

Student Organization Name

PREAMBLE

SECTION 1: Mission Statement

- I. 1-3 sentences stating the purpose of your organization

SECTION 2: Vision

- I. 1-2 paragraphs on goals your organization wants to accomplish this year, includes means of accomplishing goals (i.e. awareness weeks, chapels, service projects, etc.)

ARTICLE I: Organization Officers

SECTION 1: List of Officer Positions and Responsibilities

I. President

- i. He/she is responsible to CUSG for:
 - a. Ensuring that two campus wide events are hosted by this organization per semester.
 - b. Attending Full Forums once a month and CUSG Orientation at the beginning of Fall and Spring semester.
 - c. Attending or finding an organizational representative to attend Student Organization Council meetings twice a month
 - d. Updating Student Government as to the activities of the Organization.
 - e. Meeting regularly with the organization's advisor.
 - f. Meeting with the Vice President of Student Organizations one-on-one once a month.

He/she is responsible within the Organization for:

- a. Further description of president's duties and responsibilities within the organization.

II. Vice President

- i. Description of vice president's duties and responsibilities within the organization.

III. Secretary Treasurer

- i. Description of secretary treasurer's duties and responsibilities within the organizations.

IV. Marketing Director

- i. Description of marketing director's duties and responsibilities within the organizations.

SECTION 2: Officer Qualifications and Selection Process

I. Qualifications of Officers

- i. Demonstrate Christian principles and live an exemplary Christian life (Timothy 4:12).
- ii. Attend two consecutive semesters at Cornerstone University.
- iii. Maintain a minimum cumulative GPA of 2.5 (See CUSG Constitution Universal By-laws; Section 2).

II. Selection of Officers

This list outlines what CUSG requires of the president. You should add to this list other responsibilities & duties specific to your org.

Your org is **required** to have a president or leader (you may choose the specific title). All other positions listed are suggested but not required.

These are the qualifications specified in CUSG's constitution you may add to this list but you may not detract any of these specifications.

CUSG Student Organization Charter

- i. Your organizations procedure for selecting officers (this means all of the officer positions including the president's position).

SECTION 3: List of Current Officers

- I. **President:** Name (email)
- II. **Vice President:** Name (email)
- III. **Etc. ...**

ARTICLE II: Organizational Structure

SECTION 1: Executive Council/Board Members/Officers

This section is entirely up to you. We just want to see you seriously thinking about and planning the structure of your org.

- I. **Membership**
 - i. List who will be considered the central powers of your organization.
- II. **Functions and Powers**

SECTION 2: Faculty/Staff/Expert Advisor

- I. **Name; Title.**
- II. **Functions & Responsibilities**
 - i. The faculty advisor shall:

All organizations **MUST** have an advisor.

SECTION 3: Meetings

- i. Frequency
- ii. Structure
- iii. Purpose

If you will have multiple types of meetings (such as specific meetings for officers and different meetings for general members), please, make sure to specify the frequency, structure and purpose of each type.

SECTION 4: Voting/Officer Selection

- i. You must specify how leadership for the following year will be selected.

RATIFICATION

X _____
Advisor's Name
Faculty Advisor, *Organization Name*

Date: _____

X _____
Officer's Name
Title, *Organization Name*

Date: _____

X _____
Officer's Name
Title, *Organization Name*

Date: _____

The president and advisor are the only ones who must sign this but you may want to have the rest of your officers sign it.