



Steps to Creating an Asbury Student Congress Club

1) Schedule a meeting with the Vice President of Club and Congress Operations

- a. The VP of CCO will go over all the necessary proposal documents
 - i. Club Advisor Agreement
 1. This person will provide insight, guidance, and advice to the group as they plan and implement events
 - ii. Club President Agreement
 - iii. Club Student Body Support (50 signatures required)
 - iv. Club Proposal includes
 1. Mission/ Purpose
 2. How the funds will be used.
 3. What club meetings will look like and how often will they be held.
 4. All campus event ideas
 5. How your club differs from existing clubs
 - a. We have a number of clubs already in existence. It is often better to unite forces toward common ends than to have multiple clubs in existence that are similar.
 - b. Read through the club list provided on the Asbury website. If your club's intended mission is like any active club, we encourage you to discuss joining their club.
 6. Club leadership and description of roles.
 - a. You will also need 6 members in order to form a club. These members, including your leadership, will be the officers of the club. This can include President, Vice President, Secretary, Treasurer, Public Relations Director, and/ or Historian.

7. To verify that the representative is in good academic and chapel standing, a signature from the Registrar's Office as well as the Office of Spiritual Life will be required.

v. Club Charter

1. A club charter is an official document that outlines the structure and rules of a club. It acts like the constitution or foundation of the club; it explains what the club is, how it operates, and what it stands for.

2) Executive Cabinet approval

- a. Once the above has been completed, you will send the paperwork to the VP of CCO in the Executive Cabinet office in the basement of the Student Center. The Executive Cabinet will then review the proposal.

3) Asbury Student Congress Approval

- a. When the proposal document has been *approved* by Executive Cabinet, the Vice-President of the Club and Congress Operations will schedule a presentation of your proposal at the next Asbury Student Congress meeting.
 - i. These meetings occur once a month. Prepare a brief presentation that discusses the mission of your club and how it will advance Asbury's community and mission.
 - ii. There will be an opportunity for discussion of your proposal followed by questions. Upon completion of the discussion, your proposal will be voted on by ASC. A majority vote means your club is approved and active from that moment on. If you do not receive a majority vote, then the club is not passed.
 - iii. If your club is not passed, you do have the chance to revise your club idea and go through the process a second time, but there must be significant change to the idea.