

## 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 clubs 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.

## 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 31<sup>ST</sup> 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