

How Long Will it Take for My Club to be Chartered?

Clubs & Organizations Chartering Timeline

This handout was prepared to give individuals an idea of how long it typically takes to charter a new club/organization. Please note that this timeline is an approximation and that each club may take more or less time to go through the steps towards becoming an officially recognized club on campus.

Once all completed chartering materials have been submitted to the Office of Student Development it usually takes:

1 week – 2 weeks: All paperwork is reviewed by I.C.C. Advisor.
Club constitution is reviewed by I.C.C. Advisor and
A.S.G. Vice
President/I.C.C. Chair

2 weeks – 3 weeks: I.C.C. Advisor will meet with a club
representative to review the
club's constitution and discuss any revisions.

Once revised constitution is submitted to Office of Student Development it usually takes:

1 week – 2 weeks: I.C.C. Advisor and A.S.G. Vice President/I.C.C. Chair
reviews
revised club constitution.

2 weeks – 3 weeks: If club constitution requires no further revisions,
the approval of
the club's charter will be placed on the Inter Club
Council

meeting agenda.

2 weeks – 4 weeks: Once the chartering of the club has been approved through the Inter Club Council, the club will be placed on the Associated Student Government's meeting agenda.

Once the club is approved through the Office of Student Development, Inter Club Council, and the Associated Student Government, the club is considered officially chartered.