

STUDENT ORGANIZATION APPLICATION PACKET



Grand Canyon University
Office of Student Engagement
Clubs@gcu.edu
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Welcome Letter

Welcome from the Office of Student Engagement!

Thank you so much for your interest in starting a club or organization to better enrich the community here at Grand Canyon University. One of the best parts about GCU is the ability students have to take a direct role in student life and create new clubs. However, if you're interested in starting a club, first make sure that the club you want to create doesn't already exist! Check out the current list of clubs and organizations at <http://asgcu.gcu.edu/clubs/> to find out.

If there is a club or organization that you would like to start that doesn't already exist, we encourage you to do so! This packet is designed to be a resource guide to faculty and staff advisors and students. It includes everything that you will need to know in order to begin and to run a successful student club or organization within the GCU community:

- [Important Dates](#)
- [Advisor's role](#)
- [Operating process and Procedures](#)
- [University Policies and Procedures](#)

It is our desire, in the Office of Student Engagement, to support you and your club or organization in any way that we can because we believe that you have the opportunity to gather like-minded students, and to make a profound impact in their lives and in the GCU community. The Office of Student Engagement will be your primary liaison in matters ranging from fundraising and accounting, facilities requests, and marketing. Once approved, you will be assigned a Club Advocate. This is a student leader who's main goal is to advocate for your club for the school year. This Club Advocate will walk you through a Club Orientation and help answer any questions you may have. If you have any questions or need assistance, please feel free to stop by our office located on the first floor of Student Life (Building 26) or call us at (602)639-7250.

Thank you,

[The Office of Student Engagement](#)

Important Contact Info

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Student Organization Type

Upon applying, organizations are required to categorize themselves as one of the following:

Academic and Honor Societies: These clubs grow your academic engagement and knowledge outside of the classroom.

Career and Pre-Professional: These clubs allow students to grow outside of the classroom in their desired professions with résumé boosters and hands on experience.

Community and Volunteer: These clubs are involved with volunteering and giving back to the community.

Cultural: These clubs allow students to connect and learn about cultures around the world.

Ministry: These clubs allow students to learn and grow more in their faith.

Please note: Ministry based clubs must ensure they do not duplicate the programming and spiritual development opportunities offered through the Spiritual Life department, such as on campus Bible studies and worship services. Club applications that include elements replicating Spiritual Life programming will need to be amended in order to be approved. Clubs who have been approved should connect with Student Engagement staff and/or the Spiritual Life staff if they are unsure whether or not a proposed event or activity will violate this policy.

Outreach and Governmental: These clubs educate others about global, environmental, and governmental issues occurring in the world today.

Performance, Visual, and Fine Arts: These clubs build creative skills and allow students to showcase their talents in various performance mediums.

Social: These clubs are a way to meet others who share common interests outside of academia.



STUDENT ORGANIZATION APPLICATION

****Please complete and submit the following section to the Clubs Coordinators in the Office of Student Engagement.**

****Please attach a cover letter explaining your club's mission and vision more in depth.**

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BASIC CONSTITUTION TEMPLATE

By definition an organization is a "body of persons organized for some specific purpose, as a club, union or society." The process of constructing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide a structure to aid future leaders of your organization to insure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. Name

This organization should be known as:

Section 2. Purpose

The purpose of this organization shall be to:

1. _____

2. _____

3. _____

Section 3. Club Type (Refer to page 4):

- Academic and Honor Societies Career and Pre-Professionals Community and Volunteer
 Cultural Ministry Outreach and Governmental Performance, Visual and Fine Arts
 Social

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership Requirements

A. Membership in this organization shall not be denied to any student at Grand Canyon University, on the basis of race, ethnicity, gender, or physical handicap.

B. The following Grand Canyon University students are eligible for membership (check all that apply):

- All students of approved University standing.

Students from a particular area of study _____

Students that meet some selection criteria approved by Student Affairs (i.e.: try-out, academic honors, etc.)

Other _____

C. To maintain membership eligibility members must:

Maintain a minimum _____ GPA

Not miss more than _____ meetings in a row and _____ total meetings overall.

Other _____

Section 2. Privileges of membership

List and describe any special privileges of membership:

1. _____

2. _____

3. _____

ARTICLE III. OFFICERS

Section 1. List of Officers

The officers of this organization shall be (check all that apply):

President - Shall preside at all meetings of the organization. Shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. Shall have further powers and duties as prescribed by the organization.

Vice-President - Presides at the organization meetings in the absence of the President. Perform all legal duties assigned by the President. Shall notify all members of the organization meetings.

Secretary - Takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She acts as historian and maintains all records of the organization.

Treasurer - handles all financial affairs and budgeting of the organization.

Other _____

Section 2. Qualifications for Officers

A) To qualify to be an officer the student must have (check all that apply):

- Been a member of the organization for a year
- Been a member of the organization for a semester
- No previous membership requirements
- Attend *Title IX Training
- Other: _____

** Title IX Training is a required course that highlights the Constitutional rights and the repercussions of Sexual Harassment and Discrimination. All officers must attend to be qualified members of the Club's Leadership*

B) The office of President must be held by a (check all that apply):

- Senior
- Junior
- No Class Standing Required

ARTICLE IV: MEETINGS

Section 1. Frequency of regular meetings

The regular meetings for this organization shall be held (check one):

- Weekly
- Bi-weekly
- Monthly

Section 2. Provisions for calling special meetings

Special meetings may be called at any time by _____

ARTICLE V: ADVISORS

Section 1. Selection and Qualification

A) The advisor of this organization shall be selected by _____ with the advice and consent of the organization members

B) The advisor must meet the following criteria (check all that apply):

- Any full-time staff member
- Any full-time faculty member
- A full-time faculty member from the _____ department
- Have a specific experience or expertise in:

Other _____

Section 2. Duties and Responsibilities

A) The advisor shall present at all official meeting and shall have the right to:

Vote

Voice only

B) The advisor shall represent this organization at all meetings of student organization advisors.

