



**WCU**  
**WEST CHESTER**  
**UNIVERSITY**

**Student Organization Handbook**  
**2021-2022**

*\*Note: this handbook is a living document with ongoing edits.*

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## **Student Leadership and Involvement**

Mission: Student Leadership and Involvement (SLI) provides WCU students with transformative learning opportunities that prepare them to be active global citizens through involvement in student organizations, intentional programming, and interpersonal interactions. Vision: The vision of the Office of Student Leadership and Involvement is to provide opportunities for WCU students to engage in shaping a better self and better world. Contact information: 238 Sykes Student Union, 610-436-2117, [involvement@wcupa.edu](mailto:involvement@wcupa.edu), [WCUPA SLI website](#)

## **Student Government Association**

Congratulations on becoming a Golden Ram and welcome to getting involved on campus at West Chester University! The Student Government Association (SGA) is the governing body for most student-run organizations on campus. In addition to governing organizations, the SGA is also tasked with representing the collective interests of the student body. If any students have opinions, comments, or concerns regarding WCU, the SGA acts as an outlet to ensure their voices are heard and acted upon. Our meetings are open to the public and we welcome and encourage any student to attend, as well as encourage all students to be engaged, involved, and thoughtful members of our campus and make connection with YOUR Student Government Association!

In relation to the governance of clubs, some of SGA's responsibilities include: allocating budgets and auxiliary funding to organizations, working through the recommendation process with forming organizations and voting on whether to recommend each organization for recognition, holding monthly Council of Organizations meetings, and generally ensuring that organizations on campus are upholding the standards to remain recognized on campus. Below, see a listing of SGA Executive Board positions and some of their common responsibilities. Contact information can be found on the SGA website.

President:

- Connection with University Administration and representative and spokesperson for student body
- Point of contact for SGA and University policies

Vice President:

- Council of Organizations information
- Accountability of SGA
- Events open to public

Treasurer:

- Budgeting
- Executing required budgeting seminars for organization treasurers
- Auxiliary Requests
- Sponsorships

## Parliamentarian

- Forming an organization
- General bylaw questions
- Parliamentary procedure questions
- Organizations deviating from their bylaws

## Secretary:

- Council of Organizations excuse / appeal
- SGA Minutes
- General SGA point of contact

# Registered (Recognized) Student Organizations

## What is a registered student organization?

A “registered” student organization at West Chester University is hereby defined as any student club or organization that meets the following standard:

- Officers and members consist of students currently enrolled at West Chester University and who have paid their Student Activity Fee in full.
- Organization’s purpose is to contribute to students’ personal interests and development
- Meets all registration requirements as outlined by the Student Government Association and by the Office of Student Leadership and Involvement
- Understands and adheres to all university policies and procedures

## Why register a club?

Registered student organizations benefit from many privileges including the ability to:

- Use the West Chester University (WCU) name as part of their name designation;
- Reserve space of University facilities, equipment, and services, as available and according to prescribed policies and procedures;
- Sponsor activities on campus;
- Apply for funding from Student Government Association under the policies and procedures set forth in that student government’s constitution and bylaws, Financial Policies & Procedures, and Standard Operating Policies & Procedures;
- Create a Student Services, Inc. (SSI) organizational account;
- Request professional advising and other services from the Office of Student Leadership and Involvement;
- Collect reasonable dues and/or fees for service, sponsor fund-raising events, and solicit funds according to University policy;
- Receive awards or honors presented by the University to organizations and/or members;

- Be listed in University/student publications including the University's catalog;
- Participate in University/student activities;
- Apply for student organization locker storage space in the Sykes Student Union (recognition does not automatically qualify your organization for space);
- Distribute literature and organizational materials according to established University policies and procedures;
- Ability to post materials on designated University bulletin boards and web sites within the parameters of existing guidelines;
- Participate in the Fall and Spring Involvement Fairs and recruitment opportunities, and other promotional opportunities on campus, if space allows;
- Participate in community service projects as a recognized student organization;
- Maintain a RamConnect group portal to organize the business and communication affairs of the group, as well as host a public-facing external website;
- Publish organization activities through the University and RamConnect calendars;
- Use of SSI vehicles in accordance with SSI procedures, guidelines, and insurance requirements to transport club members to off-campus meetings and events.

### **Differences between Greek Life and Other Student Organizations**

Although fraternities and sororities share many similarities with other groups on campus, they have a few defining characteristics which set them apart. First, every fraternity and sorority identifies with a national body, whereas most organizations on campus function independently. Fraternities and sororities also function through the Office of Fraternity and Sorority Life and are directly governed by either the Interfraternity Council, Panhellenic Council, Multicultural Greek Council, or National Pan-Hellenic Council. Fraternities and sororities are considered selective, recruitment-based groups and they are not open to membership for all students who've paid their student activity fee in full. Therefore, fraternities and sororities do not receive an annual SGA budget.

## **Forming a New Organization**

### **Recommendation Process**

A student group desiring recognition by West Chester University as an organization must follow the steps outlined by the Office of Student Leadership and Involvement to be recommended by the Student Government Association Senate and approved by the Vice President for Student Affairs, or their designee.

While the official process is reviewed regularly and can be provided electronically by contacting the Office of Student Leadership and Involvement ([involvement@wcupa.edu](mailto:involvement@wcupa.edu)), below are general steps required:

1. Meet with a representative of the Office of Student Leadership and Involvement in partnership with the Student Government Association Parliamentarian.

- If you are interested in a sports-related club, the Assistant Director of Sport Clubs, must also be present.
- If you are interested in a social fraternity or sorority, the Senior Director of Fraternity and Sorority Life is the campus contact.

