



Clubs and Organizations

Proposal Packet

2025-2026

This packet outlines the steps to form a recognized club at CUI, including policies, responsibilities, and key deadlines. Please read and complete all required sections before submitting to:

Center for Student Leadership & Development (CSLD)

CSLD Office | (949) 214-3439

Questions? Contact ASCUI Club Commissioner, Kyra Arnold: ascui.clubs@cui.edu

Application Deadlines

- Fall Submission Deadline: September 12th, 2025
- Spring Submission Deadline: TBD
- Proposal Presentation Dates: Fall: TBD

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.

Clubs & Organizations at CUI

Mission Statement: Clubs & Organizations (“Clubs”) at Concordia University Irvine seek to provide students with the opportunity to engage with the campus community, gain a deeper sense of belonging, and enhance learning in a co-curricular setting.

Starting a New Club at CUI

Steps to Create New Club/Organization

1. Club Proposal

- o Define your club’s purpose and goals (pages 8-10).
- o Gather interest from at least 20 enrolled CUI students (minimum of 10 returning students).
- o Secure a faculty or staff advisor.
- o Complete and sign all forms in this packet.
- o Submit completed packet to the ASCUI Club Commissioner in the CSLD Office.
- o Meet with the Club Commissioner within one week of submission.

2. CSLD Review

The CSLD will review the following:

- o Documentation, eligibility, advisor approval, and risk level.
- o Risk Level: Clubs with higher risk will be reviewed for insurance eligibility.

Approved clubs will be scheduled for a proposal presentation to the ASCUI Senate.

3. Club Approval

- o If approved by the ASCUI Club Commissioner, ASCUI Executive board and/or Dean of students, create a 10-minute formal club proposal presentation, to present to ASCUI Senate, highlighting each section under the template while showcasing the club’s potential for success.
- o Senate votes following Q&A. Two-thirds approval is required.
- o Upon Senate approval, your club will be officially recognized by CUI.
- o Attend club orientation with the ASCUI Club Commissioner to review expectations, handbook, and funding process.

Clubs & Organizations Agreement Form

Expectations and Responsibilities

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 recognition:

- o 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).
- o A club understands that, as representatives of Concordia University Irvine, *all* students are subject to University standards, policies, and expectations anytime they are **on or off campus** participating in activities or meetings.
- o Clubs must gain approval from the ASCUI Club Commissioner before bringing an outside group onto campus. Outside groups or organizations must be pre-approved before being allowed at university-sponsored events.
- o A club must have club representatives attend the mandatory events for Clubs & Organizations throughout the year including: monthly President meetings, fall and spring involvement fairs, specified admissions events, and any other events as noted by the ASCUI Club Commissioner.
- o Room reservations are made by the ASCUI Club Commissioner. Any club that would like to reserve a room must submit a request through Google Forms to the ASCUI Club Commissioner at least **two weeks** before the event or meeting.
- o Funding for events must be proposed at a Senate open forum, allocated by Senate, and managed by the ASCUI Treasurer.
 - o Note: If there is concern of mismanagement of the budget, the ASCUI Club Commissioner 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 ASCUI Club Commissioner will work with the Office of Student Conduct to determine how to proceed. The club may be at risk of being dissolved.
- o 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 funds will be deposited in the respective account. Clubs will work with the ASCUI Club Commissioner and ASCUI Treasurer to make transactions.
- o A club must organize *1 program event per semester* open to the campus community.
- o A club must have *at least 10 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.
- o A club must maintain a current list of all members, including names, year according to units, and phone number.
- o Each officer must hold a minimum cumulative GPA of 2.0 and be in good academic and disciplinary standing with the University.
- o A club must fulfill **2 service hours for every active member (10 members equals 20 hrs of service work)** and submit a Service Project form to the ASCUI Club Commissioner for verification.
- o A club must have a **current** faculty or staff advisor and 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 notice.
- o ASCUI sponsored organizations will be set to different stipulations and requirements set out by the

- organizational handbook. Please see the ASCUI Club Commissioner for more info.
- o A club must report any changes to the club (amendments, removal of officers, etc.) to the ASCUI Club Commissioner **within one week** of the change.
 - o 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*
 - o The first infraction or unexcused absence will result in a meeting with the club's President, Advisor, ASCUI Club Commissioner, and other CUI professional staff members if necessary.
 - o The second infraction or unexcused absence 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 issues are not resolved by a designated deadline. A copy will also be placed in the club's file in the CSLD.
 - o If the issues are not resolved by the deadline or after the 3rd infraction, the club will be involuntarily dissolved, with privileges and funds revoked.
 - o Further information on strikes and sanctions can be found in the Clubs & Organizations Handbook

* The Dean of Students has the right to immediately withdraw members or dissolve the entire club based on the 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:** _____

CLUBS & ORGANIZATIONS

Application Packet

2025-2026

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 ASCUI advisors will verify GPA, academic and judicial standing of the officers.

