



2022-2023 LMU-DCOM Student Club Application

Starting a New Club

- Clubs versus interest groups
 - Student organizations can be classified as either clubs or interest groups. Clubs are governed by the Student Government Association (SGA) and maintained by Student Services. Clubs require SGA approval, receive SGA funding, and are expected to maintain certain standards and meet certain requirements set forth by SGA and Student Services. Interest groups operate independently of the school and are not subject to standards or requirements unless seeking approval for new club formation or seeking to host an event on campus.
- Steps for starting a new club
 - Set up meeting with Student Services to discuss club proposal.
 - Students should come to the meeting with Student Services with the completed New Club Application, which includes:
 - Obtain membership roster with at least 10 interested individuals
 - List positional candidates for organizational office positions
 - Obtain faculty/staff advisor
 - Draft a rough organizational Constitution and/or by-laws
 - Draft Mission/Purpose of organization
 - Create a tentative fundraiser idea (1 is required per year)
 - Create a tentative community service project idea
 - [New Club Application](#)
 - If Student Services approves the club proposal, the proposed club may move on to the **Interest Group Trial Period**.
 - Interest Group Trial Period
 - If approved by Student Services, the proposed club will first be sanctioned as an interest group until all minimum requirements are met. Once requirements are met, the proposed club is eligible to present before SGA for official club status.
 - Requirements
 - Interest groups must hold at least two meetings/events prior to consideration for active club status.

- Take minutes at all meetings and submit to Student Services and SGA.
 - Submit end of period report on group activity.
 - SGA will provide funding for interest groups as voted on by the executive board.
- **SGA Approval and Steps to Present Proposed Club**
 - To set up meeting with SGA for club proposal presentation, email the SGA secretary.
 - Tips for a good proposal presentation
 - Create a PowerPoint.
 - Come prepared.
 - Discuss a plan of sustainability.
 - Elaborate on the uniqueness of the club and why DCOM needs it.
 - Affiliation with national organizations increases networking and professional opportunities for students. Clubs often present unique outlets for students to volunteer outside of the LMU community. Special consideration will be given to applications that include opportunities for national affiliation and TOUCH hour approved activities.
 - SGA will vote whether to approve or deny the application and interest group representatives will be notified via email.

Executive Board Expectations

*required positions to maintain active club status

- President*
 - The president oversees club operations and presides over all club meetings.
 - One of the main organizers of club events.
 - Sometimes required to attend national conferences.
- Vice President*
 - Assists the president in the oversight of club operations and club meetings.
 - Assist with the organization of club events.
 - Attends national conferences in the event the president cannot attend.
- Secretary*
 - Schedules club meetings with Student Services.
 - Takes minutes at all club meetings.
 - Club Minutes Form
 - [DCOMH Club Minutes Form](#)
 - [DCOMK Club Minutes Form](#)
- Treasurer*
 - Keeps record of club expenses.
 - Responsible for maintaining internal budget spreadsheet.
 - [Club Budget Spreadsheet Template](#)
 - Responsible for submitting quarterly financial reports to Student Services.
 - Submit [Club Budget Spreadsheet Template](#) for quarterly financial reports.
 - Initial point of contact for club conference funding.

- Will vote with executive board on exact conference funding allotment for students.
- National Reps
 - Travel to national conferences on behalf of the club.
 - Follow student travel guidelines.
 - Give reports of conference experience to respective club during next scheduled club meeting.
- Other positions may be held in clubs, but any new positions must be implemented into club bylaws.

Faculty/Staff Advisors

- Every club is required to have 1 faculty/staff advisor who is employed at LMU-DCOM.
- Advisors are encouraged to have some affiliation or interest in the clubs they are representing.
- Faculty/staff advisors must be agreed upon annually by a majority vote of the club e-board.
- It is the club leaders' responsibility to keep faculty/staff advisors informed regarding club events.
- Faculty/staff advisors may step down from their role for any reason and it is the club's responsibility to fill the role.
- All faculty/staff advisors must participate in an annual training hosted by Student Services.

Club Status

- To maintain active status, each club will fulfill the requirements below. Clubs will be periodically audited by SGA and/or Student Services. If a club is not meeting the requirements they will be demoted from active status, lose funding from SGA, and will need to follow steps outlined in "Starting a Club" in order to become active status again.
 - Mandatory EOY Report submission
 - Quarterly club reports
 - Meet minimum club requirements
 - Club meetings
 - Attendance at Osteoblast
- End of Year reports
 - Each club will submit EOY reports to SGA and the student services director. Templates for these reports can be requested from student services. Reports will include summary of fundraising efforts. Reports will include a financial report from the year in addition to the quarterly reports. Reports will include number of meetings and number of attendees at each meeting. Reports will include descriptions of events sponsored, if any.
- Quarterly club reports must be submitted by club secretaries to Student Services. Reports will consist of an activity statement of club expenses, club fundraising, and description of club activities.
- Meeting requirements
 - Clubs will hold a minimum of two meetings each semester. Club secretaries will keep an attendance record at each meeting. This record will be used in the quarterly and EOY report.

