removal of Officers** 

Officers may be removed with a two-thirds (2/3) vote of the general body. The officer in question must be notified of the vote of removal at least one (1) week in advance and shall have the opportunity to speak before the general body prior to the vote.

**Article 8: Executive board**

The executive board of **TGP** shall be composed of the organization officers, the advisor, and any appointee deemed appropriate by the President. The executive board shall generate and present recommendations to membership for approval that effect and promote the mission of the organization.

**Article 9: Meetings**

Regular meetings of **TGP** shall be held at least monthly during the Fall and Spring academic semesters and at the discretion of the President at other times at an on-campus venue. Quorum shall consist of at least three (3) members of the executive board and 50% of the general body.

**Article 10: By-laws**

By-laws shall be created to dictate the structure and procedures of the organization. By- laws may be proposed by any member and must obtain a majority vote of the membership. No by-law shall infringe on the authority of the constitution. Required by-laws, which shall be ratified annually, include:

* Organization Committees
* Parliamentary Modification (ratified at first meeting of a new executive board’s
* term)
* Election of Officers

**Article 11: Committees**

Committees of the organization shall be created from time-to-time by the executive board in order to organize and distribute the workload of the organization. Committees shall be governed by by-law and shall not have authority over the executive board or the general body.

**Article 12: Parliamentary authority**

Meetings and voting shall be governed by a modified version of Robert's Rules of Order Newly Revised, tenth edition. Modifications to Robert's Rules of Order shall be described in the Parliamentary Modification by-law.

**Article 13: Elections**

Elections must be openly publicized for at least two (2) weeks and open to the membership of the organization. Elections shall be structured by the Election of Officers by-law.

**Article 14: Amendment**

Amendments to this constitution may be proposed by any member and must obtain two-thirds (2/3) majority by a vote of the general body.