



NEW CLUB APPLICATION

By submission of this document, the interested party is applying to be recognized by Liberty University's Student Government Association as an Official Unfunded University Club. Upon approval of this document, the Unfunded Club will be required to maintain its active status for one full year before submitting an application to be recognized as an Official Funded University Club. This one-year interval allows the Unfunded Club the opportunity to exhibit their positive impact on students and worthiness of University funding.

Dear Prospective Club Leadership,

As the Director of Clubs for Liberty University's Student Government Association (SGA), I want to commend you for being proactive in your efforts to create a new student-led club and ask that you allow us to partner with you throughout this exciting journey. Those of you who are willing and able to take on this unique responsibility, I invite you to complete the club application below and **submit it to the Director of Clubs email (sgaclubs@liberty.edu)**. I will be your primary point of contact throughout this application process to answer any questions you may have along the way. Included in this application are:

1. Every University student-led club must have at minimum ten founding members. Please **have each of your members sign the petition contained within this document** endorsing your club.
2. Your club must have a member of Liberty's Faculty or Staff serve as the Faculty Advisor. This application contains a letter to your club's prospective Faculty Advisor. If he or she is willing to abide by the terms outlined in the letter, then please **return his or her signed copy of that letter** with the rest of the required documents.
3. Please create and submit with your application a **Club Constitution**, parallel in format to the example provided to you.
4. Please create and submit a **Schedule of Events/Meetings** for the year.

Once the Clubs Department receives your application, it will be signed and approved by multiple persons/committees, including the Director of Clubs. As each person/committee approves your application, it will move on to the next person/committee. Please be advised that your application will have to be approved by each individual reviewer in order to be approved as an Official Unfunded University Club. Because this process contains so many steps, **your application will take about a month or two to be approved**, however it is possible that the process may take up to a full semester.

1. Upon the approval of the Director of Clubs, the Student Body President will review your application for approval or denial.
2. Upon the approval of the Student Body President, Dr. Mark Hine, the Senior Vice President for Student Affairs, will review your application for approval or denial.
3. Upon the approval of Dr. Hine, the Liberty University President will review your application for approval or denial.
4. Upon the approval of the University President, the Director of Clubs will contact you via email to inform you of your club's new official status.

Thank you for your enthusiasm and eagerness to start a new club on Liberty University's campus. If you have any questions, please feel free to reach out to sgaclubs@liberty.edu.

Sincerely,
Director of Clubs

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PETITION FOR NEW ORGANIZATION

Include student club member's signatures below to validate how residential students will support this club initiative.

“We, the founding members of _____, do hereby endorse said organization and vow to fulfill the stated purpose(s) and mission of this organization to the best of our abilities and for the betterment of the Liberty University community.

Board of Trustees Policy effective January 1, 2023

Liberty University is home to over 100 student-led clubs. Clubs are “official” student organizations sponsored by the Student Government Association (SGA). Such clubs are eligible for privileges, including reserving space on campus for meetings and other events, setting up tables on campus, making use of university equipment, inviting approved speakers, having a faculty advisor, and receiving funds allocated from the SGA budget. Clubs help connect students with similar interests and passions. Liberty University’s student clubs span many different topics and activities, including creative writing, cyber defense, robotics, politics, philosophy, fencing, anime, public relations, and more.

Under the current SGA Club Policy, the main requirements for club application approval are that it provides a service to the University and remains active for the foreseeable future. The Board of Trustees finds that student-led clubs sponsored by SGA should have a more explicit tie to the University’s spiritual mission. Accordingly, the following policy for criteria for student clubs is adopted.

Liberty University Board of Trustees Policy on Criteria for Student Clubs

While clubs range widely in their proposed aim or focus, it is required that all student-led clubs and student organizations sponsored by Liberty University’s Student Government Association (SGA) be in alignment with the University’s mission. In addition to the normative processes for club approval, all clubs also must commit to abiding by the following spiritual guidelines:

Doctrinal Understanding

Liberty University recognizes that many of its students come from a wide variety of denominational affiliations and spiritual backgrounds. However, as it pertains to student clubs, each club must adhere to the essentials of the Christian faith as expressed in the Apostle’s Creed and the Nicene Creed. Any club that does not affirm the historically orthodox positions expressed in those Creeds will be denied recognition as a club.

Ecclesial Unity

Each student club must operate and aim toward greater ecclesial unity on campus and not promote division. Although students might vary among themselves as to certain doctrinal positions, the aim of a student club cannot be to promote a certain denomination or affiliation as superior to another. Any club that engages in such activity on campus may be denied recognition as a club.