- Attendance at Osteoblast
 - Clubs will set up a table at Osteoblast each year. At least two e-board members of the club will be present at the table for the entire osteoblast event. Failure to attend Osteoblast is grounds for removal from active club status.
- Fundraising
 - Clubs will conduct at least one fundraiser each academic year. Failure to conduct fundraising is grounds for removal from active club status.

INFORMATION

Name of Club: _____

Registration Status: New Club Reapplying Club
(Check all that apply)

Type of Club: Academic/Honor Professional
 Interest/Hobby Other: _____

Purpose of Organization:

Is this organization affiliated with another local, state, or national organization?

Yes No

If yes, please specify which group: _____

CONTACT INFORMATION:

Name of club contact person: _____

Email: _____ Phone: _____

CLUB RELEASE INFORMATION

The following information may be included on the LMU-DCOM website and will be available to on and off-campus entities which request a list of student organizations, contact names, phone numbers, and email addresses unless otherwise indicated in this section. The completed form

allows LMU-DCOM to release the information provided to interested students, faculty, staff, and administrators.

Please make this information available, as necessary:

Name of Club: _____

Name of Contact Person: _____

Signature: _____

Email Address: _____ Phone: _____

Mailing Address: _____

Meeting Day/Times: _____

Meeting Location: _____

Are meetings open for anyone to attend? Yes No

NATIONAL/INTERNATIONAL INFORMATION

If applicable, organizations must submit a copy of the national or international Constitution with this application.

Name of International/National Organization: _____

Address: _____

Phone: _____

OFFICER INFORMATION

Club Name: _____

PRESIDENT

Name: _____ Email: _____

Address: _____

Phone: _____

VICE-PRESIDENT

Name: _____ Email: _____

Address: _____

Phone: _____

SECRETARY

Name: _____ Email: _____

Address: _____

Phone: _____

TREASURER

Name: _____ Email: _____

Address: _____

Phone: _____

OTHER

Please list additional officers (*if applicable*):

PRESIDENT RESPONSIBILITY STATEMENT

I hereby verify the following information:

- Activities to be engaged in by this club adhere to rules and regulations of LMU-DCOM, SGA, and the University.
- Activities to be engaged in by this organization are compatible with the educational goals of LMU-DCOM .
- I have reviewed the current *LMU-DCOM Student Club Manual* and I fully understand that it is my responsibility to guide and educate the members of my organization in correlation with these policies.

President Signature: _____ Date: _____

Print Name: _____ Phone: _____

Email: _____

ADVISOR(S) CONFIRMATION

LMU-DCOM requires all registered student clubs to have an advisor. This must be a full-time member of the LMU-DCOM faculty, staff or administration and is responsible for the following:

- Attendance of at least 1 (one) meeting per semester with the club officers.
- To carry out the duties assigned to the advisor by the club's approved Constitution/Bylaws.

- To serve as a liaison between LMU-DCOM and the respective student club.
- To interpret and advise the club's policies and procedures.
- To be aware of and assist the club in the management of its financial operations.
- To ensure compliance with all State and University financial procedures.
- To assist the organization in planning/executing its programs and events.

I agree to serve as the advisor(s) to the above mentioned student organization for the 2022-2023 academic year, including having my name and email address on the respective student club webpage, and intend to fulfill the above responsibilities to the best of my ability.

Advisor (1) Signature: _____ Date: _____

Print Name: _____ Phone: _____

Email: _____

****IF APPLICABLE:**

Advisor (2) Signature: _____ Date: _____

Print Name: _____ Phone: _____

Email: _____

FUNDRAISING

Each club is encouraged to perform 1 (one) approved fundraiser per academic year.

Tentative Fundraiser idea: _____

- Please include your fundraiser idea in your presentation to SGA and reference the LMU-DCOM Club Manual for club fundraising specifics.

COMMUNITY SERVICE

Each club is required to perform at least 1 (one) approved community service project per year. The service projects should be necessary and valuable to the community at large.

Tentative Community Service Project: _____

- Please include your community service idea in your presentation to SGA and reference the LMU-DCOM Club Manual for community service specifics.

MEETING MINUTES

Each club is required to submit meeting minutes of (at least) 2 scheduled meetings that were performed during each semester of the academic year. Failure to do this will put clubs at risk of probation.

