CLUB CHARTER

(Club Name)

PREAMBLE

This charter is to establish the [*insert name*] Club at Asbury University. This document will establish the goals this organization would like to accomplish as well as create and define leadership positions.

ARTICLE 1: Name and Affiliation

The name of the organization shall be the Asbury [*insert name*] Club. (*Follow this statement with a declaration of an affiliate organization in which this club will be a part, or declare that there is no affiliation.)*

ARTICLE 2: Mission Statement

*Write a concise, clear statement that describes your purpose. Your mission should be unique and address an area in the university programs and structure that is not currently being addressed by other clubs, organizations or programs.*

ARTICLE 3: Membership

*Are there any qualifications for joining this club? If so, list these here. For example, do members have to be within a particular major? Have certain previous experiences related to the club’s purposes? This is also the place where you state if any application, dues, or fees are involved in membership with the club.*

Members are entitled to vote in specific situations pre-discussed by the cabinet. A membership may be revoked in the case of placement on academic probation, suspension, or disciplinary restriction. The member may reapply upon removal of probation, suspension, or restrictions. Membership will be approved by the cabinet and faculty advisor.

ARTICLE 4: Officers

President

The president of the [*insert name*] Club will provide vision and structure to complete the purpose of the organization. He or she will chair regular meetings and officer meetings, delegating duties to his fellow officers and overseeing organizational activities. He or she will vote when the opportunity to vote on an issue arises, and also will serve as a representative to the faculty, staff, and administration of Asbury University. If an officer position becomes vacant in the middle of a given term, the president will work with the advisor to select an ad hoc officer replacement until the next year.

The president/presidents is also responsible for executing any activities voted upon by the cabinet or members of the club. He will be responsible for contacting any agencies/organizations that the club is planning on partnering with, and completing the details regarding an event. He will also work with the Student Congress Executive Secretary in fundraising opportunities, if necessary.

Vice President

The Vice President will directly assist and advise the President and will assume all duties and responsibilities in all events, roles, and duties when the President is unable to participate.

Advisor: [insert name of Advisor]

The advisor of the [*insert name*] Cub will attend distinct meetings and events. Along with the president, she/he will be a representative of the club to the faculty, staff, and administration of Asbury. She/He will provide the cabinet of the club with timely and appropriate advice and insight regarding the coordination of activities of the club in correspondence with the academic and administrative policies of Asbury to maximize its effectiveness. She/He will have no vote at any meetings regarding the feasibility or organizational appropriateness of supported motions. Should the advisor be unable to continue her/his role, /shehe will work with the president to find an appropriate co-advisor, who must be approved upon by the members of the club.

ARTICLE 5: Meetings

*Clubs must meet at least 3 times a semester and hold at least 1 all-campus event/activity to remain active. This space is to be used to list when your club will meet and how often, as well as where. It is also helpful to list out anticipated events and when they will take place. Start small, but seek to really bring to pass what you suggest here.*

ARTICLE 6: Elections

*Are there elections for admittance into your club? If not, how will members join? How will they hear that this club exists and how to join it? List any qualifications for joining here.*

ARTICLE 7: Amendments

An amendment to this charter may be made by means of written proposal with reason for change, and can be submitted one week prior to a vote. The amendment must be ratified with 2/3 vote of the members present at the monthly meeting.