

New Student Organization Creation Packet

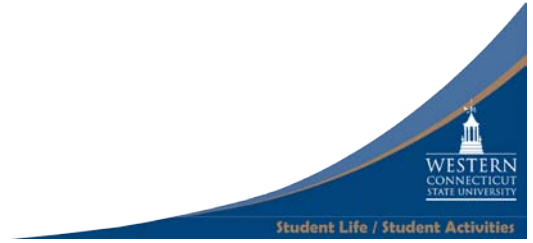
*All you need to know about creating a Student
Organization at W.C.S.U*

SGA

**WESTERN CONNECTICUT
STATE UNIVERSITY**



Student Life / Student Activities



Congratulations on beginning the process of starting a new club at WestConn! Getting involved is the best thing to do at the university. Any group of students with a common interest may apply to become a recognized student organization.

Here is some information as well as the necessary steps to take in order to become a recognized club at WestConn.

Why Create a Student Organization?

Student organizations are considered an integral part of the University's total educational program, contributing significantly to the individual's intellectual growth and social competence. Participation in organizations provides students with experiences that lead to significant personal development as well as a sense of belonging to the University.

The University permits and provides for recognition of student organizations. Consequently, any group of students who have a common bond of interest are encouraged to form a student organization. As officially recognized student organizations, each has an obligation to the educational advancement of its members as well as Western Connecticut State University.

Privileges of Recognition

When a student organization is recognized, it is granted the following privileges:

- 1 - Using the University name in the title of the organization
- 2 - Using University facilities
- 3 - Posting flyers on campus
- 4 - Being listed in the roster of official student organizations
- 5 - Placing notices and information in University and student publications
- 6 - Using the services of the Student Activities Office
- 7 - Having the ability to submit a budget request to the Student Government Association if it meets the funding criteria
- 8 - Having a University mailbox
- 9 - Having a University email address and website. Each organization is encouraged to obtain an organization e-mail address to keep members from having to give out their personal email.

Student organizations must comply with all University and Student Government Association regulations. Western Connecticut State University reserves the right to suspend the activities of a student organization whose actions are considered not to be in line with the stated purpose of the organization.

Club Membership

Membership in all student organizations shall be open to all students currently enrolled at the University. All members are considered active throughout the summer semester; therefore, a student need not be enrolled in a summer course to retain active membership or to hold office in the organization. There may be a provision in the organization's constitution for alumni representation or honorary participation. Any questions will be answered at the time of granting recognition.

All affiliations by student organizations with national, state, or other off-campus groups or persons must be indicated at the time of the initial request for recognition.

A student on disciplinary probation may not participate in any phase of the Student Life program. In addition, the officers of an organization must not be on academic probation.

Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, marital status or disability, except as specifically exempted by law.

Procedures for Establishing a Recognized Organization

- 1 - Groups desiring recognition should have sufficient members to allow for good organization. A minimum of five students must sign the "Application for Recognition as a Student Organization".
- 2 - The application will contain the following information:
 - a. The name of the organization
 - b. The purpose and proposed activities of the organization
 - c. The proposed constitution and bylaws which will govern the organization
 - d. The signatures of at least five interested students
 - e. A list of temporary officers (the president will serve as the contact person)
 - f. The signature of the proposed advisor
 - g. Information regarding national, state, or local affiliation with any group or persons not connected with the University.
- 3 - The completed application, with a draft of the constitution and/or bylaws, should be returned to Dennis Leszko, the Associate Director of Student Life in the Center for Student Involvement (Student Center 207) and his phone number is 837-8214. If the application is in order, interim recognition will be granted for one semester.
- 4 - During the interim period, the final draft of the organization's constitution and bylaws must be submitted electronically to the Student Government Association Vice President of Student Relations and can be contacted at 837-8767 or through e-mail: sgavpstudentrelations@wcsu.edu.
- 5 - The SGA Rules Committee will meet with the representatives of the proposed organization and make a recommendation concerning final recognition to the Student Senate. Make sure you contact the Student Government Association Vice President of Student Relations to find out when your club will be up for review.
- 6 - The Student Government Association shall authorize full recognition and forward the information to the Associate Director of Student Life. The SGA meets every other week at 8:30pm. Please contact the Student Government Association Vice President of Student Relations for the meeting schedule and place.
- 7 - The Student Life/Student Activities Office and the Student Government Association shall maintain copies of all approved constitutions and bylaws.

