Geneva College Student Union
Office of Student Leadership Development

New Club Proposal Packet 2012-2013
Thank you for your interest!

Hello from the Geneva College Student Union! We are so excited to see that you are interested in forming a new club!

Through this experience, we hope to answer any of your questions, get you excited about leadership, and start you down the path to establishing an impactful club for students on Geneva’s campus.

If at any time you have questions or concerns about this process please visit the Office of Student Leadership Development and look for the following people to help you. Enjoy the process!

GSCU Executive Vice President of Clubs
clubs@geneva.edu

Graduate Assistant of Student Leadership Development
clubs@geneva.edu or 724-847-6127
General Information / FAQs

What are the benefits of being a club?

- Opportunity to obtain funding through the Student Leadership Development point system (see page Official Club Manual).
- Privilege to request funds from the GCSU, based on need.
- Privilege to reserve and use Geneva College facilities and vans.
- Access to the Student Programs Office Borrow Cabinet.
- Recognition on the Club and Organization list on Geneva’s website.
- Provision of a Geneva College account for all of the club’s financial transactions. This means:
  - Access to a Geneva College credit card.
  - Educationally based tax-exempt purchases.
  - Support from the Purchasing Office for securing bids & pricing expenses.
- Allowance to GSCU “starter funding.”
  - Newly approved clubs receive $50 instantly (one time only) to be used for starting purposes.

What is required to become a club?

- Complete this packet.
- Create a constitution (see page 5-6.)
- Submit both the packet and the constitution by the 15th of the month to be considered at that month’s Campus Clubs Committee (CCC) meeting (held on the last Thursday of every month).

What happens after submitting club material?

- Following the submission, club materials will be reviewed to verify that they are complete.
  - Incomplete packets will be returned to the submitter and must be corrected and resubmitted as soon as possible.
- Completed applications will be reviewed and evaluated by members of CCC.
- Potential clubs will be notified of CCC’s questions, revisions, or issues to resolve (if necessary).
- Recommendation for approval will be made to the GCSU.
  - The president of the potential club will be notified of the date and time of GCSU meeting.
  - The president must be present at the GCSU meeting to answer any questions pending club approval.
- Notification of the club’s approval or denial will be made to the club advisor and officers.
General Information / FAQs (continued)

What are the responsibilities of an approved campus club?

- The club advisor and officers must meet with the GCSU VP of Clubs.
  - Officers will be notified by the GCSU VP of meeting date and time.
  - Failure to attend the meeting will delay final steps in approval process.
    - Official club benefits (such as starting funds) will be postponed until MEETING.
    - Incomplete clubs have one calendar year to become active or will be required to restart the approval process.

What are the ongoing expectations of registered clubs?

1. Follow all guidelines outlined in the Club Manual (given once approved).
2. Hold at least 6 (six) club meetings throughout the academic year.
3. Have at least 8 (eight) club members.
   a. 3 (three) students must hold executive officer positions (president, secretary, treasurer).
   b. The other 5 (five) can be student who participate as active members.
4. Sponsor 1 (one) social event year.
   a. Social events are events that are hosted by the clubs and advertised as open to the entire campus population.
5. Engage in at least 1 (one) community service event each year.
   a. Community service is considered as anything that gives back to the community beyond Geneva’s campus.
   b. At minimum, more the half (50%) of the members of the clubs must participate.
6. Attend all of the following Student Leadership Development meetings (mandatory):
   a. Opening Club Conference (fall semester)
   b. Sustainability Event (spring semester)
   c. Club Awards Ceremony (spring semester)
7. Re-charter club for the following academic year (spring semester).
   a. Re-chartering packets are available in the Student Leadership Development office.
   b. Updates new officers, members and advisors.
8. Professional Development: NOT required.
   a. Professional Development is defined as anything done to improve your club.
   b. Examples: training camp for sports clubs, speakers for professional organizations, etc.
   a. Clubs are strongly encouraged to raise funds.
   b. Be creative! Fundraising provides the opportunity to develop community and publicize your club!
General Information / FAQs (continued)