2. A pending student organization must have a committed advisor who is a full time or part-time member of the West Chester University faculty or staff before they are officially placed into the forming process.

3. Submit a Request to Organize Form located on RamConnect. When it is complete and submitted electronically, download the form, print a copy and have the proposed advisor sign the form. Turn that form into the front desk of 238 Sykes Student Union.

4. A minimum of five currently enrolled full-time undergraduate West Chester University students must indicate interest for the group to request recognition. For a sports club, that minimum number is ten.

5. The proposed constitution, by-laws and supporting documentation will be reviewed and voted on by the members of the Student Government Association Senate. All organizations must include the following statement in their constitution and by-laws: (Club name) will not discriminate against gender, race, age, religion creed, color, sexual orientation, military status, socioeconomic status, citizenship status, or individuals with disabilities.

\* A religious or political student organization may be exempt from this statement if it is determined that, based on the mission of the organization, selecting the organization's leaders and members as defined by the organization's doctrines, that only persons to that mission should join and lead. If such a determination is reached, the organization may limit the selection of members via customary rights and privileges of membership in the organization. Due to this exclusivity, however, a group will not be eligible to receive funding from Student Government Association.

\*Exemptions have been granted to social fraternities and sororities about limitations based on gender.

6. No two organizations shall have the same name or mission. Only social, professional, honor, service, or recognized Greek organizations may use exclusively Greek letters in their names.

7. Upon recommendation by the Student Government Association Senate, the constitution and by-laws must then be approved by the Vice President for Student Affairs, or their designee. If approved, the group becomes a probationary student organization for one calendar year. Student Government will inform the Office of Student Leadership and Involvement of the affirmative senate vote immediately. Student Leadership and Involvement personnel will forward that information, along with a copy of the constitution and by-laws, membership roster, faculty/staff advisor information to the Vice President for Student Affairs, or their designee, for final approval. Once final approval is given, the student organization is officially recognized and registered with West Chester University as a probationary student organization.

8. All new recognized/probationary student organizations must meet with a student representative from the Office of Student Leadership and Involvement to learn about all services, privileges, and policies for student organizations, and to create their RamConnect organization portal.

Groups seeking recognition that are affiliated with a (inter)nationally-recognized organization may be allowed to limit their membership, pending the approval of the Vice President for Student Affairs or their designee. All social fraternities and sororities must be nationally affiliated to be recognized by the University.

#### Sports Clubs:

A student group desiring recognition as a sports club must submit a specific packet of materials to be approved by the Sports Club Council/Campus Recreation PRIOR to submitting additional information for recommendation by the Student Government Association. Once a sports club has been recommended for recognition through both of these processes, the information will be shared with the Vice President for Student Affairs, or their designee, for final University approval. The Office of Campus Recreation oversees the sports club community. All policies, procedures and guidelines are maintained and administered by the Office of Campus Recreation and the governing organization of the community. New sports clubs are required to navigate the SGA Recommendation Process.

#### Fraternities and Sororities:

A student group or (inter)national office desiring fraternity or sorority recognition must submit a specific packet of materials to be approved by the Office of Fraternity and Sorority Life and appropriate Greek governing body. Once a fraternity or sorority is approved through this process, the information will be shared with the Vice President for Student Affairs or their designee, for final University approval. The Office of Fraternity and Sorority Life oversees the fraternity and sorority community. All policies, procedures and guidelines are maintained and administered by the Office of Fraternity and Sorority Life and the governing organizations of the community. Student Government Association will be notified via email of the recognition of any new fraternity or sorority.

#### Honor Societies:

An academic department or student group desiring recognition of an honor society must submit a specific packet of materials to be approved by the Office of Student Leadership and Involvement. Once an honor society is approved through this process, the information will be shared with the Vice President for Student Affairs or their designee, for final University approval. The Office of Student Leadership and Involvement oversees the honor society community and the honor society community is subject to the rules and regulations as delineated by the Office of Student Leadership and Involvement. The Office of Student Leadership and Involvement will ensure that a new honor society (if academic-based) is approved by the academic discipline it will be housed in. Student

Government Association will be notified via email of the recognition of any new honor society.

## **Running an Effective Organization**

### **Re-registration process**

The Office of Student Leadership and Involvement, in conjunction with the Student Government Association, coordinate the overall annual re-registration process for student clubs and organizations. Registered student organizations are required to renew their active status each year with the Office of Student Leadership and Involvement by the end of the spring semester. This process affirms an individual club/organization's desire to continue a relationship with West Chester University. The date for spring re-registration is set by the Office of Student Leadership and Involvement before the end of the previous fall semester. Student organizations that fail to re-register by the date announced by the Office of Student Leadership and Involvement automatically become inactive, unless they have already indicated that they are defunct. To remove themselves from inactive status, a student organization has until the last Student Government Association meeting in the fall semester to re-register. Failure to re-register by the last Student Government Association meeting will result in the organization becoming defunct. Additionally, incoming officers will need to fulfill on-line or in person training sessions pertaining to their specific leadership role within the organization as part of the re-registration process. Failure to participate in officer training, will directly impact the recognition status of the organization that you represent.