ARTICLE VI. METHOD TO AMEND THE CONSTITUTION

Section 1. Amendment Guidelines

A) Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

B) Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 2. Amendment Filing Procedure

A) A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Affairs with the Clubs and Organizations Coordinator.

ARTICLE VIII. STATEMENT OF AFFILIATION

Is your club or organization affiliated with an off-campus organization or national chapter?

Yes No

** If yes, please submit a copy of your affiliated group's by-laws and or constitution. If the affiliated by-laws are omitted from this application packet, the club activation will not be completed and your club will remain unrecognized*

Student Organization Agreement

SECTION I. BASIC INFORMATION

School Year: _____

Group Name: _____

PRESIDENT (required)

Name: _____

GCU ID No: _____

Phone: _____

Email: _____

VICE-PRESIDENT (required)

Name: _____

GCU ID No: _____

Phone: _____

Email: _____

TREASURER* (see below)

Name: _____

GCU ID No: _____

Phone: _____

Email: _____

SECRETARY (If Applicable)

Name: _____

GCU ID No: _____

Phone: _____

Email: _____

MISSION STATEMENT

***A treasurer is not required, however, we DO require a financial officer. The President, VP and/or Secretary can become financial officers through training by the club's advocate.**

ADVISOR INFORMATION

Name:	Department:
Email:	Staff or Faculty (circle one)
Office Location:	Phone:

SECTION II. AGREEMENT

By signing this application we acknowledge that we have read and understand and agree to adhere to the information described in the Student Organization Packet.

- Requirements for Official Recognition of Clubs and Organizations
- Club/Organization Advisor’s Role
- Privileges and Responsibilities of Clubs and Organizations
- Funding Policy

We also agree to adhere to the responsibilities outlined for the club and the advisor in the agreement forms listed in this packet.

**We agree to the terms and conditions stated above.
(PLEASE SIGN BELOW)**

President: _____ Date: _____

Vice-President: _____ Date: _____

Advisor: _____ Date: _____

THE “ADVISOR AGREEMENT FORM”, THE “CLUB/ORGANIZATIONS AGREEMENT FORM”, AND THE “CLUBS/ORGANIZATIONS CONSTITUTION” MUST BE ATTACHED TO THIS FORM IN ORDER TO BE CONSIDERED FOR OFFICIAL RECOGNITION. APPLICATIONS WILL NOT BE CONSIDERED IF ALL THREE FORMS ARE NOT TURNED IN TOGETHER.

For Office Use Only

Evaluated by: _____

Form Checklist:

Advisor Agreement Form

Event Request Form

Club and Organization Constitution

Club Application & Agreement

Recognition Status: _____

Date: _____

CLUBS AND ORGANIZATIONS AGREEMENT FORM

As a Club or Organization at Grand Canyon University there are certain responsibilities that must be adhered to in order to maintain University endorsement. Those responsibilities are outlined in the following document. As a recognized club, we the (.....club/organization name.....) agree to the following responsibilities:

1. To function within the University mission, guidelines, and policies.
2. An officer from the organization will attend all mandatory meetings set by the Office of Student Affairs.
3. A Club must congregate a minimum of once each month.
4. Dates of proposed events must be cleared through the office of Student Affairs.
5. All Club events must be registered in the office of Student Affairs 10 business days in prior to the event.
6. All meetings and associated events must be registered with office of Student Affairs.
7. All off-campus events that require transportation and driver approval, which must be presented to Student Affairs a minimum 7 business days prior to the event.
8. To fully inform the advisor of all meetings planned events, and Club vision.
9. Schedule specific times to consult with the Club advisor.
10. Assume all administrative responsibilities for the club (i.e.- finances, safety, etc.)

I further understand that failure to comply with any request from the office of Student Affairs or any University Official; written, orally communicated, or otherwise jeopardizes our ability to maintain official recognition.

<u>Name</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
	President		
	Vice President		
	Treasurer		
	Secretary		

Advisor Agreement

In order to be considered for official recognition, every student club/organization must have a full time faculty/staff advisor. The advisor is an integral part of every campus organization and thus should be selected with care. The advisor's primary functions are to advise and guide the organization and also to act as a resource person for the organization. The advisor is responsible for the club's actions.

Advisor Name: _____
Department: _____
Phone: _____
Email: _____
Title: _____ (Staff) or (Faculty)
As an advisor for: _____ (Club/Organization Name)

I agree to assume counseling and informational roles in relation to the organization by:

1. Attending mandatory "Advisor's Welcome" meeting, to be scheduled early during fall semester.
2. Assisting the organization in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
3. Being an advocate for the clubs/organizations program.
4. Regularly attending scheduled meetings and events and being informed of all plans of action.
5. Actively participating in the planning of all on and off campus activities as well as advising the risk to avoid negligence. Advisors must sign each event request form, meeting form, guest speaker form, etc.
6. Reviewing and signing all purchase orders, check requests, contracts, funding, requests and any other related financial documents.
7. Scheduling specified times during the year when organization members may consult with you.
8. Serving as a resource person to help in resolving problems and issues confronting the group through alternative solutions.
9. Assisting in the transition between incoming and outgoing officers.
10. Attending or providing an alternative faculty / staff member to attend the departure of any trip or outing sponsored by the organization.

*If the Advisor does not adhere to the listed policies, the organization risks losing their status.

I further understand that I must notify the Student Organizations Coordinator immediately and in writing if, for any reason, I am unable to continue with my responsibilities.

Advisor Signature

Date

