

HOW TO FORM AN ALBANY LAW SBA GROUP

There are **3 Steps** to submitting a charter for a vote by the Senate:

Step 1:

You must submit a written charter that includes:

- A **non-discriminating policy**.
 - a. Ex: *“This organization does not discriminate or segregates in its membership or any of its activities on the basis of sex, race, creed, religion, national or ethnic origin, age, marital status, or sexual preference.”*
- A **statement of purpose**.
- A provision that includes a **President and Treasurer** of your group.

Step 2:

You must also submit a constitution and by-laws that explain how:

- **Elections** will take place within your group.
- **Membership requirements** for joining the group.
- **Removal policies** take place within the group.

Step 3:

Email your charter, constitution, and by-laws to sba@albanylaw.edu with the subject line: “NEW CHARTER.”

After you email a completed charter, constitution, and by-laws, your group’s submission will go on the agenda for our next biweekly Senate meeting. You are encouraged to attend the next scheduled Senate meeting to answer any questions the Senate may have about your new group’s purpose, financial needs, and goals.

For more information, read Article VI, Section V of the Albany Law SBA Constitution.