



STUDENT GOVERNMENT ASSOCIATION
OFFICE OF THE VICE-PRESIDENT OF STUDENT SERVICES

Club Application Process

presented to the Rules Committee on October 20, 2010

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Club Application Process

I. Definition of Recognition

Pursuant to Article IV Section 4, of the Liberty University Student Government Constitution, all clubs official and unofficial and representative groups thereof shall follow this process for club approval.

Recognition is the process by which a club is deemed official or unofficial by the Student Government Association.

A club may not meet on campus until they have been through the recognition process outlined in this document.

Any club which fails to be recognized shall be prohibited from meeting, supporting, sponsoring, advertising, hosting, or participating in related activities on campus.

Any club which fails to be recognized shall be prohibited from using Liberty University's name at any meeting, event, or activity while on or off campus.

Any club found in violation of these guidelines shall be subject to disciplinary action after an initial written warning.



II. Club Recognition Process

The following is the process by which a club is deemed *recognized* by the Student Government Association:

1. The club packet must be filled out in its entirety with the appropriate documents attached. These documents shall include:
 - A cover letter explaining the club's purpose, mission, and vision.
 - A Constitution including the following articles:
 - Terms for club officers
 - Election process
 - Impeachment process
 - A signed form from a Faculty Advisor who oversees the club and is responsible for the club.
2. The club packet must be submitted to the Vice President for Student Services of the Student Government Association each academic year.
3. The club application, after thorough review, shall be recognized as one of the following:
 - Approved Official – The club shall be recognized officially by the Student Government Association and will be eligible to receive funds. See Section III. for further information.
 - Approved Unofficial – The club shall be recognized by the Student Government Association unofficially and will not be eligible to receive funds or be sponsored by the University in any way. See Section IV for further information.
 - Denied – The club will be denied approval by the Student Government Association and will not be recognized by Liberty University in any way. A written explanation including the reasons for denial shall be provided to the club. The club shall then have the opportunity to resolve the problems so that they can appeal to have the club reviewed for approval. All resolutions must be in compliance with the Student Government Associations regulations.



III. Regulations for Official Clubs

- A. Pursuant to Article IV Section 4, of the Liberty University Student Government Association Constitution, all clubs and representative groups thereof shall be overseen by the Vice President for Student Services of the Liberty University Student Government Association.
- B. In order to be recognized as official, a club must fill out an application with the Vice President for Student Services of the Student Government Association and must be approved as such by the President of Student Government Association, the Vice President of Student Affairs of Liberty University, and the Chancellor of Liberty University.
- C. All club constitutions must be in compliance with the Liberty University Student Government Association Constitution and the policies set forth by the Administration of Liberty University.
- D. Upon approval, official clubs are empowered to request funding from the Student Government Association through the Budget and Finance Committee by filling out an application approved by the Chair of said committee.
- E. In order to reserve a room for club meeting or event, all clubs must go through the Executive Secretary who will then coordinate with Campus Calendar to arrange the room.
- F. Official clubs shall not use funds, or cosponsor events with, any other club official or unofficial without the consent of the Student Government Association through the office of the Vice President for Student Services of the Student Government Association and the Budget and Finance Committee.
- G. All Clubs shall be required to report all funding received from sources outside the Student Government Association to the Budget and Finance Committee.
- H. Any guest speakers or media presentations must be approved by the Student Government Association and by the Administration of Liberty University.
- I. In order to receive and maintain funding, all official clubs must send a representative to all meetings of the Student Senate and the Club Council. The Club Representative must check in with the Sergeant-At-Arms of the Student Senate at Student Senate meetings and must state the name of the club they are representing. All clubs not sending a representative to the required meetings shall be subject to potential discipline from the office of the Vice President for Student Services of the Student Government Association.
- J. All clubs subpoenaed by the Vice President for Student Services of the Student Government Association must send a representative or be subject to having their funds frozen until they comply with the summons. The President of the Student Government Association must give the club(s) one week's notice to comply with the summons before any disciplinary action is taken.
- K. Any club seeking to meet with the Liberty University Administration must request permission from the Vice President for Student Services of the Student Government Association. If approved, the Club Representative shall coordinate with the President of the Student Government Association to schedule a meeting. No club shall otherwise be empowered to meet with the Administration unless a meeting is specifically requested by the Administration.



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- L. Being a club at Liberty University is a privilege, not a right; therefore, the Administration of Liberty University has the final authority over all club-related matters, including amending or revoking club approval.



IV. Rules for Unofficial Clubs

- A. Pursuant to Article IV Section 4, of the Liberty University Student Government Association Constitution, all clubs and representative groups thereof shall be overseen by the Vice President for Student Services of the Liberty University Student Government Association.
- B. In order to be recognized as unofficial, a club must fill out an application with the Vice President for Student Services of the Student Government Association and must be approved as such by the President of Student Government Association, the Vice President of Student Affairs of Liberty University, and the Chancellor of Liberty University.
- C. All club constitutions must be in compliance with the Liberty University Student Government Association Constitution and the policies set forth by the Administration of Liberty University.
- D. All unofficial clubs must adhere to the guidelines set forth by the Liberty University Student Government Association.
- E. No unofficial club shall use the name of Liberty University in any capacity or context except for the purpose of describing where the club is from. For example, (Club Name at Liberty University).
- F. No unofficial club shall receive any funding from Liberty University.
- G. No unofficial club shall be allowed to receive funds, or cosponsor events with any official clubs without the consent of the Student Government Association through the office of the Vice President for Student Services of the Student Government Association.
- H. In order to reserve a room for club meeting or event, all clubs must go through the Executive Secretary who will then coordinate with Campus Calendar to arrange the room.
- I. Any guest speakers or media presentations must be approved by the Student Government Association and by the Administration of Liberty University.
- J. All Clubs shall be required to report all funding received from sources outside the Student Government Association to the Budget and Finance Committee for purposes of financial accountability.
- K. All clubs subpoenaed before the Vice President for Student Services of the Student Government Association must send a representative or be subject to suspension from meeting on campus or promoting the club until they comply with the summons. The President of the Student Government Association must give the club(s) one week's notice to comply with the summons before any disciplinary action is taken.
- L. Any club official or unofficial seeking to meet with the Liberty University Administration must request permission from the Vice President for Student Services of the Student Government Association. If approved, a designated club member shall coordinate with the President of the Student Government Association to schedule a meeting. No club shall otherwise be empowered to meet with the Administration unless a meeting is specifically requested by the Administration.
- M. Being a club at Liberty University is a privilege, not a right; therefore, the Administration of Liberty University has the final authority over all club-related matters, including amending or revoking club approval.