Constitution and Bylaws

Recognized student organizations are required to have a constitution which describes the organization, including its name, purpose, membership, officers and structure. For example, the constitution should have a statement concerning membership, including a non-discrimination statement, a list of officers and their responsibilities, names of the standing committees, and any other general information. The constitution should only be changed after careful consideration and discussion, and by at least a two-thirds vote of the membership.

The bylaws provide for the continuous development of the organization. They are easier to change than the constitution and therefore provide a flexible way for the organization to modify its governing documents. For example, the constitution might indicate that "meetings must be held at least once per semester," while the bylaws indicate that "meetings will be held on the first and third Wednesday of each month, at 3:00pm."

Use the following outline as a guide to complete the constitution.

Constitution of the [Name of Club]

Preamble

We the members of the student body, in cooperation with the Western Connecticut State University Student Government Association, do hereby adopt this Constitution.

Article I – Title

The title of this organization shall be the "Name of Club".

Article II – Purpose

The purpose of this organization shall be:

- Section 1 –
- Section 2 –
- Section 3 –

Article III – Membership

- Section 1 - Membership in _____ shall consist of any student at Western Connecticut State University who contributes to the Student Activity Fund.
- Section 2 - Membership shall be divided between active and inactive members.
- Section 3 - Active members shall be students who have attended two (2) consecutive meetings. Each active member, unless specified in this Constitution, shall have one vote.
- Section 4 - Inactive members shall be students who have two consecutive unexcused absences from meetings. Inactive members shall have their vote rescinded.
- Section 5 - All members shall act in accordance with the provisions as provided in this Constitution and the SGA Constitution.

Section 6 - The _____, and its members, shall abide by the latest edition of Robert's Rules of Order.

Article IV – Executive Board

The officers of this organization shall consist of a President, Vice-President, Secretary, and Treasurer.

Article V – Duties of Officers

Section 1 – The President Shall:

- A. Be the official representative of the _____.
- B. Call together and preside over all meetings of the _____.
- C. Implement all legislation, duties, and decisions approved by this organization.
- D. Be the chairperson and voting member of the Executive Committee.
- E. Shall appoint any other special committees as deemed necessary.

Section 2 – The Vice-President Shall:

- A. Assume the responsibilities of the President in case of absence, resignation, or impeachment.
- B. Be a voting member of the Executive Committee.

Section 3 – The Secretary Shall:

- A. Keep all records, with the exception of financial records.
- B. Handle all written correspondences of this organization.
- C. Record minutes of meetings, which shall be read at the beginning of the following meeting.
- D. Be a voting member of the Executive Committee.

Section 4 – The Treasurer Shall:

- A. Be the keeper of all financial records.
- B. Submit financial reports at each meeting.
- C. Be the signer of vouchers.
- D. Be a voting member of the Executive Committee.

Article VI – Meetings

Section 1 - Meetings shall be held at least twice per semester.

Section 2 - Notification shall be given to the membership concerning the time, dates, and location of each meeting at least forty-eight (48) hours in advance.

Section 3 - The Executive Board shall not have voting rights at meetings of the _____.

Section 4 - All decisions of the _____, unless specified by this Constitution and its By-Laws, shall be by a majority of voting members present.

Article VII – Elections

Section 1 – The election of officers shall be held in the Spring of each year to serve the following year, also, the election shall occur before the deadline set by the SGA.

Section 2 – The date and time of the election shall be publicized at least forty-eight (48) hours in advance.

Section 3 – Nominations for any elected positions shall be made from the floor.

Section 4 – Officers shall be elected, using secret ballot, by a plurality of the voting members present.

Section 5 – Officers shall assume office within two (2) weeks of their election.

Section 6 – No person shall serve as two (2) officers simultaneously. Vacancies occurring due to resignation or impeachment shall be filled by election at the meeting immediately following the vacancy.

Article VII – Impeachment

Section 1 – Any officer may be impeached for violation of this Constitution and/or failure to fulfill the duties of one's office.

Section 2 – Impeachment shall be initiated by a written petition signed by the majority of the membership.

Section 3 – This petition is to be submitted to the President. In the event the President is being impeached, the petition is to be submitted to the Vice-President.

Section 4 – The officer facing impeachment must:
A. Be given a written statement of specific charges.
B. Be given one (1) week's notice to prepare a defense after being presented with the written statement of charges.
C. Be allowed ample time on the floor to present his/her case.

Section 5 – Action must be taken on the charge at the next scheduled meeting.

Section 6 - An affirmative two-thirds (2/3) minimum vote of the membership is required for dismissal. The impeached officer shall be barred from holding an office for one year from the date of impeachment.

