

# WVU PROCEDURES AND REQUIREMENTS FOR RECOGNIZED STUDENT ORGANIZATIONS

As a recognized student organization, you are entitled to certain privileges:

- The use of the West Virginia University name
- Ability to reserve and utilize certain campus facilities
- The right to apply for limited funds from the Student Government Association.
- Access to free WVU website space and support
- Free mail collection in the Student Engagement and Leadership office

## Procedure for Obtaining WVU Recognized Status by a New Student Organization

1. The organization must complete a petition for recognition and develop a constitution for the organization. These forms are available in the Student Engagement and Leadership office in the Mountainlair or online at [studentengagement.wvu.edu](http://studentengagement.wvu.edu) under the “Forms and Resources” link.
2. The completed petition and constitution must be submitted to the Student Engagement and Leadership office. **See the next section for information about constitutions.** In addition, organizations affiliated with a national, international, state or local organization must submit a copy of the parent organization's constitution.
3. The petition for recognition will be submitted to the Student Engagement and Leadership staff. Recognition status will be sent in writing to the president of the organization. A copy will be kept in the organization’s file in this office.
  - If your organization’s request for recognition is denied, a review of the application will be conducted and a meeting with the designated officers will be scheduled. During the meeting any problems will be discussed. After the revised petition and/or constitution are submitted, the standard recognition procedures will be followed.
4. During the recognition process, the organization shall be eligible to reserve space in the Mountainlair for up to three organizational meetings. Email [reservations@mail.wvu.edu](mailto:reservations@mail.wvu.edu) or call 293-3250.

## Student Organization Constitutions:

Sample constitutions are available in the Student Engagement and Leadership office or online at [studentengagement.wvu.edu](http://studentengagement.wvu.edu) under the “Forms and Resources” link. Downloading the template assures you include the required sections.

NOTE: Any revision of or amendments to the constitution must be submitted to the Student Engagement and Leadership office for approval.

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. A statement must be included that states the voting membership consists of WVU (Morgantown campus) students only.
- e. A statement must also be included that states the organization will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. This is the WVU Affirmative Action Statement.
- f. List the titles of each organization officer and the duties of each office.
- g. A statement must be included that officers must have at least a 2.5 cumulative grade point average at the time of election or appointment, and during their entire term of office must be full-time students, and may not be on academic or disciplinary probation during their term of office.
- h. Special Requirements -- A statement must be included stating the organization agrees to adhere to the *WVU Student Conduct Code*.

### **Maintaining Recognition Status**

In order to maintain your status as a recognized WVU student organization, you **must** make sure the following items are completed:

- ***You must complete an Officer Update Form each year and/or after every election of new officers.*** This form includes current contact information about organization officers and advisor. *Even if there are no changes in officers there must be an updated form submitted each year.* The form can be found online at [studentengagement.wvu.edu](http://studentengagement.wvu.edu) under the "Forms and Resources" link. A courtesy email will be sent to the organization president at the time of officer elections reminding them of this requirement.
- ***All organizations must have an advisor.*** This advisor must be a full-time faculty or staff member of West Virginia University. Medical corporation employees are not eligible. If you change your advisor notification must be submitted in writing to the Student Engagement and Leadership office **within two weeks** of the change. Potential advisors may phone our office at 293-4397 or Kim Harrison at [kim.harrison@mail.wvu.edu](mailto:kim.harrison@mail.wvu.edu) to discuss advisor responsibilities.
- ***Update your constitution.*** Each organization is asked to review and update your constitution at least every other year. Please don't hesitate to ask for a copy from your file in the office.

If you have any questions about your organization's status, please contact Student Engagement and Leadership office at 293-4397 and we will answer any questions you may have. Our staff is happy to assist you and provide support throughout the year.