

West Virginia University at Parkersburg Procedures and Requirements For Recognized Student Organizations

All clubs must be recognized by the WVU Parkersburg Student Government Association, (SGA), followed by signatures from the Vice President for Student Services and finally the President of WVU Parkersburg.

A. Procedure for obtaining recognition status for student organizations.

1. The organization must complete a petition for recognition and develop a constitution for the organization. This form is available in the Office of Student Activities.
2. The completed petition and a copy of the constitution must be presented at three SGA meetings at which time the SGA will vote to approve or disprove admission. This is in accordance with the SGA's constitution.
3. Once the petition for recognition is approved, recognition status will be sent in writing to the President, Treasurer, and Advisor of the organization. Appeals of denial of recognition can be made in writing to the Vice President for Student Services. The Vice President for Student Services will review the appeal and make a recommendation regarding recognition to the SGA.
4. The organization will then be notified in writing regarding the decision of their appeal. Should the appeal be denied, information will be sent discussing the reason for denial as well as the necessary steps for resubmission. The organization may address the SGA in order to clarify the problems or to submit further information. After the revised petition and/or constitution is submitted, the standard recognition procedures will be followed.
5. Copies of all forms are included with this resource guide and shall be available in the Office of the Vice President for Student Services.

B. Student Organization Constitutions

1. Sample constitutions are provided to petitioning organizations to be used as a reference.

2. The following items **must** appear in the constitution in order for the organization to receive recognition.

- a. Name of organization
- b. Purpose of the organization
- c. National/State/Regional affiliation with parent organization constitution and contact information.
- d. Membership

3. A statement indicating the voting membership consists of WVU Parkersburg students only.

4. A statement that the organization will not deny membership on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin for compliance with the nondiscrimination policy of West Virginia University at Parkersburg.

5. Officers

- a. List the title of the officers.
- b. A statement must be included that officers must have at least a 2.0 cumulative grade point average at the time of election or appointment and during their entire term of office may not be on academic or disciplinary probation.

6. Special Requirements: a statement must be included stating the organization will adhere to the WVU Parkersburg Code of Student Conduct.

7. Any revision of, or amendments, to the constitution of the student organization must also be submitted to the SGA for approval.

C. Advisors

1. All student organizations are required to have an advisor who is a full-time staff or faculty member of the college.

2. Student organizations should consult with advisors on all matters involving activities, budgeting and policy. Advisors should familiarize themselves with all procedures of the college.

3. All requests for permission to solicit funds on campus, and to reserve space for facilities must include the advisor's approval.

4. Advisors are expected to be actively involved in the affairs and operation of the organization.

5. Notification of change of advisors must be submitted in writing to the Office of the Vice President for Student Services within one month of such change.

6. Student organizations who do not meet requirements for WVU Parkersburg advisors will be suspended until a new advisor is appointed.

D. Membership

1. All student organizations must be open to all members of the WVU Parkersburg community.

E. Financial Matters

1. Organizations may set and collect dues among their members.

2. WVU Parkersburg assumes no fiscal or legal responsibility for any organization.

F. Officer Updates

1. Organizations are required to update officer information after the election or appointment of new officers. Forms will be sent to all organization advisors every new school year. Failure to provide such information after written request may result in the loss of recognition of the club by the college.

G. Student Organization Judicial Procedures

All student organization violations of the college's Code of Student Conduct will be adjudicated as indicated herein. The Student Handbook outlines all acceptable standards of behavior and sanctions for violations of the Code. Student organizations are required and expected to comply with all of the College's policies, procedures and regulations. In addition, all federal, state, and local laws must also be followed. Any and all violations of said policies, procedures, and laws will be adjudicated accordingly. Failure to comply could result in the suspension and/or expulsion of responsible student organizations and/or individual members of such organizations.