



Starting an ASUPS Club

5 Steps to becoming an ASUPS Club

1. Fill out this application packet 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 ASUPS Senate for review
4. The ASUPS Vice President or Senate Chair will notify you when your club/organization will be discussed at Formal Senate
 - a. It is recommended that the President and Treasurer, at minimum, attend, but more members are welcome
 - b. Senate will likely have more questions about your club for you and then they will vote!
5. Come to Senate at your designated time

Updated club materials should be brought the ASUPS Office.

Documents include:

- Advisor agreement
- By-laws
- Constitution
- Leadership information

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



Student Organization Constitution Outline

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

For any questions or if you would like help in this process, please contact the ASUPS VP



Club/Organization Registration Application

Club/Organizational Information

Year _____

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

Funding Information

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

Additional Information

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

For any questions, refer to the ASUPS Vice President
 Phone: (253) 879-3274 • asupsvp@pugetsound.edu • Wheelock 210

Member Information

President	Full Name	Phone Number
	CMB	Email
Treasurer	Full Name	Phone Number
	CMB	Email
Member 3	Full Name	Phone Number
	CMB	Email
Member 4	Full Name	Phone Number
	CMB	Email
Member 5	Full Name	Phone Number
	CMB	Email
Member 6	Full Name	Phone Number
	CMB	Email
Advisor	Full Name	Phone Number
	CMB	Email

*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

Club President Signature	
Club Treasurer Signature	
Club Advisor Signature	
Application Received	/ / /
ASUPS Vice President Signature	Approved at Senate / / /

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Faculty and Staff Advisor Agreement

Name of Student Club/Organization: _____

This agreement outlines the relationship between the advisor(s) and the members of the above-named student club or organization. This document should be reviewed annually, and when necessary, re-negotiated for the benefit of all parties.

Student clubs and organizations must have a faculty or staff advisor who is employed by the University of Puget Sound. The faculty or staff member serves purely as an advisor and an additional communications link between the student club or organization and the University.

The following guidelines should be used as a tool for defining the advisor's relationship with the student club or organization. In return for their support, the advisor should expect that they will be consulted regularly by the officers concerning their plans for group activities and programs.

The advisor should:

- suggest and encourage new directions and options;
- help members apply principles and skills learned in and out of the classroom;
- provide insight into the history and traditions of past years;
- help with transition of new leadership;
- be knowledgeable of University policies and procedures.

The advisor may NOT:

- demand actions from club/organization leaders or members;
- have authoritative decision-making power;
- hold any club/organization leadership positions at any point in time.

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, agree to follow these guidelines.

Advisor name: _____ Date: _____

Advisor signature: _____

President's name: _____ Date: _____

President's signature: _____