

Club Policy Handbook

Overview of Clubs

Liberty University (LU) Clubs are student organizations sponsored by the Student Government Association (SGA) that provide a unique service to the university. Clubs have privileges including room reservations, funding, tabling, speaker requests, and more by the university administration. This Handbook documents club-related procedures, privileges, and SGA's website contains more club-related documents on the "Clubs Forms and Resources" page.

Club Membership Qualifications/Students Qualified for Clubs

SGA Clubs are provided for the growth of students on campus. Membership in Clubs and participation in Club Activities is only allowed to Liberty students enrolled in academic courses. Leadership of clubs must be held by undergraduate students. Graduate students are permitted to be involved with clubs at the discretion of the club's leadership.

Faculty Advisor Qualifications

Faculty Advisors (FA) are a required component for clubs to operate. These FAs are typically academic professors, but individuals in Assistant or Associate roles at the University may also serve as FAs. Refer to the New Club Application for a detailed list of FA responsibilities.

Becoming a Club

In order to form a Club on campus, the Club's activities must provide a service to the university. The Club must also intend to be active for the foreseeable future.

In lieu of forming a Club, students can form a Temporary Student Group (TSG). TSGs can reserve rooms, request speakers, and reserve tables. TSGs will be recognized for the entirety of the semester of their approval. TSG's are not able to request funding and must reapply for approval each semester. Both official Clubs and TSGs initiatives cannot violate the Liberty Way.

Compiling Club Documents

Students creating a Club need to submit a completed New Club Application to the Director of Clubs (DOC) via email at sgaclubs@liberty.edu. The New Club Application can be found on the SGA “Clubs Forms and Resources” web-page. The New Club Application also provides an example of the required Clubs Constitution. The New Club Application requires new Clubs to provide detailed Club information, and requires the signature and contact information of a faculty advisor.

Submitting Club Documents

The DOC will ensure that all portions of the Club Application have been completed properly. Upon the DOCs approval, the Club Application will be sent to the Student Body President. After the Student Body President approves the Club Application, it is passed on for final review by the Vice President of Student Affairs and University President.

Club Denial

The DOC, Student Body President, Vice President of Student Affairs, and University President may deny student Club Applications if they do not follow school policy. Students can file a suit in the student court to appeal this action. Clubs will have the opportunity to resubmit their application once the proper changes have been made.

First Year

Clubs are unable to request funding within the first year of their approval. Additionally, Clubs may be vetoed by the University President or the Vice President of Student Affairs during this time.

After the first year of a Club’s formation, members have the opportunity to request funding. This resource should only be used for approved club members.

Club Privileges and Restrictions

Tabling/Event Requests

Tabling locations on campus include Demoss Hall, Montview Student Union, Jerry Falwell Library, Green Hall, and the Reber Thomas Dining Hall. To table at the Jerry Falwell Library, Clubs must contact the library staff. To table in Demoss, Montview, Green, or the Reber Thomas Dining Hall, Clubs can navigate to the “Clubs

Forms and Resources” web-page and fill out the Event Request form. Specify in the event title, description, and support needs that this is a tabling event.

Once the tabling/event request form is submitted, it is processed by team members of the Director of Clubs. The Events office gives the request a final review and sends schedulers a confirmation for their request.

Clubs can reserve any of the rooms in the SGA office located on the third floor of Montview above Argo Tea. To reserve a room in the SGA office, visit the front desk where office managers can assist in scheduling the space, or complete the regular Event Request form. Schedulers will receive a confirmation for requests of this space.

Machine Request Form

Clubs have the privilege of using the popcorn, cotton candy, and snow cone machine. Clubs must fill out the Machine Request Form from the SGA Clubs Forms webpage. Submit this printed out form to the office managers at the front desk to reserve the machine for club events.

On Campus Visits

On-campus visits are utilized by organizations who have approved and vetted relationships or affiliations with Liberty University. This can be initiated by an invitation from a faculty or staff member of any LU department, clubs, or via a request from the organization. However, all on-campus visits by an organization must first be noted, approved, and tracked by an OSD department – LU Serve. These formal vetting processes and procedures ensure that the organization involved, the opportunity being promoted, and the personnel coming on campus are sound in regards to safety, security, and viability – meeting all requirements and compliance from OSD’s vetting process for on-campus engagement.

Requesting a Speaker

If a Club wants to invite a speaker to come share content and expertise pertaining to the field of interest, then that club must fill out the LU Stages Prospective Guest Form. To access this form, navigate to the “Clubs Forms and Resources” web-page and complete the “Speaker Approval Request Form.” Students need to include FA information, as well as information about the proposed speaker.

If the speaker is coming on campus to promote opportunities, his or her organization, or ways to engage off-campus, then LU Serve will also need to review the content and material. Clubs need to reach out to LU Serve to retrieve an [On-Campus Application Form](#) for the organization and opportunity. This might take on

average, 3-5 business days to review, so please begin this review process at least one month prior to the event date.

Communication with a Speaker

Communicating beforehand with the prospective guest speaker or organization is vital to knowing the intention and motive of the perspective opportunity. Club leadership needs to be able to clearly connect the guest speaker or organization to the proper vetted channels for approvals. Guest speakers should be informed that if they wish to promote external professional or volunteer opportunities they ALL must be vetted and verified. It is possible that a guest speaker can come share content regarding their field of study and expertise, but may not promote ways to connect with the organization presently. If an approved guest speaker does come to speak on content and then decides to communicate off-campus opportunities anyways, this speaker will have breached protocol and may potentially be prohibited from future opportunities to engage on-campus. Furthermore, the inviting Club will be even subject to possible disciplinary measures, depending on the situation. We take this matter seriously to safeguard the well-being and positive outcomes for the students that this process will bring. For any clarifications or questions regarding these details please email: globalpartnerships@liberty.edu with your questions.

Funding

If a Club officially passes the Club Approval process (see above) between May 1st and December 31st, it will first be eligible to receive funding in the following fall semester. If a Club officially passes the Club Approval process between January 1st and April 30th, it will first be eligible to receive funding in the following spring semester.

Funding is determined by the Funding Board, which is composed of members from all branches of SGA and run by the Treasury department. The Funding Board requires each Club to submit a semesterly budget by a decided-upon date before the end of the prior semester. The Funding Board evaluates each budget and determines an appropriate amount of funding based on how well the proposed budget meets SGA's and the Club's goals. For more information, view the "How Does the Funding Board Work?" document on the SGA website. If you have further questions after reading the document, please contact the Treasury team at sgatresury@liberty.edu.