Recognized Student Organization
Chartering Checklist
Recognized Student Organization Chartering Checklist

I. Name of Group: ________________________________

II. Purpose of the Group: An organization should fall under one of the following categories.
   a. Academic (A): Groups related to an academic discipline or department of WSU Tech.
   b. Cultural/International (C/I): Groups promoting or enhancing a specific culture(s) or related activities on campus
   c. Community Service (CS): Groups providing volunteer services or assistance to WSU Tech and local community
   d. Honorary (H): Groups formed to recognize or honor excellence and have selective membership
   e. Other (O): Groups which do not fit in one of the other categories listed
   f. Political (P): Groups affiliated with or promoting a particular party, individual or issue in local, state, national or international politics
   g. Recreation/Sports Clubs (R/S): Groups organized for recreational purposes.
   h. Religious (R): Groups affiliated with or promoting a religion, set of religious beliefs or lack thereof
   i. Special Interest (SI): Groups promoting or related to specific, defined interests

III. Check for Duplicity
   a. In order for your organization to be recognized and charted on the WSU Tech campus, your organization must be different from the others we offer. Please contact the Department of Student Engagement to ensure your organization isn’t already a recognized campus organization

IV. Membership
   a. To be charted and recognized at WSU Tech, your organization must have at least 5 members and WSU Tech enrolled students must make up at least 80% for a recognized student organization or 50% for a WSU Tech, Department or Community Organization
   b. Please bring a list of members with you to your charter appointment
Recognized Student Organization Chartering Checklist

V. Officers
   a. As you create your constitution and officer structure, you must have an organization President that must be a current student at WSU Tech, and in good standing with WSU Tech

VI. Organization Advisor
   a. Your organization is required to have an advisor to be recognized on campus. This advisor signs off on all events and budget requests
   b. Faculty/Staff Advisor has completed the Advisor Statement. This statement must be submitted during your chartering appointment

VII. Constitution
   a. Every student organization is required to have a constitution that sets up your structure and rules of your organization. Below are required items that must be on the constitution
      i. The name of the organization.
      ii. Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
      iii. Qualification of membership – what does it take to be a member of your RSO?
      iv. How to remove a member, officer or advisor from the organization.
      v. Officer position and structure – how are your officer positions selected and organized?
         1. A statement that says the President must be a WSU Tech student currently enrolled in good standing.
      vi. Officer qualifications and duties.
      vii. Meetings of the organization, how often, how are they run?
      viii. Inclusion of this statement: “The Organization and its members agree to adhere to city/state/national laws and University policies.”
      ix. Statement of non-hazing.
      x. Statement of Non-discrimination
      xi. How to amend the constitution.
Recognized Student Organization Chartering Checklist

xii. Ratification date – when did you ratify your constitution?

VIII. Charter Appointment

a. Schedule an approval charter appointment with the Director of Student Engagement

IX. Blackboard

a. Once you have been cleared by the Department of Student Engagement, you may proceed in creating your Blackboard Student organization page. All recognized student organizations, must have a Blackboard Student Organization page. Contact ITAS at ITAS@wsutech.edu to create your page

X. WSU Tech Organization Recognition

a. Once the Director of Student Engagement has been notified of your Blackboard organization page creation and all paper work has been submitted to the Department of Student Engagement, you will be recognized as an official organization of WSU Tech

b. Note: The process for recognition from the Department of Student Engagement will take up to two weeks

XI. Next Steps

a. All Recognized Student Organization presidents and advisors must attend a New Student Organization Orientation. New Student Organization Orientation fall and spring dates will be given by the Director of Student Engagement
Recognized Student Organization Chartering Checklist

ADVISOR STATEMENT

A WSU Tech registered student organization advisor’s primary role is to provide overall guidance and support to the registered student organization. Advisors should encourage, consult, and/or mentor the organization in carrying out its purpose as defined by the organization’s constitution.

Specific responsibilities of an Advisor shall be to:
- Work with the officers to promote the effective administration of the organization by attending meetings and advising the group as appropriate.
- Provide guidance to the organization regarding the formulation and revision of the organizations’ constitutions and by-laws.
- Connect students with resources to ensure compliance with WSU Tech policies and procedures, including use of the University’s name, logo, facilities, and/or vehicles.
- Intervene when necessary and alert the organization to the risks of injury and liability in connection with their activities.
- Advise and emphasize that officers lead in an ethical manner.
- Report any concerns regarding the organization and/or its events to Student Activities staff members.
- Review budgets and financial statements/transactions and emphasize the importance of fiscal responsibility to all officers.
- Motivate and challenge officers and members to achieve academic success and ensure that all officers maintain a minimum semester and cumulative GPA of 2.25 per registered student organization requirements.
- Recognize organization achievements.
- Provide consultation and feedback concerning membership recruitment and officer selection procedures and responsibilities.
- Attend a New Student Organization Orientation session and sign the organization’s registration form annually.

