

## **Office of Student Engagement**

### **New and Forming Organization Procedures**

#### Current Undergraduate Student Interest Procedures

1. The new and organization process will occur during the Fall and Spring semesters.
2. The Request to Organize Form will be open for five weeks during the Fall semester and five weeks during the Spring semester.
  - a. The Office of Student Engagement will announce the dates that the form is open prior to each semester.
  - b. The form will stay active for one calendar year from the date of the submission.
3. A student interested in forming an organization will do individual research into the current list of recognized organizations on campus. The most updated list of current organizations can be found on RamConnect.
  - a. Should the student find that their idea for an organization is similar in nature to one that is already recognized, they may edit the purpose of their organization accordingly to differentiate it from that previously existing group, or they may consider reaching out to that previously existing group to combine their efforts.
  - b. An organization that is found to be too similar to another existing organization will not proceed through the following steps of this process.

4. After ensuring the uniqueness of their organization, the student will send an email to [involvement@wcupa.edu](mailto:involvement@wcupa.edu) expressing interest in proceeding through the process for newly forming organizations.
  - a. This email should contain the name of the student interested in forming the organization, the name of the proposed organization, and a draft of a purpose statement for the proposed organization.
  - b. The receipt of this email will allow for a staff member from the Office of Student Engagement or a Leadership Consultant (LC) to set up and informational meeting to discuss the next steps of the formation process, including the procedure for filling out the Request to Organize Form (RTO).
5. The student interested in forming the organization must complete an RTO form, located on the Office of Student Engagement's RamConnect page.
  - a. Prior to filling out this form, the student should secure an advisor interested in supporting their organization.
    - i. If the student cannot find an advisor, the Office of Student Engagement can inquire within an interested pool of faculty/staff.
    - ii. Once the advisor is chosen and put into the RTO form, the advisor will confirm with the Office of Student Engagement and sign the advisor agreement.
  - b. If the organization is a part of a national organization, the national headquarters must work in tandem with the Office of Student Engagement throughout the procedures listed in this document.

6. The interested student will receive an email from a member of the Office of Student Engagement staff informing them of the receipt of their RTO form as well as the name of the LC that will be assigned to the student to assist them through the remainder of the following procedures listed in this document.
7. The student must then meet with their LC to discuss the required training, roster requirements, bylaw requirements, and informational meeting expectations.
8. After meeting with the LC, the organization will be permitted to hold a maximum of three informational meetings in Sykes Student Union or via Zoom (based on space availability).
  - i. Sykes Student Union staff will be alerted to the organization's forming status by staff from the Office of Student Engagement.
  - ii. These three meetings are required to be strictly related to member recruitment and organization formation. Requests for space reservations related to events such as fundraising, special events or programming, etc., will not be honored.
  - iii. Forming organizations must email [involvement@wcupa.edu](mailto:involvement@wcupa.edu) with the proposed time, date, and location of the meeting for the Office of Student Engagement staff to submit the reservation.
9. Using the bylaw template from their LC, the organization will create their personalized bylaws.

- a. These bylaws should govern the assembly, operation, and sustainability of the organization. The interested student may contact their assigned LC for assistance with this process.
- b. If a part of a national organization, the national organization's bylaw template must also be submitted and adhered to.
- c. The bylaws will be sent to the LC for review before being sent to the Office of Student Engagement staff for final approval.

10. The organization must submit their roster and executive board members to their LC.

- a. In addition to the four executive board positions (president, vice president, secretary, and treasurer), the organization must acquire (10) additional members.
  - i. Included in this list should be the emails of all involved students as well as their class standing (e.g., first-year, sophomore, etc.).
  - ii. All students must be unique undergraduate, full-time or part-time SSI fee-paying students.
- b. The LC will review this list before sending it to the Office of Student Engagement for final approval.

11. At least two members of the forming organization must attend a mandatory New Organization Training hosted by the Office of Student Engagement.

- a. These trainings will be hosted throughout the Fall and Spring semester once the RTO opens and will review introductory information needed for organization success.

- b. These dates will be announced at the beginning of each Fall and Spring semester.

12. Once the LC has approved the bylaws and roster and the two members have attended the training, the Office of Student Engagement staff will set up a meeting with the students to review the materials for final approval.

- a. The Office of Student Engagement will follow this rubric to determine if the organization can be approved as a recognized student organization.
- b. If the organization is denied, the Office of Student Engagement staff will let the students know what needs to be edited and will set up an additional time to meet.
  - i. Appeals may be made to the Vice President of Student Affairs, or designee.
- c. The verdict will be forwarded to the Vice President of Student Affairs, or designee, and the Student Services, Inc. (SSI) Executive Director.
  - i. Any of the above may reject the organization's recognition if they deem it to be contrary to the university's mission, or if they find that it presents undue hardship and/or liability to the University or Student Services, Inc.

13. Once approved, the organization will move into the recognized organization status and will gain privileges associated with that status.

14. The organization will attend a wrap-up meeting with their Leadership Consultant to their RamConnect portal, 25 Live access, and SSI account application.

- a. Special support will be provided to the organization for the first two years.

#### Local, State, Regional, and (Inter)national Organization Interest Procedures

1. Any representative seeking to start a West Chester University chapter of a local, state, regional, national and/or international organization must work with representatives from the Office of Student Engagement.
2. The Office of Student Engagement prioritizes student organizations initiated by current undergraduate students.
  - a. At times, we receive communication from local, state, regional, national and/or international organizations to expand to our campus.
3. The Office of Student Engagement will determine if expansion is possible on our campus at the time of communication and will work with the organization representative on recruitment procedures.
4. Once students are secured, they must follow the general forming process listed above.

#### Graduate Student Interest Procedures

1. The Office of Student Engagement currently supports the undergraduate population on student organization management.
2. Any organization seeking to be recognized in relationship with the Graduate School or by graduate students must go through the Graduate Student Association (GSA).
  - a. This process can be started by reaching out to the advisor of GSA and the Dean of the Graduate School, Dr. Lisa Calvano ([lcalvano@wcupa.edu](mailto:lcalvano@wcupa.edu))

3. Organizations seeking to be created in conjunction with both graduate and undergraduate students will be required to set up a meeting with both the Office of Student Engagement and GSA due funding structures.
  - a. Please email [involvement@wcupa.edu](mailto:involvement@wcupa.edu) to start this conversation.