

NEW CLUB PROPOSAL

2020-2021

CENTER FOR STUDENT ENGAGEMENT

Hello from the Center for Student Engagement! 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 Center for Student Engagement. Enjoy the process!

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GENEVA COLLEGE CLUBS APPLICATION

What are the benefits of being a club?

- Opportunity to obtain funding through the Club Point System (see Official Club Manual)
- Privilege to request funds from the Campus Club Council, based on need.
- Privilege to reserve and use Geneva College facilities and vans.
- Recognition on the Clubs 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.
- "Starter funding"
 - Newly approved clubs receive \$50 instantly (one time only) to be used for starting purposes.

What is required to become a club?

- Recruit 8 members, 3 of which would be considered club officers (i.e., President, Treasurer, Secretary.)
- Complete this packet.
- Create a club constitution.
- Submit both the packet and the constitution to the Graduate Assistant for Intramurals and Clubs to be considered by the Campus Club Council for approval.

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 Campus Club Council.
- Potential clubs will be notified of Campus Club Council's questions, revisions, or issues to resolve (if necessary).
- Notification of the club's approval or denial will be made to the club advisor and officers.
- If approved, a member of the Campus Club Council will reach out to club officers to set up a meeting to help the club launch well and understand their role as a Geneva specific club.

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Club Expectations

1. Have at least 8 members.
 - a. At least 3 must be officers (president, secretary, treasurer)
2. Hold at least 6 club meetings throughout the academic school year.
 - a. A meeting is any time your members or officers get together and hold a scheduled, none public meeting. A meeting does not count as any kind of event.
3. Sponsor one Social Event each year.
 - a. Social events are hosted by the club and advertised as available to the whole campus population. A Social Event is any event that the whole campus is invited to participate in and, without the club involvement, either would not happen or would have been significantly less effective.
4. Engage in one Community Service Event each year.
 - a. Community Service is anything that gives back to the community beyond Geneva's Campus. Community service must involve a minimum of half the club's members.
5. Attend all mandatory Club meetings.
6. Re-charter club correctly for the following academic year.
7. Leadership Development: NOT required but defined as a meeting with the club where you do something to improve the leadership skills and qualities of your members. Please see the Graduate Assistant for Clubs with any questions.
8. Fundraising Events: these are also not required, but clubs are encouraged to raise funds and think about fundraising in a creative way. Getting the community involved (both the college and Beaver Falls) is encouraged! See the Business Office for policies on fundraising.

NOTES:

All new registered clubs (within first academic year) must meet all the basic requirements above, or the club will be disbanded.

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Are the expectations different for a Sports Club?

Yes, the expectations for Sports Clubs are slightly different. Sports Clubs must:

- Provide an up-to-date roster to the Graduate Assistant for Intramurals and Clubs.
- All athletes on the roster must submit physical records, not older than 1 year, to the Center for Student Engagement.
 - 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.

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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 – a club-specific version should be submitted to the Graduate Assistant for Intramurals and Clubs. Please do not sign and submit this constitution – your club proposal will be immediately rejected and asked to be revised.

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.

Section 3: Contribution to Geneva's Campus

What are 3 words that describe the culture you want your club to embody?

What are 3 ways you plan to make your club the kind of environment described in the previous question?

How does your club intend to support and forward the mission of Geneva College?

How will your club contribute to creating a positive welcoming atmosphere at Geneva?

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:

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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 CSE (Pre-Bylaws)

As a part of the Center for Student Engagement, 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.

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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: CSE Approval – After amendments are approved internally, they must be submitted to the Center for Student Engagement. After internal club approval and CSE 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: _____

Vice President: _____ Date: _____

Treasurer: _____ Date: _____

Secretary: _____ Date: _____

Advisor: _____ Date: _____

Please use this space to help us better understand the function of the proposed club. Please list and describe any specific programs, events, activities, services, etc. that your club hopes to offer to members or the campus community.

Meeting Date _____

People Present

Other Notes

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OFFICER AND MEMBER LISTS

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.
2. Have a minimum of 8 student members

Officer List

Position	First Name	Last Name	Box No	Academic Yr.
<i>President</i>				
<i>Vice President</i> <i>(optional)</i>				
<i>Treasurer</i>				
<i>Secretary</i>				

Member List

First Name	Last Name	Box No	Academic Yr.

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ADVISOR AGREEMENT

For additional advisor responsibilities, please request to take an Advisor's Manual to your perspective advisor. 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 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.

Advisor Name	Signature	Date
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President Name	Signature	Date
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GENEVA COLLEGE CLUBS APPLICATION

By signing this document we, as members of _____, agree to abide by our constitution and to follow the guidelines established by the Center for Student Engagement 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
- ☐ Advisor Agreement

President Printed Name	Signature	Date
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Vice President's Printed Name (Optional)	Signature	Date
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Treasurer's Printed Name	Signature	Date
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Secretary's Printed Name	Signature	Date
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Advisor's Printed Name	Signature	Date
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Please submit this to the Graduate Assistant for Clubs once this packet is completed.