

New Student Club Formation Packet

All you need to know about forming a Student Club



**CENTER FOR
STUDENT INVOLVEMENT**



Congratulations on beginning the process of starting a new club at Western Connecticut State University! Getting involved is important part of your college experience. Any group of students with a common interest may apply to become a recognized student club.

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

Why Create a Student Club?

Student clubs 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 clubs 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 clubs. Consequently, any groups of students who have a common bond of interest are encouraged to form a student club. As officially recognized student clubs, each has an obligation to the educational advancement of its members as well as Western Connecticut State University.

Important Distinctions

There are three different types of clubs at WCSU. A group with the title of “club” is considered a group of people with a common interest coming together to create programs, share ideas, and increase leadership in this area. There are also “recreation clubs”, these clubs’ specific purposes are for recreation/fitness in their area and have expectations of them that reflect that. Lastly, there are “organizations”; Organizations are different from “clubs” because it is a necessity to the university that they function. Organizations receive funding from Direct Budget Allocations, while clubs receive their funding by budget request. Examples of organizations are the SGA, Program Activities Council (PAC) and WXCI. In order to form an organization you must contact the CSI staff for further information.

Privileges of Recognition

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

- 1 - Using the University name in the club title
- 2 - Using University facilities
- 3 - Posting flyers on campus
- 4 - Being listed in the roster of official student clubs and organizations
- 5 - Using the University's publication services

- 6 - Using the services of the office of the Center for Student Involvement
- 7 - Having the ability to submit a budget request to the Finance Committee of the Student Government Association if it meets the funding criteria
- 8 - Having a page on the campus involvement platform, Presence (wcsu.presence.io)

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

Club Membership

Membership in all student clubs or 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 club or organization. There may be a provision in the club or organization's constitution for alumni representation or honorary participation. Any questions will be answered at the time of granting recognition.

All affiliations by student clubs or 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 a club or organization must not be on academic probation.

Student clubs or 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.

Student clubs and organizations must have a lively presence page in order to maintain its active membership.

Procedures for Establishing a Recognized Club

Students interested in forming a new student club or reactivating an inactive student club shall fulfill the following obligations:

- 1- Must review the "New Student Club Formation Packet" and fill out the "Application for Recognition" and submit to the Center for Student Involvement. The application will contain the following information:
 - a. The name of the club
 - b. A list of temporary officers (the president will serve as the contact person)
 - c. The signatures of at least five interested students (excluding the Executive Board)
 - d. The purpose and proposed activities of the club

- e. Information regarding national, state, or local affiliation with any group or persons not connected with the University.
 - f. The signature of the proposed advisor
 - g. The proposed constitution and bylaws which will govern the club
- 2- A member of the pending new student club must submit an electronic copy of their Constitution to the Parliamentarian/Rules Committee Chairman in order for the pending club's constitution to be considered for approval.
- 3- The club must fill out the "New Student Club Formation Packet (pages 7-9)" in order to be permitted to make room reservations for interest meetings.
- 4- The pending new student club must have at least one representative present at the Rules Committee Meeting in which the new student club and hundred (100) day probationary procedures are discussed.
- 5- The pending new student club's constitution shall then be reviewed by the Rules Committee.
- a. Should the Rules Committee approve the constitution, it will then be recommended to Senate for final approval of new student club's probationary period
 - b. The acceptance of a pending new student constitution will be determined by two-thirds (2/3) vote in the affirmative of senators present and voting.
- 6- The student club must complete the appropriate training and paperwork through the Center for Student Involvement office.
- 7- The student club will be put on probation for one hundred (100) days in which the university is in session from the date that the student club is approved by the Senate. During that period:

General Interest Clubs

- a. The student club may request no more than \$1,000 from the SGA Finance Committee (must contact the SGA VP of Finance (sgavpfinance@wcsu.edu))
- b. The student club may not receive funding from the SGA for traveling purposes.
- c. The student club must hold a minimum of one fundraiser and have the receipts from the deposit from the Cashier's Office emailed or sent to the Rules Committee Chair.
- d. The student club must hold a minimum of one event
- e. The student club must maintain at least five members (excluding the Executive Board)

- f. The student club must meet at least twice a month and have the minutes electronically emailed to the SGA Parliamentarian (sgaparliamentarian@wcsu.edu)

Recreation Clubs

- a. The recreation club may request no more than \$1,000 from the SGA Finance Committee (must contact the SGA VP of Finance (sgavpfinance@wcsu.edu) unless a purchase of equipment for the club exceeds this amount and is completely necessary for its function. In this circumstance, as long as the club has found proper storage for their items, they can appeal the amount through the Finance Committee.
- b. The recreation club may request the Finance Committee for funding for travel, if it is necessary for the function of the club.
- c. The recreation club must hold a minimum of one fundraiser and have the receipts from the deposit from the Cashier's Office emailed or sent to the Rules Committee Chair.
- d. The recreation club must hold a minimum of one event
- e. The recreation club must maintain at least five members.
- f. The recreation club must meet/practice at least twice a month, and have the practice agenda and attendance emailed to the SGA Parliamentarian (sgaparliamentarian@wcsu.edu)

8- At the end of the one hundred (100) day probationary period, a review of the probationary student club will take place by the Rules Committee and then for final approval for the Senate.