VIII – Faculty Advisor

Section 1 – The _____ members shall appoint an Advisor who is part of the University Faculty or Staff.

Section 2 – The appointed Advisor shall serve for one (1) full school year, with the option of multiple.

Section 3 – The faculty Advisor shall act as an advisory member to the Executive Committee.

IX – Committee

Section 1 – The Advisor along with the _____ officers shall constitute the membership of this Executive Committee.

X – Amendments and Bylaws

Section 1 – The _____ shall enact By-Laws to provide the operating procedures of the _____ and for matters not expressed in this Constitution. These By-Laws shall be a lesser authority than this Constitution.

Section 2 – By-Laws shall be adopted or amended by two-thirds (2/3) majority of voting members present.

Section 3 – Proposed changes to the By-Laws shall be made available to all members at least one week prior to the vote.

Section 4 – This Constitution may be amended by a majority vote in the affirmative of voting membership present at the time of vote. Membership must be notified at least forty-eight (48) hours in advance of the vote. Any amendment is first subject to SGA approval before it takes effect.

XI – Enabling Clause

Section 1 - This Constitution shall take effect by a 2/3 vote of those present at the first meeting and approval of the SGA Senate.

Section 2 – This Constitution shall supersede all previous Constitutions.

Receiving Funding from the SGA

All events funded by the Student Government Association must be open to the entire campus community.

SGA funds may not be used for the following reasons:

- 1 - Any partisan or nonpartisan political activities or to further the election or defeat of any candidate for public or political party office
- 2 - To pay an honorarium to a student of WestConn or the CSU System
- 3 - To pay an honorarium to any WestConn faculty, administrator or staff; or a CSU System faculty, administrator or staff who serve as a WestConn student organization advisor
- 4 - Expenditures that should be funded by academic or administrative departments.

Budget Request Form

Student organizations requesting financial support from the Student Government Association are required to complete a Budget Request spreadsheet and email the spreadsheet to the SGA Vice-President for Finance at sgavpfinance@wcsu.edu. *The spreadsheet can be found at <http://www.wcsu.edu/studentlife> under forms.*

Please complete the spreadsheet as follows:

Cover Page – Top Half

- Enter the name of the organization as registered with the Student Activities Office.
- Enter the information requested for each officer and the advisor. If an organization uses different titles, (i.e. Director instead of President or Business Manager instead of Treasurer), make the adjustment in the title field. Budget Request spreadsheets will not be accepted which do not include the information requested.
- Indicate who prepared the budget and the date.
- Indicate whether this budget is for a semester or the full year.

Cover Page – Bottom Half- Do not enter any information in this section. The information will automatically be entered from the other worksheets.

Detail Pages- Budgets must be submitted in a programmatic format as described below. Under each category, a detailed explanation must be provided as to how the monies will be spent. Definitions of each category are provided on the spreadsheet and specific lines are discussed in detail below. You must use WHOLE dollar amounts when entering figures. If you have any questions contact the SGA Vice-President for Finance or the Student Life/Student Activities Office.

Programs and Activities- Discuss the programs and activities the organization plans to sponsor this year. All costs associated with the programs including speaker and performer fees, hotel and transportation costs, facility and equipment rental, food, printing and promotion and decoration expenses should be included. List each program separately.

Student Activity Travel- Indicate the destination and the number of participants and how those participants will be chosen. Itemize each expense including, charter bus, hotels, mileage reimbursement, admission, food, etc. All funding will be in accordance with Connecticut State travel policies. See the Student Life/Student Activities Office for assistance. Calculate the cost per participant and total cost. The SGA will only allocate up to 75% of the trip expenses. The SGA will fund a maximum of two events per year.

Operating Supplies and Expenses- The SGA will supply standard office supplies. Indicate other type of office supplies, media items (books, magazines, recorded media, computer software, etc.

Equipment, Repair and Maintenance- List the items requested the cost and a rationale for the equipment and indicate where the equipment will be located and the security measure. At the time of purchase bids might be required. See the Purchasing Equipment section for bidding requirements. Itemize any service contracts and the cost of maintenance and upgrades separately.

Printing and Promotion- List any items to promote your organization and indicate the quantity and the distribution plan. List any publication that will be printed, including journals and books.

Interest Meetings- The SGA will fund the cost of refreshments for one meeting per semester up to \$50 per meeting.

Miscellaneous- List any item that is not listed in above. Be specific.

