



CLUBS & ORGANIZATIONS

Proposal Packet

2012-2013

In this packet you will find important information regarding the process of becoming a CUI club and Concordia's procedures and policies.

Please review and fill out this packet entirely before submitting it to the Center for Student Leadership & Development (CSLD).

Deadline to submit an application

Fall semester: September 28, 2012

Spring semester: February 8, 2013

Questions can be directed to the Director of Community Involvement & Leadership Development.

Center for Student Leadership & Development (CSLD)
Concordia University Irvine
1530 Concordia West
Irvine, CA 92612
(949) 214-3059

Concordia University Irvine

Mission Statement: Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service, and leadership.

This mission is pursued through focus on seven educational targets: Systematic Inquiry, Clear Communication, Health and Well-Being, Sociocultural Responsiveness, Aesthetic Responsiveness, Christian Literacy and Life, and Servant Leadership.

In accomplishing this mission, Concordia seeks to produce graduates who are wise, honorable, and cultivated citizens.

Clubs & Organizations at CUI

Clubs & Organizations ("Club(s)") at Concordia University Irvine serves to provide students the opportunity to become engaged in the campus community, gain a deeper sense of belonging, and enhance their learning in a co-curricular setting.

Leaders and members of clubs have the opportunity to create inclusive communities for the student body that support the University's mission.

Through clubs, students are able to develop leadership skills, meet other students that share similar interests, and contribute positively to their Concordia experience.

Starting a New Club at CUI

Before completing and submitting the Clubs & Organizations Application, consider the following questions as it intends to advance the effectiveness of your club:

- o What are the objectives of your club?
- o How will you market and advertise your club?
- o Do you know who will serve as club officers?
- o Do you & the other club officers have a cumulative G.P.A. of 2.0?
- o Do you have a faculty, staff or administrator to serve as club advisor?
- o Do you have the time commitment needed for managing a club?
- o What steps will you take to ensure your club is successful during the year and in the future?
- o Is there a membership fee to become a member of your club?
- o Are you aware of the club's expectations and responsibilities?
- o Is there a risk for injury?

Note: Approved clubs that involve a high risk for injury will not be allowed to start practicing and playing games until the following fall semester. CUI will purchase secondary medical insurance coverage for the club and the coverage begins in August. Applications can still be submitted for approval.

- o What type of service project could your club fulfill (requirement is 1 per semester)?

Steps to Create a New Student Club

1. Student Club

- Consider what the purpose and vision is for the club and how the Concordia community would benefit from the club
- Read through the Clubs & Organizations Proposal Packet
- Find 20 or more currently enrolled CUI students that are interested in being an active member of the club & have them sign the “Proposed Active Members” form
 - At least 10 need to be returning students for 2013-2014
- Meet with a CUI faculty/staff advisor who is available and willing to assume the responsibilities of serving as advisor. Go through the completed application with the advisor & have him/her sign all of the required forms within the club application packet
- Craft a thorough, in-depth Club Proposal (refer to page 8 for template)
 - NOTE: If your club will utilize a Liability Insurance policy of an extramural organization, please provide a copy of the Liability Insurance policy with your completed application packet
- Submit the completed application packet (pages 4-12) to the CSLD staff for processing (located in the Center for Student Leadership & Development office)
 - NOTE: If the mission or purpose of the proposed club is similar to an existing club or University sponsored organization, the club will not be considered for recognition
- All club officers must be prepared to meet with the CSLD staff within one week of submission



2. CSLD Staff

- Verify the necessary documents of the application are completed
- Confirm the club advisor and ensure advisor clearly understands responsibilities and time commitment
- Verify academic & disciplinary standing of elected officers
 - Verify enrollment of 20 proposed active members and ensure 10 students will be returning students the following year
- Conduct risk assessment of the proposed club or organization
 - If risk assessment is high, the CSLD staff will determine whether or not the club can meet with ASCUI Senate to move forward or will deny its proposal
 - The CSLD will discuss with the Health Center regarding potential secondary insurance coverage for club
- Contact the officers to set up a preliminary meeting to discuss the club's application and next steps
- Once the club application is approved, schedule the club proposal presentation at the upcoming ASCUI Senate meeting



3. Student Club

- If approved by CSLD staff, will create a 10 minute formal club proposal presentation, to be given to ASCUI Senate, highlighting each item on the Club Proposal template (refer to page 8)
- After presentation and Q&A, ASCUI Senate votes to officially approve or deny the club
 - To be approved, the club must have at least 2/3 Senate approval
- After ASCUI Senate approval, the club is officially recognized by the University as *active*
- Contact the CSLD staff to set up an immediate Club Orientation meeting to review the “Clubs & Organizations Agreement” form, Clubs & Organizations Handbook and important dates, as well as to discuss club funds with the ASCUI Treasurer
 - Failure to uphold agreement will result in the club becoming inactive
- After the Club Orientation meeting, the club may begin meeting as an official CUI club*
 - *Approved clubs that involve a high risk for injury will not be allowed to start practicing and playing games until the following fall semester. CUI will purchase secondary medical insurance coverage for the club and the coverage begins in August. Clubs can still meet but not involve any physical activity.



