

## **Becoming A Club**

Clubs offer a unique opportunity for those with similar interests to come together to learn, grow and find community. This section contains information for those interested in starting a club, requirements for clubs at George Fox, responsibilities of ASC clubs, and the privileges that come with being a university-recognized club.

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## **Registering for Official Recognition**

All student clubs who desire to be officially recognized as a club by George Fox University need to register with the ASC Clubs Director

## **Requirements for Official Recognition**

All student clubs must follow these application guidelines:

1. Application Form
2. Information Form
3. Advisor Verification Form
4. Student Leader Agreement Form
5. List of Current Members
6. Dues/Income Agreement Form
7. Student Body Approval Form
8. Club Constitution
9. Detailed Budget
10. Advisor Agreement Form (if club is changing advisors)
11. Release of Liability Forms (for clubs participating in any form of physical activity, i.e. club athletic teams)
12. Club Renewal Form (to be completed at the end of each spring semester should clubs wish to continue the following year)

Clubs must also meet the following criteria in order to be considered for official recognition by the university:

- A Club must consist of at least three offices. Typically: a President, Vice President, Treasurer, and/or any other officers deemed necessary.
- A Club must hold regular meetings, at least once per month.

- A Club must have a current full-time faculty or staff advisor. If a part-time faculty member wants to help with the club, a full-time faculty member will have to still be the club advisor.
- It must have a clearly stated mission and purpose statements consistent with the university's mission and vision statements.
- It must have a current constitution, approved by ASC.
- It must include a current list of officers, members and advisor(s), including names, box numbers and email addresses.
- With the exception of groups registered as competitive – “club athletic or academic” teams requiring a tryout process – clubs and organizations must be open and accessible to all undergraduate George Fox students regardless of race, color, national origin, gender, age, economic status or physical ability.
- To become a Chartered Club, a Chartered Club application packet must be submitted to the ASC Clubs Director for approval from the ASC Advisor.
- Clubs with fewer than 5 members are not eligible for chartered status.

Once approved by the ASC Advisor, the application will be submitted to the ASC Central Committee for a two-thirds vote on approval of charter status.

If approved by Central Committee, the club will then be considered a provisional club. A provisional club receives the same benefits as a charter club, but will have monthly check-ins with the clubs director. At the year-end review, Provisional Clubs will have the opportunity to become a chartered club.

Club officers are required to attend any meeting called by the Executive Vice President.  
 Club officers will be given a minimum of one-week notice of any meeting.  
 Failure to attend one of these meetings will result in the Club, at minimum, being placed on probation and, at maximum, being declared defunct.

