

TCC Organization Establishment Checklist

- ☐ Proposed Constitution including: Designation, purpose, rules and regulations, duties, officer positions, and service to TCC
- ☐ Copy of picture ID of 5 or more proposed members
- ☐ Preliminary list of Organization Officers
- ☐ Abide By All TCC Student Handbook rules
- ☐ Obtain a Faculty/Staff Sponsor
- ☐ Sign and submit Faculty Nomination Form
- ☐ Proposed President Attend Presidents' Table meeting to discuss alterations of charter
- ☐ Be Approved by the SBA VP, Director Of Student Services, and VP of Enrollment management
- ☐ Be formally inducted by the TCC SBA
- ☐ Maintain proper status for probationary first year



Organization Approval Charter

_____ Club hereby formally requests the institution of its
charter at Texas Chiropractic College.

Nominated faculty member: _____

Faculty acceptance: _____
(Signature)

Proposed Club President

(Signature)

(Date)

SBA Vice President (upon majority Presidents' Table Rule)

(Signature)

(Date)

SBA President (upon majority SBA rule)

(Signature)

(Date)

The above has been reviewed and approved by The Office of Student Services.

(Signature)

(Date)

The above has been reviewed and approved by The Vice President of Enrollment Management.

(Signature)

(Date)

By completing this form, the proposed Organization will abide by the guidelines set forth in the Texas Chiropractic College Student Organization Document.

Texas Chiropractic College
Club / Organization Officers Information

Current Term: Spring _____ Summer _____ Fall _____

Organization / Club: _____

President: _____

Contact Number: _____

Email Address: _____

Vice President: _____

Contact Number: _____

Email Address: _____

Secretary: _____

Contact Number: _____

Email Address: _____

Treasurer: _____

Contact Number: _____

Email Address: _____

Other: _____

Contact Number: _____

Email Address: _____

Please Complete and return to the Office of Student Services



The Charter Of:

**The _____ Club of Texas Chiropractic
College**

For the Date of _____ through _____

The following has been approved by:

Faculty Advisor Signature

Faculty Advisor Printed

Club President Signature

Club President Printed

“PASTE CONSTITUTION HERE”

Faculty Advisor Signature

Faculty Advisor Printed

Club President Signature

Club President Printed

SBA Vice President Signature

*******above signatures must be on the last page of the constitution, at least one signature must be on the final page of the constitution. Do not just attach this as the last page; also delete this footnote before submission.**



Faculty Nomination Form

_____ Club hereby nominates the following TCC faculty member as club advisor.

Nominated faculty member: _____

Faculty acceptance: _____

(Signature)

Term: Fall 20_____ to Fall 20_____ (2yrs)

The above has been reviewed by The Office of Student Services and approved.

(Signature)

(Date)