Unique Provision

A student club must provide to students something that is not otherwise provided by Liberty University, whether by the Office of Spiritual Development or any other department on campus. Any club whose purpose or actions displace the current structure of Liberty University-sponsored community groups or the activity of other recognized departments on campus may be denied recognition as a club.

Religious Services, Rituals and Rites

Student 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.

Board of Trustees Policy Acknowledgement

The Club President and club leadership acknowledges that said club has accepted and agreed to comply with the Board of Trustees criteria.

Club President

Date

CLUB INFORMATION

Full Name of Club:

Purpose of Club:

Club President's Information:

Name: _____

Major: _____

Expected Graduation Semester & Year: _____

Student ID#: _____

Liberty Email: _____

Phone Number: _____

Club Faculty Advisor's Information:

Name: _____

Department/Position: _____

Liberty Email: _____

Phone Number: _____

Please answer the questions below fully and completely. Approval or denial of your application rests mostly on the answers to these questions and your club's constitution.

How will this club benefit Liberty University as a whole?

How will this club bring honor to God and/or joy to His church?

How long do you plan for this club to last? In other words, will this club cease to exist when you (the president/executive council) graduate and/or leave Liberty? If not, how will you ensure its future success?

Is your club associated with a specific major, school, or national chapter?

Create a two to three sentence description of your club (less than 175 characters). Include your club's mission, purpose, goals, etc.

Liberty is home to over 100 clubs on campus. Explain why your mission and purpose is clearly distinct from other clubs on campus.

Special Requests for SGA:

Does this club comply and agree with LU's Doctrinal Statement ?	Yes	No
Does this club comply and agree with LU's Mission Statement ?	Yes	No
We have read and reviewed the Club Policy Handbook .	Yes	No

Signatures:

Faculty Advisor

Date

Club President

Date

Dear Faculty Advisor,

In accordance with University Policy, SGA requires that each official campus club have an active Faculty Advisor to oversee the club's activities. The moment a club no longer has such an Advisor, the club will be marked as inactive and will have to reapply for official club status through Liberty's SGA.

It is required that each Faculty Advisor fulfill certain responsibilities pertaining to the role. If upon reviewing the responsibilities listed, you still wish to take on this position, you must complete the statement of consent and sign below.

- The Faculty Advisor must be actively involved with said club and will act as a mentor to the students involved with the club.
- The Faculty Advisor is required to meet with the President of said club on a biweekly basis.
- The Faculty Advisor is required to meet with the Executive Council of said club monthly.
- The Faculty Advisor is required to attend at least two of the general club meetings per semester.
- The Faculty Advisor is required to work in conjunction with the Treasurer of said club to create the club budget and request funds from the Student Government Association. Ultimately, the Faculty Advisor has final approval on all club expenditures.
- Depending on the club's categorization, the Faculty Advisor may be required to go through certain and necessary training to request funds from the Student Government Association.
- As a Faculty Advisor, it is your responsibility to ensure the club events and meetings are compliant with the mission and vision of Liberty University.

As the Faculty Advisor of _____,
I, _____, fully comprehend the responsibilities and duties that I must fulfill and agree to meet every requirement listed above to the best of my abilities.

Would you like to receive notifications about important SGA events/deadlines?

Yes No

Faculty Advisor Signature

Date

CONSTITUTION EXAMPLE

Constitution and Bylaws of the Liberty University _____ Club.

Article I: Name

The name of this club shall be “_____.”

Article II: Purpose

Purpose

Article III: Membership

Section 1: Qualifications

In order to become a member of the Liberty University _____ Club, one must be a student or faculty member at Liberty University. There is no other academic requirement for membership. Membership may be annulled or banned by the head executive officer with a recommendation that the officer consult the executive council.

Section 2: Minimum membership requirements

There will be no minimum membership requirements for the Liberty University _____ Club. It should be remembered that being a part of the club is a privilege, not a right, and any members that agree to be a part of the club are there by their own will.

Section 3: Club joining process.

Any person that wishes to become a member must sign a waiver that will be kept on file by the officers of the club. Upon signing this form and paying dues (if any), an individual will become a

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member. Prolonged nonparticipation in the activities of the club will be interpreted as the desire to annul membership.

Club dues are optional until initiated to be required as decided on by Club Advisor, Club President, and Club Vice President.

