How to Become a Recognized Student Organization

Create a constitution

Use the sample constitution as a guide

To access the sample constitution, go to the WVUENGAGE site and search for Student Engagement and Leadership

Scroll down to documents and download the sample constitution

Create a constitution for your organization!

What you will need to register

Advisor: must be a full-time
University staff or faculty
member. (Graduate students
and UHA Medical
Corporation employees are
not permitted to be advisors)

Organization officers: president, vice president, treasurer, and secretary (or equivalent positions)

Club requirements: GPA, pledges, and dues

Register on WVUENGAGE

On the WVUENGAGE site, go to the organizations tab at the top of your page

Select REGISTER AN ORGANIZATION

Select REGISTER A NEW ORGANIZATION

Fill out all required fields for your student organization.

Wait for approval from the University

The Student
Engagement and
Leadership department
will either approve or
deny your request

If denied, you will be provided with instructions on how to address the issue with your registration

If approved, congrats! You are now a recognized student organization at WVU