### **RamConnect**

RamConnect is essential for the success of an organization because it allows for continuity after members leave their positions and graduate, the easy access and collection of information, budget submissions, re-registration, and makes it easy for potential members to find your organization. Training videos for RamConnect can be found on the Office of Student Leadership and Involvement's YouTube channel, [https://www.youtube.com/channel/UCpEnybY\\_fZ1EbfeK2xDrHIA](https://www.youtube.com/channel/UCpEnybY_fZ1EbfeK2xDrHIA). Below are a few important highlights for Club and Organizations to use RamConnect effectively:

- Membership status
  - Officers
    - Manage their group page and members
    - Create events
    - Easily communicate with members
    - Create forms and surveys
    - Manage media
  - Member
    - Part of the group
    - Access documents, surveys, media, etc. not available to non-members

- Creating Events
- Sending emails to organization members
- Maintain an external website
- Surveys and Forms for data collection
- Uploading Files (Update group bylaws must be reviewed and posted publicly annually)

## **Parliamentary Procedure – An Overview for Running Successful Meetings and Discussions**

### **Robert's Rules of Order**

#### **What are Robert's Rules of Order?**

The first edition of the book was published in February 1876 by U.S. Army Major Henry Martyn Robert. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote Robert's Rules of Order after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure. The book is now in its 10th edition; Robert's Rules of Order Newly Revised (RONR).

#### **Robert's Rules of Order provides applicable rules governing key matters of meeting and general procedures, including:**

- Establishing a Constitution and Bylaws for your student organization.
- Structure of the meeting Agenda and debate.
- Motions; including making, seconding, debating, modifying and amending motions.
- Sufficient majority and simple majority and which decisions are appropriate to them.
- Establishment of a quorum.
- Definition of membership.
- Voting rights of presiding officer and voting procedures.

### **AN OUTLINE OF BASIC PARLIAMENTARY PROCEDURE**

Prepared by Douglas N. Case

Parliamentary Authority: Robert's Rules of Order, Newly Revised, Tenth Edition, 2001.

#### **I. Rules Governing an Organization**

- A. State and Federal Law - governing corporations, tax-exempt organizations, public legislative bodies, etc.
- B. Articles of Incorporation - applicable to corporations
- C. Governing Documents of Parent Organizations - applicable to chapters, affiliates, etc. of larger organizations
- D. Local Constitution and Bylaws - defines the organization's basic structure and fundamental rules. Normally requires a 2/3 vote and prior notice for amendment and are not subject to suspension.
- E. Standing Rules - operating procedures consistent with the above. Normally can be amended by majority vote at any business meeting and can be suspended.
- F. Rules of Order - parliamentary authority, superseded by any of the above that conflict.
- G. Precedent and Custom - apply when there are no written rules governing a situation.
- H. Student Life & Leadership

- II. Purposes of Parliamentary Procedure
  - Ensure majority rule
  - Protect the rights of the minority, the absentees and individual members
  - Provide order, fairness and decorum
  - Facilitate the transaction of business and expedite meetings
- III. Basic Principles of Parliamentary Procedure
  - . All members have equal rights, privileges and obligations.
    - I. A quorum must be present for the group to act - if the bylaws of the organization do not establish a quorum, the general rule is that a majority of the entire membership must be present to transact business.
    - II. Full and free discussion of every motion is a basic right.
    - III. Only one question at a time may be considered, and only one person may have the floor at any one time.
    - IV. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
    - V. No person can speak until recognized by the chair.
    - VI. Personal remarks are always out of order.
    - VII. A majority decides a question except when basic rights of members are involved.
    - VIII. A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
    - IX. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
    - X. The chair should always remain impartial.
- IV. Typical Order of Business
  - . Call to Order
    - A. Opening Exercises, if applicable
    - B. Roll Call/Determination of a Quorum
    - C. Adoption of the Agenda
    - D. Reading and Approval of the Minutes of the Previous Meeting
    - E. Reports of Officers
    - F. Reports of Standing Committees
    - G. Reports of Special (Ad hoc) Committees
    - H. Special Orders
      - I. Unfinished Business and General Orders
      - J. New Business
    - K. Program, if applicable
    - L. Announcements
    - M. "Good of the Order"
    - N. Adjournment
  - V. Role of the Presiding Officer
    - . Remain impartial during debate - the presiding officer must relinquish the chair to debate the merits of a motion
      - A. Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) - exception: the presiding officer may vote on any vote by ballot
      - B. Determine that a quorum is present before transacting business
      - C. Introduce business in proper order

- D. Recognize speakers
- E. Determine if a motion is in order
- F. Keep discussion germane to the pending motion
- G. Maintain order
- H. Put motions to a vote and announce results
- I. Employ unanimous consent (general consent) when appropriate
- VI. General Procedure for Handling a Motion
  - . A member normally must obtain the floor by being recognized by the chair.
  - A. Member makes a motion.
  - B. A motion must normally be seconded by another member before it can be considered.

-Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).

-If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable).

-The maker of a motion has the right to speak first in debate.

-Debate is closed when:

1. Discussion has ended, or
2. A two-thirds vote closes debate ("Previous Question")

- C. The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- D. The chair calls for a vote.
- E. The chair announces the result.
- F. Any member may challenge the chair's count by demanding a "Division of the Assembly."
- VII. General Rules of Debate
  - . No members may speak until recognized by the chair.
  - A. All discussion must be relevant to the immediately pending question.
  - B. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
  - C. No member can speak more than twice to each motion.
  - D. No member can speak more than ten minutes.
  - E. All remarks must be addressed to the chair - no cross debate is permitted.
  - F. It is not permissible to speak against one's own motion (but one can vote against one's own motion).
  - G. Debate must address issues not personalities - no one is permitted to make personal attacks or question the motives of other speakers.
  - H. The presiding officer must relinquish the chair to participate in debate and cannot reassume the chair until the pending main question is disposed of.

