

# Starting A NEW Club

## **CHECKLIST:**

- ☐ Speak with Club Support Committee Chair
- ☐ Draft and Email Constitution
- ☐ Obtain MEMBER Signatures
- ☐ Obtain SUPPORTER Signatures (Chartered Only)
- ☐ Outline a yearlong plan
- ☐ Plan and Record Organizational Meeting
- ☐ Submit Materials to Club Support Committee
- ☐ Attend Senate Meeting
- ☐ Create Club Webpage
- ☐ Create Club ListServ
- ☐ Join “Club Leaders” ListServ
- ☐ Meet with Treasurer Representative & Create SUMS Account (Chartered Only)
- ☐ Next Steps

Steps detailing how to complete these items are listed on the following pages.

☐ **Step 1:** Speak with Club Support Committee Chair

If you have an idea for a club you'd like to start at Brandeis, email the current Club Support Committee Chair in the Student Union and set up a meeting. This meeting will allow you to discuss your ideas, find out if there are similar clubs on campus and point you in the direction of various resources and materials that will help you in this process. This meeting is a great place to ask initial questions!

The Club Support Committee Chair contact info for the current year can be found at the site below:

<http://goo.gl/w4bhJg>

☐ **Step 2:** Draft and Email Constitution

Every club is required to have a constitution. You must draft a constitution for your club before pursuing signatures for club approval. Email the drafted constitution to the Club Support Committee Chair for review. Work together to determine if any changes need to be made. Generally, each constitution consists of the following eight statements:

- I. Purpose
- II. Membership
- III. Officers
- IV. Meetings
- V. Election of Officers
- VI. Constitution Amendments
- VII. Statement of Non-Exclusivity
- VIII. Request to be Recognized and/or Chartered

The breakdown of each section is as follows:

- I. Purpose
  - a. Mission statement of the club
  - b. Main goal
  - c. Must be clear and specific
  - d. Cannot be too similar to the purpose of any other club
    - i. An example purpose statement:

**“Brandeis Advertising & Marketing’s** primary goal is to provide opportunities for students to learn about the various aspects of the marketing and advertising industries through outside speakers, alumni and related events held in the Boston area. The club seeks to provide shadowing opportunities for members through a list of alumni and industry contacts. Finally, the group will aspire to increase the course offerings and career resources designated for students interested in marketing and advertising.”

II. Membership

- a. Outline how one gains membership to the club (NOTE: clubs must be open to ALL members of the Brandeis Community. Some clubs, such as A Cappella groups or Comedy Troupes, may require auditions)

III. Officers

- a. Outline the various officer positions and their roles in the club (e.g., President, Vice President, Treasurer, Intercultural Center Representative, Publicity)

IV. Meetings

- a. You should include a detailed description of what you hope to accomplish during each club meeting, how these meetings may operate and how long meetings are intended to last.
  - i. An example:

**“African Dance Club Meetings:** There will be as many classes as possible in the semester with a professional instructor, subject to budget restraints. There should be a formal meeting without dance instruction once a semester for elections or other relevant club matters such as fundraising. Each dance class is to begin with 15-30 minutes of stretching and an hour of instruction.”

V. Election of Officers

- a. Describe how the officer positions are filled (e.g.: Majority vote of club members at the end of each semester, elections by current Executive Board)

VI. Constitution Amendments

- a. Detail how amendments to your constitution will be decided in the future, if the need arises (e.g. discussion at monthly board meetings, passing determined by majority vote)

VII. Statement of Non-Exclusivity

- a. Fill out and abide by the following statement:

CLUB NAME is open to all members of the Brandeis Community. CLUB NAME does not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation, ideology, veteran status or any other category protected by the law.

#### VIII. Request to be Recognized and/or Chartered

##### ☐ **Step 3:** Obtain MEMBER Signatures

**Recognized** clubs need the signature of 10 committed members.

**Chartered** clubs need the signature of 15 committed members.

#### **Recognized vs. Chartered**

Recognized clubs are supported by the University but *do not* receive allocations from Allocations Board, as given by the Student Union. They are allowed to fundraise and receive monetary gifts.

Chartered clubs are supported by the University and may receive allocations from Allocations Board.

NOTE: Newly chartered clubs will not receive funding for their first semester.

##### ☐ **Step 4:** Obtain SUPPORTER Signatures (Chartered Only)

Chartered clubs need to get signatures from 135 students who are in support of your new club. Because the student body funds all Brandeis clubs, it is crucial that the community is in support. You should bring a copy of your constitution with you when asking for supporter signatures.



**Brandeis University Student Union**  
**Club Supporter List**

I support \_\_\_\_\_ becoming a Chartered Organization. I understand that it will be given the use of Student Union copy machines, the ability to reserve rooms on Campus and the opportunity to go before the Finance Board for funding.  
***You MUST read this club's constitution before signing this document.***

Name	Year	Phone	Email	MB#	Signature
1					
2					
3					
4					
5					
6					
7					
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## Brandeis University Student Union

# Club Member List

I plan on becoming a member of \_\_\_\_\_. Should it become a Union Organization, I intend to be an active participant in the events and projects of said organization.

***You MUST read this club's constitution before signing this document***

Name	Year	Phone	Email	MB#	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Recognized clubs require only 10 club member signatures.

Chartered clubs require 15 club member signatures and 135 club supporter signatures.

11.					
12.					
13.					
14.					
15.					

