

LeTourneau University

Clubs and Organizations

Registration instructions and forms



Dear Student Leader

Thanks for your interest in forming or renewing a club or organization at LeTourneau. We want as many students as possible to be involved in organizations that bring life to our campus.

I would like the process of forming or renewing a club to be as easy as possible for you, so I have tried to put everything you would need in one place. Some of these forms will be optional, depending on if you are starting a new club or renewing an old one, and if you are requesting funding from student senate.

- All clubs must submit an **application** and a signed **risk management** form every year.
- New clubs must also submit a **constitution**
- Clubs requesting funding from senate must also turn in a **budget** (to student senate).

All clubs must renew their recognition status every year in order to receive the official benefits of recognition. For more information, (including the clubs and organization handbook) go to the clubs and org website letu.edu/clubs and the [student senate page](#) about clubs and organizations and please let me know if you have any questions or I can help in any way.

Hannah Eisen
Coordinator of Student Programs

Recognition Process Overview

- 1) Create a Constitution
 - a. All clubs must have a constitution. If you are renewing a club that has submitted a constitution previously, it is unnecessary to resubmit a constitution unless there have been substantial changes.
 - b. An example constitution is available in this packet.
- 2) Find a Sponsor
 - a. Club presidents should find and communicate with their sponsor before beginning the registration form.
- 3) Turn in the Registration Form
 - a. This application is to be completed by the president of the club and signed by the sponsor. If some items are not applicable (example, you do not have regular meetings) it is fine to leave blank or write N/A
- 4) Read and sign the Risk Management Document (this is included in the dynamic form)
- 5) Submit the Club Registration Dynamic Form

To Request Funding

- 1) Approved clubs can request to receive funds from Student Senate at the beginning of the Fall and Spring semesters. Information on the funding process is included in this document, however the details of the procedure sometimes change from year to year as different student senators fulfill the role as chair of the funds allocation committee. For up-to-date information about the funds allocation committee, contact the VP of student senate or hannaheisen@letu.edu or check the Senate wiki http://letusenate.org/wiki/Funding_for_Clubs_and_Organizations

Special Recruitment Policies

If you are a society that has special recruitment activities/requirements for membership, additional guidelines apply. (This includes AO, Auto Society, KZX, LAS, and LOX) Please contact steveconn@letu.edu for more information.

Risk Management Documents

SB 1138 requires colleges and universities to design risk management programs for student organizations and compel certain officers and advisors of student organizations to attend those risk management programs. Things that are forbidden under Texas law that affect student organizations:

(1) Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;

(2) Hazing: As defined by the Texas State Penal Code, “Hazing” means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

The term “hazing” includes, but is not limited to:

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1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
 3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely effects the mental or physical health or safety of the student;
 4. any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely effects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
 5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;

3. intentionally, knowingly, or recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

Extended Orientation

LOVING AND HONORING OTHERS WELL

Beyond the laws of the state of Texas, our desire is for every organization and living area on campus to create an atmosphere of love where we can live well together and honor each other above ourselves (Romans 12:10).

Assumptions:

- We desire for you to enhance community in your group, and we believe team-building activities can play a significant role in that process.
- We are part of this community because God has placed us together; therefore, no one on our campus should need to *earn* the right to be a part of our community. Community should be based on love and not fear.
- Diversity of strengths, gifts, desires, beliefs, and personality enhance community.
- While certain aspects of the beginning of the school year facilitate intensive interactions, the activities of building community and interacting with members of the floor or organization should take place throughout the entire year.
- A key role of the floor or organization leader is that of guardian/protector/warrior for the weakest among us (1 Corinthians 12:21-26).
- As members of a greater Community, students who chose to leave one group for another should be respected and honored in that choice.

Specific Guidelines for LETU:

- No activity should begin before 6 am or conclude after 1 am.
- There should be at least 12 hours between events.
- Existing members should do activities WITH and not TO newer members.
- No activity may single out an individual against the others; the goal is *team* building, not initiation.

- All activities must be planned in advance and approved by the appropriate leader (resident director or organization advisor). Planners should consult Scripture, bathe the activities in prayer, and seek the wise counsel of others.

(3) Sexual abuse and harassment;

1.0 Policy Statement

It is the policy of the University to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between students and is free from all forms of harassment of any student or member for acceptance into the organization by anyone, including president, co-members, vendors, customers or students. Harassment in any manner or form is expressly prohibited and will not be tolerated by the University. Accordingly, university administration is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within the University.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the University will take prompt, appropriate disciplinary action, including written warnings and possible suspension and/or expulsion.

Retaliation against anyone who files harassment complaints or cooperates in the investigation of same is not permissible and will not be condoned.

2.0 Definitions

2.1. The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual’s race, religion, sex, age, national origin, or disability.

2.2. Sexual harassment of employees and students at LeTourneau University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

2.2.1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s membership;

2.2.2. Submission to or rejection of such conduct is used as the basis for membership decisions affecting that individual;

2.2.3. Such conduct has the purpose or effect of unreasonably interfering an individual’s work performance or educational experience,

2.2.4. Such conduct creates and intimidating, hostile, or offensive working or educational

environment.

2.3. The term “harassment” may also include conduct of employees, supervisors, vendors, customers or students who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of the University.

(4) Fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device

Under no circumstance is any person permitted to bring any weapon, licensed or unlicensed, onto any university campus location, including any building, facility, or grounds owned, leased, or operated by the University. “Weapons” include—but are not limited to—firearms, BB guns, pellet guns, airsoft guns, ammunition, swords, spears, blow guns, martial arts weapons, crossbows, bows and arrows, switchblades, and any other knives with a blade over 5.5 inches. A complete definition of “weapons” may be found in the Texas Penal Code, Section 46.

