**Establishing an Official Student Club or Organization**

To apply as an official Heritage University Student Club or Organization:

1. There must be at least five (5) Heritage University students as members.

B. The advisor must be a full-time employee of Heritage University and approved by the VP of Student Affairs. The advisor or previously approved designee must be present at all club functions, meetings and activities.

C. Submit this form and a constitution for the club to the Office of Student Life.

D. Notify the Office of Student Life in writing of changes in officers, meeting times, Student Government Association Senator or any other pertinent information.

F. Your club will become official when affirmed by the Club Advisory Committee. Please allow one month to process the petition after initial request has been submitted to the Office of Student Life.

\* Potential clubs may call membership meetings on campus for the purpose of forming the club.

Recognized clubs at Heritage University receive the following rights:

1. Use of the Heritage University name.
2. Use of the Heritage University facilities for meetings and activities.
3. Use of Heritage University communication media.
4. Recognition in Heritage University publications.
5. The right to publicize club activities, conduct fundraisers and solicit donations, only with prior approval from the Office of Student Life and the Advancement Office.
6. All flyers MUST be approved by the FlyerApproval@heritage.edu prior to publicizing an event or activity.

To receive and maintain status as an official Heritage University club/organization, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of club/organization) agrees to file an approved constitution and/or bylaws with this application.

This constitution must contain:

1. A democratic plan for the selection of members without regard to race, color, religion, sex, age, national origin or disability.
2. Voting members must be students of Heritage University.
3. Alignment with Heritage University goals.
4. An SGA Senator
5. Adhere to all policies which are set by the Heritage University Board of Directors, the Student Government Association of Heritage University, and any organization which may affect it.
6. Maintain all moneys, checking and/or savings through the Heritage University Business Office. No off-campus commercial checking or savings accounts are allowed without prior approval of the Chief Financial Officer.

7. Have all budget requests (petty cash, requisitions, contracts, etc.) signed by the club advisor and the Director of Student Life.

8. Hold a minimum of one (1) organizational meeting per semester and maintain a minimum membership of five (5) members. If either of these minimums are not met, after one (1) year the organization will be considered inactive\* and all rights will cease to exist. The organization will have to reapply for future official recognition. After three years of being inactive, any club funds will be absorbed by the Student Government Association budget.

9. All active clubs are members of the Student Government Association Senate and must have a club elected Senator to attend all Senate meetings in order for the club to request funds from the Student Government Association. If a club Senator/club stand-in misses more than two (2) meetings a semester, that club is no longer eligible for funding through the Student Government Association.

 \* The Student Life Office will advise the organization in writing of status.

**COMPLETE THE FOLLOWING (Please print or type):**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We have reviewed the student code of conduct and agree to function in accordance with the student code of conduct as presented in the student handbook.**

Members: (minimum of five (5) required).

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| --- | --- | --- | --- | --- |
| **Student ID #** | **Print Name** | **Student Email** **@heritage.edu** | **Phone Number** | **Student** **Class Status**  |
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Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Student Life: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisory Committee: YES NO Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Example Constitution**

**Constitution of “Insert Official Name”**

**Article 1 – Organization/Club Name**The club's official name will be "Insert Official Name", and may be referred to as "Insert Acronym Where Desired".  No other name will be used in the advertisement or representation of the club.

**Article 2 - Club Mandate**

*Your club mandate must illustrate the primary function and objective(s) of the club.  Do not define your club too narrowly or too broadly.  It is important to note that your club will be held to its mandate and purpose.  The activities of your club must reflect your mandate.*

The club's mandate will be as follows:

1. A detailed list of objectives and goals of the club.
2. Strategies for attaining the objectives and goals of the club.
3. A vision statement articulating how the club will benefit the student experience of undergraduates at Heritage University.

**Article 3 – Club Membership**The club's membership is open to all undergraduate students at the University.  The club's membership cannot be exclusive and must be open to all undergraduate students;

1. Any non-undergraduate student members, including staff members, do not have voting rights;
2. Executive members, voting and non-voting, shall be undergraduate students and;
3. Each club member shall abide by the conflict of interest provisions written in the clubs.

**Article 4 – Executive Officers & Responsibilities**

There shall be an Executive Committee.

1. Collectively, the Executive Committee will ensure that the club's activities do not violate Heritage University's policies and procedures, and municipal, provincial and federal laws.
2. There will not be less than five (5) Executive members at any one time that fulfill the following functions:
*A club is required to have at least five (5) executive members with the delineated responsibilities in the Club Constitution Template.  Additional responsibilities of any executive member are permitted.  A club is permitted to select titles for the positions that are suitable and appropriate for the club, but the responsibilities of each position must be assigned to designated executive members.  A club is permitted to provide for additional executive members who are tasked with specific duties different than those outlined in the club Constitution Template.  Each new executive position must include responsibilities.*
	1. *The President* will:
		1. Oversee the other members of the executive committee in fulfilling their responsibilities;
		2. Chair all meetings;
		3. Have the Club Advisor have signing authority for the club and;
		4. If absent, assign an executive with all the responsibilities of the President.
	2. *SGA Senator* will:  (This is a **required** position for any active club)
		1. Voice the concerns of their delegated portion of the student body to the Student Senate Executive Board
		2. Supports SGA and senate functions/activities as required.
		3. Encourage their delegate portion of the student body to attend and participate in SGA functions.
		4. Attend all Student Senate meetings unless otherwise excused by the SGA president or SGA advisor
		5. Standards Senator
* Student senators must maintain a minimum of 2.8 grade point average.  Failing to do so will result in loss of position.
* Student senators relay information from their associated club to the Student Senate Executive Board Officers.
	1. *The Secretary* will:
		1. Ensure that meetings agree effectively organized.
		2. Records and maintains typed minutes of all club meetings.
		3. Maintain effective records of club activity.
		4. Communicate and correspond with members of the club regarding meetings, etc.
	2. *The Treasurer* will:
		1. Oversee all financial dealings of the club;
		2. Keep complete records of all financial dealings of the club and;
		3. Report the financial status of the club to other members.
	3. *The Insert Title* will: *These are traditionally considered "Events Coordinator" responsibilities*
		1. Organize club programs, activities and events in accordance with its Constitution's mandate;
		2. Be responsible for submitting event proposals to the Student Life Coordinator;
		3. Be responsible for adhering to all terms and conditions set forth by the Student Organizations Advisors and;
		4. Create and submit Room Request Forms on behalf of the club.
1. Executives are subject to the club's membership fee.

**Article 5 – Meetings/Voting**The club’s quorum for meetings shall be a minimum of (5) student members.
*A club's quorum for meetings cannot be less than twenty (20) percent.*

1. At least eight (8) general meetings shall be held during each school year, including the Annual General Meeting.
2. Each member of the club in attendance has a vote in club activity.

**Article 6 – Elections**

1. Elections shall be carried out in April.  The new officers elected will begin that following fall semester.
2. A successful candidate in a club Executive election will be declared by a simple majority vote, with a minimum of (5) student members present and voting will be overseen by the club advisor.
3. Once elections are finalized, the Student Government Association elected senator will email StudentLife@heritage.edu the information of new elected members.

**Article 7 – Amendments**

1. Any amendments to this constitution must be made during elections.  All members must vote on the changes.
2. Once approved, the new constitution must be submitted to the Student Life Coordinator for approval.

**Article 8 – Member Removal**

1. Club members may only be removed from the membership.

**Article 9 – Conflict Resolution**

1. A club member may only seek assistance or guidance from the HU Director of Student Life after the member has been unable to resolve an issue with the executive members and the Club Advisor.