- I. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- J. When a large number of people wish to speak to a motion it may be advisable for the chair to make a speakers' list.
- K. Members may not disrupt the assembly.
- L. Rules of debate can be changed by a two-thirds vote.

VIII. Motions in Ascending Order of Precedence

Only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list is the immediately pending motion (i.e., the last motion made), any motion listed below it on the list can be made at that time and any motion above it on the list cannot be made at that time. Pending motions must be disposed of in descending order of precedence.

IX.

- . **Main Motion** - introduces business to the assembly for its consideration. A main motion can only be made when no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.
- A. **Subsidiary Motions** - change or affect how the main motion is handled (voted on before the main motion)
  - 1. Postpone Indefinitely - made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion.
  - 2. Amend - changes the wording of the main motion before it is voted upon. An amendment must be germane to the main motion. Its acceptance does not adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences and insert new ones; add words, phrases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another.

When an entire motion is substituted for another, the chair must first call for a vote on the Motion to Substitute to determine the advisability of substituting a new motion. If the Motion to Substitute passes, the chair then throws the Substitute Motion open to debate. The Substitute Motion in turn must be voted upon, and is subject to amendment. Note: There is no provision in Robert's Rules for a "Friendly Amendment." The only way a motion can be modified without a vote, after it has been stated by the Chair, is with the unanimous consent of the members present.

- 3. Secondary Amendment - An amendment can be offered to an amendment (amendment of the second order). Amendments of the third order are not permitted.

4. Refer (Commit) - sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee.
5. Postpone Definitely (Postpone to a Certain Time) - delays action until a certain time specified in the motion (not beyond the next regular business meeting).
6. Limit or Extend Debate - is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote.
7. Previous Question ("Call for the Question") - immediately closes debate if passed. Requires a second and a two-thirds vote.
8. Lay on the Table - enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen. It is not debatable. A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion. Frequently when one indicates a desire "to table" a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.

B. **Privileged Motions** - do not relate to the pending business but have to deal with urgent matters which, without debate, must be considered immediately.

1. Call for the Orders of the Day - requires the assembly to conform to the agenda or to take up a general or special order that is due to come up at the time ("time certain"), unless two-thirds of those voting wish to do otherwise. A member can interrupt a speaker to call for the orders of the day.
2. Raise a Question of Privilege - permits a request or main motion relating to the rights and privileges of the assembly or any of its members. Examples include requests relating to members' ability to hear a speaker or a request to go into "executive session" (closed session). A member may interrupt a speaker to raise a question of privilege.
3. Recess - used to request an intermission which does not close the meeting.
4. Adjourn - used to close the meeting immediately. Not debatable.
5. Fix the Time to Which to Adjourn - sets the time, and sometimes the place, for another meeting ("adjourned meeting") before the next regular business meeting to continue business of the session.

X. Incidental Motions (Questions of procedure that arise out of other motions and must be considered before the other motion)

- . Point of Order - used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.
- A. Appeal - used to challenge the chair's ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.
- B. Suspend the Rules - used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the

constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a two-thirds vote.

- C. Withdraw - permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.
- D. Point of Information - requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. A point of information must be in the form of a question. A request for information regarding parliamentary procedure or the organization's rules bearing on the business at hand is referred to as a Parliamentary Inquiry.
- E. Objection to the Consideration of a Question - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.
- F. Division of a Question - divides a motion containing two or more provisions that can stand alone so that each provision can be considered and voted upon separately. Not debatable.
- G. Division of the Assembly - used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.

#### XI. Main Motions That Bring a Question Back Before the Assembly

- . Take from the Table - resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.
- A. Reconsider - reopens a motion to debate that has already been voted upon in the same session. The motion to reconsider can only be made by a member who voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. It cannot be postponed beyond the next regular business session.
- B. Rescind (Annul or Repeal) or Amend Something Previously Adopted - repeals or amends a motion for which it is too late to reconsider. Normally requires a two-thirds vote of those present or a majority vote of the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

#### XII. Voting

- . Majority vote - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership)
- A. Two-thirds vote - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion.
- B. Voting by the Chair - except when there is a ballot vote, the chair only votes when his/her vote would affect the result.

- C. Methods of Voting
  1. Voice vote - method normally used
  2. Show of hands or rising vote - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote
  3. Ballot - normally used for election of officers and when ordered by a majority vote
  4. Roll call vote - used when it is desired to have a record of how each member voted. Can be ordered by a majority vote unless the organization's bylaws specify otherwise.
- D. Proxy voting is prohibited unless specifically provided for in the charter or bylaws.

### **Recommended Books**

*Robert's Rules of Order, Newly Revised*, Tenth Edition, 2000  
*Robert's Rules of Order, Newly Revised, In Brief*, 2004  
*The Complete Idiot's Guide to Robert's Rules*, Nancy Sylvester, 2004  
*Robert's Rules for Dummies*, C. Alan Jennings, 2004

### **Recommended Web Sites**

[www.robertsrules.com](http://www.robertsrules.com)  
[parliamentarians.org](http://parliamentarians.org)  
[www.rulesonline.com](http://www.rulesonline.com)  
[www.parlipro.org](http://www.parlipro.org)

### **Officer Training**

Officer training is provided annually, in-person and virtually, as a collaboration between the Office of Student Leadership and Involvement and the Student Government Association. Officer training is also available anytime online via self-registration on D2L, and materials listed under the “Documents and Minutes” section of the SGA website

([https://www.wcupa.edu/ services/STU/sga/documentsMinutes.aspx](https://www.wcupa.edu/services/STU/sga/documentsMinutes.aspx)).