CLUBS & ORGANIZATIONS

Application Packet 2012-2013

New Club _____ Returning Club _____

Name of Club:

CLUB OFFICERS

Each officer of the club or organization must hold a minimum cumulative GPA of 2.0 and be in good academic and disciplinary standing. The CSLD staff will verify GPA, academic and judicial standing of the officers.

President: _____ (print) Class Level: _____

Cell Phone: _____ Eagles Email: _____

_____ (signature) Date: _____

Vice President: _____ (print) Class Level: _____

Cell Phone: _____ Eagles Email: _____

_____ (signature) Date: _____

Treasurer: _____ (print) Class Level: _____

Cell Phone: _____ Eagles Email: _____

_____ (signature) Date: _____

Secretary: _____ (print) Class Level: _____

Cell Phone: _____ Eagles Email: _____

_____ (signature) Date: _____

*All correspondence sent from the CSLD will be to your Eagles email. You will be responsible for checking your Eagles email.

Judicial Background:

All Clubs and Organizations are sponsored by the university, and therefore, a representation of who we are. We expect all Clubs and Organizations to uphold the reputation of Concordia as a Christian university and expect all of its leaders, members and professionals alike, to exhibit strong, moral character. At the same time, we as Lutherans believe in the grace and forgiveness that Christ offers us.

With that in mind, please tell us if any of the club officers have had any discipline problems (Housing, Dean of Students, Campus Security, Student Conduct, etc.). Articulate how this reflects the club and its reputation on campus. *As part of the application process, the list of club officers and members will be reviewed by the Office of Student Conduct. The Office of Student Conduct has the ability to deny students participation in the club based on their student file.*

Club Mission Statement:

(The mission statement includes the club's purpose and its educational value at Concordia University Irvine)

Proposed Active Members

A minimum of 20 current and enrolled undergraduate students of Concordia University Irvine are required as members for official recognition. At least 10 need to be returning students for 2013-2014.

Each member must:

- hold a cumulative GPA of at least 2.0
- be in good academic and judicial standing
- be a currently enrolled, undergraduate student at CUI

The CSLD staff will verify all active members' GPA, academic and judicial standing. If active members do not fulfill these requirements, they must meet with the CSLD staff for further review.

Name	Year (based on units)	Cell Phone	Eagles Email
1.			
2.			
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10.			
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19.			
20.			

Club Advisor Agreement

2012-2013

Faculty / Staff

All clubs must have an advisor who is a current member of the CUI faculty, staff, or administration. The advisor's primary functions are to advise and guide the club and also act as a resource person for the club. In addition, the advisor must be regularly updated by the club leaders regarding all activities, fundraising efforts, and other pertinent information by the club leaders.

Club Name: _____

Advisor Name: _____

Department: _____ Administrator _____ Faculty _____ Staff _____

Phone: _____ Email: _____

As an advisor for the above named club, I agree to assume the responsibility in providing supervision and management of the student club by:

1. Assisting the club in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
2. Being an advocate for the club's program.
3. Actively participating in the planning of all on and off campus activities.
4. Meeting at least once a month with club officers to monitor club activity.
5. Serving as a resource person to answer questions when necessary, as well as help resolve problems and issues confronting the group through alternative solutions.
6. Ensuring the appropriate use and tracking of the club funds by the club Treasurer. **No off-campus accounts are permitted.**
7. Communicating with the Center for Student Leadership & Development (CSLD) staff for additional support or if unable to continue advisor responsibilities.
8. Playing an active role in meeting and counseling club members who are involved with violating university policy.

Advisor Signature: _____ **Date:** _____

Club Proposal

Please follow the template below and ensure all sections are properly answered in depth. Any section that may pose as insufficient will be addressed by the CSLD staff.

Name of Club or Organization

- *The name of the club or organization shall be the "Concordia University Irvine (name of club)."*

Mission Statement

- *The mission statement of (name of club) shall be: (includes the club's purpose, vision, and goals for the future*).*
 - * must not be in conflict with University policies, the University mission statement or the doctrine of the Lutheran Church- Missouri Synod.

