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# Graduate Club Application

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*By signing and submitting this document, you are applying to be recognized by Liberty University's Office of Graduate Student Life as an Official Funded University Club.*

*All students who sign this application are committed to supporting this club and being fully engaged in the organization they elect to participate in. Do you agree to maintain ethical conduct and ensure that those around you have a positive experience with this club, all while helping to fulfill Liberty's mission of Training Champions for Christ?*

***Please check what applies.***

☐ *Yes, I agree with the above and will uphold these requirements.*

☐ *No, I cannot agree or make this commitment at this time.*

***PETITION FOR NEW ORGANIZATION***

*"We, the founding members of [Insert Club Name here] \_\_\_\_\_,  
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 Liberty University."*

***Founding Members' Printed Name & Signature:***

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## CLUB INFORMATION

Full Name of Club:

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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.*

Create a 2-3 sentence description of your club. Include your club's mission, purpose, goals, etc.

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Does this club comply and agree with LU's <a href="#">Doctrinal Statement</a> ?	Yes	No
Does this club comply and agree with LU's <a href="#">Mission Statement</a> ?	Yes	No
Does this club comply and agree with the Graduate Life's club policies within the club handbook?	Yes	No

**Signatures:**

_____	_____
Faculty Advisor	Date

_____	_____
Club President	Date

Dear Faculty Advisor,

In accordance with University Policy, the Office of Graduate Life requires that each official campus club have an active Faculty Advisor to oversee the club's activities. If a club no longer has an Advisor, the club will be marked as inactive and will have to reapply for official club status.

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 your 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 your club on a monthly basis.
- The Faculty Advisor is required to meet with the Executive Council of your club on a semesterly basis.
- The Faculty Advisor is required to attend at least one of your general club meetings per semester.
- As a Faculty Advisor, it is your responsibility to ensure your 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.

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

## **Overview of Graduate Clubs**

### **Section 1: Qualifications**

In order to become a member of the Liberty University one must be a graduate student at Liberty University. There is no other academic requirement for membership.

### **Section 2: Minimum Membership Requirements**

There will be no minimum membership requirements for the Liberty University [insert club name here] \_\_\_\_\_ Graduate 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 member. Club dues are optional until initiated to be required as decided on by Club Advisor, Club President, and Club Vice President.

### **Section 4: Organization**

The [insert club name here] \_\_\_\_\_ Graduate Club is directly affiliated with Liberty University as a club. It is established for the benefit of the Liberty University.

#### *Fiscal Year and Administrative Term*

The fiscal year is that of the regular calendar year from June to May. 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.

### **Section 5: 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/directors on a needed basis.
2. The founding members of the club will serve in these administrative roles.
3. Officers will be elected by a majority vote of the members attending the annual meeting of the club.
4. 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.
5. All officers are expected to abide by the Liberty Way and can be discharged by the faculty advisor and/or the Office of Graduate Life if found at fault for not doing so.

### *Executive Officers*

**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 (if applicable).

**Secretary:** The roles and duties of the secretary consist of:

1. Regular attendance at club events.
2. Ensuring meetings are documented with efficient record of meeting minutes.

## **Section 6: Faculty Advisor**

The faculty advisor for the Liberty University [insert club name here] \_\_\_\_\_ Graduate Club will be a Liberty University faculty or staff member who is invited by the Graduate Life and/or 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.

## **Section 7: Meetings and Events**

### **Meetings:**

#### *Annual Meeting*

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

#### *Administrative 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.

#### *Event Meetings*

The Club will attempt to meet at least twice every semester to discuss events.

### **Events:**

#### *Events*

Clubs are required to host a minimum of 3 events per semester.

#### *Service Project*

The Club will organize/participate in a service project once every academic year. The plan for the service project should be submitted to the Office of Graduate Life by the end of September each year. Clubs that do not participate in a service project will be subject to losing their active club status.

## **Section 8: 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 [insert club name here] \_\_\_\_\_ Graduate Club. This includes but is not limited to the purchase of equipment and promotional material.

## SCHEDULE OF EVENTS/MEETINGS

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