You can register for the D2L Officer Training Materials by following these instructions:

- Log on to D2L using your WCU logon credentials.
- Click on “University Resources”.
- Select “Search Organizations”.
- Click on “Officer Training Resources”.
- Fill out the registration form.
- Please note it may take up to 24 hours for the course to appear on your homepage.
- On your D2L homepage, you should now see the “Officer Training Resources” course.

Below are the general responsibilities of each club Executive Board Officer position.

### **Presidents**

- Mandatory duties per bylaws
  - To chair all meetings
  - To be a non-voting member; will only vote in the case of a tie

- Other common roles
  - Acting as representative and spokesperson of the organization
  - Meeting regularly with the organization's advisor
  - Understanding SGA and University policies
  - To familiarize themselves with and carry out Robert's Rules of Order
- Chair of the Executive Board
  - It is advised that the Executive Board meets at least once a week to plan and coordinate the business of an organization
  - Executive Board meetings should give all officers of the organization an opportunity to report on their business to the board
  - The Executive Board should not take any action that contradicts with action taken by the organization's general membership or bylaws
- Important documents relating to role:
  - [Student Government Association Student Organization Policies and Procedures \(SOPPs\)](#)
    - Section B: Organization Bylaws
    - Section C: Organization Rules and Regulations
  - [Student Government Association Bylaws](#)
    - Article III Section B: Council of Organizations
  - [Student Government Association Financial Policies and Procedures](#)
    - Section A: Eligibility for Membership and Funding
    - Section B: Budgeting Process
  - [Ram's Eye View Student Handbook](#)
  - [Student Services, Inc. Policies and Procedures](#)
  - [University Program Planning Guide](#)

### **Vice Presidents**

- Mandatory duties per bylaws
  - To be the head of committee chairs
  - To preside over meetings in the absence of the President
  - To be a voting member of the organization
- Other common roles
  - Providing support to the president with delegated tasks
  - Helping to plan and implement organization events
- Important documents relating to role
  - [University Program Planning Guide](#)
  - [Student Government Association Student Organization Policies and Procedures](#)
  - [Student Government Association Bylaws](#)
  - [Student Government Association Financial Policies and Procedures](#)
  - [Ram's Eye View Student Handbook](#)

- [Student Services, Inc. Policies and Procedures](#)

### **Treasurers**

- Mandatory duties per bylaws
  - To manage the monies of the organization
  - To attend the annual SGA budgeting seminar meeting, held in the fall of each year
  - Be a voting member of the organization
  - To preside over meetings in the absence of the President and Vice president
- Important documents relating to role
  - [Student Government Association Student Organization Policies and Procedures](#)
  - [Student Government Association Bylaws](#)
  - [Student Government Association Financial Policies and Procedures](#)
  - [Ram's Eye View Student Handbook](#)
  - [Student Services, Inc. Policies and Procedures](#)
  - [University Program Planning Guide](#)

### **Secretaries**

- Mandatory duties per bylaws
  - To take and report all minutes from your club/organization meetings
  - To be a voting member of your club/organization
  - To maintain current and past membership of your club/organization
  - To preside over meetings in the absence of the President, Vice President, and Treasurer
  - To be the liaison and manager for the organization's website
- Minutes template
  - Call to order
  - A meeting of [Organization or Team name] was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].
  - Approval of minutes
  - Reports
  - Unfinished business
  - Motion
  - New Business
  - Announcements
  - Adjournment
- For downloadable Word compatible minutes templates, visit
  - <https://templates.office.com/en-us/Meeting-minutes-TM00002073>
  - <https://templates.office.com/en-us/Classic-meeting-minutes-TM00002074>

## **Election Protocol**

- Elections for President, Vice President, Treasurer, and Secretary must be completed by March 31<sup>st</sup> of each year.
  - This excludes clubs/organizations defined by the Office of Student Leadership and Involvement as “Greek Letter Organizations” or “Honor Societies”
- Voting will be done by secret ballot. Ballots will be counted by an uninvolved third party
- Elected officers will spend the remainder of the academic year shadowing the current executive board and take office after the last day of classes.
- Vacancies will be filled by current members of the organization. Nominations will be made at the next regular meeting, or at an emergency meeting; the general election process outlined in these bylaws will be followed.

### **Student Services Incorporated (SSI)**

Student Services, Inc. of West Chester University is a non-profit organization primarily designed to serve WCU students. The objective of SSI is to initiate, regulate, and operate the financial matters of all co-curricular student and campus activities. Such activities include the management of the campus store, student publications, student clubs/organizations, student programming, intra-collegiate athletics, and the Graduate Student Association (GSA). All SGA-funded groups once registered will be required to open an SSI account as well as attend mandatory budgeting and treasurer trainings. For more information, view the [Guide to SSI Policies and Procedures](#).

Included in the above guide are how to:

- Pay an invoice (estimated processing time 2 to 3 business days)
- Apply for reimbursement of club expenses
- Using Venmo for electronic reimbursement
- Using Amazon or the SSI credit card for ordering club supplies
- Request an Advance (estimated processing time 2 to 3 business days)
- Transfer funds to other SSI organizations
- Deposit to organization account

### **How to Obtain a Tax ID Number for Your Organization**

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any one individual’s account and should be set up by applying for a Tax ID or EIN specific to the group. Each club/organization should have a Federal Taxpayer Identification Number (Tax ID). The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number.

