

How to Charter a New Club

Dixie State University

Previous to becoming a club the following eligibility requirements must be met:

- I. A minimum of ten members-current Dixie State University Students.
- II. Select an advisor from Dixie State University faculty, staff or administration.
- III. Fill out the club application forms found on OrgSync.com or in the Clubs cubicle located in the DSU Student Government room. Submit completed forms to the Vice President of Clubs for approval from both the Vice President and the Club Council.
- IV. Write a club Constitution including purpose, objectives, meeting schedule, and proposed activities.
- V. Present to the club council:
 - a. Club presidents applying for a charter are allowed time in the club council meeting to present a potential club name, mission statement, and statement of purpose.
 - b. After a potential club has been proposed to the club council, each council representative is given the chance to ask questions of the future club president regarding the club purpose, integration, and relevancy to DSU mission.
 - c. Following the presentation, the future club president is excused and the council deliberates to decide whether the club will be chartered or not.
 - d. Following deliberation, the club council will vote on the acceptance of the new club charter. A new club charter requires a 2/3 majority vote by the club council. Documentation for a club's VPS or VPR account will be created and presented to the Director of Student Involvement and Dean of Students for approval and account designation.
- VI. Final approval of Club charter:
 - a. Before a club is officially chartered and recognized by DSU a final document is prepared by the Vice President of Clubs confirming all the above requirements have been met and presented to the Director of Student Involvement and the Dean of Students. After signed approval by the VP of Clubs, the Director of Student Involvement, and the Dean of Students, a club account is set up and funding can then be allocated to new club account.

*For additional information/rules refer to ARTICLE III of DSUSA Club Council Policies and Procedures document.