



STUDENT ORGANIZATION APPLICATION PACKET

Grand Canyon University
Office of Student Affairs
Clubs@gcu.edu
602.639.7250

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Welcome Letter

Welcome from the Office of Student Affairs!

Thank you so much for your interest in starting a club or organization to better enrich the community here at Grand Canyon University. One of the best parts about GCU is the ability students have to take a direct role in student life and create new clubs. However, if you're interested in starting a club, first make sure that the club you want to create doesn't already exist! Check out the current list of clubs and organizations at <http://www.gcu.edu/Student-Life/Clubs-and-Organizations.php> to find out.

If there is a club or organization that you would like to start that doesn't already exist, we encourage you to do so! This packet is designed to be a resource guide to faculty and staff advisors and students. It includes everything that you will need to know in order to begin and to run a successful student club or organization within the GCU community:

- Important Dates
- Advisor's role
- Operating process and procedures
- University Policies and Procedures

It is our desire, in the Office of Student Affairs, to support you and your club or organization in any way that we can because we believe that you have the opportunity to gather like-minded students, and to make a profound impact in their lives and in the GCU community. The Office of Student Affairs will be your primary liaison in matters ranging from fundraising and accounting, facilities requests, and marketing. If you have any questions or need assistance, please feel free to stop by our office located under Prescott Hall on the north side or call us at (602)639-7250.

Thank you,

The Office of Student Affairs

Important Student Organization Contacts

Moyo Makinde

Clubs and Commuter Coordinator- handles student organization
financial requests (deposits and withdrawals)

Email: Moyo.Makinde@gcu.edu

Phone: 602.639.7795

Important University Events

***Participation is encouraged for all GCU Student Clubs/
Organizations***

Fall New Student Move-In

Community Fair

Serve the City

Fall Festival

Spring New Student Move-In

Homecoming Weekend

Canyon Day

Graduation

Please contact the Clubs Coordinator for specific dates

Student Organization Type

Upon applying organizations are required to categorize themselves as one of the following:

Professional Student Organizations (PSO) - Student groups whose membership and activities center predominantly around a particular academic course of study or professional interest.

University Ministry Organizations (UMO) - Student groups that provide ministry opportunities for Grand Canyon University students to enhance the spiritual life of the campus and surrounding community. This type of club will go through an additional approval process with Spiritual Life.

University Social Organizations (USO) - Student groups whose membership and activities do not center around a particular academic or collegiate course of study or curriculum, but rather activities centered on out-of-classroom interest. (Snowboarding Club, Rock Climbing Club, etc.)

Note: USOs are not eligible for 501(c)(3) status.

Ad Hoc - Student groups that are in existence for less than a year and are working toward specific goals directly connected with one-time events

****Clubs and organizations that desire to operate under GCU Clubs 501(c)(3) must demonstrate that their activities will be in accordance with the GCU narrative that states a clubs purpose is to foster development, enhance student education, leadership development skills, and academic achievements. ****



STUDENT ORGANIZATION APPLICATION

Please complete and submit the following section to the
Clubs Coordinator in the Office of Student Affairs.

Grand Canyon University
Office of Student Affairs
Clubs@gcu.edu
602.639.7250

BASIC CONSTITUTION TEMPLATE

By definition an organization is a "body of persons organized for some specific purpose, as a club, union or society." The process of constructing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide a structure to aid future leaders of your organization to insure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. Name

This organization should be known as:

Section 2. Purpose

The purpose of this organization shall be to:

1. _____
2. _____
3. _____

Section 3. Club Type (Refer to page 4):

Section 4. This organization intends to operate under GCU Clubs 501(c)(3):

****Clubs and organizations that desire to operate under GCU Clubs 501(c)(3) must demonstrate that their activities will be in accordance with the GCU narrative that states a clubs purpose is to foster development, enhance student education, leadership development skills, and academic achievements. A separate Memorandum of Understanding must be signed by officers and advisors to these clubs or organizations.****

☐ Yes

☐ No – A USO must check this box.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership Requirements

A. Membership in this organization shall not be denied to any student at Grand Canyon University, on the basis of race, ethnicity, gender, or physical handicap.