If you wish to be *chartered*, please take one Club Member form and 3 Club Supporter forms.

### ☐ **Step 5:** Outline a yearlong plan

In order to ensure that your club is sustainable and the mission is met, you are required to outline the plans for your club's first year of existence. This could include:

1. Number of meetings, and what you hope to accomplish during them
2. Performances in which you plan to participate
3. Events you would like to host
4. Guest speakers
5. Lessons, rehearsals, and practice sessions

Keep in mind that chartered clubs will most likely not be offered funding immediately upon approval. For this reason, consider co-sponsoring an event with another club, hosting group discussions or holding student-led practices or lectures for the first few meetings. You can try to plan for independent events and practices with professional instructors for later in the semester, in your second semester, or as soon as emergency funding becomes available. All activities described in this plan must be defended as contributing to the goals of the club and show that the club will be vital and utilized.

### ☐ **Step 6:** Plan and Record Organizational Meeting

Host your first club meeting, and keep note of attendance and what is accomplished during this meeting. The meeting must be open to the Brandeis community and should include the committed members who signed up for your club.

### ☐ **Step 7:** Submit Materials to Club Support Committee

All materials should be sent to the Club Support Committee as electronic and hard copies. This includes a copy of your constitution, member signatures, supporter signatures, yearlong plan and records of the organizational meeting. The committee will look over your materials to make sure you have everything prepared for your upcoming meeting with the Senate, where you will answer questions about your documents and plans. This is a great time to ask questions, find out what items you are missing and learn how to advocate for your club before the Senate.

☐ **Step 8: Attend Senate Meeting**

The Senate meets every Sunday evening in the Shapiro Campus Center to discuss various topics, including changes to club constitutions and the formation of Recognized and Chartered clubs. In order to get on the Senate Agenda, take the following steps:

1. Email a copy of the Constitution, Membership Form, and Supporter Form to the Club Support Chair by 5:00pm on the Wednesday before the Senate meeting you wish to attend (Senate meetings are typically held Sundays at 7:00pm)
2. The Executive Senator will notify you about the week's agenda. You must attend the Senate meeting to present your club request and answer any questions Senators might have. If possible, ask a few club members or representatives to attend the meeting as well.

The Senate will then vote on whether the club should be Recognized or Chartered, and will let you know of its decision at the end of your meeting.

☐ **Step 9: Create Club Webpage**

Once approved by the Senate, you will need to create a club page to appear on the Brandeis "Student Clubs and Organizations" website. To do this, you will need to fill out the "Club Website Update Form" on the Student Activities webpage.

Student Activities Site:

[brandeis.edu/activities](http://brandeis.edu/activities)

Club Website Update Form:

<http://goo.gl/qCBRix>



Student Clubs and Organization Page:

brandeis.edu/clubs

Your constitution will need to be emailed to Kelly Whiffen, the Department Coordinator for Student Activities (kwhiffen@brandeis.edu). You may also want to mention that you are a new club, and specify what category you feel your club falls under (e.g., Academic, Arts and Culture, Performance)

☐ **Step 10:** Create Club ListServ

A ListServ is an email list for your club so you can send messages about upcoming meetings, events or other announcements. People interested in joining your club can add themselves to the listserv (or be added by a club administrator) to keep informed. ListSers usually have the following format:

clubname@lists.brandeis.edu

To create a listserv for your club, go to the following link and set your preferences:

[https://lists.brandeis.edu/wws/create\\_list\\_request](https://lists.brandeis.edu/wws/create_list_request)

For support, contact the Help Desk through Library and Technology Services. You can call them at the following number, or visit them in person at the Goldfarb Library.

Goldfarb Main Library, Level 1  
781-736-4357 (x6HELP)

Once you set up your listserv, learn how to maintain the list and adjust the settings by looking at the following page on the LTS website:

[lts.brandeis.edu/techhelp/content/mailing-lists.html](https://lts.brandeis.edu/techhelp/content/mailing-lists.html)

☐ **Step 11:** Join “Club Leaders” ListServ

To stay informed and up to date on mandatory club leader meetings, workshops, deadlines and events, join the Club Leaders ListServ. ALL CLUBS (including A Cappella groups, Secured Clubs, etc.) should have at least one representative subscribed to this list.

You will receive emails about:

- a. Activities Fairs (fall and spring)
- b. Mandatory Treasurers Training
- c. Early and Regular Marathon Sessions
- d. Performance Applications (e.g. Culture X)

To subscribe, go to the link below and click on the bottom left where it says “subscribe.”

[lists.brandeis.edu/wws/subscribe/clubleaders](https://lists.brandeis.edu/wws/subscribe/clubleaders)

☐ **Step 12:** Meet with Treasurer Representative & Create SUMS Account (Chartered Only)

You will need to meet with the Student Union Treasurer (via email or in person) who will then contact Steve Costa, Budget Analyst for Brandeis University. They will review your finance requests and/or allocations and help you create a Student Union Management System (SUMS) account. With a club-specific username and password, you will use SUMS to make all funding requests, log financial records and pay instructors/consultants.

☐ **Step 13:** Next Steps

Now that your club has been created, visit the Student Activities website to look at resources such as the Club Leadership Handbook and guide to Maintaining an Existing Club. These resources provide important information regarding booking rooms, advertising for your club and requesting funds. You can find the answers to all other questions about making your club a success.