9- The Rules Committee has the authority to; remove the student club from the probationary period, continue the probationary period, or dissolve the student club.

Constitution and Bylaws

Recognized student clubs and 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, and then taken to Rules Committee for review and then Senate for final approval.

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. Only the club membership needs to vote on the bylaws. For example, the constitution might indicate "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." **Bylaws are not required.**

Please refer to the outline found on the CSI Website as a guide to the creation of your Constitution. This can be found on the Student Organizations Forms page on wcsu.edu/studentlife

Hazing

Hazing is prohibited at WCSU 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.

Elections

Elections must happen prior to May 1 and transition on Presence must happen before the start of the summer intersession. Although you do not need a secretary when forming a new club, once the club is established. A secretary must be elected.

Contact Information

Student Life/Student Activities

Center for Student Involvement (SC 227)

www.wcsu.edu/csi

csi@wcsu.edu

Dennis Leszko- Director (203) 837-8214 leszkod@wcsu.edu

Carly Mengler- CSI Office Assistant (203) 837-3954 mengler004@wcsu.edu

Student Government Association

Student Center 215

<https://wcsu.presence.io/organization/student-government-association>

SGA Parliamentarian contact information- sgaparlamentarian@wcsu.edu



APPLICATION FOR RECOGNITION AS A NEW STUDENT CLUB

Club 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: _____

House/Campus Address: _____

Cell Phone Number: _____

WCSU Email Address: _____@wcsu.edu

Vice President Information

Name: _____

House/Campus Address: _____

Cell Phone Number: _____

WCSU Email Address: _____@wcsu.edu

Treasurer Information

Name: _____

House/Campus Address: _____

Cell Phone Number: _____

WCSU Email Address: _____@wcsu.edu

Advisor Information

Name: _____

Office/Department Address: _____

Telephone Number: _____

WCSU Email Address: _____@wcsu.edu

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the purpose of the club:

Does the club 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, if any, bylaws which will govern the organization. This application will not be considered complete without a copy of these documents.

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All affiliations by student clubs and 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 a club or organization must not be on academic probation.

Student clubs and 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 clubs and 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 club or organization, which may lead to suspension of the club or organization.

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

During the interim period, the final draft of the club's constitution and bylaws must be submitted to the Student Government Association Rules Committee Chair and the Director of the Center for Student Involvement.

_____/_____/_____
Student's Signature Date Advisor's Signature Date

Print Student's Name: _____ Print Advisor's Name: _____

Local Address: _____ Office Location: _____

E-mail: _____@wcsu.edu E-mail: _____@wcsu.edu

Contact #: _____ Contact #: _____

CSI USE ONLY

For Office Use:

Application Approved by:

Director of the CSI or designee _____ Date: _____

Received by Rules Committee Chair: _____ Date: _____

Rules Committee Approval: _____ Date: _____

SGA Approval: _____ Date: _____



Notice of Intent 30-Day Permit to Start a New Student Club

This is to inform the Center for Student Involvement that I wish to start a new student club on campus.

This club will be known as _____.

The purpose of this club will be to _____.

OR, ☐ Check the box if this club is mainly for Recreation purposes.

I, the undersigned, understand that:

1. Membership must be composed of students currently registered at WCSU;
2. Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law;
3. The organization must obtain an advisor who is a faculty member or administrator currently employed at WCSU;
4. The organization will be allowed to use campus facilities for thirty (30) days for the purpose of organizing, developing plans and goals, and recruiting members;
5. The organization will not be allowed to sponsor or organize fundraising activities, programs or events, or use the name of the University until the organization has been formally recognized by the Student Government Association (SGA);
6. The organization agrees to abide by all the rules, regulations, and policies of the University;
7. During this 30-day period, the organization will initiate the procedures for formal recognition as outlined in the *New Student Organization Creation Packet*;
8. After 30 days, unless the Center for Student Involvement at WCSU (CSI) is notified that extenuating circumstances exist, the organization's right to use campus facilities will be terminated until such time as it is formally recognized by the Student Government Association (SGA).

_____/_____/_____
Student's Signature Date

_____/_____/_____
Advisor's Signature Date

Student's Name: _____
Print Clearly

Advisor's Name: _____
Print Clearly

Local Address: _____

Office Location: _____

E-mail: _____@wcsu.edu

E-mail: _____@wcsu.edu

Contact #: _____

Contact #: _____

CSI USE ONLY

Thirty-day period Begins: ____/____/____

Ends: ____/____/____

Approved by: _____
Director of the Center for Student Involvement or Designee