Article IV: Organization

Section 1: Relationship of LIBERTY UNIVERSITY _____
Club to Liberty University

The LIBERTY UNIVERSITY _____ Club is directly affiliated with Liberty University as a club. It is established for the benefit of the LIBERTY UNIVERSITY community.

Section 2: Fiscal year and administrative term

The fiscal year is that of the regular calendar year from January to December. A term may last as long as the person holding the position is willing. Membership and offices will normally continue until 1) graduation or 2) members deem it necessary with a documented rational and definitive cause to remove a member or officer by means of a majority vote, or 3) the person in question voluntarily ceases to participate in the club.

Article V

Officers: Appointment of Officers

1. Club officers (Advisor, President, and Vice President) will nominate members for selected executive and director offices. President will appoint secretaries on a need basis.
2. Officers will be elected by a majority vote of the members attending the annual meeting of the club.
2. If openings arise during the year or if a new office is found to be necessary, the Executive Committee can appoint officers as needed by majority vote of the committee.
3. The following offices are described but not mandated by the constitution.
4. All officers are to adhere in accordance and action to Robert's Rules of Order.
5. All officers are expected to abide by the Liberty Way and can be discharged if found at fault of not doing so.

Executive Officers

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President: The roles and duties of the president consist of

1. Regular attendance at club events.
2. Presiding over meetings and having the power to cast a tie-breaking vote in the case of a stale mate among the club officers.
3. Presenting new strategies to the board on what direction the program should take.
4. Creating and supervising club events. The club should try to do at least one event per semester.
5. Presiding over other offices in order to make sure everyone is doing their job efficiently and keeping the officers accountable to the Liberty Way and what is stated in the club constitution.

Vice President: The roles and duties of the vice president consist of

1. Regular attendance at club events.
2. Taking the place of the president if s/he is absent.
3. Assisting the president in any way that they deem necessary.
4. May present new strategies to the board on what direction the program should take when asked of by the President.

Treasurer: The roles and duties of the treasurer shall consist of

1. Regular attendance at club events.
2. Maintaining a record of funds received and dispersed by the club.
3. Maintaining a log of which members have paid dues.
4. Appropriate any outside funding and dues to the appropriate bank accounts.

Directors: The roles and duties of directors consist of

1. Regular attendance at club events.

The Director of Advertisement and Production:

Shall be responsible to advertise the club by any means necessary and represent the club at SGA and to the University administration. This role includes designing logos, creating products, and customizing equipment. S/he will also relay information from the President and Vice President that needs to be addressed to club members or to the general student body. This role will fall under the duties of the President and Vice President if there is no one elected to the role.

Secretaries: The roles and duties of the secretary consist of

1. Regular attendance at club events.

Article VI: Faculty Advisor

The faculty advisor for the Liberty University _____ Club will be a Liberty University faculty or staff member who is invited by the club officers to serve in this role and who accepts this invitation. The role of faculty advisor does not involve monetary remuneration. The faculty advisor will be someone who will keep in touch with club officers and will have current knowledge of the club's operations.

Article VII: Committees

Section 1: Executive Committee

The Executive Committee of the LIBERTY UNIVERSITY _____ Club will consist of the executive officers of the club. They will determine the frequency of their meetings according to the needs of the club.

Section 2: Ad Hoc Committees

The club may appoint ad hoc committees as it deems necessary. There are no standing committees other than the Executive Committee.

Article VIII: Meetings

Section 1: Annual Meeting

At the beginning of every fiscal year a meeting is required to elect officers, discuss finances, and any other necessities.

Section 2: Weekly Meetings

The club will meet when decided by the Executive Committee at a time deemed convenient to the majority of the members and at the location determined in consultation with University Events, which is the office in charge of scheduling the use of facilities at Liberty University.

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Section 3: Event Meetings

The Club will attempt to meet once every semester for a Liberty University _____ Club sponsored event.

Article IX: Duration and Dissolution

Any money or profit gained is not to be used for the selfish gain of anyone but used for the benefit of the entire LIBERTY UNIVERSITY _____ Club. This includes but is not limited to the purchase of equipment and promotional material.

Article X: Parliamentary Procedure

The meetings of the committees of the club shall be conducted according to Roberts Rules of Order (<http://www.rulesonline.com/>).

Article XI: Amendments

The constitution may be amended by a majority vote of the Executive Committee at any time or a 75% vote of the membership at the annual meeting. It cannot be amended for selfish intent, but rather for the benefit of the entire club.

SCHEDULE OF EVENTS/MEETINGS

This section should include your club's planned activities and events for the year, along with a list of your club's scheduled meetings (dates and times do not have to be exact).