

SGA CLUB POLICY HANDBOOK

Student Government Association

LIBERTY UNIVERSITY 1971 University Blvd, Lynchburg, VA 24515

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Overview of Clubs

Liberty University (LU) Clubs are student organizations sponsored and affiliated 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 and privileges, and SGA's website contains more club-related documents on the "Clubs Forms and Resources" page.

Club Membership Qualifications and Students Qualified for Clubs

SGA Clubs are all-inclusive for currently enrolled undergraduate residential students, thus any undergraduate residential student who expresses interest in a club may join. SGA clubs may not require interested students to submit to an "initiation period" before that student may become a member, nor may SGA clubs impose conditions that an interested student must fulfill before becoming a member. Any currently enrolled undergraduate residential student who may be "invited" by club leadership to join is considered an interested student at the time the invitation to join is extended by club leadership.

Club President Qualifications and Responsibilities

Every SGA club must have at least one currently enrolled undergraduate residential student in good standing with the university serving as Club President. Graduate students, alumni, and online students are not allowed to act as President of any SGA club. Club Presidents must be able to be contacted by SGA and must attend or delegate Club leadership to attend the All-Clubs Meeting each semester in order for the Club to remain active under SGA.

Faculty Advisor Qualifications and Responsibilities

Faculty Advisors (FA) are a required component for clubs to operate and must oversee the Club's activities. These FAs are typically academic professors, but any member of LU's Faculty or Staff who are not currently enrolled students may serve as FAs.

FA responsibilities include:

- The FA must be actively involved with said club and will act as a mentor to the students involved with the club.
- The FA is required to meet with the Club President of said club on a biweekly basis.
- The FA is required to meet with the Club Leadership monthly.
- The FA is required to attend at least two of the general club meetings per semester.
- The FA is required to work in conjunction with the Treasurer of said club to create the club budget and request funds from SGA. Ultimately, the FA has final approval on all club expenditures.
- Depending on the club's categorization, the FA may be required to go through certain and necessary training to request funds from SGA.
- The FA is responsible for ensuring the Club's events and meetings are compliant with the mission and vision of LU and should fill out applicable forms when need be. The FA should also know of any videos, graphics, topics of discussion, etc., that are relevant to ensuring compliance with the mission and vision of LU.

Becoming a Club

To form a Club on campus under SGA, the Club's activities must provide a unique service to the university that is not provided by any current clubs. The Club must also intend to be active for the foreseeable future. If either requirement are not met or are questioned, the Club may be denied at any point during the process.

New Club Application and Requirements

Students creating a Club must 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 webpage.

For the New Club Application to be considered complete, there must be:

- 10 currently enrolled undergraduate residential student signatory members. Each member must sign the petition contained within the application.
- Acknowledgement and Club President signature regarding the LU Board of Trustees Policy on Criteria for Student Clubs.
- Answers to questions regarding the Club's operations, status, and uniqueness.
- A FA who reads and signs the prospective Faculty Advisor letter.
- A completed Club Constitution, parallel in format to the example contained in the application. Many new Clubs choose to fill in the applicable blanks in the Constitution.
- A compiled Schedule of Events and Meetings for the semester.

Once completed and emailed to sgaclubs@liberty.edu, the DOC will ensure that all portions of the New Club Application have been completed properly. Upon the DOC's approval, the New 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 New Club Applications if they do not follow student policy or are not unique in their activities or mission. Prospective Clubs will have the opportunity to submit a new application the semester after denial once the proper changes have been made. Prospective Clubs are not allowed to submit another application in the semester it was denied.

First Year

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

All-Clubs Meeting

All SGA Clubs are required to have at least one member of Club Leadership attend the All-Clubs Meeting at the beginning of each semester. The All-Clubs Meeting provides

information regarding updates to SGA policies, 25Live and SGA Event requests, and important dates for the semester. If Clubs do not attend this meeting, there will be a penalty for the Club's future funding and the potential for the Club to be marked "Inactive."

Inactive Status

Clubs that do not have a currently enrolled undergraduate residential President or current Faculty Advisor will be marked "Inactive" if they are unable to fulfill these positions within one month.

Clubs who do not request funding or use funding, do not attend the All-Clubs Meeting, or do not keep in communication with the Clubs Department or the Treasury Department may be marked Inactive. This determination is made on a case-by-case basis by the DOC.

