



Farnan School of Law

WILMINGTON UNIVERSITY

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 Wilmington University Farnan School of Law, an application must be submitted to lawstudentlife@wilmu.edu. 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 Farnan School of Law.

Law school administration will review the proposed student organization's application, and all

applications are subject to approval. If the organization is approved, it becomes an officially recognized organization of the Farnan School of Law.

All new organizations will have a 60-day probationary period immediately following initial 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

The 60-day probationary period runs concurrently with the fall and spring academic calendars, excluding study and final exam periods, holidays breaks, and the summer.

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

Students must have completed one full semester and have a cumulative GPA of 2.50 to submit an application to start an organization. This standard demonstrates that they can be successful in law school before taking the lead in developing a new extra-curricular activity. First semester students are permitted to work with an upper-level student, who may take the lead in coordinating the beginning phases of requesting a new student organization for approval.

Student Organization Membership Requirements

To maintain chartered status, organizations must be comprised of at least 3 currently enrolled students at the Farnan 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. The President will serve as the liaison between the organization and the Office of Academic Affairs team. This person will be the primary contact for all things relating to the student organization. Finally, approved organizations are required to submit an [Annual Student Organization Disclosure Form](#) by May 1 each year.

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.

If an organization is going to have dues, raise funds, make expenditures, etc., the Treasurer will



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be responsible for tracking these funds, and a report must be given by the last business day of the month to the law school administration.

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 Farnan School of Law for a period of no less than twelve months. The organization will be responsible for all debts it incurs. If an organization disbands, it must re-file for recognition.