NEW CLUB/ORGANIZATION APPLICATION GUIDE

CHECKLIST:

☐ Speak with Grad Center Dept. Coordinator (Steve Weglinski)
☐ Draft and Email Constitution
☐ Obtain MEMBER Signatures
☐ Discuss and outline a yearlong plan with Steve Weglinski
☐ Submit Materials via electronic forms
☐ Create Club ListServ and/or Facebook Page
☐ Next Steps

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☐ Step 1: Speak with Dept. Coordinator for Graduate Student Affairs

If you have an idea for a club you’d like to start at Brandeis, email Steven Weglinski at weglnski@brandeis.edu 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!

☐ 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
The breakdown of each section is as follows:

I. Purpose
   a. Mission statement of the club
   b. Main goal
   c. Generally, describe what you hope to accomplish
   d. This should be unique to other clubs offered for Graduate Students
      i. An example purpose statement:
         a. "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 performance based clubs, such as Dance Troupes, may require auditions)
   b. The GSA will not recognize any clubs requiring fees for membership, as this can be a factors that prohibits some members from joining.

III. Officers
   a. Outline the various officer positions and their roles in the club (e.g., President, Vice President, Treasurer, Secretary, Publicity)

IV. Meetings
   a. You should include a detailed description of what you hope to accomplish during each club meeting, frequency of meetings, how these meetings may operate and how long meetings are intended to last.
      1. An example:
         a. "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, etc…)

VII. Statement of Non-Exclusivity
   a. Fill out and abide by the following statement:
      
      i  [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.

   □ Step 3: Obtain MEMBER Signatures

   Recognized clubs need the signature of at least 3 committed members.

   Recognized clubs are supported by the University and the Graduate Student Association. Recognized clubs will need to request funds from the GSA on an as needed basis.

   Brandeis University Graduate Student Association
   Club Member List

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

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   Recognized clubs require only 3 club member signatures.
Step 4: 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 recognized clubs may 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 funding becomes approved. 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 5: Create Club ListServ and/or Group Facebook Page (Optional)

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. ListServs 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

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

Don’t forget to create Group page on Facebook if that is a better way for your group to communicate!

☐ **Step 6: Next Steps**

Now that you have taken the necessary steps to establish your club, you need to upload the following application materials using this **ONLINE FORM**:

1. Constitution
2. Member Signature List
3. Yearlong plan outline

You can expect a response from a GSA Executive Committee member within 24-48 hours of your application submission. Now that your club has been created, get a head start by visiting the [GSA Clubs/Orgs website](https://www.brandeis.edu/gsac/o movement) to look at resources, such as the [Club Handbook](https://www.brandeis.edu/gsac/o movement/club-handbook). These resources provide important information about developing your club into a success!