

Club Chartering Information and Club Expectations

How to charter a club at AJU?

- **Step 1:** Fill out the Club Charter form.
- **Step 2:** Have the form signed by your faculty/administrative club sponsor. (If you are having trouble getting a sponsor contact Jessy Krause and she will help you find one.)
- **Step 3:** Turn in the form to Jessy Krause (email or in person is fine).
- **Step 4:** Meet with Jessy Krause to discuss your club's plans for the year.
 - All club leaders must be present
 - At the meeting you will also review the club expectations and sign the form agreeing to follow them.
- **Step 5:** At their next meeting ASAJU will vote on your club proposal and will inform you of their decision. You are welcome to come to the meeting to present your charter to ASAJU, though it is not required.
 - There are three possible responses:
 - (1) *Approval*—your charter looked great and you're all set to go
 - (2) *Conditional Approval*—ASAJU will tell you what you need to fix on your charter and you will have one week to make the change(s) and resubmit your charter. (Your club is not chartered though until you get a full approval from ASAJU.)
 - (3) *Unapproved*—unfortunately your club has not been approved and you can go no further, though you are welcome to submit a charter for a different club

Club Expectations

While we want to encourage a vibrant student life at AJU, which includes a variety of student clubs, we have certain expectations for all clubs and club leaders to ensure that they are making a meaningful contribution to AJU.

- (1) Club leaders are expected to attend monthly leadership dinners and club leaders' meetings. Club leaders must RSVP to these meetings by the stated deadline. In the rare case when a club leader cannot be present for one of these meetings at least one club leader/club member must be present for the meeting.
- (2) All clubs must have a table at Club Rush and at least one club leader or member must be present at the table for the entirety of the event. The club must also construct an attractive sign for their table with at least their club name.
- (3) Hold regular club meetings, at a minimum at least once a month. Send an agenda and minutes within 72 hours of having each meeting.
- (4) Hold at least two events per semester, though more are strongly encouraged. Club meetings do not count toward events unless other activities (for example, an outside speaker or a community service project) are also occurring at the meeting.
- (5) Submit a SIP form for every event at least three weeks in advance of the event.

- a. Expenses will only be reimbursed if they were correctly recorded on an approved SIP form.
 - b. (In rare cases forms may be accepted in shorter window due to an unforeseen circumstance or if the event is near the beginning of the semester. This waiver will be decided on a case by case basis.
- (6) Create attractive and informative posters for events.
- (7) Regularly check your AJU email and promptly respond to messages about club issues.
- (8) Maintain a club bulletin board. The bulletin board must be neat and aesthetically pleasing and include the following information:
- a. The name of the club
 - b. Names and contact information for club leaders
 - c. Name of the club sponsor
 - d. When and where the club meets

Revocation of Club Charter

Failure to meet the above expectations will result in a meeting with the Director of Resident and Student Life. Continued failure to meet expectations will result in the club sponsor being contacted and may result in the club charter being revoked or a change of club leadership being required.

Club Charter Form

Name of club:	
Name of club leader(s):	
Name of faculty/administrative sponsor:	

1.) Is this a new club or are you re-charting a previous club? If this is a new club what new contribution to the AJU community do you think this club will bring? If this club is being re-chartered what are three things you would like to do this year to grow/improve the club from last year?

2.) Besides the club leaders listed at the top are there any other students that you know of who are interested in being a part of your club? If so, who and in what capacity?

3.) How often will you have club meetings? Will all club members be involved or will some meetings just be for club leadership? What will occur at these meetings?

4.) What events are you planning for 1st semester? Please specifically describe at least three events. [Events do not include club meetings unless there is a more substantial activity happening at the meeting, such as an outside speaker].

5. What is your club's mission statement?

Club leader(s)'s signature(s)	
Club sponsor's signature	
Director of Resident and Student Life Signature	
ASAJU Approval	