

THE GROUPS AND ORGANIZATIONS HANDBOOK
OF THE
STUDENT BAR ASSOCIATION
OF THE
AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW

THE GROUPS AND ORGANIZATIONS HANDBOOK

ARTICLE I. GENERAL PROVISIONS

The Senate Groups and Organizations (GANDO) Committee's role is to oversee and assist with the creation and management of student organizations recognized by the Student Bar Association (Association) at American University's Washington College of Law. GANDO's purpose is to facilitate organizational communication and address organizational concerns for all potential Association recognized groups.

Section A. Contacting GANDO

Communications shall be directed to the GANDO Committee's Chairperson to begin the process for recognition by the Association. You can contact the GANDO Committee's Chairperson by emailing sbagando@wcl.american.edu.

Section B. Meeting with GANDO

- Subsection 1. The GANDO Committee meets biweekly to invite student leaders to discuss and vote on organizations that seek to be recognized by the Association.
- Subsection 2. Prior to being scheduled to meet with and present in front of the GANDO Committee, student leaders are required to provide specific information (requirements are provided below in 'GANDO Organizational Requirements'). Student leader's must contact the GANDO Committee Chairperson to obtain additional pertinent information and seek to be scheduled to present before the GANDO Committee.
- Subsection 3. Once the meeting time is scheduled, the GANDO Chairperson must provide details about the purpose and process of the meeting. Student leaders must provide the GANDO Committee all relevant documents forty-eight (48) hours prior to the scheduled meeting.
- Subsection 4. Student organizations seeking recognition may be represented by any member(s) of the group at a GANDO Committee meeting. These member(s) must be familiar with the organization and answer specific questions about the organizations including, but not limited to, questions related to the executive board, president, treasurer, finances, future events, and fundraising.
- Subsection 5. The GANDO Committee Chairperson shall communicate the Committee's vote to and schedule the organization to present before the Senate with the student leader within twenty-four (24) hours of the vote.

Subsection 6. The GANDO Committee's vote shall be reported to the Senate. Student organizations seeking recognition shall present before the Senate.

Section C. Organizational Requirements

The GANDO Committee strives to create organizations that are unique and will contribute to our diverse culture at the Washington College of Law. To become recognized by the Association, the following materials must be gathered and prepared:

Subsection 1. Constitution

An organizational constitution must include a mission statement, a non-discrimination clause, and provisions for current and future leadership of at least three students.

Subsection 2. Statement of Purpose

A Statement of Purpose must include long and short-term goals for your organization. In addition, you must state why your organization is unique and what type of benefits the student body will experience.

Subsection 3. Petition

An organization must have Washington College of Law student support. Student leaders must provide a petition that contains four percent of the current student body (approximately 60 signatures). Petitions must contain current Washington College of Law student names, student IDs, and signatures.

Subsection 4. Contact Information

The contact information for the entire executive board and any general group contact email must be provided.

Subsection 5. Faculty Sponsor

It is strongly recommended that Association-sponsored organizations have a faculty sponsor. If a faculty sponsor is not acquired, student leaders must provide a statement as to why a faculty sponsor was unable to be obtained.

Subsection 6. Planned Events & Activities

Student leaders must provide the GANDO Committee Chairperson with tentative plans of possible events and activities in which Association funds will be used in current and future semesters.

Subsection 7. Fundraising

The GANDO Committee requires a minimum of one planned fundraising event for each active organizational semester.

Subsection 8. Active For One Semester

The Association requires that new organizations operate one full semester before seeking Association recognition and funding. To be considered operational during this period, organizations must: (1) maintain a listserv of members; and (2) hold a minimum of two general body meetings.