Once a club has been marked Inactive, they will be removed from the Clubs webpage and will no longer be able to request events or receive funding. Students who would like to reactivate a club should contact sgaclubs@liberty.edu to receive more information.

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 webpage and fill out the "Event Request Form." Specify in the event title, description, and support needs that this is a tabling event. Alternatively, tabling locations can be found and reserved through 25Live Pro.

25Live Pro

Each Club is allowed to have one person (POC) with access to [25Live Pro](#) to submit SGA Event Requests for the Club. Email sgaclubs@liberty.edu to change and confirm who the POC is. 25Live Pro is the university's primary resource to reserve spaces and tables on campus.

To submit an SGA Event Request through 25Live, create an "Event Form" and fill out all required information, including the Event Name, Event Title, Request Form (choose "SGA Event Request"), Primary Organization for this Event (choose "Student Government Association-Q1004"), Expected Head Count, Event Description, Event Date and Time, Event Locations, Event Custom Attributes, and Categories.

The event is not confirmed until the Requestor receives a confirmation email detailing the time, date, and location of the event.

Any student or Club can reserve any of the rooms in the SGA offices (MONTVW 3560C, MONTVW 3500D, MONTVW 3500A) located on the third floor of Montview above Garbanzo and Career Services. To reserve a room in the SGA offices, visit the front desk where office managers can assist in scheduling the space, or complete the Event Form. Requestors will receive a confirmation for requests of this space.

Should any member of Club Leadership wish to receive more information about 25Live or receive an orientation on how to use the resource, please reach out to sgaclubs@liberty.edu to schedule a meeting.

Restricted Events

Clubs are prohibited from hosting or performing official, religious services on campus. Such services are defined as having the presence of official clergy or otherwise ordained ministers performing any recognized religious rituals or rites.

All club activities that occur on campus must be hosted in common areas or reserved spaces on campus. Club presidents can reserve spaces by contacting events@liberty.edu or filling out a request on 25Live. Non-residential students, participating in a club activity, are not permitted to enter residential halls. All guest speakers must be pre-approved by Human Resources. The club's faculty advisor must submit the Independent Contractor Questionnaire (see below) and gain approval at least two weeks prior to the planned event.

Any event that is against the Liberty Way or is restricted will result in disciplinary measures taken against the Club.

Machine Request Form

Clubs have the privilege of using the popcorn, cotton candy, and snow cone machine from SGA. Clubs must fill out the "Machine Request Form" from the SGA Clubs Forms and Resources webpage. Submit this form on the SGA Clubs Canvas page or printed out to the office managers at the front desk to reserve the machine for Club events. At any time, SGA may reject a Club's use of the machines due to scheduling conflicts or failure to comply with procedures.

Requesting a Guest Speaker

If a Club wants to invite a guest speaker to come share content and expertise pertaining to their field of interest or work alongside the club, the Club's Faculty Advisor must fill out the "Independent Contractor Questionnaire," found through [Human Resources](#), on behalf of the guest speaker. If a background check is required for a speaker, LU will cover the costs. Even if the speaker is visiting for free, the questionnaire must be filled out in its entirety.

Advertising

Clubs are not allowed to put up posters or advertise on walls, windows, doors, elevators, or anywhere else that is not through the Commuter Student Life processes to put posters on the Community Boards.

Clubs are allowed to put graphics on the TVs and Monitors after approval. Please reach out to sgaclubs@liberty.edu to receive more information. SGA will not promote individual Club events unless specific circumstances apply.

Funding

Funding Eligibility

If a Club receives an approval email from sgaclubs@liberty.edu between May 1st and December 31st, the Club will first be eligible to receive funding in the following Fall semester. If a Club receives an approval email between January 1st and April 30th, the Club will first be eligible to receive funding in the following Spring semester.

Funding Process

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 sometime the semester prior. 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 Clubs Forms and Resources webpage. If you have further questions after reading the document, please contact the Treasury team at sgatreasury@liberty.edu.

Restricted Purchases

If a Club is considered a Category 2 Club (refer to the "Finance Guidelines" on the Clubs Forms and Resources page to learn more about Club Categorization), the Club cannot use University Funds for:

- Gift Cards
- Gas Reimbursements
- Sit-Down Meals

The Treasury Department needs to be able to track when and how University Funds were spent, and the above prohibited items do not allow for that. Email sgatreasury@liberty.edu to learn if your purchase is not prohibited prior to the purchase being made.