

---

# Online Club Application

---

*By signing and submitting this document, you are applying to be recognized by Liberty University's Online Life as an Official University Online 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 \_\_\_\_\_*  
(club name)

*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:***

---

---

---

---

---

---

---

---

## CLUB INFORMATION

Full Name of Club: \_\_\_\_\_

### Club President's Information:

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Expected Graduation Semester & Year: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Liberty Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Online Life Advisor's Information (completed by Online Life Office):

Name: \_\_\_\_\_

Department/Position: \_\_\_\_\_

Liberty Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Overview of Online Clubs

### Section 1: Qualifications

In order to become a member of a Liberty University Online Club, one must be a current online 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 \_\_\_\_\_ Online Club.

It should be remembered that being a part of the club is a privilege, not a right, and any members who agree to be part of the club participate by their own will.

### Section 3: Club Joining Process

Any person who wishes to become a member must sign a waiver which 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 the Club Advisor, Club President, and Club Vice President.

### Section 4: Organization

The \_\_\_\_\_ Online Club is directly affiliated with Liberty University as a club. It is established for the benefit of Liberty University online students.

#### *Administrative Term*

The administrative 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 rationale 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. The President will appoint secretaries/directors on an as-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 a majority vote of the committee.
5. All officers are expected to abide by the official policies of Liberty University and can be discharged by the Online Life advisor and/or the Office of Student 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 stalemate 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 official policies of Liberty University 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 they deem necessary.
4. May present new strategies to the board on what direction the program should take when asked of by the president.

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

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

## **Section 6: Online Life Advisor**

The Online Life advisor for the Liberty University \_\_\_\_\_ Online Club will be a Liberty University Online Life staff member who is appointed by Online Life to serve in this role. The Online Life advisor will be someone who keeps in touch with club officers and has current knowledge of the club's operations.

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

### **Meetings:**

#### *Annual Meeting*

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

#### *Administrative Meetings*

The club will meet when decided by the Executive Committee at a time and location deemed convenient to the majority of the members.

#### *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 2 events per semester.

## **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 \_\_\_\_\_ Online Club. This includes but is not limited to the purchase of equipment and promotional material.

All activities are for the benefit of the entire Liberty University \_\_\_\_\_ Online Club. The University reserves the right to disband the club at any time.