Specific responsibilities of an Advisor shall NOT be to:
- Purchase alcohol for the registered student organization or its members.
- Sign contracts for the registered student organization.
- Serve as the organization’s treasurer, bookkeeper, accountant, or auditor.
- Pledge financial backing for the organization’s debts.

_________________________  ____________________________
Advisors Signature                  Date
Recognized Student Organization Chartering Checklist

SAMPLE STUDENT ORGANIZATION CONSTITUTION

This sample constitution is provided by the Department of Student Engagement to assist your student organization in creating a constitution, which meets the standards for officially registering your organization with WSU Tech. The *starred* articles MUST BE included as well as the date of adoption/revision. Article III, VIII, IX, & X MUST use the EXACT language included on this sample.

STUDENT ORGANIZATION CONSTITUTION SAMPLE

*Date of Adoption and/or Revision*

ARTICLE I – *Name*

The name of this organization shall be the WSU Tech Underwater Basket Weaving Club (UBWC). The UBWC is a student organization at Western Illinois University. This organization’s purpose shall be to educate the students at WSU Tech as to how to create baskets, while submerged underwater.

ARTICLE II – *Purpose*

The purpose of the organization shall be:
1) To promote interest in underwater basket weaving
2) To provide fellowship among students and faculty
3) To represent student needs and wants in regard to difficult activities under water
4) To provide a forum for the presentation of innovative ideas to benefit of the WSU Tech community.

ARTICLE III – *Membership* *(Must Be Included Exactly as Found Here; Additional Info is Optional)*

1) Members and officers must be enrolled students at WSU Tech.
2) Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – *Removal of Officers, Members and/or Advisor* *(Make specific to your organization. Procedures for removal must be democratic.)*

a) Officers, Members and/or Advisors are subject to recall for malfeasance in office. Malfeasance shall be defined as:

1. An inability to perform the requirements as a member
2. Willfully disobeying WSU Tech rules and regulations governing student organizations
3. Breaching the Student Code of Conduct
4. Mismanaging club funds

b) Recall procedures will be initiated at the request of five active members.

c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties

1. Those requesting a recall of officer(s) shall be given 20 minutes to present their case
2. Those officers being recalled will have five (5) minutes to question their accusers
3. Those officers being recalled will have 20 minutes to rebut the charges presented against them
4. The club will then have five (5) minutes to question those being recalled
Recognized Student Organization Chartering Checklist

d) A two-thirds majority of those active members voting in a recall at the end of the hearing is necessary to remove any member.

ARTICLE V – *Election of Officers* *(Make specific to your organization. President & Treasurer are required.)*

Procedures for election/removal must be democratic.

1) Election of Officers

   a) The officers of this organization are president, vice president, secretary, and treasurer.
   b) Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
   c) Election of officers will take place during the 3rd week of the fall semester.
   d) Officers will assume office for the period of one year.
   e) The President must be a WSU Tech student currently enrolled in good standing. *(Must be included in constitution)*

ARTICLE VI – *Officer Qualifications and Duties* *

1) President

   a) Coordinates all activities of the organization
   b) Acts as liaison to University community
   c) Serves as official representative of organization
   d) Calls regular and special meetings
   e) Presides at meetings
   f) Prepares agenda for meetings

2) Treasurer

   a) Serves as liaison to WIU for all purpose of organizational funding
   b) Maintains accurate and current account of all organizational funds
   c) Responsible for dispensing of funds in accordance with the goals and programs established by the organization

ARTICLE VII – *Meetings* *

1) Meetings will be open to all organization active and associate members, faculty, staff, and non-member students. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

ARTICLE VIII – *Statement of Non-Hazing* *(Must Be Included Exactly as Found Here)*

1) This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE IX – *Statement of Non-discrimination* *(Must Be Included Exactly as Found Here)*

1) This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office. (As exempted by Federal law, Social Greek organizations may omit “gender”)*
Recognized Student Organization Chartering Checklist

**ARTICLE X – *Statement of Compliance of Rules and Regulations* (Must Be Included Exactly as Found Here)**
1) The Organization and its members agree to adhere to city/state/national laws and University policies.

**ARTICLE XI – *Amendments***
1) This constitution can be amended by a **two-thirds vote** of the entire membership at a regular meeting of the organization.
2) Notification of such a motion must be made to members **at least one** meeting in advance of the one in which the actual vote is taken.
3) All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Department of Student Engagement within two weeks of adoption by the organization.

*Date ratified by organization_________________________

*Signature of Presiding Officer________________________________________

*Reviewed by Director of Student Engagement__________________Date__________________
Recognized Student Organization Chartering Checklist

Contact

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Hours
M-F: 8:00am - 5:00pm