Student Learning Objectives

- *As a result of students participating in (name of club), they will: (specifically list what you want members to learn and/or develop*)*
 - *what do you want students to walk away with; how does your club impact their learning and growth as a CUI Eagle, person/student, and/or Christian? How does it enhance their overall Concordia Experience?

Membership

- *(Name of club) shall not deny membership to any current student of Concordia University Irvine on the basis of gender, race, religion, national origin or disability.*
- *Membership in (name of club) is ONLY open to enrolled students and/or faculty and staff of Concordia University Irvine.*
- *Members of (name of club) shall comply with Concordia University Irvine's Student Code of Conduct.*

Membership Dues (if applicable)

- *(Name of club) will be requiring \$(insert amount) from each member as the membership dues will cover (indicate in detail what the dues will cover)*
- *All incoming monies will be tracked by the club Treasurer and submitted to the ASCUI Treasurer to be deposited in the club's account that will be created by the Development Office*

Fundraising (if applicable)

- *(Name of club) will be fundraising to raise money for (indicate what programs/expenses the fundraising will cover)*
- *List specific fundraising strategies the club will pursue and the timeline (if available) of when the strategies will be implemented*
- *All incoming monies will be tracked by the club Treasurer and submitted to the ASCUI Treasurer to be deposited in the club's account that will be created by the Development Office*

Budget and Projected Expenses

- *(Name of club) will be using its allotted \$200 budget on these programs/items (list specific items)- provide estimated cost of expense per item*
- *Indicate reasoning behind each item along with its relevancy to the purpose of the club*
- *All receipts will be tracked by the club Treasurer and submitted to the ASCUI Treasurer to be appropriately processed and submitted to the Accounting Office*

Officers

- *The elected officers of (name of club) shall consist of the President, Vice President, Treasurer, & Secretary.*
- *The officers shall be elected by the members of the (name of club) to serve a term of one year.*
- *President may not hold another position within the club. The President's duties include (list duties*).*
- *The Vice President may not hold another position within the club. The Vice President's duties include (list duties*).*
- *The Treasurer may not hold another position within the club. The Treasurer's duties include (list duties*).*
- *The Secretary's duties include (list duties*).*
- *(If applicable) The appointed officers shall be (name of committee chair persons).*

**Other specific duty responsibilities can be provided in bylaws*

Elections

- *Officers shall be elected by present, active members of (name of club) by a (describe voting policies).*
- *Elections will be held no later than April 1st of each year to transition leadership.*
- *The term of office shall be: (indicate the length of term).*
- *All elected officers should be in good academic & disciplinary standing at the University and hold a minimum cumulative G.P.A of 2.0.*

Meetings

- *Regular meetings shall be: (indicate frequency and time, as well as which officer(s) has authority to call). (Name of club) will hold at least one regular monthly meeting.*
- *Special or emergency meetings shall be called by: (indicate which officer(s) has authority to call) and within (indicate time frame).*

Club Advisor

- *The advisor of (name of club) shall be selected by (indicate officer(s)) with the advice and consent of (indicate person(s)).*
- *The advisor must be a current member of the faculty, staff, or administration of Concordia University Irvine.*
- *(Name of advisor) was selected because: (explain how advisor meets the purpose of the club and how he/she will hold the club accountable).*

Removal from Office

- *Any officer may be removed from office for failure to perform his/her assigned duties or failure to comply with the expectations and policies as noted in the Clubs and Organizations Agreement Form and CUI Student Code of Conduct, by a (indicate vote) of members, given that all members are notified at least one week prior to the removal decision OR by the Office of Student Conduct*
- *Once official removal has been passed, a current officer must report such notice to the Club Advisor and CSLD staff within one week of the officer's removal.*

Risk of Injury

- Explain the level of risk pertaining to the club and CUI's liability regarding injury.
- Indicate if your club is covered by Liability Insurance offered by an extramural organization.
 - NOTE: CUI must be added onto this additional, extramural Liability Insurance
- Attach a copy of the Liability Insurance information. Take note on whether or not there is a cost associated with the insurance and indicate the fee in the "Budget and Proposed Expenses" section.

Dissolution

- The (club name) will be dissolved by a two-thirds majority vote, or when the club or organization fails to comply or **complete the requirements set by CSLD staff for two consecutive semesters.**
- The Office of Student Conduct has the right to dissolve the club due to violating University policy
- In the event of dissolution of (club name), all financial assets and funds should be reported to the Club Advisor and CSLD staff, as well as ASCUI Treasurer.
- All remaining funds acquired by membership dues will be returned to the contributor whenever possible.

Extramural Mission Statement (If applicable)

- The mission statement of affiliation or extramural organization*, national and/or local, is as follows: (provide official mission statement). Explain your relationship with the organization and how it will enhance your club.

