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## Starting an ASUPS Club

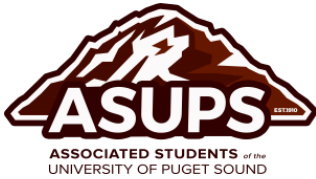
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What does the process for becoming an ASUPS Club/Organization look like?

1. Fill out the Application and supplemental information
2. Submit completed packet to the ASUPS Office, Wheelock 210
3. The ASUPS Vice President will review the packet and submit it to The ASUPS Senate Chair for review during Informal Senate
4. The ASUPS Vice President or Senate Chair will notify you when your club/organization will be discussed as Formal Senate
  - a. It's recommended that the President and Treasurer, at minimum, attend, but more members are welcome
5. Senate will likely have more questions about your club for you and then they will vote!

Updated club materials should be brought the ASUPS Office. This includes advisor agreements, by-laws, constitution and leadership information. We keep all of this information in a file cabinet so that it can be referenced from year to year.

Please refer to the ASUPS Club & Organization Governing Guidelines and Procedures for further information.



## Club/Organization Registration Application

### Organizational Information

<b>Full Organization Name</b>	
<b>Nickname/Acronym/Common Name</b>	
<b>Organization's Purpose (this should also be in governing documents)</b>	
<b>Membership Criteria (this should also be in governing documents)</b>	
<b>Major Activities</b>	
<b>Organization type (circle one)</b>	Academic   Arts   Club Sport   Service   Fun   Religious   Political   Identity   Occupational
<b>Other Affiliations (N/A or Website)</b>	

### Funding Information

<b>Plan to request ASUPS Funding</b>	YES or NO
<b>Club Dues</b>	YES or NO, if yes, intended amount \$ _____
<b>Other sources of funding</b>	

### Additional Information

<b>What are your plans for the transition of leadership from year to year within this organization?</b>	
<b>How does your club align with the goals of ASUPS?</b>	
<b>Which of these, if any, is your club planning to host/participate in?</b>	Green Dot Training   CICE Workshops   Peer Allies Workshop   Other

For any questions, refer to the ASUPS Vice President  
 Phone: (252) 879-3274 • [asupsvp@pugetsound.edu](mailto:asupsvp@pugetsound.edu) • Wheelock 210

**Member Information**

<b>President</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>
<b>Treasurer</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>
<b>Member 3</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>
<b>Member 4</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>
<b>Member 5</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>
<b>Member 6</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>
<b>Advisor</b>	<b>Full Name</b>	<b>Phone Number</b>
	<b>CMB</b>	<b>Email</b>

\*Names of additional Members can be provided as a supplement

**Additional Attachments**

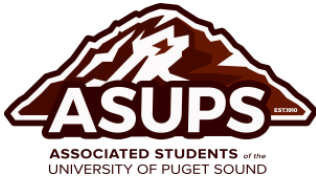
- ✓ Faculty/ Staff Advisor Agreement
- ✓ Constitution and/or By-Laws
- ✓ Any additional supplements (not required)

**Signatures & Approval**

**Organization President**

<b>Organization President Signature</b>							
<b>Organization Treasurer Signature</b>							
<b>Organization Advisor Signature</b>							
<b>Application Received</b>	/	/	/	<b>Approved at Senate</b>	/	/	/
<b>ASUPS VP Signature</b>							

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## Student Organization Constitution Outline

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A student organization must have some procedures by which to conduct its business. A constitution and by-laws are an effective way of establishing those procedures. Generally, the constitution and by-laws are two separate documents. The constitution sets forth the general principles upon which an organization was established, membership requirements, and designated officer responsibilities. The by-laws contain, in more detail, the procedures to be followed for meetings, decision-making, officer selection, and financial transactions.

If an organization wants to establish basic principles that are to be difficult to change, a constitution separate from by-laws is recommended. Where this is not desirable and all the rules could be subjected to the same amendment procedures, two separate documents are not necessary.

Following is a suggested outline for information to be included in a constitution and/or by-laws:

- I. Name of the Organization
- II. General Description (mission statement / statement of purpose and practice)
- III. Membership

The following must be stated directly:

  1. All voting members and officers of (Name of organization) must be regular fee paying students at the University of Puget Sound.
  2. (Name of organization) shall not deny consideration for membership to any student because sex, race, creed, color, national origin, religion, age, disability, marital or familial status, sexual orientation, veteran status, gender identity, or any other basis prohibited by local, state or federal law.
- IV. Officers

List the officers and advisor of the organization. Include responsibilities and authority, term and procedures for election, removal, and the filling of vacancies.  
*\*The actual names of officers should not be included in this document*
- V. Meetings

Specify information regarding the meetings of the organization. Include regularly scheduled meetings, procedures for calling special meetings, required notice for meetings; quorum, order of business, and disposition of minutes.
- VI. Committees

List the committees of the organization. Include information regarding the process of appointment, responsibilities, and reporting.
- VII. Parliamentary Authority

Name of the manual of parliamentary practice to which questions will be referred.
- VIII. Amendments

Specify the procedure(s) for amendments including advance notifications, number of readings, and required vote for adopt

**SUBMIT HARD OR ELECTRONIC COPIES OF CONSTITUTIONS AND/OR BYLAWS TO:**

**ASUPS Vice President**

**Phone: (252) 879-3274 • [asupsvp@pugetsound.edu](mailto:asupsvp@pugetsound.edu) • Wheelock 210**



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## Faculty/Staff Advisor Agreement

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**Name of Student Organization:** \_\_\_\_\_

This agreement is designed to enhance the relationship between the advisor(s) and the members of the above-named student organization. This document should be reviewed periodically for the benefit of all parties. Re-negotiation of any area should occur whenever one of the parties deems it appropriate.

Student organizations must have a faculty or staff advisor who is employed by the University of Puget Sound. The faculty/staff advisor serves as an additional communications link between the student organization and the University. It is the responsibility of the club leaders to maintain an advisor. Any changes to the faculty/staff advisor require a re-signed agreement. Copies of new/updated agreements should be brought to the ASUPS Office, Wheelock 210.

Although there are no requirements as to the level of advisor involvement in a student organization, the following guidelines should be used as a tool for defining the advisor's relationship with the student organization:

- ❖ The advisor should provide expert knowledge and advice.
- ❖ The advisor should suggest and encourage new program ideas.
- ❖ The advisor should help members apply principles and skills learned in and out of the classroom.
- ❖ The advisor should point out new directions and options.
- ❖ The advisor should provide insight into the group's problems and successes.
- ❖ The advisor should teach leadership techniques and develop new leadership.
- ❖ The advisor should assist in maintaining high standards of programming and individual performance.
- ❖ The advisor should provide continuity with the history and traditions of past years.
- ❖ The advisor should be knowledgeable of University policies and procedures.
- ❖ The advisor should assist in the development of procedures and plans of action.
- ❖ The advisor should notify club leadership of sabbaticals, leaves of absence, etc. so the club can seek a new advisor for the interim.

*In return for his/her support, the advisor should expect that he/she will be consulted regularly by the officers concerning their plans for group activities and programs. The advisor should know what events are being planned and should offer ideas and suggestions freely but NOT dominate the program planning process.*

*If not being consulted, the advisor should insist that the group do so. At the same time, the advisor should avoid becoming involved in clearing or approving every detail.*

We, the undersigned, affirm that the student organization named above and the advisor(s) have negotiated the advisor-officer relationship:

**Advisor Name:** \_\_\_\_\_ **President Name:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **President Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For ASUPS Office Use Only:**

**Received in ASUPS:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **by:** \_\_\_\_\_