

**APPLICATION FOR RECOGNITION AS AN APPROVED  
STUDENT CLUB/ORGANIZATION  
Office of Student Activities**



**APPLICATION DETAILS:**

**Date Application Filed:**

**Proposed Name of Club/Organization:**

**Statement of Purpose (Aims & Objectives):**

**Club Executive Board Information:**

**Staff or Faculty Advisor:**

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**VIU STAFF APPROVALS:**

**VIU Student Organization Coordinator:** Shilpa Sainath

Date:  Approved  Denied      Signature:  
Comments:

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**Business Manager:** Mr. Bayarjargal Battulga  
Date:  Approved  Denied      Signature:  
Comments:

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**VIU President:** Dr. Isa Sarac  
Date:  Approved  Denied      Signature:  
Comments:

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## SAMPLE CONSTITUTION

This constitution is merely a sample – a guideline for clubs and organizations to follow. Your constitution, when finished, need not be an exact replica of this sample. Do not feel you must adopt all of its conditions if it is not consistent with your proposed organization unless noted as required. The purpose of a constitution should be to fulfill the needs and requirements of an organization, as well as outlining how these needs will be met. This approval of a constitution is granted on an individual basis. However, there are a few things you should keep in mind while wiring your constitution:

- Any process, need, or aspect of the organization that is mentioned in the constitution should be detailed or outlined in the bylaws. For instance, in the constitution, the officers of the organization are mentioned. Correspondingly, in the bylaws, the method of electing these officers, as well as the duties of each officer, should be set down.
  
- Do not set down unrealistic needs or goals for the membership. For instance, “”This club will sponsor trips, lectures, and workshops to increase knowledge in the area of \_\_\_\_\_,” is limiting the club in the scope of its activities and setting goals it might not have the funding for. A more general statement, such as “This club will seek to promote information in the field of \_\_\_\_\_,” is less limiting and more attainable.
  
- Certain sections in this sample are **REQUIRED**: please carefully follow all instructions.

If you have any questions, do not hesitate to consult with the Director of Student Activities.

Good Luck!

# SAMPLE CLUB CONSTITUTION

Required by the Office of Student Activities for official recognition by the College and for qualification of activity funds.

**CLUB NAME:** \_\_\_\_\_  
Constitution Revision Date: \_\_\_\_\_

## **ARTICLE I: CLUB PRINCIPLES** (required)

This club aims to contribute to Virginia International University education. It shall not discriminate with regard to race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation.

## **ARTICLE II: NAME** (required)

The name of this club shall be known as the <club name> of Virginia International University.

## **ARTICLE III: PURPOSE** (required)

The purpose of the <club name> shall be to promote and organize <type of activities> at Virginia International University. Further explain the purpose of this club or organization. Further explain your purpose.

## **ARTICLE IV: MEMBERSHIP** (required)

Membership shall be open to all Virginia International University students.

## **ARTICLE V: OFFICERS** (required)

Elected officers' positions must be established and filled by Virginia International University students, typically President, Vice-President, and Secretary/Treasurer (exact titles are unimportant). One officer will be the main contact for the club; one officer will be responsible for the club's budget and financial matters. The club officers and the faculty advisor will comprise the Executive Committee. The Student Activities Office will be notified of any changes in club leadership.

## **ARTICLE VI: FACULTY OR STAFF ADVISOR** (required)

A faculty or staff advisor shall be selected by the club. The advisor shall be notified of all club business, including regular and special meetings and other activities, at least five days in advance. The advisor shall be privileged to attend any and all meetings. The advisor may call meetings of the club or of its Executive Committee after informing the club's President. The advisor may officiate in the officer's absence. The club advisor must be present at Virginia International University – an interim advisor must be found to replace a faculty advisor on sabbatical or away from Virginia International University for other reasons.

## **ARTICLE VII: DUTIES OF OFFICERS / POSITION DESCRIPTION**

The President shall serve as the executive and ceremonial head of the club, shall preside at all meetings, and shall represent the club on all occasions. He or she shall remove and replace club officers and representatives delinquent in duty, and shall be an ex-officio member of all club committees. The President may call special meetings.

The Vice-President shall assume the duties of, and officiate in the absence of, the club President.

