

CLUB REQUEST FORM

General Information:

If a group of students has a desire to create a student club for the next academic year, the following information should be reviewed and the protocol for the request of establishment of the club should be followed. Externally funded clubs will not receive funding from PNWU.

Requirements:

- The proposed organization must gather signatures of at least eight (8) current students who are interested in the organization.
- The proposed organization must not be at odds or in conflict with the mission of the University or the mission of the SGA.
- The proposed organization must have a PNWU faculty club advisor.
- Must complete an annual service project that benefits the central Washington community.
- New officer elections must be held annually and must be by blinded ballot.
- Club Presidents must attend all Council of Club Presidents Meetings
- Each organization must attend the club fairs at the beginning of each semester.
- The proposed organization must have a constitution addressing the following items:
 1. ARTICLE I: NAME – State name of group
 2. ARTICLE II: PURPOSE – Describe the purpose or list mission statement
 3. ARTICLE III: MEMBERSHIP – Describe how to become a member, what expectations are of members, and if membership can be revoked
 4. ARTICLE IV: DUES – Describe any dues and deadlines
 5. ARTICLE V: OFFICERS – State officer titles
 6. ARTICLE VI: DUTIES – Officer duties
 7. ARTICLE VII: MEETINGS – Frequency and voting criteria

Club Renewal Request

Please complete this form, attach your constitution, and turn into the SGA Senate COM Vice President

Today's date:
Name of requesting student:
Name of organization (Please list official name and acronym used):
Is the PNWU Chapter <i>formally affiliated</i> with the national organization?
If nationally affiliated, does your national organization's constitution limit membership to osteopathic, physical therapy, or occupational therapy students?
Does your local constitution invite participants from other universities (e.g., WSU)?
All organizations are required to have the following three officers: president, vice president, and secretary/treasurer (can be separate or combined position) and are permitted to have up to one additional officer for a total of four officers. Please list your current officers and their titles:
1.
2.
3.
4.
Does this club collect dues? If so, please list whether local and/or national dues are collected, as well as the monetary amount.
Please provide the purpose and mission statement of the club:

Club president's signature:

By signing this form, I, on behalf of this club's leadership, agree to adhere to the requirements associated with being a PNWU student club. Failure to meet the requirements could jeopardize the status of this student club.

Print Name

Signature

Eight (8) signatures of current students in support of the requested club:

Print Name	Signature

Faculty advising responsibilities:

1. Have a working knowledge of campus policies and procedures relating to student organization as well as an interest in the student organization for which you are an advisor.
2. For new organizations, assist as needed in the development of the group's mission statement and constitution and in other steps needed for the group to gain formal recognition by the SGA. For existing organizations meet with new officers at the beginning of each academic year to determine whether the group's mission and charter are still appropriate and to help student leaders set goals for the year.
3. Keep abreast of topics/areas to interest for the organization.
4. Where relevant, serve as liaison between the student organization and any external agencies with which they may be affiliated, assuring compliance with campus policies and procedures.
5. Be aware of all social and formal functions, whether on or off-campus, and participate in group functions when possible, providing guidance to student club leadership.
6. Encourage and support club leadership and initiative within the specified organization.
7. Be the faculty advisor for no more than two clubs.
8. Be at least a 0.2 FTE faculty member whose primary work site is located on campus.

Faculty advisor signature:

By signing below, I accept responsibility for the role of faculty advisor the (insert club name)

Print Name

Signature

Note: In some organizations, the above duties may be shared by multiple faculty advisors and only one of these advisors, the advisor on record, needs to complete and submit the form.

Received by SGA Senate COM Vice President:

Initials

Date

Received by Student Affairs:

Asst. Dir. of SA Initials

Date