



CSI

Center for Student Involvement

Clubs and Organizations Guidebook

Updated October 2024

CSI Graduate Intern

Clubs & Orgs

Midtown Student Center Room 227 | 203-837-3954

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Clubs and organizations at Western Connecticut State University (WCSU) are an integral part of student and campus life. They provide additional opportunities for students outside of their educational curriculum to enhance their college experience. The Center for Student Involvement (CSI) is dedicated to providing an exceptional experience for student life and assisting all student clubs and organizations.

CSI and the Student Government Association (SGA) collaboratively work to govern and support all student clubs on campus. Through formal recognition of being a student club, there are requirements and standards to maintain an active status. All WCSU clubs should follow the university's mission statement and comply with the student code of conduct. These requirements are put into place to provide the proper training and information for student leaders.

I. General Requirements

WCSU clubs have requirements outlined by the CSI and the SGA to maintain an active status on campus.

A. Club Officer Training

1. Club officer training takes place annually through CSI. This training provides information for club leaders on managing the club, how to finance, advertise/promote the club, proper procedures for events/forms, communication channels with CSI, leadership responsibilities, and club resources.
2. **Training is mandatory for all presidents, vice presidents, and treasurers.** Any student who cannot attend in-person training will be given a virtual option to complete within a certain time frame. If a student is elected after club officer training, CSI must be informed to provide training information.
3. Failure to complete training for all three mandatory positions will result in club probation₁. Probation₁ is not lifted until all three club officers complete training.

B. Club Officer Positions and Membership

1. **President, vice president, treasurer, and advisor are mandatory positions for all WCSU clubs.** Optional and recommended positions include the following: secretary, committee chairs, etc.
2. Only one student is allowed to hold one eboard₂ position (president, vice president or treasurer) per club.
3. These positions should be updated at all times through Engage.₃
4. *All clubs are required to have at least 5 general members, not including the current eboard.*₂

C. General Assembly

1. General assembly takes place every semester at the discretion of the SGA. This meeting allows all club leaders to come together to discuss concerns and how SGA can assist. It also consists of club reminders and workshops.
2. Budget season guidelines are reviewed at the last Spring general assembly.
3. **At least one club eboard₂ member is required to attend.**
4. Failure to attend general₂ assembly results in club probation₁ of 30 days.

I. General Requirements

WCSU clubs have requirements outlined by the CSI and the SGA to maintain an active status on campus.

D. Annual Reports

1. Club annual reports are due to CSI (@csi@wcsu.edu) during the first week of April of the Spring semester. These reports contain all the information for the club: eboard, members, club logo, all events that were held, community involvement, etc.
2. This report is also used by the Student Leadership Recognition Banquet committee who gives out awards. Organizations who do not complete the report risk not being eligible for an award.
3. This is required for all active clubs, excluding individual Fraternity and Sorority Life chapters, who will submit the Fraternity and Sorority Life Annual Accreditation (FSLAAR).
4. Failure to submit an annual report prohibits the club from attending budget season for the next fiscal year.

E. Elections

1. **Club officer elections must take place by May 1.**
2. All changes to positions must be changed in Engage₃ within one week of elections.
 - a. Elections can be done through Engage₃
3. After elections, all club officers should be transitioned from the former eboard.₂ This includes:
 - a. Club budget/events for the next fiscal year
 - b. Social media platform passwords/username
 - c. All general club information

F. Event Planning

1. All forms should be completed by their designated deadlines listed on Engage₃ (form deadlines vary).
2. All EMS reservation requests should be sent at least one week prior to event.
3. Reserving through EMS well in advance gives your club a better chance of obtaining the room.
4. Larger events must meet with ELO (refer to page 6 for more information).
5. All events can and should be advertised through social media, flyers, etc.
6. If an event is funded through the SGA, it must contain either of the following: SGA logo or statement saying "funded by the SGA".

II. CSI Rules and Office Information

CSI has department rules in order to manage all clubs effectively.

A. Purchase Cards (p-cards)

1. **The p-card must be returned by the next business day by 11am.** If not, the club will be restricted from reserving the p-card for 8 weeks minimum.

B. Office Supplies and Equipment

1. If office supplies and/or equipment are not returned to CSI within 2 business days, the club will be charged the cost amount of the missing supplies/equipment.

Office Information

The following services are available for all clubs within CSI:

1. Club Lockers
 - a. storage for club items
2. Shadowboxes
 - a. display cases in the midtown student center to showcase your club
3. SGA RIS
 - a. club warehouse to temporarily rent items for free
 - i. all reusable items purchased from clubs are returned here for future use
 - ii. SGA may periodically add new items to the RIS or restock frequently used ones

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III. Club Resources and Department Guidelines

All WCSU clubs have access to on-campus resources that can be found through CSI. We encourage clubs to use these resources in order to thrive on campus.