B. The following Grand Canyon University students are eligible for membership (check all that

apply):

- ☐ All students of approved University standing
- ☐ Students from a particular area of study _____
- ☐ Students that meet some selection criteria approved by Student Affairs (i.e.: try-out, academic honors, etc.)
- ☐ Other _____

C. To maintain membership eligibility members must:

- ☐ Maintain a minimum _____ GPA
- ☐ Not miss more than _____ meetings in a row and _____ total meetings overall.
- ☐ Other _____

Section 2. Privileges of membership

List and describe any special privileges of membership:

1. _____
2. _____
3. _____

ARTICLE III. OFFICERS

Section 1. List of Officers

The officers of this organization shall be (check all that apply):

- ☐ President - shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. He/She has further powers and duties as prescribed by the organization.
- ☐ Vice-President - presides at the organization meetings in the absence of the President. He/She performs all legal duties assigned by the President. He/She notifies all members of the organization meetings.
- ☐ Secretary - takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She acts as historian and maintains all records of the organization.
- ☐ Treasurer - handles all financial affairs and budgeting of the organization.

☐ Other _____

Section 2. Qualifications for Officers

A) To qualify to be an officer the student must have (check all that apply):

- ☐ Been a member of the organization for a year
- ☐ Been a member of the organization for a semester
- ☐ No previous membership requirements
- ☐ Other: _____

B) The office of President must be held by a (check all that apply):

- ☐ Senior
- ☐ Junior
- ☐ No Class Standing Required

ARTICLE IV: MEETINGS

Section 1. Frequency of regular meetings

The regular meetings for this organization shall be held (check one):

- ☐ Weekly
- ☐ Bi-weekly
- ☐ Monthly
- ☐ Bi-monthly (Note: All clubs are required to meet at least bimonthly)

Section 2. Provisions for calling special meetings

Special meetings may be called at any time by _____

ARTICLE V: ADVISORS

Section 1. Selection and Qualification

A) The advisor of this organization shall be selected by _____ with the advice and consent of the organization members

B) The advisor must meet the following criteria (check all that apply):

- ☐ Any full-time staff member
- ☐ Any full-time faculty member
- ☐ A full-time staff/faculty member from the _____ department

☐ Have a specific experience or expertise in:

☐ Other _____

Section 2. Duties and Responsibilities

A) The advisor shall present at all official meeting and shall have the right to:

☐ Vote

☐ Voice only

B) The advisor shall represent this organization at all meetings of student organization advisors.

ARTICLE VI. METHOD TO AMEND THE CONSTITUTION

Section 1. Amendment Guidelines

A) Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

B) Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 2. Amendment Filing Procedure

A) A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Affairs with the Clubs and Organizations Coordinator.

ARTICLE VIII. STATEMENT OF AFFILIATION

Is your club or organization affiliated with an off-campus organization or national chapter?

☐ Yes ☐ No

** If yes, please submit a copy of your affiliated group's by-laws and or constitution. If the affiliated by-laws are omitted from this application packet, the club activation will not be completed and your club will remain unrecognized.*

Student Organization Agreement

SECTION I. BASIC INFORMATION

School Year: _____

Group Name: _____

PRESIDENT (required)

Name: _____

GCU ID No:_____

Box No: _____

Phone: _____

Email: _____

TREASURER* (see below)

Name: _____

GCU ID No:_____

Box No: _____

Phone: _____

Email:_____

VICE-PRESIDENT (required)

Name: _____

GCU ID No:_____

Box No:_____

Phone: _____

Email:_____

SECRETARY (If Applicable)

Name: _____

GCU ID No:_____

Box No:_____

Phone: _____

Email:_____

MISSION STATEMENT

[illegible]

ADVISOR INFORMATION

Name:	Department:
Email:	Staff or Faculty (circle one)
Office Location:	Phone:

SECTION II. AGREEMENT

By signing this application we acknowledge that we have read and understand and agree to adhere to the information described in the Student Organization Packet.