President: _____ Class Level: _____

Cell Phone: _____ E#: _____ Eagles Email: _____

x _____ (signature) Date: _____

Vice President: _____ Class Level: _____

Cell Phone: _____ E#: _____ Eagles Email: _____

x _____ (signature) Date: _____

Treasurer: _____ Class Level: _____

Cell Phone: _____ E#: _____ Eagles Email: _____

x _____ (signature) Date: _____

Secretary: _____ Class Level: _____

Cell Phone: _____ E#: _____ Eagles Email: _____

x _____ (signature) Date: _____

*All correspondence from ASCUI will be sent to 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 2025-2026.

Each member must:

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

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

Name	Year (based on units)	Cell Phone	E#	Eagles Email
1.				
2.				
3.				
4.				
5.				
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7.				
8.				
9.				
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11.				
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19.				
20.				

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 ASCUI Club Commissioner.

Name of Club or Organization

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

Mission Statement

- o *The mission statement of (name of club) shall be: (includes the club's purpose, vision, and goals for the future).*

Student Learning Objectives

- o *As a result of students participating in (name of club), they will: (specifically list what you want members to learn and/or develop).*

*How does the club impact learning and growth for students as CUI eagles, citizens, and/or Christians? How does it enhance the overall Concordia Experience?

Membership

- o *(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.*
- o *Membership in (name of club) is only open to enrolled students and/or faculty and staff of Concordia University Irvine.*
- o *Members of (name of club) shall comply with Concordia University Irvine's Student Code of Conduct.*

Membership Dues (if applicable)

- o *(Name of club) will be requiring \$(insert amount) from each member and the membership dues will cover (indicate in detail what the dues will cover).*
- o *All incoming money 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)

- o *(Name of club) will be fundraising to raise money for (indicate what programs/expenses the fundraising will cover)*
- o *List specific fundraising strategies the club will pursue and the timeline (if available) of when the strategies will be implemented.*
- o *All incoming money 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.*

Officers

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

- o *The Treasurer may not hold another position within the club. The Treasurer's duties include (list duties*).*
- o *The Secretary may not hold another position within the club. The Secretary's duties include (list duties*).*
- o *(If applicable) The appointed officers shall be (name of committee chairpersons).*

Elections

- o *Officers shall be elected by present, active members of (name of club) by a (describe voting policies).*
- o *Elections will be held no later than April 1st of each year to transition leadership.*
- o *The term of office shall be: (indicate the length of term).*
- o *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

- o *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.*
- o *Special or emergency meetings shall be called by: (indicate which officer(s) has authority to call) and within (indicate time frame).*

Club Advisor

- o *The advisor of (name of club) shall be selected by (indicate officer(s)) with the advice and consent of (indicate person(s)).*
- o *The advisor must be a current member of the faculty, staff, or administration of Concordia University Irvine.*
- o *(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

- o *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*
- o *Once official removal has been passed, a current officer must report such notice to the ASCUI Club Commissioner within one week of the officer's removal.*
- o *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:*
 - o *The first infraction will result in a meeting with the club's President, Advisor, ASCUI Club Commissioner, and together CUI professional staff members if necessary.*
 - o *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 of 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.*
 - o *If the issue(s) are not resolved by the deadline, the club will be dissolved, with privileges and funds revoked.*
 - o *To be reinstated, the club or organization will need to reapply the following semester.*

*The Dean of Students has the right to immediately withdraw members or dissolve the entire club based on their student file or for violating University policy.

Risk of Injury

- o *Explain the level of risk pertaining to the club and CUI's liability regarding injury.*
- o *Indicate if your club is covered by Liability Insurance offered by an extramural organization.*
 - o *Note: CUI must be added onto this additional, extramural Liability Insurance*
- o *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

- o *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 the ASCUI Club Commissioner***
- o *The Office of Student Conduct has the right to dissolve the club due to violating University policy*
- o *In the event of dissolution of (club name), all financial assets and funds should be reported to the Club Advisor and ASCUI Club Commissioner, as well as ASCUI Treasurer.*
- o *All remaining funds acquired by membership dues will be returned to the contributor as soon as possible.*

Extramural Mission Statement (If applicable)

- o *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.*

*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 ASCUI Club Commissioner.

President Signature: _____ **Date:** _____

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

Club Advisor Agreement 2025-2026

Faculty/ Staff

Concordia University Irvine requires that all recognized student clubs and organizations have an advisor. An advisor must be a full-time employee of Concordia University Irvine, as a faculty member, staff member, or administrator. **Clubs are student led, advisor supported.** 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:_____

Expectations

As an advisor, I agree to...

1. Assist 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 ASCUI Club Commissioner 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: _____