

# New Student Club Formation Packet

All you need to know about forming a Student Club!



# CSI

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**Center for Student Involvement**



Congratulations on beginning the process of starting a new club at Western Connecticut State University! Getting involved is an important part of your college experience. Any group of students with a common interest may apply to become a recognized student club or organization.

### **Why create a student club?**

Student clubs are considered an integral part of the University's total educational program, contributing significantly to the individual's intellectual growth and social competence. Participation in clubs provides students with experiences that lead to significant personal development as well as a sense of belonging to the University.

The University permits and provides for recognition of student clubs. Any group of students who have a common bond of interest are encouraged to form a student club. As officially recognized student clubs, each has an obligation to the educational advancement of its members as well as Western Connecticut State University.

### **Important Distinctions**

There are three different types of clubs at WCSU, see below.

- *General Club*: a group of people with a common interest coming together to create programs, share ideas, and increase leadership in this area.
- *Recreation club*: these clubs' specific purposes are for recreation/fitness in their area and have expectations of them that reflect that.
- *Organization*: these are different from "clubs" because it is a necessity to the university that they function. Organizations receive funding from Direct Budget Allocations, while clubs receive their funding by budget request. Examples of organizations are the SGA, Program Activities Council (PAC) and WXCI. In order to form an organization you must contact the CSI staff for further information.

### **Privileges of Recognition**

When a student club is recognized, it is granted the following privileges:

- 1 - Using the University name in the club title
- 2 - Using University facilities
- 3 - Posting flyers on campus
- 4 - Being listed in the roster of official student clubs and organizations
- 5 - Using the University's publication services
- 6 - Using the services of the office of the Center for Student Involvement
- 7 - Having the ability to submit a budget request to the Finance Committee of the Student Government Association if it meets the funding criteria

8 - Having a page on the campus involvement platform, Engage  
(wesu.campuslabs.com/engage)

Student clubs and organizations must comply with all University, the Center for Student Involvement, and Student Government Association regulations. Western Connecticut State University reserves the right to suspend the activities of a student club or organization whose actions are considered not to be in line with the stated purpose of the club or organization.

### **Club Membership**

Membership in all student clubs or organizations shall be open to all students currently enrolled at the University. All members are considered active throughout the summer semester; therefore, a student need not be enrolled in a summer course to retain active membership or to hold office in the club or organization. There may be a provision in the club or organization's constitution for alumni representation or honorary participation. Any questions will be answered at the time of granting recognition.

All affiliations by student clubs or organizations with national, state, or other off-campus groups or persons must be indicated at the time of the initial request for recognition.

A student on disciplinary probation may not participate in any phase of the Student Life program. In addition, the officers of a club or organization must not be on academic probation.

Student clubs or organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, marital status or disability, except as specifically exempted by law.

### **Procedure for Establishing a Recognized Club**

Students interested in forming a new student club shall fulfill the following obligations:

1. Must fill out the "New Student Club Formation Packet" and "Club Constitution" and submit to the Center for Student Involvement. The application will contain the following information:
  - a. Name of the club
  - b. A list of officers (president, vice president, and treasurer)
  - c. The signatures of at least five interested students (excluding the Executive Board)
  - d. The purpose and proposed activities of the club

- e. Information regarding national, state, or local affiliation with any group or persons not connected with the University
  - f. The signature of the proposed advisor
  - g. The proposed constitution and bylaws which will govern the club
2. If all club paperwork is approved and signed by CSI, the SGA Director of Student Relations (DSR) will review the documents.
3. The pending new student club will attend a Student Relations committee meeting through SGA to be reviewed and put on a 90 day developmental period.
  - a. At least one student representative from the pending club must be present at this meeting
  - b. Should the Student Relations Committee approve the constitution and new club formation packet with 2/3 vote, it will then be recommended to Senate for final approval by 2/3 vote of the Senate.
4. The student club will be put on developmental period for 90 days in which the university is in session from the date that the student club is approved by the Senate. During that period, the club must meet the following requirements:

