

Recognition Process (Starting A New Student Organization)

Students wishing to start a new student organization must meet the following minimum requirements to apply for official college recognition:

- The prospective organization must consist of a minimum of five currently enrolled Westminster College students.
- Membership must be open to all students of the Westminster College community without respect to race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity and expression, age, handicap or disability, marital status, veteran status, genetics, or any other protected class. This applies to all organizations with the exception of those organizations specifically exempted in Title IX of the Educational Amendment Act of 1972. Organizations may establish additional membership and academic eligibility requirements.
- A prospective organization shall not unnecessarily duplicate an area of interest or endanger student support of any other recognized student organization.
- If affiliation with a national organization is required, the local prospective organization must receive preliminary approval from SEC and must subsequently fully establish national affiliation before it can be fully recognized.
- The purpose of the prospective organization must be consistent with the philosophy, purposes, and goals of Westminster College.
- An advisor must be selected by the student organization prior to the time the SEC considers the application for recognition.
- The SEC may consider other factors it deems relevant.

Students interested in starting a new student organization at Westminster College must notify the Student Affairs Office, in writing, of their interest in starting an organization. After submitting their intent to start a new organization, the student must meet with a representative from the Student Affairs Office to learn about the recognition process and the steps that must be taken to gain recognition and active status.

A representative from the Student Affairs Office shall serve as administrative advisor during the period of organization (not to exceed one semester). The representative shall aid the prospective organization in developing a constitution, understanding College procedures pertaining to student organizations, and obtaining an advisor.

Required Documents for Recognition Process:

- A digital copy of a national constitution (if applicable).
- A digital copy of the local constitution and/or by-laws.
- A digital copy of a list of officers (these may be temporary officers, pending a future election). However, two different students must be designated as President and Treasurer.
- A letter of acceptance as advisor from a faculty member, staff, or administrator employed full time by Westminster College. Individuals who are not currently employed by the College but wish to assist the organization on a regular basis

may only serve as a consultant to the organization. They also must first be approved to serve in that capacity by the SEC.

- Printed names and signatures of at least five students who have attended the prospective organization's meeting(s).

Steps of Recognition Process

Presentation to Student Experience Council

After submitting the above materials, a designated spokesperson for your organization must appear at the designated SEC meeting to present the organization's request and to answer any questions from the Council. There will be one SEC meeting each semester dedicated to the consideration of new student organizations. The meeting date is determined each semester by the Chair of the SEC.

Following your presentation, the SEC will:

- Recommend approval of your organization's request.
- Recommend tentative approval of your organization's request until changes required by the Council are made.
- Deny your organization's request.

Presentation to Campus Community

Receiving SEC's recommended approval is the first of a three-step process. If your organization is recommended for approval, a representative from the Student Affairs Office will notify you accordingly. They will also announce the Council's intention to recommend recognition by publicizing to the campus community via email a brief overview of the organization's Statement of Purpose.

The email will invite campus members to comment on whether or not your organization should be granted recognition. Comments will be accepted by a representative from the Student Affairs Office for one (1) week during the period when classes are ordinarily in session (September to May, excluding holidays). A copy of your organization's supporting documents will be made available in the Student Affairs Office for review. The documents may not be duplicated and/or removed from the Office.

Following the one-week comment period, the SEC will review the comments and determine whether further review of the organization is warranted. If additional input or clarification is necessary, you may be requested to meet with the Council until its concerns have been successfully addressed. If they have, the process continues as outlined in these policies.

Presentation to President of the College (Final Approval)

The Council will submit its recommendation for approval to the President of the College who will have final authority concerning the recognition of your organization. The President will attempt to make his/her determination within 28 days. A representative from the Student Affairs Office will then notify you of the President's decision. The President's decision is final.

If your organization receives tentative approval, the organization's representative will receive correspondence from a representative from the Student Affairs Office outlining SEC's required changes (e.g., Constitution, By-laws) necessary to receive a recommendation for official recognition. Your organization will submit changes to a representative from the Student Affairs Office who will then share them with the SEC to make a final determination. The steps found in the approval process above will be followed accordingly.