

GUIDELINES FOR STARTING A NEW CLUB

All student organizations fall under the Student Government Association (SGA). All new clubs will have a two-step approval process.

In order for a group of students to receive preliminary approval to ultimately be recognized as an organization under SGA auspices, the club must do the following:

- A. The first step is to submit an [application](#) with the club's proposed name, its mission, requirements of members, if the organization will be a chapter of a national organization (if so, you must include charter guidelines), the name of the advisor (must be full-time WilmU employee) with their attached agreement, and proposed meeting times to receive preliminary approval from the Director of Student Life.
- B. The second step is to hold an interest meeting, confirming at least five interested students. A log of students who attended the interest meeting along with their contact information then must be submitted to the Director of Student Life.

The Director of Student Life will review the proposed student organization's application. All applications will be reviewed but subject to approval. Applications will be reviewed within 30 days. If the application receives preliminary approval, students can hold an interest meeting. Students have 30 days to host an interest meeting and obtain five student signatures. Students are unable to solicit membership until they have received written preliminary approval.

Once the interest meeting is held, the list of signatures must be sent to the Director of Student Life for final review. 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 Director of Student Life prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Life upon review of the application and after a final review.

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

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 organizations about meetings information at least three weeks in advance.

If an organization is going to have dues, raise funds, levy fines against its members, make expenditures, etc., the treasurer will be responsible for tracking 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 Director of 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 the debts it incurs.

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