#### General Interest Clubs

- Must hold a minimum of one fundraiser and fill out a deposit form for the Cashier's Office
- Must hold a minimum of one event
- Must maintain at least five members (excluding the Executive Board)
- Must meet biweekly and have the meeting minutes electronically emailed to the SGA DSR ([sgastudentrelations@wcsu.edu](mailto:sgastudentrelations@wcsu.edu))
- The student club may request no more than \$1,000 from the SGA Finance Committee (must contact the SGA Director of Finance ([sgafinance@wcsu.edu](mailto:sgafinance@wcsu.edu)))
- The student club may not receive funding from the SGA for traveling purposes
- Complete club officer training

#### Recreation Clubs

- Must hold a minimum of one fundraiser and fill out a deposit form for the Cashier's Office
- Must hold a minimum of one event
- Must maintain at least five members (excluding the Executive Board)
- Must meet/practice at least twice a month, and have the practice agenda and attendance emailed to the SGA DSR ([sgastudentrelations@wcsu.edu](mailto:sgastudentrelations@wcsu.edu))
- The recreation club may request no more than \$1,000 from the SGA Finance Committee (must contact the SGA DF ([sgafinance@wcsu.edu](mailto:sgafinance@wcsu.edu))) unless a purchase of equipment for the club exceeds this amount and is completely necessary for its function. In this circumstance, as long as the club has found proper storage for their items, they can appeal the amount through the Finance Committee.

- The recreation club may request the Finance Committee for funding for travel, if it is necessary for the function of the club.
5. At the end of the 90 day developmental period, a review of the new student club will take place by the Student Relations Committee to evaluate that all club requirements have been met.
    - a. At least one student representative from the pending club must be present at this meeting
    - b. Should the committee have 2/3 vote yes for the end of the developmental period, it will be brought for final approval by Senate for 2/3 vote.
    - c. The committee has the authority to remove the student club from the formation period, continue the formation period, or dissolve the student club.

## **Constitution and Bylaws**

Recognized student clubs and organizations are required to have a constitution, which describes the organization, including its name, purpose, membership, officers and structure. For example, the constitution should have a statement concerning membership, including a non-discrimination statement, a list of officers and their responsibilities, names of the standing committees, and any other general information. The constitution should only be changed after careful consideration and discussion, and by at least a two-thirds vote of the membership, and then taken to Student Relations Committee for review and then Senate for final approval.

The bylaws provide for the continuous development of the organization. They are easier to change than the constitution and therefore provide a flexible way for the organization to modify its governing documents. Only the club membership needs to vote on the bylaws. For example, the constitution might indicate "meetings must be held at least once per semester," while the bylaws indicate that "meetings will be held on the first and third Wednesday of each month, at 3:00pm." *Bylaws are not required.*

Please refer to the outline found on the CSI Website as a guide to the creation of your Constitution.

## **Hazing**

Hazing is prohibited at WCSU and has no place in student organizations. Hazing includes any activities where members or prospective members of an organization are subjected to practices that harass, intimidate, physically exhaust, cause pain, and produce mental or physical duress. Such practices include but are not limited to activities that create the risk of physical injury, allow for physical or emotional abuse in any form, create unnecessary fatigue, result in personal injury or cause mental anguish,

distress, panic or psychological shocks. Wearing apparel in public that is conspicuous and not normally in good taste, engaging in public students and buffoonery, forcing participation in morally degrading or humiliating games or programs, interfering with study or academic schedules, and creating any other situations that are not consistent with the regulation regulations and policies of W.C.S.U. are prohibited.

Any student that has been hazed, or any member of the community that has witnessed hazing must report the incident to the Dean of Students immediately.

## **Elections**

Elections must happen prior to May 1 and re-registration on Engage must happen before the start of the summer intersession. All new executive board members must be updated yearly and notified to CSI.

