



Fairfax University of America

Application for Recognition as an Approved Student Club/Organization

Date Application Field:

Proposed Name of Club/Organization:

Club Executive Board Information:

Name of the President:

E-mail of President:

Name of the Vice President:

E-mail of Vice President:

Name of Public Relations Officer:

E-mail of Public Relations Officer:

Name of Secretary:

E-mail of Secretary:

Name of Treasurer:

E-mail of Treasurer:

Staff or Faculty Advisor:

Statement of Purpose (Aim & Objectives):

Club Logo Text:

FXUA Staff Approvals:

Director of Student Affairs: Allison Forbes

Date:

Approved

Denied

Signature:

meeting with the club President, Student Affairs Representative(s), and the member who is in violation of club policy.

First Offense: The member in question will receive a verbal warning, which lists the occurrence of the verbal warning from the remaining executive team and Student Affairs representative(s).

Second Offense: The member in question will receive a written warning which lists the occurrence of the verbal warning and the behavior(s) that lead to a second offense, and a notice that a third offense can result in their removal from the club. The letter will be signed by the club President and Student Affairs representative(s).

Third Offense: The member in question will be called to a meeting with the full club executive team and Student Affairs representative(s). At this stage, the executive team has observed a habit and the member may be asked to leave the club.

Removal of an Officer: It is the duty of the other members of the executive team to provide sufficient evidentiary documentation of the member's failure to perform at the level expected of club executives. This includes, but is not limited to; frequent, unexcused absences from club meetings, events or activities; executive meetings; having or borderline hazing; (for the President only) recurring absences from Monthly meetings with Student Affairs In these instances, the executive team shall provide the Student Affairs Department with official documentation of infractions and shall arrange a meeting with the remaining executive team, Student Affairs representative(s), and the executive who is negligent in duty.

First Offense: The executive in question will receive a verbal warning from the remaining executive team and Student Affairs representative(s).

Second Offense: The executive in question will receive a written warning which lists the occurrence of the verbal warning and the behavior(s) that led to a second offense, and a notice that a third offense can result in their removal from the club. The letter will be signed by the remaining executives and Student Affairs representative(s).

Third Offense: The executive in question will be called to a meeting with the remaining club executive team and Student Affairs representative(s). At this stage, the executive team has observed a habit and the executive may be asked to abdicate their position or, if deemed appropriate, to leave the club.

ARTICLE VI: OFFICERS

Executive officers shall have completed nine credit hours, or one semester equivalent, and have a minimum grade point average of a 3.0.

There shall be a President, Vice President, Treasurer, and Public Relations Officer. The club officers and the faculty advisor will comprise the Executive Committee. The Student Affairs Department shall be notified of any changes in club leadership immediately. Notifications shall be made via e-mail.

ARTICLE VII: FACULTY OR STAFF ADVISOR

A faculty or staff advisor shall be selected by the club. The advisor shall be notified of all club business, including regular and special meetings and other activities, at least five days in advance. The advisor shall be privileged to attend any and all meetings. The club advisor must be present at Fairfax University of America - an interim advisor must be found to replace a faculty advisor on sabbatical or away from Fairfax University of America for other reasons.

ARTICLE VIII: DUTIES OF OFFICERS/ POSITION DESCRIPTION

The President shall serve as the executive and ceremonial head of the club, shall preside at all meetings, and shall represent the club on all occasions. He or she shall remove and replace club officers and representatives delinquent in duty, and shall be an ex-officio member of all club committees. The President may call special meetings. The President must attend monthly meetings with the Student Affairs Department representative; if they cannot attend, they are responsible for sending a replacement. They are responsible for ensuring the safety of members during all events. For any events off of FXUA's campus, they shall have members sign the appropriate liability forms and must return the forms and a list of participating members within 24 hours following the event.

The Executive Vice President shall assume the duties of, and officiate in the absence of, the club president. They shall also keep record of all official meetings, maintain a record of club members, and attendance information and provide the same to the President and Student Affairs Department representative. They shall also be responsible for submission of cab forms, oversight of fundraising activities, and review of the agenda set by the President

The Treasurer shall keep the record of the club's expenditures and finances as well as member dues and receipts. They shall submit all financial information to the President, Vice President, and Student Affairs Department representative on a monthly basis. They shall also assist with any club fundraising initiatives under the direction of the Vice President.

The Public Relations Officer shall oversee the creation of any and all event communications (i.e. flyers, invitations, etc.) and gain approval for the same. They shall maintain communication the Student Affairs Department representative regarding events and any communication assistance needed. They shall manage all organization social media and webpage presence. They shall also designate a member (themselves or another member) to keep photo or video communication of events to be shared with the Student Affairs Department.

ARTICLE IV: ELECTION PROCEDURES

1. Nominations for officers shall be accepted from the floor and from the Executive Committee at the final business meeting.
2. Officers shall be elected by the majority of voting members present.
3. All elections for summer office shall take place during the spring semester. All active club members I good standing may participate in the elections. Non-members may attend elections as observers.
4. Elected candidates shall take office the first week of the summer term.

ARTICLE X: EXECUTIVE COMMITTEE AND SPECIAL COMMITTEES

There shall be a permanent Executive Committee consisting of the officers of the club and the faculty advisor. The Executive Committee shall carry out the laws of the club, supervise and plan programs, and keep club records. The Executive Committee may, with the approval of membership, assign such official duties as special reports, program chair, fundraising chair, and others as needed, if no special committees exist for these purposes.

ARTILCE XI: MEETINGS

1. At least one official business meeting of the club must be held each semester. A Student Affairs Department representative may be permitted, though not required, to attend.
2. The President may call special meetings at his or her discretion. Members must be notified in advance of each meeting.
3. Informal meetings shall be held at the discretion of the club.
4. At club meetings, a majority vote of those present is required for all business transactions,
5. At each general meeting, [Click or tap here to enter text.](#) of all active members shall constitute a quorum.
6. All club members, who have paid the appropriate amount of dues, we have the right to speak and vote at club meetings.

ARTICLE XII: FINANCES

1. Club dues shall be \$5.00 per member to be paid at the beginning of the fall, spending on when the person became a member.
2. New members shall be charged dues upon the competition of their second formal business meeting.
3. Dues may be spent at the discretion of the club.
4. Clubs are permitted, but not required, to issue a second due at the beginning of the spring semester, to be used at the discretion of the club.

ARTICLE XIII: ACTIVITIES

Clubs must host one event each semester to retain recognized status.

ARTICLE XIV: DOCUMENTATION

Failure to submit documentation including, but not limited to, budget, attendance, event forms, cab requests, etc. may result in a the club event not able to take place.

Please note, cab forms are due the second Friday of every month for events that will take place the next month. If cab forms are not turned in on time, there is no guarantee the event will be able to take place.

ARTICLE XV: HAZING

Members of this club will not take part in any form of hazing in agreement with Virginia State law § 18.2-56. Hazing is defiend”.....as any action take or situation created intentionally by an

organization or with the knowledge of consent of any ridicule to any member or prospective member.”

ARTICLE XVI: AMENDMENTS

Amendments to his constitution may be adopted by a three-fourths vote of the voting members present.

ARTICLES XVII: BYLAWS

This organization adheres to a set of bylaws, which will be its governing document, when not in conflict with Fairfax University of America policy.

Signatures

President:

Vice President:

Treasurer:

Public Relations Officer:

Club Advisor:

Student Affairs Department: