

RECOGNITION PROCESS

The recognition of student organizations at Walsh University is administered by the Office of Student Activities. By becoming a "Recognized Student Organization" student groups can take advantage of many University privileges provided to these organizations. This includes the ability to become part of the Walsh University Student Government (per Walsh University Student Government bylaws), reserving campus space, posting publicity, etc.

RECOGNITION POLICIES

- **To start a student organization, the organizer(s) must obtain five (5) interested Walsh University students and a qualified faculty/staff advisor.**
- Groups wishing to apply for recognition must have a mission significantly different from other Walsh student groups.
- Recognized student organizations wishing to join Walsh University Student Government must petition to become a member (per WUSG bylaws) **after** being recognized by the Office of Student Activities.

RECOGNITION PROCEDURE FOR NEW ORGANIZATIONS

- **Submit a New Student Organization Registration Request form to the Office of Student Activities or designee. Include with this form a short description outlining the purpose/mission of the organization.**

MAINTAINING RECOGNITION

- **Organizations must complete annually, or when officers change, an Annual Registration Form.**
- Failure to submit an Annual Registration Form may result in withdrawal of an organization's recognition as a student organization.
- Organizations must have a student organization advisor to maintain recognition. The advisor must be a faculty or staff member of the University.
- Any changes to the organization's constitution or bylaws must be submitted to the Office of Student Activities or designee within three weeks of changes.
- Organizations must comply with all Walsh University Student Organization Policies and all other applicable university regulations, local, state, and federal laws.
- Organizations are expected to engage in programs and initiatives that are consistent with the organization's mission and the Mission of Walsh University.

Forms required

- *New Student Organization Registration Request*
- or -
- *Annual Registration Form*

Forms available at
www.walsh.edu/forms-5

KEY ELEMENTS OF SUCCESSFUL ORGANIZATIONS

- The **mission** is each organization's foundation and their reason for existing. Fulfillment of this mission should guide all of the group's activities. Members of successful organizations have a sound understanding of the group's mission and participate accordingly.
- Successful organizations have **structure** which is often provided through the group's bylaws. Bylaws outline the mission, membership, position descriptions, elections, financial matters, member responsibilities, etc. Each organization's bylaws should be on file with the Office of Student Activities.
- **Student Organization Advisors** are faculty or staff members who provide guidance and support to student organizations. Most successful groups have an active and engaged advisor.
- For an organization to be successful it must **recruit members** interested in dedicating their time to the organization and its mission. Opportunities such as the **Student Activity Fair** (September) are excellent ways to recruit members.
- Once an organization secures dedicated members it must **keep them involved in the group**. Make sure your members feel like they are needed for the success of the organization or they will lose interest quickly.
- To help keep members engaged and motivated be sure to **make meetings worthwhile**: Make sure that you **greet members** when they arrive, have an **agenda** and a **purpose for the members to come together**. At the end of the meeting everyone should have valuable information and something to do before the next meeting.
- Successful groups are those that are **active in fulfilling their mission**. Begin the year with a plan and execute that plan!

Why do Student Organizations Fail?

- *Purpose of the organization is not clear to members*
- *Members do not feel appreciated or useful*
- *Lack of communication*
- *Teamwork and leadership are absent*
- *Members get bored*
- *Negative outlook*
- *Lack of activity, not meeting, etc.*