



WILMINGTON UNIVERSITY

Guidelines for Starting a New Student Club

All student organizations fall under the Student Government Association (SGA). In order for a group of students to be recognized as an organization under SGA auspices, it must submit an application (attachment A) to the Director of Student Affairs stating:

- 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. Meeting times
- E. The name of its advisor (required), and his or her approval of the organization. The advisor must be full-time staff or faculty of Wilmington University.

The Director of Student Affairs and the SGA Executive Board (SGA officers and class presidents) will review the proposed student organization's application. 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 Affairs prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Affairs no later than one week from the date 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 (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 (i.e. president, vice president, secretary and treasurer)
3. By-laws
4. Meeting times, dates, and locations.

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



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STUDENT ORGANIZATION Request for Approval Form

You will receive notification from the Office of Student Affairs
no later than one week from the date submitted.

Submitted by: _____ Date: _____

Proposed name of student organization: _____

Purpose and mission of the organization: _____

Requirements for membership: *If the organization will be a chapter of a national organization, you must include charter guidelines as well.* _____

List dates, times and locations for this organization's meetings. _____

Advisor Information: The advisor of any student organization must be a full-time staff or faculty of Wilmington University.

Name of advisor (required): _____

Phone #: _____ Email: _____

I would like to be the advisor of this student organization and agree to abide by the Guidelines for Student Organizations and all University policies.

Signature of Advisor: _____

Approved

Not Approved: _____

Signature of SGA President

Date

Signature of Director of Student Affairs

Date