Applying for an EIN:

1. Go to the Online EIN Application  
[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
2. Read instructions and click on “Apply Online Now”
3. Read instructions and click on “Begin Application”
4. Scroll to bottom of list and select on “View Additional Types including Nonprofit/Tax-Exempt Organizations”, click “Continue”
5. Choose either “Community or Volunteer Group” or “Social or Savings Club” depending on which best describes your group, click “Continue”
6. Read description to confirm your selection, click “Continue”
7. Fill out the rest of the information  
Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes.

For more information please contact Janet Pastor. She helps businesses and organizations obtain Tax Identification Numbers.

Email: JPastor@wcupa.edu

### **Budgeting**

All SGA funded organizations are required to complete certain tasks before they receive their budget allocations. First, they must be present for at least one Budgeting Seminar, run by the SGA Treasurer every fall. This meeting will outline the most important aspects to writing a budget.

### **Non-profit Status (501(C)(7))**

What is 501(C)(7)?

501(c)(7), also called “Social and Recreation Clubs,” is a tax-exempt identifier by the Internal Revenue Service (IRS). Student organizations that are organized for pleasure, recreation, and other non-profit purposes may qualify for 501(c)(7) tax exemption. By definition, all WCU student organizations are eligible to incorporate as independent non-profit 501(c)(7) social clubs. A WCU student organization may choose to file under section 501(c)(7) if, for any reason, it wants official recognition of IRS status to its state or funding sources. However, there are no circumstances under which a club must file, as there are no benefits for either the club or its members. Although 501(c)(7) social organizations are tax-exempt, the membership dues, monetary contributions, services, and gifts they receive are not tax-deductible. To qualify as a 501(c)(7) social club, student organizations must be a non-profit entity and meet the following:

- Must have an established membership of individuals
- The members must play a material part in the life of its members
- The organization generates revenue from non-members and is used towards improving the organization (e.g., reduce dues, improve facilities, etc.)

- Discrimination prohibited. The organization will not be recognized as tax exempt if its charter, bylaws, or other governing instrument, or any written policy statement provides for discrimination against any person on the basis of race, color, or religion.

What are the steps to becoming 501(c)(7)?

- Determine whether your organization qualifies for tax exemption under 501(c)(7) rules, as listed above.
- Obtain an Employer Identification Number (EIN), even if your organization has only one employee/member (see below under resources for form).
  - Fill out IRS Form SS-4 and mail it to the IRS service center address listed on the Form SS-4 Instructions. By mailing the completed Form SS-4 to the appropriate service center, you can obtain an EIN within 4 to 6 weeks.
- Once you receive your EIN, fill out IRS Form 1024. You may want to have a corporate or tax attorney look over your application or help you fill it out.
  - Submit copies not originals of any documents you submit since the IRS will keep the copies; you will not get them back. However, all copies must contain original signatures from the same people who signed the original document.
  - Wait for the IRS judgment on your tax-exempt status, which should arrive within 270 days. You may contact the IRS and ask for updates, and they are allowed to contact you and ask questions or request supporting documentation.

### Resources

- SS-4 Form (<http://www.irs.gov/pub/irs-pdf/fss4.pdf>)
- Example of a SS-4 form that is filled out (<http://www.national4-headquarters.gov/library/SampleSS-4Form.pdf>)
- Form 1024 <http://www.irs.gov/pub/irs-pdf/f1024.pdf>
- Form 1024 Instructions <http://www.irs.gov/pub/irs-pdf/i1024.pdf>
- Internal Revenue Services (IRS), (800) 829-4933, [www.irs.gov](http://www.irs.gov)

### Event Planning

The most up-to-date and official resource regarding planning events on campus as well as following all University policies and regulations pertaining to event planning is to refer first to the [University Program Planning Guide](#).

In the guide, you'll learn more about:

- Identifying the goal/mission of the event
  - How will the program further your organization towards fulfilling its organizational goals?
  - What should the audience gain by attending?
  - How will the program enhance your organizational members' personal and professional development?

- Event planning budgeting and sources for funding
- Contracts
  - Students are not permitted to sign contracts with an outside agency.
  - Please contact Student Services, Inc. and refer to the University Program Planning Guide to follow correct procedure for executing contracts
- Collecting money before, during and after your event
- Fulfilling food needs for your event, including health and safety guidelines
- Event Classifications (Standard Meetings, Special Event, Public Event)
- Regulations about West Chester Borough and Community partnerships

### **Scheduling an Event in 25Live**

How to use 25Live (on-campus space reservation system) can be found here:

[https://www.wcupa.edu/ services/Stu.Syk/eventReservations.aspx](https://www.wcupa.edu/services/Stu.Syk/eventReservations.aspx)

Some helpful hints for scheduling meetings and planning events:

25Live Building codes:

- Sykes: SYK
- Ehringer: EHG
- Main Hall: MNH
- Outdoor Fields/Quads: FLD

Remember to choose the resources you will need for the event like tables, microphones, laptops, etc. Only registered organizations may reserve campus space.

### **Council of Organizations**

Council of Organizations is a monthly meeting held by SGA to ensure that all organizations have the most updated information and are informed about what is happening on Campus. Once a semester, this meeting takes the form of a town hall, where campus administrators are present to answer any questions and concerns from organizations’ representatives.

Each organization (excluding Greek Letter and Honor Societies) is required to send one member to attend each Council of Organizations meeting. If an organization misses a meeting, their SSI account will be frozen until they attend the next meeting. Their standing in the 25Live room reservation rating tier will be impacted as well.

