



# WILLIAM JAMES COLLEGE

## STUDENT GROUP GUIDELINES

### **Goals:**

The Dean of Students office seeks to support, organize, and unify the student organizations that are related to William James College and the Student Coordinating Committee (SCC). The Dean of Students will maintain records and information on all student groups, act as a resource for all of these groups, liaise between the groups and the appropriate offices when necessary, and will connect student organizations more closely with each other and William James College.

### **Student Groups:**

Any students that wish to organize as a group/organization, may register as a William James College student group. The Dean of Students office and the SCC will only recognize and support student groups registered with the Dean of Students.

### **Role in the Community:**

Student life at William James College is academically driven, with an emphasis on experiential education. To that extent it is well known how busy a student can be and what efforts are put into being an involved student leader in the community. As student leaders though there is a responsibility to your fellow classmates and William James College. These guidelines were created to ensure the greatest success of our student groups and to give them structure and support to make the most of their role in the community.

## GUIDELINES

### **Registration:**

Every student group must be officially registered with the Dean of Students. For each academic year student groups will have to register online to be approved as an official student organization at William James College. When officially recognized student groups will have access to resources via the SCC and the Dean of Students. This access includes emailing privileges to the student body, representation at SCC meetings, and the ability to

apply for funding from the Dean of Students. Other opportunities will be accessible to groups as they are made available with the growth of William James College student life.

The online registration process requires the following information: Group mission/purpose, identification of group leadership, advisor information, and membership.

### **Group mission/purpose:**

Every student group must state their mission and/or purpose as it relates to William James College. This group does not have to structure itself in a way that is entirely tied to William James College core values as groups may be based on socializing, shared activities, and common back grounds all unrelated to academics, and still serve our community as it brings students together. This mission statement will be part of the registration process.

### **Group structure:**

Student groups must have at least three members as part of their leadership. It is open as to title whether they are co-chairs, representative, or even the more typical president, vice president, etc. No matter the choice each group must have three leaders identified as part of registration.

Along with three leaders a group must have at least five (5) other group members to be considered for registration. A list of these names must also appear on the registration form. The purpose of requesting there be at least eight (8) members signifies that there is enough of the student population interested to justify the student group.

Towards the end of each academic year every group must decide upon new leadership. Three new leaders may be chosen by vote or appointment, but may only be done by members of the student group. There will be no minimum requirement of meeting attendance or length of membership to determine eligibility in the selection process.

### **Membership:**

Any current student, whether in residence, blended, or online, has the right to be a member of a student group at William James College. A student group cannot limit or prohibit participation or membership for any reason based on sex, disability, race, color, nationality, age, marital status, religion, or sexual orientation. Such discrimination is in direct violation of school policy.

Student leaders must maintain a list of members. Name and email address will be sufficient to be considered as a membership roster. It is the understanding of the Dean of

Students that to maintain such a list will have challenges due to continual changes and rely on, understand, and appreciate the best efforts of group leadership.

### **Adviser role/responsibilities:**

Student groups are required to have an adviser who is an employee of William James College and preferably one who holds a personal interest or professional expertise that relates to the group he or she is advising. This requirement serves to promote student/staff/faculty interactions and allows faculty and staff to stay connected to students' extracurricular lives. Student groups should consult regularly with the adviser regarding the activities of the organization.

Simply having your adviser(s) listed on the registration form saying that he or she will serve as your adviser is not taking full advantage of the contributions that he or she might offer your group. It is important for a student group to select an adviser who will help the organization meet its goals and provide guidance along the way. It is a two-way street and both advisers and student groups should ensure that they are well matched for one another and if not, to find a more appropriate fit. Your organization may select a new adviser at any time. Please notify the Dean of Students of such changes.

The following are questions that your organization may want to consider for selecting a faculty adviser and that they may want to consider before serving as an adviser:

1. How much involvement is expected or needed?
2. How often does the organization meet and do you expect your adviser to be present for these meetings?
3. How many activities does your group plan to execute each year?
5. What are some ways that your organization could use the advice of an adviser? Is there someone at William James College who has particular interest or experience in this area?

Please note that the Dean of Students is always willing to advise and meet with student groups as many times as they request and need assistance. As well, the Dean of Students will always be willing to act as adviser to any student group.

### **Periodic reporting:**

During the month of April each academic year the Dean of Students will ask for a yearly report from student groups. The report will be brief, explaining what the group accomplished during the academic year, what events/programs they may have managed or hosted, and any other type of engagement they may have had with the William James College community or the community at large.

## **Nondiscrimination policy and Accessibility:**

Organizations may not have any programs or events that restrict or limit participation based on sex, disability, race, color, nationality, age, marital status, religion, or sexual orientation. Organizations that receive funding from William James College do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in forfeiture of status with William James College including group privileges and funding for the remainder of the academic year.

Furthermore it is required that no program or activity exclude from participation, deny benefits to, or subject to discrimination, any individual solely because of his or her disability. All groups must take affirmative steps to provide reasonable accommodations in all facilities and services to the known physical or mental limitations of any individual wishing to participate.

## **Websites, URL's, etc.:**

The internet address or website for an officially recognized student organization should mirror the approved organization name in its entirety. If a website or page on social media is created William James College requires that the name accurately reflect the officially recognized name of the student organization.

Ownership of external domain names should reside with the student organization and not with an individual. William James College reserves the right to require that any website with the name William James College in it and which causes confusion with other school activities, or is otherwise inappropriate, be assigned back to William James College.

### **Required Language for Websites**

A student group's website must bear information identifying the organization as:

“a student-run organization at William James College” or

“an officially recognized student-run organization at William James College.”

In addition, the website's main page must also follow official logo/branding guidelines according to William James College Marketing & Communications. You can find these guidelines here: <http://www.williamjames.edu/marcom/>

All websites, social media pages, etc. must be listed on the group registration page. If created after being officially registered you may add this information by contacting the Dean of Students.

## **Funding :**

The Dean of Students office wants to ensure that each and every student group is successful in their individual mission as part of William James College. To assist in this process the Dean of Students offers small grants of financial assistance to student organizations. These grants are to be used for the production of events and activities that will meet the needs and interests of the student body.

All events and programming must be potentially open to the entire school to receive school funding. In addition, we recommend when applicable that cosponsoring with other student organizations and/or offices at William James College. To receive funding from the Dean of Students you must be registered under the guidelines set forth above.

To apply for funding at this time groups will make individual requests to the Dean of Students for each event. As student life grows at William James College and requests increase this process will require more formal practices and documents. This is to allow flexibility and formalization as the process requires.