(5) Travel to a destination outside the area in which the institution is located. Any club or organization that is recognized by the university must follow all of the rules the university even if they are not on the campus. Since they are recognized and bear the name of the university, anything that the club does whether it be a camping trip or staying overnight in a hotel, the camp site and the hotel room become university property while the university club is there

Writing a Constitution: Instructions and Example

- New clubs and organizations must write a constitution to be recognized. Clubs that are seeking renewal only need to resubmit their constitution if they have made substantial changes.
- You may use this sample outline to draft your own constitution. You may omit “articles” that do not apply to your specific organizations. Some constitutions are long and very involved and some are short and simple. It depends on the complexity of your club.

Sample Outline

Constitution of _____ (Official Name of Organization)

Adopted _____ (Signature of President, Sponsor, and Date)

Article I – Name

What is the exact title to be used in addressing the organization? What is the significance about the name?

Article II – Purpose

What is the purpose of the organization? Why was the group founded? What are the general goals? How do you anticipate benefiting the campus as a whole and/or the students within the organization? Is the purpose political, cultural, religious, service-oriented, etc.?

Article III – Membership

Who is eligible for membership? Are there any restrictions? How does one become an official member? What are the rights of members? How may a member be removed?

Article IV – Officers

How many officers are there? What are their titles and duties? Who is eligible to become an officer? What procedure will be followed in the case of a vacancy? How may an officer be removed? How long do officers serve?

Article V – Elections

Who will be elected? How often are elections held? How are nominations made? How do nominees present their qualifications? Who is eligible to run for a position? How is an election to be determined? By what means and how far in advance will nominations and/or elections be announced and members notified?

Article VI – Meetings

How often will meetings be held? How will members be notified of meetings? How will organizational decisions be made? Who is eligible to vote and what constitutes a quorum at meetings? How will meetings be run?

Article VII – Finances

How will the organization finance its activities? How will financial records be kept? Who is responsible for developing the budget? Will dues be required? If so, how much will they be? To whom are they paid? Who is responsible for collection and disbursement of funds? Who may authorize expenditures?

Article VIII – Sponsor

What is the Sponsor's role in the organization? How is the Sponsor selected? What expectations does the organization have of the Sponsor?

Article IX – Committees

Define and explain the purposes of any committees in the organization. How and when will they be formed?

Article X – Affiliations

What is the affiliation, if any, with local, state, national, or international organizations? What is the relationship of the organization to the affiliate?

Article XI – Amendments

How are amendments to be proposed and by whom? How are amendments to be voted upon? How will amendments be incorporated into the constitution?

Article XII – Ratification

State how the constitution will be approved by the organization members.

Application for Funding Instructions

This information is taken from the website letusenate.org. This information may change more frequently than other clubs and orgs policies so please check the actual website for the most up-to-date information. If you are reading this document electronically you can click [here](#) to get to the exact location.

1. Create a budget for your club or organization. A sample budget is available on the second sheet of the cover page. You may use this template or your own if you wish. Budgets must include the following:
 1. A cover page. Budgets submitted to FAC should have [this](#) cover page (included below), with the slots filled in with the required information.
 2. A budget overview, listing the events your club or organization plans on hosting, supplies, estimated attendance, etc.
 3. Total estimated expenses for the semester.
 4. Any fundraising your club or organization plans on having.
 5. The total amount your club or organization is requesting from Senate.
 6. Other forms of income (member dues, outside sponsoring, etc.).
 7. The current amount in your club's account.
2. Submit your budget via email to the FAC chair before the given deadline. Deadlines may be found [here](#). Budgets should be submitted in pdf form, with the file name "[Year][Semester]-clubname.pdf" (e.g. "2016SP" or "2016FA"). You can export to PDF natively with Excel, under File -> Export -> Create PDF/XPS Document.
 1. Clubs requesting \$500 or more from Senate are required to give a presentation. Presentations must be professional, not be longer than 6 minutes, and be given by a leading figure of your club or organization. Time slots for presentations on the Budget Presentation Day will be emailed to clubs or organizations after the Budget Submission Deadline has passed.

Example Budget Cover Sheet

Example Year LETU Senate Funding Request			
Name of Club or Org:	A LeTourneau Club		
Advisor:	Dr. John Smith		
	JohnSmith@letu.edu		
Budget Contact Person:	Jane Smithton		
	JaneSmithton@letu.edu		
Short Description of Club:	This club meets every week to discuss relevant things about the club member's mutual interests.		
Total Requested Funds:	\$ 550.00		
Current Account Balance:	\$ 150.00		
Other Expected Incomes	<u>\$ 100.00</u>		
Total Expected Income:	\$ 800.00		

Example Budget

[Name of Club or Organization]		
Prospective Budget, [Fall/Spring Year]		
Prepared by [Insert Name Here]	[Insert Date Here, day month, year]	
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Expected Expenses		
Top Category a		
Sub category		
Expense a	<u>\$ 100.00</u>	Notes describing the expense go here
Expense b	<u>\$ 150.00</u>	
Top Category b		
expense a	<u>\$ 350.00</u>	
expense b	<u>\$ 75.00</u>	
expense c	<u>\$ 125.00</u>	
Total Projected Expenses	<u>\$ 800.00</u>	
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Expected Incomes		
Members dues	<u>\$ 100.00</u>	
Club account	<u>\$ 150.00</u>	
Senate funding	<u>\$ 550.00</u>	
Total Expected Incomes	<u>\$ 800.00</u>	Total Expected Incomes must match Total Projected Expenses