- Requirements for Official Recognition of Clubs and Organizations
- Club/Organization Advisor's Role
- Privileges and Responsibilities of Clubs and Organizations
- Funding Policy

We also agree to adhere to the responsibilities outlined for the club and the advisor in the agreement forms listed in this packet.

**We agree to the terms and conditions stated above.
(PLEASE SIGN BELOW)**

President:_____ Date:_____

Vice-President:_____ Date:_____

Advisor:_____ Date:_____

THE "ADVISOR AGREEMENT FORM", THE "CLUB/ORGANIZATIONS AGREEMENT FORM", AND THE "CLUBS/ORGANIZATIONS CONSTITUTION" MUST BE ATTACHED TO THIS FORM IN ORDER TO BE CONSIDERED FOR OFFICIAL RECOGNITION. APPLICATIONS WILL NOT BE CONSIDERED IF ALL THREE FORMS ARE NOT TURNED IN TOGETHER.

For Office Use Only

Evaluated by:_____

Form Checklist:

Advisor Agreement Form ☐

Event Request Form ☐

Club and Organization Constitution ☐

Club Application & Agreement ☐

Recognition Status: _____

Date:_____

CLUBS AND ORGANIZATIONS AGREEMENT FORM

As a Club or Organization at Grand Canyon University there are certain responsibilities that must be adhered to in order to maintain University endorsement. Those responsibilities are outlined in the following document. As a recognized club, we the (.....club/organization name.....) agree to the following responsibilities:

1. To function within the University mission, guidelines, and policies.
2. An officer from the organization will attend all mandatory meetings set by the Office of Student Affairs.
3. A Club must congregate a minimum of once each month.
4. Dates of proposed events must be cleared through the office of Student Affairs.
5. All Club events must be registered in the office of Student Affairs 10 business days in prior to the event.
6. All meetings and associated events must be registered with office of Student Affairs.
7. All off-campus events that require transportation and driver approval, which must be presented to Student Affairs a minimum 7 business days prior to the event.
8. To fully inform the advisor of all meetings planned events, and Club vision.
9. Schedule specific times to consult with the Club advisor.
10. Assume all administrative responsibilities for the club (i.e.- finances, safety, etc.)

I further understand that failure to comply with any request from the office of Student Affairs or any University Official; written, orally communicated, or otherwise jeopardizes our ability to maintain official recognition.

<u>Name</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
	President		
	Vice President		
	Treasurer		
	Secretary		

Advisor Agreement

In order to be considered for official recognition, every student club/organization must have a faculty/staff advisor. The advisor is an integral part of every campus organization and thus should be selected with care. The advisor's primary functions are to advise and guide the organization and also to act as a resource person for the organization.

Advisor Name: _____

Department: _____

Phone: _____

Email: _____

Title: _____ (Staff) or (Faculty)

As an advisor for: _____ (Club/Organization Name)

I agree to assume counseling and informational roles in relation to the organization by:

1. Attending mandatory "Advisor's Welcome" meeting, to be scheduled early during fall semester.
2. Assisting the organization in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
3. Being an advocate for the clubs/organizations program.
4. Regularly attending scheduled meetings and being informed of all plans of action.
5. Actively participating in the planning of all on and off campus activities as well as advising the risk to avoid negligence.
- 6. Reviewing and signing all purchase orders, check requests, contracts, funding requests and any other related financial documents.**
7. Scheduling specified times during the year which organization members may consult with me.
8. Serving as a resource person to help in resolving problems and issues confronting the group through alternative solutions.
9. Assisting in the transition between incoming and outgoing officers.
10. Attending or providing an alternative faculty / staff member to attend the departure of any trip or outing sponsored by the organization.
11. Administering an end of the semester evaluation.
12. If the Advisor does not adhere to the listed policies the organization risks losing their status.

I further understand that I must notify the Student Organizations Coordinator immediately and in writing if, for any reason, I am unable to continue with my responsibilities.

Advisor Signature

Date

Grand Canyon University's Club/Organization Petition of Support

By signing below I am showing support for the creation of the

club/organization. I understand what this club/organization's purpose is and feel that it will better the University's campus and efforts to build community on our campus.

Student Name

ID Number

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