All groups start in good standing. After one absence, a group is given a “Warning,” and no action will be taken to impact the group’s rating. After a second absence, the group will be put on “Probation” in the 25Live system, meaning that they cannot submit a new request for space. After a third absence, the group will be in “Bad Standing,” meaning that the organization’s reservations will be cancelled and they will not be able to put in a new request to reserve space. Groups may appeal their absence to SGA by contacting the SGA Secretary to request to have their sanctions lifted. Organizations that have a recurring academic commitment at the time of

Council of Organizations each month can submit a written explanation to be excused from every meeting, which will be accepted upon approval of the SGA Senate. More information on Council of Orgs can be found in the Student Organization Policies and Procedures (SOPPs) and the SGA Bylaws.

### **Advisors**

An Advisor of a recognized student organization is there to offer guidance, praise, and assistance to the organization. Here are a few of their key responsibilities:

- Be familiar with applicable University regulations (<https://www.wcupa.edu/services/STU/ramsEyeView/policies.aspx>), and applicable federal, state, or local laws to provide advice to students
- Attend general organization meetings and committee meetings as your schedule permits; your active participation is highly encouraged
- Be a full-time or part-time staff member at West Chester University
- Help to organize fair elections of officers based on the constitution and by-laws of the organization.
- Assist with the installation and training of new officers to provide guidance and continuity.
- Assist with the administration of organizational financial affairs. Special attention should be given to the monitoring of all organizational bank accounts and ensure that funds are being spent appropriately.
- Meet regularly with organizational officers to discuss goals and the overall direction of the group.
- Assist with the recruitment and selection of new members and oversee the process by which students become full members.
- Be available to members requiring assistance or counsel and refer those students to appropriate staff members and/or University offices as needed.
- Assist in establishing procedures for discipline and provide counsel to officers in making sure that student removal from the group for just cause complies with the process as outlined in the constitution and by-laws of the organization.
- Ensure that the group re-registers and submits an updated copy of their constitution and by-laws by the last day of classes in the spring semester.
- Provide guidance to members who might be struggling academically and share information concerning academic support systems in place at West Chester University.
- Understand that faculty/staff advisors to student organizations are University officials that qualify as Campus Security Authorities (CSA) and must understand and comply with the Department of Education's Clery Act found in the Handbook for Campus Safety and Security Reporting (2011), <http://www2.ed.gov/admins/lead/safety/handbook.pdf> page [74-75](#).

More information, including our Advisor Handbook, can be found on the “Advisor Resources” tab on the Student Leadership and Involvement Website:

<https://www.wcupa.edu/services/STU/studentLeadershipInvolvement/Advisor%20Resources.aspx>

## Sykes Student Union

Sykes Student Union is the hub of activity for our student-run clubs and organizations. Familiarize yourself with Sykes Student Union and all that it offers, including building resources and policies, here: <https://www.wcupa.edu/services/Stu.Syk/>

### General Services within Sykes Student Union

- Information Desk
  - Laptop Loans
  - Flyers approval
  - Free Student Legal Service
    - Can be scheduled on MyWCU
    - More information on the [Off Campus and Commuter Services Website](#)
  - SEPTA Schedules
  - Proximity Cards for CSI offices
  - Lockers
    - Lockers on ground floor can be rented
- Copy Center
  - Located on the second floor of Sykes Student Union in room 235
  - Services include color or black and white copies, faxing, scanning, transparencies, and laminations
  - For more information, view the [Copy Center Services](#) and [Copy Center Price List](#) documents
- Computer Lab
  - 22 desktop computer and 2 MAC computers, all of which are able to print.
  - All computers are loaded with Microsoft Office Software.
  - Printing is limited to 125 pages per student per week.

### Meeting Rooms

Sykes has 15 meeting rooms and spaces that can be reserved by faculty and student organizations through 25Live. These include conference rooms on the second and third floors that are ideal for executive boards or small conferences, larger open rooms for presentations or conferences, and large spaces for over 80 people such as the Ballrooms and the Theatre. For more information, visit <https://www.wcupa.edu/services/Stu.Syk/roomReservations.aspx>.

## **The Center for Student Involvement**

The Center for Student Involvement (CSI) is the premier collaborative space on campus. Located on the second floor of Sykes, there is a large open space with several monitors to plug your laptop into, long tables to hold meetings or do homework, a conference room for student organizations, and offices for several student organizations.

### **Student Organization Offices**

The Student Government Association, Off Campus and Commuter Association, Residence Hall Association, Fraternity and Sorority Life (MGC, IFC, PHC, NPHC), the Multicultural Organizational Advisory Board, the Sexuality and Gender Alliance, and Leadership Empowerment and Development (LEAD) all have student offices in the CSI. Many of these organizations will post office hours where you can drop in for assistance.

### **Conference Room**

The CSI Conference Room, room 218, seats 18 people and features a long table and large monitor for student meetings. Unlike other meeting rooms on campus, the CSI Conference Room is not reserved on 25Live. Instead, it is reserved via a physical sign-up sheet. New signup sheets are placed outside the Conference Room every day at 8:00 AM and time slots are reserved by a first-come first-serve basis.

### **Leadership Resource Center**

The Leadership Resource Center (LRC), managed by LEAD, is where you can stop in to receive training or resources on effectively running your organization, ask questions regarding University or SLI policy, or find information regarding leadership programming.

## **University Guidelines**

While the expectation is that every member of the WCU community upholds our University policies, regulations, and community standards always, there are certain University guidelines and policies that speak directly to the activities of registered student-run organizations. Below is a list of those policies and where you will find them. We encourage all students to read them and adhere to them. All University policies are now libaried at <https://www.wcupa.edu/policies/> , for your reference.