Sports Clubs Expectations

- An up-to-date roster must be on file in the Student Leadership Development Office.
- All athletes on the roster must submit physical records, not older than 1 year, to the Student Leadership Development Office.
  - Students not on the roster and/or lacking proper physical paperwork cannot play.
- Athletic Trainers must be present at all home games.
  - Student trainers can be scheduled through the Athletic Office.
- Each team must have a medical kit for practices and games.
  - Medical kits are provided by campus Health Service (at no cost) at the beginning of the year.
  - Any team that does not return a medical kit at the end of the year will be fined $50.
- All injuries acquired during sports club games and/or practices must be documented and reported to the Student Leadership Development office.

Any questions regarding club expectations or responsibilities can be answered in the Student Leadership Development office.
Club Constitution Guidelines

** All areas underlined below must be included word-for-word and elaborated upon in each club constitution.
** Items that are italicized are optional.
** This is a skeleton format and should be thoroughly explained and detailed.

Preamble
Section 1: Name of Organization

Sub-Section a: Affiliation with national/regional/community groups/businesses etc.

Section 2: Mission Statement
This section provides the outlining general purposes and foundational reason why the club exists as a part of the Geneva College community.

Article I: Officers
Section 1: President
Length of Term:
Selection Process:
Specific Duties:
Impeachment Process:

Section 2: Treasurer
Length of Term:
Selection Process:
Specific Duties:
Impeachment Process:

Section 3: Secretary
Length of Term:
Selection Process:
Specific Duties:
Impeachment Process:

Section 4: Advisor
Length of Term:
Selection Process:
Specific Duties:
Impeachment Process:

Section 5: Any other officer (Vice President, Historian, Public Relations, etc.)

Article II: Membership

Section 1: Eligibility
A: Demographic Aim (Open for all?, Certain Majors?, Athletes, Etc.)
B: If closed are there Auditions, Tryouts, Etc.?

Section 2: Requirements
A: Each member must attend “x” meetings (All, 6 total, ½ throughout year, etc.)
B: Dues are $ ____ (set amount, determined each year, etc.) and are due each ____ (year, semester, month, etc.)
C: Fill application/other
D: Failure to meet member requirements will result in ____ (non-membership, inability to run for office, fines, etc.)

Section 3: Benefits
A: Discounts?
B: Automatic Membership to Larger Organization?
Article III: Meetings
Section 1: Officer Meetings
A: Frequency of officer meetings (Immediately before member meetings, once a month, once a year, on alternating Mondays etc.)

Section 2: Member Meetings
A: Availability/Openness of Meetings (Closed to whole student body? Open to walk-ins?)

Article IV: Finance
Section 1: Who determines how monies (Dues, Fundraisers, etc.) are collected/raised?
Section 2: Who determines monies are spent (meetings, events, supplies, donations, etc.)?
Who determines the club’s budget?

Article V: Amendments
Section 1: Internal Process
Outline in this section whom (any member, officers only, etc.) can make an amendment proposal and how a “proposed amendment idea” becomes (through simple majority vote of members, 2/3 vote, unanimous officer decision without members, etc.) an “official amendment change”.

Article VI: A part of GCSU (Pre-Bylaws)
As a part of the GCSU and The Office of Student Leadership Development, we recognize the need to abide by the expectations found in the Club Manual. (The items below are found in the Club Manual and are outlined similarly to the above constitution.)

Section 1: Preamble
A: As a Geneva College (GC) supported club, we will support the mission and goals of the college.
B: We agree to abide by all federal, state, local, and college laws, rules, and policies.

Section 2: Officers
A: President Expectations – Represent Club at Mandatory Club Meetings, Oversee implementation of club mission
B: Treasurer Expectations – Attend mandatory treasurer meeting and maintain financial records.
C: Secretary Expectations – Maintain club roster and document meetings and event activities
D: Advisor Expectations – Follow advisor expectations as outlined in “Advisor Agreement” generally as supporter, and leader developer of the club.

