Club Accreditation Guide
(2015-2016 Academic Year Edition)

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Section 1, Types of Recognition

Student clubs at Brandeis University presents an incredible opportunity for extracurricular involvement. There are many different types of clubs and organizations that interact and intersect with various Brandeis institutions. One of these institutions is the Undergraduate Student Union.

The Student Union Senate is responsible for the accreditation of many types of organizations, including musical groups, academic clubs, some club sport teams, and a variety of other groups dedicated to a particular interest. The Senate offers two different types of accreditation.

Recognition:

Recognition is the first level of Student Union Club Accreditation. Recognized organizations enjoy the following privileges:

- Access to the Club Resource Room (the “Romper Room”), which includes access to free black and white printing for club-related purposes.
- The ability to reserve rooms on campus for club functions.
- Advertising opportunities that include posting flyers or posters on campus (subject to restrictions by the Department of Community Living, the Department of Student Activities, etc) and a club website.
- Chances to attract new members to your Club or Organization by being present at the Activities Fair and the Winter Involvement Fair.
- The support and acknowledgment of the Undergraduate Student Union.

Chartering:

Chartering is the second level of Student Union Club Accreditation. Clubs ought to consider a request to be chartered if there is a significant need for Union financing. Chartered organizations enjoy the following privileges:

- All privileges enjoyed by recognized organizations.
University funding through the Student Union Allocations Board. More information about the Board and its policies can be found online at union.brandeis.edu.

Section 2, Requirements for Recognition

In order to be officially recognized by the Student Union, a prospective club must be complete the following steps in the order presented:

- Email a member of the club support committee with an idea for a club and any questions.
- Draft a Constitution that meets the requirements set forth by the Student Union Bylaws. These requirements are also outlined below.
- Submit the signatures of 150 current Brandeis Undergraduate Students on a Union-provided petition sheet (Appendix A) in order to demonstrate community approval for the prospective organization’s request for recognition.
- Submit a two-semester plan for the club or organization's operations to the Senate Club Support Committee. This is a non-binding plan and does not require precise details regarding times or locations, but should demonstrate thorough and well-reasoned plans for an organization's operations. Further details can be found below.
- Hold an organizational meeting attended by at least ten students that wish to join the organization.
- Submit a list via email containing the names and Brandeis email addresses of the club’s initial officers.
- Schedule and attend a meeting with the Senate Club Support Committee.
- Attend a Senate meeting where the leaders of the prospective club will make a case for accreditation, as well as engage in a question-and-answer period with the Senate.
Constitutions:

Every club is required to have a constitution. In order to start the club formation process, a club must draft a constitution. Email the drafted constitution to the Club Support Committee Chair for review. The Club Support Committee Chair will describe any issues with the Constitution and recommend possible changes. 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

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. Please note that ALL clubs must be open to ALL members of the Brandeis community. Some clubs, such as a capella groups or comedy troupes, may require auditions.

III. Officers
a. Outline the various officer positions and their roles in the club. All clubs must have a President and a Treasurer. Other roles might include Vice President, Secretary, or even more specific positions such as Intercultural Center Representative or Publicity Director depending upon the nature of a club or organization.

IV. Meetings
a. Include a detailed description of what the club hopes to accomplish during each club meeting, how these meetings may operate, and how long meetings are intended to last.

An example meeting section:

“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. Many clubs elect officers by majority vote of club members at the end of each semester. Others clubs have more complicated procedures.

VI. Constitution Amendments
a. Detail how amendments to the club’s constitution will be decided in the future. Like elections, many clubs choose to have a simple vote during meetings, but other clubs will have more complicated procedures. Please also take note that if a Club wishes to change its name or purpose, it must notify the Senate Club Support Committee Chair. In the case of a change of purpose, the club must also come before the Senate. Constitutions should be sent to the Department of Student Activities after any updates are made so
the most up-to-date versions may be posted online. For more information, see the section on club webpages on page 7.

VII. Statement of Non-Exclusivity

a. All clubs must include (replacing “CLUB NAME” with the name of the club) and abide by the following statement of non-exclusivity:

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.

The Two-Semester Plan:

In order to ensure that a club is sustainable and its mission will be met, a prospective club is required to provide an outline for its next year’s operations. This may include some or all of the following or any other relevant information.

- Dates or number of meetings and what will likely be accomplished or discusses.
- Performances in which a club plans to participate.
- Events a club may host.
- Potential guest speakers or topics.
- Lessons, rehearsals, and practice sessions.

Newly chartered clubs may not be offered funding immediately upon approval. For this reason, clubs ought consider co-sponsoring an event with another club, hosting group discussions or holding student-led practices or lectures immediately after chartering. All activities described in this plan must contribute to the goals of the club.
Post Recognition Resources:

There are several requirements for clubs and resources available after recognition.

Club Webpages:

All recognized clubs are required to create a club page to appear on the Brandeis “Student Clubs and Organizations” website. Club leaders must fill out the “Club Website Update Form” on the Student Activities web page. Please email all Constitutions and questions to Kelly Whiffen from the Department of Student Activities at the following address:

kwhiffen@brandeis.edu

Club Listservs:

A ListServ is an email list for a club that may be used to send messages about upcoming meetings, events, or other announcements. People interested in joining a 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. They can be reached at the following number, or visit them in person at the Goldfarb Library.

Goldfarb Main Library, Level 1
781-736-4357 (x6HELP)
To learn how to maintain a list and adjust the settings, refer to the following page on the LTS website:

lts.brandeis.edu/techhelp/content/mailing-lists.html

*The 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. Various important emails will be sent to this listserv, including the following:

- Updates regarding the Activities Fair and Winter Involvement Fair.
- Dates and times of mandatory Treasury Trainings.
- Details surrounding Allocations Board Marathon Sessions.
- Performance Applications, e.g. application information for Culture X.

To subscribe, one can follow the link below and click on the bottom left where it says “subscribe.”

lists.brandeis.edu/wws/subscribe/clubleaders

**Section 3, Requirements for Chartering**

In order to have a club officially chartered by the Student Union, the club must first have been recognized for at least forty (40) academic days. If this requirement has been sufficiently met, a club must complete the following steps:

- Email a member of the club support committee indicating that the club would like to begin the chartering process.
- Submit the most up-to-date version of the club’s constitution to the club support committee.
Submit the signatures of 150 current Brandeis Undergraduate Students on a Union-provided petition sheet (Appendix A) in order to demonstrate community approval for the organization’s request for chartering. These signature sheets must be different from the signatures used for recognition, but students that signed a club’s petition for recognition may also sign one for chartering.

Submit a report of the club’s performed operations and hosted events for the last year or since recognition if the club has been recognized for less than one year.

Submit a list via email containing the names and Brandeis email addresses of the club’s current officers.

Schedule and attend a meeting with the Senate Club Support Committee.

Attend a Senate meeting where club leaders will make a case for accreditation, as well as engage in a question-and-answer period with the senate.

**Section 4, Maintaining Accreditation**

In order to keep renew accreditation between academic years, it is necessary for a club or organization do the following:

Submit an anti-hazing/club renewal form each year. These forms are provided online by the Department of Student Activities. The deadline for this form shall be set 40 days after the first day of the academic year.

All Officers must complete Bystander Training once annually as recorded by the Office of Prevention Services.

Promptly responding to any document requests made by the Student Union.

If you have any questions, please email a member of the Senate Club Support Committee. Contact information is available online at union.brandeis.edu
Brandeis University Student Union

The purpose of this sheet is to record student support for ________________________.

By signing this document you are stating that you have read and support the above stated organizations relevant petition, constitution, etc.

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