Wolves Connect

1. This is the official WCSU club platform that contains all the following information:
 - a. Club missions statements and logo
 - b. Eboard₂ positions - contacts and primary contact
 - c. Club Constitution
 - d. Events
 - e. Helpful links for clubs
 - f. Announcements
2. **All communication with clubs is done through this platform.**
3. *It is imperative that your club officer list is always up-to-date in order to receive important information and announcements.*
4. Students all have an "event pass" where clubs can check in students using a unique code through Wolves Connect

Event and Conference Management (ECM)

1. All events and programming on campus is managed by ECM.
2. EMS is the platform within ECM to book room reservations and request equipment for events.

Event, Logistics, & Operations (ELO)

1. All major club events on campus must attend an ELO meeting. This meeting has departments from all areas of the university, such as food service, ECM, grounds maintenance, etc.
2. Prior to an ELO meeting, the event should already be planned. The following information needed for event including the following:
 - a. Food service request
 - b. Amount of tables/chairs needed
 - c. EMS reservation confirmed
 - d. Any electrical/equipment requirements

Sodexo

1. This is the food service at the university that caters all events and programs.
2. Any event over 25 people that is SGA funded is required to purchase food through Sodexo. This can be submitted through a food service form 3 weeks prior to the event.
3. 10% of funds used on Food Truck must be spent on Sodexo services by end of the semester the food truck was used

IV. Student Government Association

The Student Government Association, also known as SGA, is the governing body for all clubs on campus. In coordination with CSI, they provide funds for all clubs to hold events. This organization addresses student concerns on campus and is a voice for students for change on campus.

1. SGA is comprised of an executive board, judicial board, and members.
 - a. The executive board consist of a President, Vice President, Director of Finance, Director of Student Relations
 - b. The judicial board consists of a Chief Justice and 2 to 6 justices.
 - c. Members consists of senators and representatives. Senators make up the body of SGA Senate and have voting power. There is a maximum of 20 senators allowed, in which some are elected to represent their school or are "at-large" for the whole student body.
2. Finance
 - a. All clubs recognized by SGA that have completed the developmental period are eligible to receive funding through SGA. Clubs must attend a budget hearing with the finance committee with the necessary quotes and research prior to the meeting. If approved by the finance committee, the funding request moves to Senate to be approved for official spending.
 - i. Clubs that are in the developmental stage of becoming an official club are eligible up to \$1,000 for funding also.
 - b. Any SGA funded event **must** say "funded by SGA" or include the SGA logo on flyers/promotional materials.
 - c. Any event over \$10,000 **must** be approved by CSI.
 - d. All funding rules are listed under the SGA "Financial Resolutions".
3. There several General Assembly meetings that is mandated by all clubs to have one eboard member present. During general assembly, important information, such as budget season, is discussed.



V. Program Activities Council

Program Activities Council, also known as PAC, provides programs to enrich student life through a broad range of social, cultural, educational, and recreational activities. PAC develops the leadership skills of its members and creates an atmosphere of cooperation and growth for all members of the organization.

1. PAC is comprised of 8 executive board positions.
 - a. President, Vice President, Office Manager, Entertainment and Recreation, Gameshows and Competitions, Travel and Novelty, Public Relations Chair and lastly, Student Life Chair.
2. Along with the 7 executive board positions, students can be a part of our general member board (also known as Street Team). Being on the general board, students can help the executive members with event ideas, execution of events, and promotion of events.
3. Programming
 - a. PAC is responsible for the following large events on campus:
 - i. WestFest
 - ii. Fall Bash
 - iii. Bingo
 - iv. Winter Wonderland



VI. Fraternity and Sorority Life Council

Fraternity and Sorority life at WCSU is comprised of the FSL Council alongside all individual chapters recognized by the University, CSI and the FSL Council.

1. FSLAAR

- a. The Fraternity and Sorority Life Annual Accreditation Report is a two part form that must be completed by the individual chapter's executive boards to assure that chapters are fulfilling requirements that grant them the privilege of Greek Letters.
- b. These reports will be used to determine accreditation status as well as SLRB awards.