*Extramural organization must not be in conflict with Concordia University Irvine's Mission Statement or Student Code of Conduct

For further assistance in drafting your Club Proposal, please contact the CSLD staff.

President Signature: _____ **Date:** _____

Club Advisor Signature: _____ **Date:** _____

CLUBS AND ORGANIZATIONS AGREEMENT FORM

As a club or organization at Concordia University Irvine, there are certain policies, responsibilities and expectations that must be adhered to in order to maintain University recognition outlined below:

- A club's mission and activities must support and operate within the Concordia University Irvine's Mission Statement and University policies, as well as State and Federal laws and regulations (further information is in the Student Handbook, Code of Conduct, and University catalog).
 - *Non-discrimination*: Title 5 of the State Administrative Code requires that "student members of all recognized student organizations must be free to choose and accept new members without discrimination on account of race, religion or national origin."
 - *Sex-discrimination*: Title IX of the Education Amendments states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
 - *Hazing*: Section 32050 of the Education Code prohibits hazing and makes it a misdemeanor subject to a maximum penalty of \$5,000 and one year in a county jail. Hazing is defined as: "any method of initiation or pre-initiation which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any student or other person in attendance at the specified educational institutions" (See Concordia University Irvine Student Code of Conduct).
 - *Alcohol & Drugs*: Alcohol & drugs are not permitted at university-sponsored events by recognized clubs and organizations (See Concordia University Irvine Student Code of Conduct).
- A club understands that, as representatives of Concordia University Irvine, all students are subject to University standards, policies, & expectations anytime they are **on or off campus** participating in activities or meetings.
- A club must have club representatives attend the mandatory events for Clubs & Organizations throughout the year: Monthly President meetings, Fall and Spring Clubs & Organizations Fair, specified Admission's Events, and any other events as noted by the CSLD staff.
- A club is allotted \$200 for each academic year, funded by the Center for Student Leadership & Development and managed by the ASCUI Treasurer.
 - Note: If there is concern of mismanagement of the budget, the CSLD staff will contact the club advisor to meet with the club president and treasurer to address concern. If it is proven there is a mismanagement of the budget, the CSLD staff will work with the Office of Student Conduct to determine how to proceed. The club may be at risk of being dissolved.
 - In the situation where the club overspends the \$200, the club officers will meet with the ASCUI Treasurer and CSLD staff as the club may be held responsible for covering the remaining expenses.
- Off-campus accounts are NOT permitted and the University is not responsible for such activity. The University will create specific club accounts and all incoming monies will be deposited in their respective account. Clubs will work with the CSLD staff and ASCUI Treasurer to make transactions.
- A club must organize *1 program per semester* open to the campus community.
- A club must fulfill *1 service project per semester* and submit a Service Project form to the CSLD for verification.
- A club must have a **current** faculty or staff advisor & inform the advisor of any meetings, planned events, and changes to the club. Should the advisor discontinue this role, it is the responsibility of the club officers to replace the advisor **within two weeks** of the notice.
- A club must have *at least* 20 active, enrolled and current student members of Concordia University Irvine at all times during the school year. Clubs with membership that drop below this number will be at risk for dissolution.
- A club must maintain a current list of all members, including names, year in school & cell number.
- Each officer must hold a minimum cumulative GPA of 2.0 and be in good academic and disciplinary standing with the University.
- A club understands that any changes to the club (amendments, removal of officers, etc.) must be reported to the CSLD **within one week** of the change.

- If the club has failed to uphold or complete the expectations and responsibilities outlined in the Student & Advisor Handbook and this agreement, the following procedure for dissolution may take place*:
 - The first infraction will result in a meeting with the club's President, Advisor, CSLD staff, and other CUI professional staff members if necessary.
 - The second infraction will result in a formal written warning that will be given to the club's President and Advisor, alerting them that the club is at risk for dissolution if the issue(s) are not resolved by a designated deadline. A copy will also be placed in the club's file in the CSLD.
 - If the issue(s) are not resolved by the deadline, the club will be involuntarily dissolved, with privileges and funds revoked.
 - To be reinstated, the club or organization will need to reapply the following semester.
 - *The Dean of Students has the right to immediately withdraw a member(s) or dissolve the entire club based on their student file or for violating University policy.

Acknowledgement

I have read and understand Concordia University Irvine's Clubs & Organizations Policies, Handbook and Agreement Form. Failure to comply jeopardizes the club's official recognition status.

President: _____

Date: _____

Vice President: _____

Date: _____

Treasurer: _____

Date: _____

Secretary: _____

Date: _____

Club Advisor: _____

Date: _____