

## **To start a club:**

The following is a list of steps and procedures each club must go through to become a chartered club and then to stay chartered.

1. Complete and turn in Club Officer's Registration Form.
2. Write and turn in Official Club Constitution.
3. Club President must meet with the BYUSAH VP of Clubs and Organizations to go over club procedures to receive other information
4. Recruit a club advisor (must be Full time BYUH employee or spouse)
5. Be approved by BYUHSA President and Director of Student Activities and Leadership Development.

## **To maintain your club:**

- A. Follow the university and club policies.
- B. MANDATORY participation in BYUSAH WORLDFEST (usually held first week after school starts) for people to sign up for membership.
- C. Attend bi-weekly Club Presidents meetings and once a semester club president interview with VP of Clubs and Orgs.
- D. Have at LEAST one service project for the Club each semester.
- E. Participate in designated club events and keep the club active.

## **New Clubs**

To establish a new club, follow the above procedures. **If a new club wants to start in the next semester/term, all registration materials must be submitted before 5:00 p.m. on the last day of the current semester/term.** The BYUHSA Clubs will inform each club and Organization Director if a Charter form the University has been granted or renewed. Before the Charter is granted, the constitution will be examined to ensure that it meets the standards established by the University, and the names of the Club Officers will be checked to ensure that they meet the established academic requirements. All the privileges of Chartered campus organizations will be withheld until the organization is registered and approved.

**New clubs are required to go through a semester long "proving ground" before they receive club funding from BYUHSA.** This also applies to Club President Awards. This is to discourage students from forming a club for one semester, receiving BYUHSA funding and then dissolving after one semester. BYUHSA wants to support and subsidize clubs and organizations that are serious and committed to forming worthwhile associations.

## **Club Constitutions**

Every campus club and organization is required to have an approved and current club constitution on file with BYUHSA. Each club advisor, as well as the club presidency should also have a copy of the constitution.

The constitution serves as the ruling document for the club or organizations. Questions of policy, objectives, and purpose should all be answered in the club constitution. Naturally, it should be in accord with the BYUHSA Charter as far as policy and procedure are concerned. The following information should be contained in every club constitution.

1. The name of the club.
2. The purposes and objectives of the organization:
  - a) An organization may have objectives, which include service to the campus and community, social activities but are not to be limited to these purposes only.
  - b) A club may have not objectives, which are contrary to the standards of Brigham Young University – Hawaii, the Church of Jesus Christ of Latter-day Saints, or the Constitution of the United States of America.
3. A commitment of the club to the BYU-Hawaii Honor Code. Every constitution must specifically state this commitment
4. The organizational structure of the club including a list of a minimum of six club officers, a statement about the responsibilities of each, election procedures and the requirements the officers must meet.
5. The requirements for membership:
  - a) Every club constitution must state the exact requirements for a person to become a member.
  - b) Membership, as outlined by the individual club, is open to full-time students and spouses, faculty and spouses, staff-members and spouses, and alumni and spouses of BYU-Hawaii.
6. The role of the club or organization advisor (see section Club Advisor).
7. A statement of the financial procedures and the amount of dues. No club can assess dues in excess of \$10.00 per semester or term, and likewise cannot charge less than \$3.00 per member.
8. The method of amending the constitution. No changes in a club constitution will be recognized by the University until the changes have been submitted in writing and approved by BYUSAH. This must be explained in a statement in the constitution.

For nationally organizations in situations where a national constitution exists, the BYU chapter organization may choose to submit local by-laws or a statement of purposes. The same information required in club constitution is required in local by-laws or a statement of purposes. The national constitution must always be submitted. The Vice President of Student Life must approve all such associations with off campus organizations.

**INFORMATION NEEDED FROM ALL CLUB OFFICERS:**

- Officer Title
- Name
- ID#
- CGPA
- Phone Numbers-home, work, cell, etc
- Address