The Secretary/Treasurer shall keep the records of all official meetings. He or she shall maintain a record of club members, and shall keep record of the club's expenditures and finances.

#### **ARTICLE VIII: ELECTION PROCEDURES**

1. Nominations for officers shall be accepted from the floor and from the Executive Committee at the final business meeting.
2. Officers shall be elected by the majority of voting members present.
3. All elections for September office shall take place during the spring semester. All active club members may participate in the elections. Non-members may attend elections as observers.
4. Elected candidates shall take office the first week of the fall term. The period between elections and the end of the spring term shall serve as an "overlap" or training period for new and old officers.

#### **ARTICLE IX: EXECUTIVE COMMITTEE AND SPECIAL COMMITTEES**

There shall be a permanent Executive Committee consisting of the officers of the club and the faculty advisor. The Executive Committee shall carry out the laws of the club, supervise and plan programs, and keep club records. The Executive Committee may, with the approval of membership, assign such official duties as special reports, program chair, fund-raising chair, and others as needed, if no special committees exist for these purposes.

#### **ARTICLE X: MEETINGS**

1. At least one official business meeting of the club must be held at the beginning of each semester.
2. The President may call special meetings at his or her discretion. Members must be notified in advance of each meeting.
3. Informal meetings shall be held at regular intervals.
4. At club meetings, a majority vote of those present is required for all business transactions.
5. At each general meeting, one-third of all active members shall constitute a quorum.
6. All club members will have the right to speak and vote at club meetings.

#### **ARTICLE XI: FINANCES**

1. Club dues shall be re-determined each semester, depending on the club budget.

#### **ARTICLE XII: ACTIVITIES**

This section should specify any activities which are to be regularly carried out to fulfill the purpose of the club. Any mandatory time period for activities (monthly, annually, etc.) should be clearly defined. Wording of this section should allow some flexibility to future club officers and members.

#### **ARTICLE XIII: HAZING (required)**

Members of this club will not take part in any form of hazing in agreement with Virginia State Law § 18.2-56. Hazing is defined "...as any action taken or situation created intentionally by an organization or with the knowledge of consent of any ridicule to any member or prospective member".

#### **ARTICLE XIV: AMENDMENTS**

Amendments to this constitution may be adopted by a three-fourths vote of the voting members present.

#### **ARTICLE XV: BYLAWS**

This organization adheres to a set of bylaws, which will be its governing document, when not in conflict with this constitution of Virginia International University policy.

Virginia International University  
Club Executive Board Information

Semester:

Name of Club	
Name of the <b>President</b>	
Email of the <b>President</b>	
Telephone number of the <b>President</b>	
Student ID of the <b>President</b>	
Address of the <b>President</b>	
Name of the <b>Vice - President</b>	
Email of the <b>Vice - President</b>	
Telephone number of the <b>Vice - President</b>	
Student ID of the <b>Vice - President</b>	
Address of the <b>Vice - President</b>	
Name of the <b>Secretary</b>	
Email of the <b>Secretary</b>	
Telephone number of the <b>Secretary</b>	
Student ID of the <b>Secretary</b>	
Address of the <b>Secretary</b>	
Name of the <b>Public Relations Officer</b>	
Email of the <b>Public Relations Officer</b>	
Telephone number of the <b>Public Relations Officer</b>	
Student ID of the <b>Public Relations Officer</b>	
Address of the <b>Public Relations Officer</b>	
Name of the <b>Treasurer</b>	
Email of the <b>Treasurer</b>	
Telephone number of the <b>Treasurer</b>	
Student ID of the <b>Treasurer</b>	
Address of the <b>Treasurer</b>	

RETURN COMPLETED FORM TO THE OFFICE OF STUDENT ACTIVITIES (located in Commonwealth)

## CLUB ROSTER FORM

Name of Club		
Name		
Email(s)		
Telephone number(s)		
Student ID		
Address		
Name		
Email(s)		
Telephone number(s)		
Student ID		
Address		
Name		
Email(s)		
Telephone number(s)		
Student ID		
Address		
Name		
Email(s)		
Telephone number(s)		
Student ID		
Address		
Name		
Email(s)		
Telephone number(s)		
Student ID		
Address		