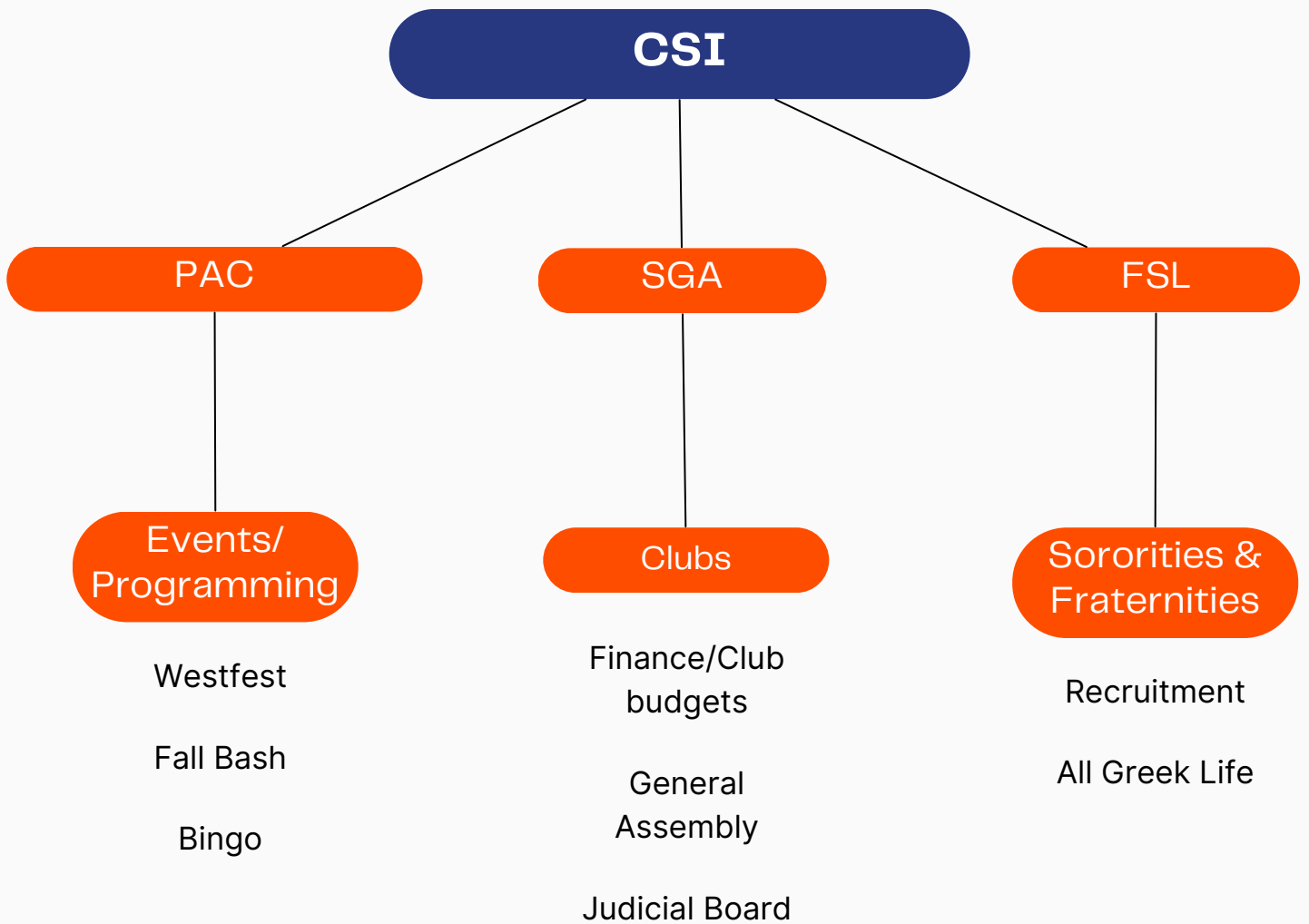
2. Expansion and Recognition of organization process

- a. If a group of students is seriously interested in becoming a recognized chapter of a national Greek Letter organization, they must adhere to the requirements above in this document as well as the procedure below.
 - i. Notify the FSAs (Fraternity and Sorority Life Advisors).
 - ii. Present at an FSL council meeting to explain what and who their organization is.
 - iii. The council along with its delegates will vote whether or not to recognize the organization as a charter.
- b. The charter must fulfill all requirements imposed by their national governing body.



VII. Breakdown & Appendix

general diagram for governing clubs and organizations



Appendix

	Term	Definition
1	Probation	non-compliant clubs that cannot submit financial paperwork, reserve rooms on campus, and are in "bad standing" with CSI
2	Eboard	Executive board - president, vice president, treasurer, advisor, etc.
3	Wolves Connect	Official WCSU club platform (previously called "Engage")