

1995

## Registering a Student Organization 1995

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### Recommended Citation

"Registering a Student Organization 1995" (1995). *Campus Council Records*. 83.  
<https://openworks.wooster.edu/campuscouncil/83>

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## Registering a Student Organization

The purpose of registering an organization with Campus Council is to identify student organizations on campus and to ensure that the purposes and programs of those organizations are consistent with College policies.

Student organizations that wish to be officially acknowledged by the College, use College facilities and services, use the College's name, establish a Treasurer's account, acquire an e-mail account, or receive funding from any of the three funding organizations (Campus Council, Student Government Association, and Wooster Volunteer Network), must register with Campus Council through the Campus Council Charter Committee.

**An organization that is not registered and has not submitted a list of its officers and advisor to Campus Council will not receive funding or have access to College facilities. Receiving a Campus Council charter does *not* guarantee that an organization will receive funding.**

An organization must be chartered:

**Chartered:** Chartered organizations belong to one of two distinctions: some fall under umbrella organizations (either the Wooster Volunteer Network or the Greek Life Committee) while the rest are autonomous organizations.

Umbrella organizations: These are organizations that fall under the purview of either the Wooster Volunteer Network (WVN) or the Greek Life Committee (GLC). WVN and GLC are responsible for reviewing these organizations' charters every three years according to Campus Council guidelines; the charters must be submitted to the Charter committee for review and to Campus Council for final approval. Campus Council, based on the recommendations of the Charter committee and WVN or GLC, will recognize these organizations as chartered. Although Campus Council has ultimate jurisdiction over all these organizations, WVN and GLC will serve in their capacity to monitor their respective organizations' activities to ensure that College policies are observed. If the organization wishes to apply for funding in the spring semester, it must submit its proposed charter in the fall semester.

Autonomous organizations: These organizations operate independently of any other organization. Charters of these groups are reviewed directly by Campus Council; they can apply for funding from any of the three funding organizations pursuant to the respective funding guidelines. Campus Council will maintain exclusive responsibility for ensuring that the organizations' programs and goals are consistent with College policies. Proposed charters of new organizations must be submitted in the fall semester if the organization wishes to apply for Campus Council funding in the spring semester for the following school year. All Charters must be reviewed by Campus Council every three years.

All chartered organizations must have a faculty or administrative staff advisor whose role is stated in the charter. New organizations must find an advisor within eight weeks of submitting their Charter proposal; organizations whose advisor resigns must contact ~~Campus Council~~ and inform Campus Council of the resignation and must find a new advisor within eight weeks of their advisor's resignation.

An organization must submit a Charter proposal to the Chairperson of Campus Council.

## Guidelines for Preparing a Charter

**Name:** The name of our organization shall be \_\_\_\_\_. This section requires that you declare the name of the organization. This will be the official name of the organization. This name will be forwarded to the appropriate offices for consideration in scheduling College services and/or facilities.

**Purpose:** The following statement must be included, written exactly as stated here: *In our efforts to accomplish our goals, we shall abide by the Code of Social Responsibility as stated in the Scot's Key.* This section shall also include the intentions of the organization, the purpose it will serve and how the organization will interact with greater College community.

**Membership:** Must include the following non-discriminatory statement written exactly as it is stated here (Exceptions ~~sex~~ may be omitted for single-sex organizations subject to the approval of Campus Council): *Membership shall be open to any member of the College community regardless of age, sex, race, creed, national origin, handicap, sexual orientation, or political affiliation, providing the individual expresses a genuine interest.* This section should also include any information concerning differences, such as levels or tiers, of membership. Membership dues if any should be indicated here, however, the monetary amount need not be indicated. A non-discriminatory statement concerning membership fees should be included here as well.