[Contracts Policy](#)

[Food Guideline Policy](#)

[Vendor Policy](#)

[Student Code of Conduct](#)

[Anti-Hazing](#)

[Alcohol, Drugs, and Drug Paraphernalia](#)

[Student Policies for Academic Spaces](#)

[Noncommercial Literature Distribution / Non-sponsored Presentation or Demonstrations](#)

[Commercial Advertising and Sales](#)

## What You Need to Know About Copyright Laws

*Are you or your club / organization wanting to show a DVD or VHS publicly, or even use a trademarked logo for an event, publication, or advertisement? If so, here's what you need to know.*

Q: Why do we need to get permission to show this film?

A: Copyright infringement is a serious offence under the law, and is the same as stealing from a film distributor. As a WCU club / organization, you are responsible for behaving consistent with University, local, state, and federal laws. A film, cannot be shown without paying a license fee.

Q: Who can we show the film to?

A: Any time a film is shown in a public University space (classroom, resident hall lounge, or common area), showing the movie is equivalent to showing them in a theater.

Q: We rented a movie, so are we able to show it?

A: Even though you rented the film, a group cannot show a film in public without paying a license fee – no matter how old or new the film is.

Q: Are we able to charge admission to cover our costs for a license fee?

A: If an admission fee is charged, this income must be reported to the company that distributed the license.

Q: When is permission needed?

A: If you or your club / organization used (or intends to use) publicity to invite an audience (such as emails, letters, flyers, social media postings, etc.) or if an admission fee will be charged, permission from the distributor must be obtained. If the film is showing for educational purposes, special permission from the distributor must also be obtained to protect you event under the law.

Q: When is permission not needed?

A: If you have decided to just rent a movie and watch is privately with family and friends, no permission is needed. You also do not need to receive permission for use if only brief parts are being shown of a film. While “brief” may be vague, this refers to being able to show snippets of a film during a free event that do not reveal key plot items to a film, and will not affect people’s likelihood of seeing the entire film.

## Helpful Links and Resources

RamConnect: [www.ramconnect.wcupa.edu](http://www.ramconnect.wcupa.edu)

Student Leadership and Involvement Website:

<https://www.wcupa.edu/services/stu/studentLeadershipInvolvement/>

Catering Menu: <https://westchester.campusdish.com/Catering/Menu>

RamConnect Get Started Officer Guide:

[https://ramconnect.wcupa.edu/CampusGroups\\_Get\\_Started\\_Officer\\_Guide.pdf](https://ramconnect.wcupa.edu/CampusGroups_Get_Started_Officer_Guide.pdf).

RamConnect Training Videos and Other Video Resources:

[https://www.youtube.com/channel/UCpEnybY\\_fZ1EbfK2xDrHIA](https://www.youtube.com/channel/UCpEnybY_fZ1EbfK2xDrHIA)

WCU Student Government Association:

[https://www.wcupa.edu/services/STU/sga/?gclid=EAIaIQobChMI6fOdmvzu7wIVhElyCh0gYgBqEAAYASAAEgJ05fD\\_BwE](https://www.wcupa.edu/services/STU/sga/?gclid=EAIaIQobChMI6fOdmvzu7wIVhElyCh0gYgBqEAAYASAAEgJ05fD_BwE)

SGA Blank By-Laws Template:

<http://cglink.me/d2610481c26f888c89eb5b28f32dc1b86ed7e8d417e51221feeda10c7cedcb723>

SSI Materials (Payment Vouchers, deposit slips, etc.): <https://wcustudentservices.com/ssi-forms/>

25Live: <https://25live.collegenet.com/pro/wcupa#!/home/search/event/list>

D2L Officer Training Course Instructions:

- Log on to D2L using your WCU logon credentials.
- Click on “University Resources”.
- Select “Search Organizations”.
- Click on “Officer Training Resources”.
- Fill out the registration form.
- Please note it may take up to 24 hours for the course to appear on your homepage.
- On your D2L homepage, you should now see the “Officer Training Resources” course.

## Glossary

**Council of Organizations:** Monthly meeting held by SGA to touch base with each club and communicate pertinent information

**CSI:** The Center for Student Involvement on the second floor of Sykes Student Union

**Financial Policies and Procedures (FPPs):** The financial policies by SGA, in conjunction with SSI, that every student organization must adhere to

**Leadership Consultants (LCs):** Members of LEAD who are responsible for hosting Leadership Programming, assisting organizations in whatever capacity needed, and facilitating the re-registration process

**Leadership Resource Center (LRC):** The LEAD office in the Center for Student Involvement where students can find leadership resources or meet with Leadership Consultants.

**RamConnect:** Platform used for connecting students, organizations, and events at West Chester

**Re-Registration:** Process that must be completed by every organization at the end of the academic year to affirm that the group is still functioning and will continue to function in the following year. Conducted by Leadership Consultants

**Robert’s Rules of Order:** Standard guide to parliamentary procedure used by all clubs on campus

**Sports Club Council:** Governing body responsible for sports clubs

**Student Organizational Policies and Procedures (SOPPs):** The policies by SGA and SLI that outline the general regulations and practices that student organizations must adhere to

**Student Government Association (SGA):** The body that governs every undergraduate student organization on campus

**Office of Student Leadership and Involvement (SLI):** Office through which clubs and organizations exist and receive guidance

**Student Services Inc (SSI):** A non-profit organization designed to initiate, regulate, and operate the financial matters of all co-curricular students. Among many other things, SSI manages the bookstore, and provides funding for student organizations, programming, and publications

**25Live:** Platform used to schedule events and book space on campus