

GUIDELINES FOR STARTING A NEW CLUB

All student organizations fall under the Student Government Association (SGA). If interested in beginning a club, holding an interest meeting is the first step. Bring a sign-in sheet which documents the students who attended the meeting.

In order for a group of students to be recognized as an organization under SGA auspices, the club must submit an application (attachment G) to the Assistant Vice President of Student Affairs/Dean of Students:

- A. The proposed name of the student organization
- B. Its purpose and mission of the organization
- C. Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
- D. Details of the interest meeting, including a sign-in sheet with at least five student signatures.
- E. Meeting times
- F. The name of its advisor (required), and his or her approval of the organization. The advisor must be full-time staff or faculty member of Wilmington University.

The Senior Director of Career Services and Student Life will review the proposed student organization's application. All applications will be reviewed but subject to approval. If the organization is approved, it becomes an officially chartered organization of the Wilmington University Student Government Association.

You must have written approval from the Office of Student Life prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Life no later than one week from the date in which the application is submitted.

All new organizations will have a 60 day probationary period immediately following the approval of the club. There must be a minimum of at least 5 members (comprising of students currently enrolled at the University) to officially maintain charter status. Within this 60 day period, the organization must submit the following:

1. List of all members
2. Club's executive board including their office position (i.e. president, vice president, secretary, and treasurer)
3. By-laws
4. Meeting times, dates, and locations

All student organizations must abide by the Guidelines for Student Organizations and all University policies. Failure to do so could result in disciplinary action, including disbandment of the club.

GUIDELINES FOR STUDENT ORGANIZATIONS

In order to maintain chartered status, organizations must be comprised of at least 5 currently enrolled students at the University of which two students must hold positions on the Executive Board (President and Secretary). Furthermore, each organization must maintain at least a President and a Secretary. Finally, organizations are also required to submit Club/Organization Information Form (see attachment H) by October 31ST of each academic year.

A chartered organization of the Student Government Association (SGA) is responsible for having a representative report to the Executive Board at least once a month. The SGA advisor will inform all active organization about meetings information at least three weeks in advance.

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If an organization is going to have dues, raise funds, levy fines against its members, make expenditures, etc., the treasurer will be responsible to track these funds and a report must be given at each monthly SGA meeting.

Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

Students must follow the Wilmington University Code of Conduct (see Student Handbook – www.wilmu.edu/studentlife/handbook) at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the Senior Director of Career Services and Student Life by the Advisor of the said organization. All funds and real property purchased by the organization will be held in escrow for a period of no less than twelve (12) months, and then becomes the possession of the SGA. The organization will be responsible for all debts it incurs.

In the event that an organization disbands, it must re-file for charter before it is again recognized by the SGA.