**Induction:** If your organization has no induction process, please state "None." If there is an induction process, that should be indicated including the following statement exactly as written: *If an organization has a selection process, an education process, and/or an induction ceremony, its existence must be mentioned here.* The proposed activities of selection processes, education processes, and/or induction ceremonies must be submitted to the Leadership and Membership Evaluation Committee (LMEC) ~~club and section proposals are given to the Greek Life Committee (GLC) while proposals from non-Greek organizations are submitted to the Selection, Induction, and Education Process Approval Committee (SIEPAC).~~ *and a member's inability to meet financial obs.*

**Officers:** Every office and its responsibilities should be indicated in this section. Only degree-seeking students at The College of Wooster can be officers of the organization. The following italicized statement must be included: *All officers shall be degree-seeking students at The College of Wooster.*

**Advisor:** Indicate how the advisor will work with the organization. Also include the following statement: *Our advisor will be a member of the College administrative staff, faculty, or another staff member who has received the approval of his or her supervisor. His or her responsibilities will include those required by the Advisor Contract and those agreed upon by the advisor and our organization according to the recommended responsibilities listed in the Advisor Contract.*

**Affiliation:** If your group has an affiliation with an organization from outside of the College, the affiliate name and nature of the affiliation must be stated. The following statement must also be included as written: *We do realize that any policies of our affiliate affecting our organization must be consistent with College policies.* If your organization has no affiliation, please state "None."

**Amendments:** Indicate your organization's process for amending your charter and then state the following exactly as written: *Amendments must be approved by Campus Council.* All amendments must be submitted to the Charter Committee and Campus Council for approval. Check with Campus Council Charter Committee to see how many copies of the revised charter must be submitted.

**Date Submitted:** Indicate the date submitted to Charter Committee.

**Date Received:** Leave Blank

**Date Approved:** Leave Blank

**Date of Next Review:** Leave Blank

**Submitted by:** Both the President/Contact Person and Advisor must sign the charter in order for it to reviewed. Please print names and positions of all who sign.

**ADVISOR CONTRACT**  
for  
**College of Wooster organizations**  
chartered with Campus Council

In order to maintain any funding from WVN, SGA, and/or Campus Council and the use of all College facilities and services, Campus Council requires that every campus organization submit the Advisor Contract and the names of the group's officers and advisor no later than the end of third week of after the first week of the fall semester. Campus Council will confirm this information during the first week of the spring semester. If at any time during the semester your advisor or officers change, Campus Council must be notified immediately.

The following are **required components** of the contract between the advisor and the organization. **The advisor must:**

1. Request meetings of the executive board when he/she believes it is necessary.
2. Explain College policy when relevant to the discussion.
3. Explain and review College policy to the entire membership at a general meeting once a year or in case of advisor/officer/policy changes.
4. Maintain contact with a designated officer at least once a month.
5. Speak up during discussion when he/she has relevant information.
6. Receive a copy of all official College correspondence (including, but not limited to, communication with Campus Council, the Lowry Center Director's Office, and the Office of the Deans), and all organization meeting agendas and minutes.
7. Veto a decision only when it violates College policy.
8. Assist the group in any dealings with members of the College staff.

The following are **negotiable expectations** that should be discussed between the advisor and the organization. **The advisor is encouraged to:**

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Help the president prepare the agenda before each meeting.
4. Attend group activities.
5. When necessary, inform the group of infractions of their bylaws, codes, and standing rules.
6. Anticipate problems and mediate interpersonal conflicts that arise.
7. Be responsible for planning and coordinating workshops that meet the needs of the group.
8. Take an active part in the orderly transition of responsibilities between old and new officers.
9. Participate in the activities of Spring Leadership Day.

We the undersigned affirm that we understand and are willing to adhere to the required components of the advisor-organization relationship as directed by Campus Council and that we have met with the general membership of \_\_\_\_\_ to discuss the negotiable expectations of the advisor with respect to our organization.

Signed,

President

Advisor (and his/her Supervisor, if necessary)

Vice President

Treasurer

Secretary

Contact Person (if different from other officers)