



## **Wilmington University School of Law**

### **Guidelines for Starting a Student Organization**

#### **Initial Interest Meeting**

Students should hold an initial interest meeting to discuss formation of the organization. Students should designate a meeting organizer. The organizer should email the Office of Academic Affairs notifying them of the proposed meeting time and location if on campus. The administration will assist the organizer with finding campus space and with promoting the meeting to the student body.

Topics for discussion at the initial meeting should include:

- Purpose and mission of the organization
- Proposed name of the organization
- Names of the potential faculty/staff advisor
- Requirements for membership (Note: In general, all law school organizations are open to the entire law student body.)
- Membership requirements if the organization is to be part of a national chapter

In order for a group of students to be recognized as an organization by the School of Law, an application must be submitted to the Office of Academic Affairs. The application must include:

1. Proposed name of the student organization
2. Purpose and mission of the organization
3. Requirements for membership. If the organization will be a chapter of a national organization, include charter guidelines.
4. Details of the interest meeting, including the sign-in sheet with at least five student signatures
5. Proposed schedule of regular meetings
6. Name of the advisor and his or her agreement to act as advisor. The advisor must be a full-time staff or faculty member of the School of Law.

Law School administration will review the proposed student organization's application. All applications will be reviewed but subject to approval. If the organization is approved, it becomes an officially recognized organization of the School of Law.

All new organizations will have a 60-day probationary period immediately following approval. Within this 60-day period, the organization must submit the following:

1. List of all members
2. The organization's executive board including their office position (President, VP, Secretary, and Treasurer)
3. By-laws
4. Meeting times, dates, and locations

All student organizations must abide by the Guidelines for Student Organizations and all University policies. Failure to do so could result in disciplinary action, including disbandment of the organization.

## **Student Organization Membership Requirements**

To maintain chartered status, organizations must be comprised of at least 3 currently enrolled students at the School of Law of which two students must hold positions on the Executive Board (President and Secretary). The minimum number of members required to maintain active status as an organization is **five**. Furthermore, each organization must maintain at least a President and a Secretary. Finally, approved organizations are required to submit an [Annual Organization Information Form](#) by May 1.

If an organization is going to have dues, raise funds, make expenditures, etc., the treasurer will be responsible to track these funds and a report must be given monthly to the Law School Administration. Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

Students must follow the Law School and University Code of Conduct at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the Law School Administration by the Advisor of the organization. All funds and property of the organization will be held by the School of Law for a period of no less than twelve months, then becomes the possession of the Student Bar Association. The organization will be responsible for all debts it incurs. If an organization disbands, it must re-file for recognition.