

Student Organization Review Process

From the day you start this process until the day your organization is reviewed and recommended for recognition by the Student Government Association, this time period must not exceed longer than 2 years. If you go over that 2 year mark, your forming organizations' files will be removed from our office. Should you choose to continue through the process, you will need to start from the beginning. This rule was implemented by SGA on January 31, 2017.

Step 1: Student Organization Research

Do your research to see what the 280+ student organizations we already have recognized at WCU offer (<https://ramconnect.wcupa.edu>). Learn about our organizations, read their missions statements, and reach out to executive board members should you have any questions.

- If there is an organization that your forming student organization might be similar to, we encourage you to first consider combining your efforts with the previously existing group. You will be asked in your SGA presentation how your forming student organization would serve a different population that our current recognized organization(s) are serving.

Step 2: Meet with University Staff

Meet with the Office of Student Leadership and Involvement (SLI) Leadership Consultant. Set up the appointment by contacting the Student Affairs front desk at 610-436-2117, and they will direct you to the correct individual.

If you are interested in a sports-related club, Mike Reno, Assistant Director of Intramural Sports and Sport Clubs, must also be present. If you are interested in a social fraternity or sorority then Cara Jenkins Sullivan, Director of Fraternity and Sorority Life is the person you need to talk to.

At the meeting, you will go over all steps of the SGA review process. It is important to note that your forming student organization cannot act like a recognized WCU student organization until you become recognized. Acting like a WCU student organization (with the privileges such as: using WCU in your name, stating you are a student organization, hosting events other than informational meetings, etc.) prior to receiving your recognition letter from the Vice President of Student Affairs or their designee can impact whether or not SGA chooses to recommend your organization to be recognized.

Step 3: Secure and Confirm your On-Campus Faculty/Staff Advisor

Identify an advisor for your organization. Your advisor needs to be a full-time WCU faculty or staff member. Temporary faculty/staff are eligible. Advisor responsibilities to discuss with your potential Advisor can be found here:

<http://cglink.me/d83cdc8384627883f572af71312a7d3a61ead6e82425a8dbeba7c3f69f53a2c55>

Step 4: Officially Begin the Review Process by filling out your Request to Organize Form: <http://cglink.me/s15890>

After it is complete and submitted electronically, download the form, print a copy and have your advisor sign the form. Turn that form in to the front desk in Sykes Student Union 238. **Important: The review process does not officially begin until the Office of SLI receives your hard copy form.** The electronic form you submit via RamConnect and the hard copy form officially create your digital and hard copy files for your club.

When the Office of SLI receives your signed Request to Organize Form, SLI will send you a letter via email acknowledging that it is on file on that the process has officially started. In addition to alerting SGA of your existence as a forming club, this letter will give you the following privileges:

- You may book University space to hold a MAXIMUM of three **informational meetings** in Sykes Student Union (based on availability). Staff in Sykes will receive the letter as well. **(NOTE: You may not use these meetings for special events, programming, fundraising, or open-events. Only meetings related to formation are allowed.)**
- The office will print you up to 100 copies of one (8.5"x11") black and white flyer on colored paper. If you email the original flyer in PDF format to Jennie Yost (jyost@wcupa.edu) she will email you when they are ready. Please give a 24 hour grace period for completion of printing. Flyers cannot be printed in color.

- You will have access to the Leadership Consultant (LC) assigned to the process to help you throughout the process of becoming a recognized student organization. The LC can answer any questions you might have about forming a new group, recruitment, leading meetings, creating by-laws, generating marketing materials, etc., anything that a University recognized group might have questions about. **The Leadership Consultant for 2019-20 in this role is Sean Milligan, sm896240@wcupa.edu.**

Step 5: Recruit, Recruit, Recruit!

Use your requested space to organize meetings/ information sessions and gather other interested members. **General student organizations require 5 members, while sports-related clubs require 10.**

Step 6: Approval from Sports Club Council PRIOR to the Student Government Association*

***For sports-related organizations ONLY. General organizations can skip this step.**

To be recognized by the Sports Club Council, proposed organizations are required to make a formal presentation at a Sports Club Council meeting. The following documentation is required for the presentation:

1. Proposed roster of undergraduate student participants, class status, and student ID number
 2. Proposed budget which will include National Affiliation Dues and individual club dues, all expenditures and revenue generation
 3. What local/regional/national affiliation the club will join
 4. The name, address, phone number, and email of proposed Advisor AND Volunteer Coach
 5. Proposed practice times, game times, location and facilities desired for on campus practice and games
 6. Listing of other institutions in and around Philadelphia metro area who are potential competitors or league members for the proposed club.
 7. Proposed Constitution and By-laws.
- To get on the agenda of the Sports Club Council meeting, please contact, Mike Reno, Assistant Director of Intramural Sports and Sport Clubs, at 610-436-6928, 010 Student Rec Center, or sportclubs@wcupa.edu. He will work with your group and the Council to find a time to get you into their meetings.
 - Once the Sports Club Council accepts your proposed Club, then you will enter the review process for SGA. You will submit the materials approved by the Sport Club Council to SGA as described below.