# Contact Information

## Student Life/Student Activities

Center for Student Involvement (MTSC 227)

[www.wcsu.edu/csi](http://www.wcsu.edu/csi)

[csi@wcsu.edu](mailto:csi@wcsu.edu)

Club Platform Wolves Connect: <https://>

[www.wcsu.edu/campuslabs.com/engage](https://www.wcsu.edu/campuslabs.com/engage)

CSI Director: Dennis Leszko

(203) 837-8214

[leszkod@wcsu.edu](mailto:leszkod@wcsu.edu)

CSI Office Assistant: Sorreea Gagnebin (203) 837-3954

[csi@wcsu.edu](mailto:csi@wcsu.edu)

CSI Graduate Intern: Michael Azzi (203) 837-8922

[azzim@wcsu.edu](mailto:azzim@wcsu.edu)

## Student Government Association

Midtown Student Center 215

Westside Campus Center 301

<https://sites.wcsu.edu/sga/>

SGA Director of Student Relations

(203)-837-8711

[sgastudentrelations@wcsu.edu](mailto:sgastudentrelations@wcsu.edu)

# APPLICATION FOR RECOGNITION AS A NEW STUDENT CLUB

**Name:** \_\_\_\_\_

## President

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WCSU email address: \_\_\_\_\_@wcsu.edu

## Vice President

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WCSU email address: \_\_\_\_\_@wcsu.edu

## Treasurer

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WCSU email address: \_\_\_\_\_@wcsu.edu

## Advisor

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

WCSU email address: \_\_\_\_\_@wcsu.edu

**Signatures of at least 5 interested students (excluding executive board):**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Purpose of the Club:**

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**Does the club have any national, state or local affiliation with any group or persons NOT connected with the University?** Yes  No

If yes, fill in all the information below. Please attach any other significant materials if necessary.

Name of Affiliate: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**List several proposed programs which support the purpose of the organization:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please attach the proposed constitution and, if any, bylaws which will govern the organization. This application will not be considered complete without a copy of these documents.**

Membership in all student clubs and organizations shall be open to all students currently enrolled at the University. All members are considered active throughout the summer semester; therefore, a student need not be enrolled in a summer course to retain active membership or to hold office in the organization. There may be a provision in the organization's constitution for alumni representation or honorary participation. Any questions will be answered at the time of granting recognition.

All affiliations by student clubs and organizations with national, state, or other off-campus groups or persons must be indicated at the time of the initial request for recognition.

A student on disciplinary probation may not participate in any phase of the Student Life program. In addition, the officers of a club or organization must not be on academic probation. Student clubs and organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, marital status or disability, except as specifically exempted by law.

Registered student clubs and organizations must abide by all University rules and regulations, including those listed in the guidebook and in the Code of Conduct and the rules of the Student Government Association. Any violation of these rules may result in disciplinary action against the student club or organization, which may lead to suspension of the club or organization.

The completed application should be returned to the Director of the Center for Student Involvement or designee. If the application is in order, interim recognition will be granted for one semester. During the interim period, the final draft of the club's constitution and bylaws must be submitted to the Student Government Association.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Signature                      Date                      Student's Printed Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Advisor's Signature                      Date                      Advisor's Printed Name

Student's WCSU Email: \_\_\_\_\_@wcsu.edu  
Contact Number: \_\_\_\_\_

Advisor's WCSU Email: \_\_\_\_\_@wcsu.edu  
Contact Number: \_\_\_\_\_

**CSI/SGA Use Only**

**To Begin Developmental Period:**

CSI Graduate Intern: \_\_\_\_\_ Date:

Director of CSI: \_\_\_\_\_ Date:

SGA Student Relations Committee: \_\_\_\_\_ Date:

SGA Senate Approval: \_\_\_\_\_ Date:

**Official Recognition of Student Club:**

SGA Student Relations Committee: \_\_\_\_\_ Date:

SGA Senate Approval: \_\_\_\_\_ Date:

**\* Student Relations Committee approval signature must be signed by Director of Student Relations**

**\* SGA Senate approval signature must be signed by President.**