Budget Review Process

Finance Committee Review- During the review process, the organization will have the chance to discuss the budget with the Finance Committee and committee member will have the opportunity to ask questions of organization representatives. Organization representatives must attend these hearings to justify their expenditures. Contact the SGA Vice-President for Finance at sgavpfinance@wcsu.edu for meeting times and dates if you are not contacted within a week after submitting your budget electronically.

Student Senate Review and Approval- The Student Senate reviews the recommendations of the Finance Committee and approves or disapproves the organization budget. Organization representatives are encouraged to attend the Student Senate meeting.

Final Notification- Once the budget is approved, the Vice President of Finance will notify organizations of their approved budget.

Hazing

Hazing is prohibited at W.C.S.U. and has no place in student organizations. Hazing includes any activities where members or prospective members of an organization are subjected to practices that harass, intimidate, physically exhaust, cause pain, and produce mental or physical duress.

Such practices include but are not limited to activities which create the risk of physical injury, allow for physical or emotional abuse in any form, create unnecessary fatigue, result in personal injury or cause mental anguish, distress, panic or psychological shocks. Wearing apparel in public that is conspicuous and not normally in good taste, engaging in public students and buffoonery, forcing participation in morally degrading or humiliating games or programs, interfering with study or academic schedules, and creating any other situations that are not consistent with the regulation regulations and policies of W.C.S.U. are prohibited.

Any student that has been hazed, or any member of the community that has witnessed hazing must report the incident to the Dean of Students immediately.

Contact Information

Student Life/Student Activities

Center for Student Involvement (SC 207)

www.wcsu.edu/studentlife

studentlife@wcsu.edu

Dennis Leszko- Associate Director

837-8214

leszkod@wcsu.edu

Amy Shanks- Assistant Director

837-8609

shanksa@wcsu.edu

Kerrin Viveiros- Graduate Intern

837-3950

viveirosk@wcsu.edu

Student Government Association

Student Center 215

sga.wcsu.edu

APPLICATION FOR RECOGNITION AS A NEW STUDENT ORGANIZATION



Organization Name: _____

Please provide a list of temporary officers, the president acting as a contact. Also provide information of your proposed Faculty Advisor.

President Information

Name: _____

Local Address: _____

Local Telephone Number: _____

Email Address: _____@connect.wcsu.edu

Vice President Information

Name: _____

Local Address: _____

Local Telephone Number: _____

Email Address: _____@connect.wcsu.edu

Treasurer Information

Name: _____

Local Address: _____

Local Telephone Number: _____

Email Address: _____@connect.wcsu.edu

Advisor Information

Name: _____

Office Address: _____

Telephone Number: _____

Email Address: _____@.wcsu.edu

List the signatures of three or more interested students below (excluding temporary officers):

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List the purpose of the organization:

Does the organization have any national, state or local affiliation with any group or persons **NOT** connected with the University? Yes No

If yes, fill in all the information below. Please attach any other significant materials if necessary.

Name of affiliate: _____

Address: _____

Contact Information: _____

List several proposed programs which support the purpose of the organization:

Please attach the proposed constitution and bylaws which will govern the organization. **The application can not be considered complete without a copy of these documents.**

Membership in all student organizations shall be open to all students currently enrolled at the University. All members are considered active throughout the summer semester; therefore, a student need not be enrolled in a summer course to retain active membership or to hold office in the organization. There may be a provision in the organization's constitution for alumni representation or honorary participation. Any questions will be answered at the time of granting recognition.

All affiliations by student organizations with national, state, or other off-campus groups or persons must be indicated at the time of the initial request for recognition.

A student on disciplinary probation may not participate in any phase of the Student Life program. In addition, the officers of an organization must not be on academic probation.

Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, marital status or disability, except as specifically exempted by law.

Registered student organizations must abide by all University rules and regulations, including those listed in the guidebook and in the Code of Conduct and the rules of the Student Government Association. Any violation of these rules may result in disciplinary action against the student organization, which may lead to suspension of the organization.

The completed application should be returned to the Associate Director of Student Life/Student Activities. If the application is in order, interim recognition will be granted for one semester.

During the interim period, the final draft of the organization's constitution and bylaws must be submitted to the Student Government Association Vice President of Student Relations and the Student Life/Student Activities Office.

President's Signature

Date

Advisor's Signature

Date

| | |
|------------------------------------|-------------|
| For Office Use: | |
| Application received by: _____ | Date: _____ |
| Received by SGA V.P of S.R.: _____ | Date: _____ |
| Rules Committee Approval: _____ | Date: _____ |
| SGA Approval: _____ | Date: _____ |