

GROW. BELONG. LEAD.

ONLINE *Clubs* HANDBOOK

**CHAMPION YOUR
VIRTUAL COMMUNITY**

Liberty University Online Clubs are student organizations sponsored and affiliated by Online Life that provide a unique service to the university. This Handbook documents club-related procedures and privileges.

Club Membership Qualifications and Students Qualified for Clubs

Online Clubs are all-inclusive for currently enrolled online students; thus, any online student who expresses interest in a club may join. Online Clubs may not require interested students to submit to an “initiation period” before that student may become a member, nor may Online Clubs impose conditions that an interested student must fulfill before becoming a member. Any currently enrolled online 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 Online Club must have at least one currently enrolled online student in good standing with the university serving as Club President.

Online Life Advisor Qualifications and Responsibilities

Online Life Advisors (OLA) are a required component for clubs to operate and must oversee the club’s activities. These OLAs are Online Life staff members.

OLA responsibilities include:

- The OLA must be actively involved with the club and will act as a mentor to the students involved with the club.
- The OLA is required to meet with the Club President & Club Leadership quarterly.
- The OLA is required to attend at least one of the general club meetings per semester.
- The OLA 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 needed.

Becoming an Online Club

To form an Online Club under Online Life, the club's activities must provide a unique service to the university. The club must also intend to be active for the foreseeable future. If either requirement is not met or is in question, the club may be denied at any point during the process.

All clubs will be assigned a private group in the Champion Connect platform, which will serve as their official communication channel.

New Club Application and Requirements

Students creating a club must submit a completed New Club Application to the Director of Online Life via email at onlinestudentlife@liberty.edu. The New Club Application can be accessed by emailing Online Life or by visiting the Clubs section of Online Life's website.

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

- 10 currently enrolled online student signatory members.
- Acknowledgment and Club President signature.
- Answers to questions regarding the club's operations, status, and uniqueness.
- A compiled schedule of events, including a planned community service project, and meetings for the semester.

Once completed and emailed to onlinestudentlife@liberty.edu, the Director of Online Life will ensure that all portions of the new club application have been completed properly. Upon the approval by the Director of Online Life, the application is passed on for final review by the Executive Director of Student Life.

Club Denial

New club applications may be denied 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.

All-Clubs Meeting

All Online Life 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 policies by Online Life. If clubs do not attend this meeting, there will be a potential for the Club to be marked “inactive.”

Inactive Status

Clubs that do not have a currently enrolled Liberty University online student serving as president will be marked “inactive” if they are unable to fulfill this position within one month. Students who would like to reactivate a club should contact onlinestudentlife@liberty.edu to receive more information.

Club Privileges and Restrictions

Restricted Events

Clubs are prohibited from hosting or performing official, religious services. 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 onlinestudentlife@liberty.edu.

Any event that is against the official policies of Liberty University or is restricted will result in disciplinary measures taken against the Club.

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 Life processes to put posters on the Community Boards on campus. Online Life can help advertise an event for a club if the club gives at least a two-week notification before the event and/or any materials that are being used for the promotion (community boards, graphics, etc.).

Conduct

All members and officers should adhere to the official policies of Liberty University. If there is a concern regarding a student or officer, please reach out to Online Life.