Section 3: Membership
A: All members must be registered students of Geneva College
B: The Club does not discriminate on a basis of race, sex, religion, or socio-economic status.

Section 4: Meetings
A: 6 Member Meeting must happen throughout the school year

Section 5: Finance
A: As a club we will maintain a positive account balance at all times
B: Only Treasurers, Presidents, and Advisors have the ability to spend club monies

Section 2: Amendments
A: GCSU & SPL Approval – After amendments are approved internally, they must be submitted to the Office of Student Programs and Leadership. After internal club approval and GCSU/SPL approval are granted the amendment is official.

Article VII: By-Laws
Initially this part will probably be empty. As the club grows and matures, additional aspects of the constitution may be revised or expounded upon within this section. The constitution itself can also change, but if constitutional revisions are not necessary, the bylaws can reflect necessary additions or details not previously mentioned in the constitution.

Signatures
By signing in the below spaces we state that we have read and support the goals and procedures as outlined and vow to abide by the structure set forth in this constitution.

President: Date:
Treasurer: Date:
Secretary: Date:
Advisor: Date:
Preliminary Meeting Notes

- Please use this space to help the CCC better understand the function of the proposed club. We require that you supply any and all organizational notes. Please complete this form and also attach any additional notes of meetings or conversations that were held in the sole interest of proposing the club.

Club Name:

Meeting Date ______________________
Meeting Time _________________________

People Present

__________________________________
__________________________________
__________________________________
__________________________________
__________________________________

Other Notes

__________________________________
__________________________________
__________________________________
__________________________________
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__________________________________
**Potential Club Aspiration & Activities**

Please list and describe specific programs, events, activities, services, etc. that your club hopes to offer to members or the campus community.

**Each club must** sponsor at least one social event and one community service event each year.

<table>
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<th>Program Name/Type</th>
<th>Intended Audience</th>
<th>Goal of Program</th>
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<td>Ex: Leadership Forum</td>
<td>Club Officers</td>
<td>To educate participants on potential ways to lead a club, effectively &amp; orderly</td>
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Members & Officers

To be considered for official club status a club must meet 2 membership criteria:

1. Have an advisor and all officers provide necessary contact information. (chart to the right) →
2. Have a minimum of 8 student members

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Advisor Agreement

All recognized clubs at Geneva College are required to have an advisor. Please initial each item to state understanding and agreement.

_____ (Initial) I am not an undergraduate student, but rather an employee of Geneva College

_____ (Initial) I agree to facilitate growth in this student organization.

_____ (Initial) I will devote time, energy, and talents to the betterment of the organization.

_____ (Initial) I will strive to be the person the club looks to for guidance and support.

_____ (Initial) I will supply fresh ideas when necessary.

_____ (Initial) I will hold officers and members of the club accountable to task completion rather than completing the task myself.

_____ (Initial) I will help define the purpose and goals of this club.

_____ (Initial) I will provide a context and continuity with the club’s history.

_____ (Initial) I will intervene when conflicts arise.

_____ (Initial) I will teach leadership and administrative techniques.

_____ (Initial) I will work to develop self-discipline and responsibility among members.

_____ (Initial) I will intervene and provide disciplinary action when club practices do not align with the club constitution.

_____ (Initial) I will take responsibility when the club engages in deficit spending.

_____ (Initial) I will encourage members to be positive representatives of the college at all times.

Club Name: ________________________________________________________________

I acknowledge that I have read and understood the policies and expectations of the Club Advisor role.

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<td>President Name</td>
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Signatures & Checklist

By signing this document we, as members of ______________________________, agree to abide by our constitution and to follow the guidelines established by the Geneva College Student Union and The Office of Student Programs and Leadership as outlined within the club manual. We certify that the following documents and forms included in this packet have been constructed, reviewed, and approved by the club members.

**Documents & Form included:**
- ☐ Constitution
- ☐ Organizational Meetings Notes
- ☐ Membership & Officers
- ☐ Potential Aspirations & Activities
- ☐ Advisor Agreement

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