Step 7: Organize Your Packet and By-Laws

Please find a blank SGA By-Law Template here:

<http://cglink.me/d399ff32249793f9124e5c8c275b96f765f3675c2cae7c6776631273b534e9aa>

You may not remove sections of SGA's blank by-laws, but you may make additions. Once you have completed your by-laws, you will complete the following steps:

- 1) Submit **(2) hard-copies of your draft by-laws and (2) hard-copies of your roster (name, WCU email address and proposed Executive Board positions/member position of all members)** to the Office of Student Leadership & Involvement (Sykes 238). It will be time-stamped upon receipt so groups are recognized on a first-come, first-served basis. **PLEASE NOTE: A group must have at least 5 undergraduate students listed to be considered for recognition. Sports-related clubs require 10 interested undergraduate students.** Graduate students cannot be included in totals because they do not pay the student activity fees.
- 2) Email a copy of the by-laws and roster to:
 - a. SGA Parliamentarian, Duncan Espenshade, de916117@wcupa.edu, and CC jyost@wcupa.edu.

Step 8: Schedule and attend your By-Law Review Committee Meeting

The SGA Parliamentarian will take your packet of information to the By-Law Review Committee, which will review your material, and invite a representative from your club into their meeting to speak on behalf of the proposed student organization. **Invitations will be communicated via email and extended by the Parliamentarian.**

- The By-law Review Committee will decide the following based on the conversation:
 - By-laws passed without change: You will be invited to Senate (see below)
 - By-laws passed with minor changes: If you send the changes to the Parliamentarian and submit a hard copy via email, you will be invited to Senate (see below)

- Make sure you make those changes or you will get held up at this point of the process.
- By-laws not passed. Documents requiring major review will be scheduled for another review meeting time. Invitations are based on the other groups currently in-process.

Step 9: SGA Senate Review and Approval Vote for Consideration of Recognition

Once your by-laws are approved, you will be invited to the SGA Senate floor for a formal vote to recommend your organization for forward movement to VPSA, or designee, for final University recognition.

1. Attend the Student Government Association Senate Meeting

The SGA Parliamentarian will invite representatives from your organization to the floor of the Senate. Members of your club will give a brief presentation about the purpose and function of the club. Typically, a brief PowerPoint presentation is created by the incoming group to help with the appearance. This presentation should highlight:

- State the purpose and function of the club
- List the SGA recognized student organizations you could be seen as similar to. Highlight the ways in which you would be different and serve a different population of students whose needs aren't currently being met.
- List the number of undergraduate students on your membership roster.
- Senate will vote on the status of your club or organization.
- If you are approved, an email, on behalf of the Student Government Association, will be sent to the President of your organization and to alert the Office of Student Leadership and Involvement. A formal hard-copy letter of recognition will be emailed to the Senior Leadership Consultant assisting in the transition from forming organization to recognized organization.
- SGA and the VPSA or designee, not the Office of SLI, grants final approval of student organization recognition. Once the Student Government Association receives your packet, the process is in their hands. At this stage, all questions should be directed to 2019-20 SGA Parliamentarian, Duncan Espenshade, de916117@wcupa.edu. SGA office hours are posted on the door of the SGA office (Center for Student Involvement, 217 Sykes Student Union) or you can call the SGA office at 610-436-2956. Calls made during non-office hours may not be received, so please try calling again.
- If you are successful, an email, on behalf of the Student Government Association, will be sent to the President of your organization and to alert the Office of Student Leadership and Involvement. Student Leadership and Involvement will coordinate with the VPSA or designee the final approval and wherein recognition of your organization.

Step 10: Recognition granted by VPSA or designee; meet with Leadership Consultant Staff

Our Leadership Consultant Staff will do the following:

- Walk you through setting up your RamConnect portal and a brief training on the system
- Introduce you to 25Live Room Reservation system
- Help you establish an SSI financial account

All registered organizations are required to have portals on RamConnect. Think of the database as a "Facebook for clubs and organizations at WCU." Creating your portal now will allow you to add/update other pieces as you work on the formation of your club.

BEFORE YOU MEET: Have available the name and contact info of your Executive Board members and your advisor. Also have available a brief club description and basic info about your club.

- Log in to RamConnect at ramconnect.wcupa.edu using your traditional WCU credentials.
- If you are a new user, you will set up your initial profile. All users of the portal will have to go through this process as well upon their first login attempt.
- Any change in your roster, Executive Board, general information, etc. **must be current in RamConnect at all times** to remain in SGA compliance.

Once approval is given by the General Assembly of the Student Government Association and Vice President of Student Affairs, and you have successfully met with our Leadership Consultant staff, you are considered a recognized student organization on a **one year probationary review period**. Organizations approved within the previous spring, or current fall semester, when the budgeting process begins, shall be eligible to apply for up to \$300 in funding for their first

probationary year. Meet with the SGA Treasurer as soon as possible after recognition to satisfy budget training seminar requirements.

GOOD LUCK!

*Updated, Jennifer Yost, Jackie Aliotta, Charlie Warner, Vicky Nucci 2.25.19

*Updated, Jennifer Yost, 5.17.19

*Updated, Jennifer Yost, 8.27.19