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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.

Online Clubs are student-led organizations that create meaningful connection and engagement for Liberty University Online students around a shared interest, purpose, skill, academic or professional area, service initiative, hobby, cultural interest, or community-building opportunity.

Clubs exist to provide a unique service to the Online student community through fellowship, leadership development, peer connection, education, service, and active participation. They are intended to be sustainable communities that welcome currently enrolled Liberty University Online students who are interested in the club's mission and activities.

Every Online Life Club must have a clear purpose, offer programming that supports its stated mission, contribute positively to the Online student experience, and operate in alignment with Liberty University's mission, values, and applicable student policies. Clubs are supported by an Online Life Advisor, but they are led by students and are not designed to replace University offices, licensed professionals, pastoral-care providers, or emergency resources.

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 will act as a mentor to the student leadership 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 Teams group, 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 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:

- 3 current Liberty University Online students who will serve in the leadership positions of the club – president, vice president, and secretary.
- 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.

Proposed clubs will not be approved if their primary purpose is to provide counseling, therapy, crisis intervention, clinical or pastoral care, case management, diagnosis-specific support, or peer support related to mental-health concerns or other personal crises. Clubs may promote general well-being, community, education, awareness, and appropriate referral to University or community resources, but they may not represent themselves as providing professional, therapeutic, confidential, or emergency support services.

Club application may be denied if the club's primary purpose is to promote, advocate for, or advance a specific denominational tradition or doctrinal distinctives rather than providing opportunities for broad student engagement consistent with Liberty University's mission and community standards.

Approval may also be denied when a proposed club duplicates an existing club or University service, lacks a distinct or sustainable purpose, does not provide a unique service to the Online student community, is inconsistent with University policy, or includes prohibited activities.

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 Regulations 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.).

Guest Speakers

To ensure that club programming aligns with Liberty University's mission and standards, guest speakers must be current Liberty University faculty, staff, administrators, or other individuals officially affiliated with the University. Clubs may not independently invite or host external guest speakers who are not directly associated with Liberty University. Requests for guest speakers must be submitted to Online Life for approval at least 30 days prior to the proposed presentation date.

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.

Annual Club Review

Recognized Online Clubs are subject to an annual review conducted by Online Life to ensure continued alignment with Liberty University's mission, club policies, and engagement expectations. Each club must submit an Annual Review Report that summarizes club activities, membership engagement, leadership updates,

accomplishments, challenges, and goals for the upcoming year. Completion of the annual review process is required for renewal consideration. Clubs that fail to maintain active leadership, demonstrate meaningful engagement, comply with handbook requirements, or submit required documentation may be placed on probation, inactive status, or may lose recognition as an official Online Club.