Petition for Establishment of a New Club

**Purpose:**

Southern California University of Health Sciences recognizes student’s passion and drive for extra-curricular and co-curricular activities. Student clubs and organizations must foster a culture that supports the Mission, Vision and Values of the SCU brand. All student clubs must have an advisor who is an SCUHS faculty member or an administrator. An advisor serves as a link between the College and the student club and should assist the club in providing leadership, assist the club in achieving its goals and be a mentor to students that promotes the principles and ideologies that make a successful healthcare provider.

**Timeline:**

Students should petition as early as possible prior to the term in which the club shall be in existence, but no later than 30 days before the beginning of said term.

**Additional Approval of Technique Based Clubs:**

All petitioning clubs shall state the purpose and organization of the club. Should that club be determined to be associated with the practice or learning of chiropractic, acupuncture or physician assistant techniques then an additional approval shall be needed from the Dean of the associated college.

- Technique: The technique which is to be highlighted at the club meetings shall be determined to not provide undue harm or risk to students. Additionally the club shall demonstrate a dedication to following all guidelines as outlined in the technique lab use agreement. The faculty advisor, holding a valid California professional license to practice, must supervise all club meetings where techniques are demonstrated.

**Approvals & rationale:**

- Associated Student Body Executive board shall determine the viability of the petitioning club, as well as evaluate the potential club’s constitution. The ASB E-board may request a meeting with the petitioning student who has been listed as the president on the club’s application form in order to fully determine if approval shall be granted. A 2/3 majority vote of ASB Executive Board members shall be required to obtain approval from the ASB Executive Board.
- Student Affairs shall review the potential club’s constitution, as well as speak with the listed president of the prospective club. They shall grant approval based on their own determination of the completion and quality of the potential club’s application requirements.
  - Additionally, should the club be associated with a larger (state, national, or international) organization, the office of Student Affairs shall contact said organization and confirm that students have the approval of said organization to form the potential club.
- If the potential club is a technique-based club the LACC, CEM or CSIH Dean’s office shall grant approval based on their own determination of the safety and feasibility of the club and technique. They shall also approve the club’s prospective advisor as a person trained and fully licensed as a practitioner.

**Procedure:**

- Key student recruits a prospective executive board for proposed club, prepares a constitution (based on the guidelines laid out below), recruits a faculty advisor, and completes the application form below. All materials as stated in policy 6.6.3.2 Creation of a New Student Organization or Club (included below) are submitted to the office of Student Affairs.
  - Note: All proposed club officers must have a cumulative GPA of not less that 2.5 on a 4.0 scale.
• Student Affairs grants pre-approval based on the completion of requirements listed above and helps the prospective club to hold an informational meeting to determine the campus interest in the new club.
• Should the new club generate a list of at least ten members Student Affairs shall pass all applicant information to the ASB Executive Board.
• The CCO Chair and ASB E-board shall review applicant material and may request a meeting with the prospective club president to discuss the club, purpose, and potential benefit to the students of SCU. The ASB E-board shall grant approval to applying club based on a 2/3 majority vote.
• Should the applying club be a technique-based organization; the applicant material shall be forwarded to the Dean of the associated college, who shall review the material and may request a meeting with the prospective club’s president. Should the Dean grant approval the applicant material shall be forwarded to the office of Student Affairs.
• Student Affairs shall review applicant material, ensure that all applicant requirements have been met, and grant final approval based on the findings of that review.

In keeping with policy 6.6.3.2.1 Probationary Period:

At the discretion of the Office of Student Affairs and the CCO Coordinator, the club or organization may be placed on a probationary period for their first official term after receiving approval from the ASB Executive Team.

Once the club or organization has undergone the one term probation period, as determined by the Office of Student Affairs and the CCO Coordinator, the club or organization will be seen as good standing and will have all rights and privileges of a recognized club or organization on campus.

Disclaimer:

The ASB, in association with Student Affairs, reserves the right to deny the petition to establish a new club associated with the campus of SCU. In addition to official requirements listed below the club must be determined to have a beneficial role to play in the student life at SCU as determined by the ASB Executive Council, the Executive Director of Student Affairs, and the Dean of the associated college.

6.6.3.2 Creation of a New Student Organization or Club

When conceptualizing a new student club or organization, an informal meeting should be held with interested students to determine the club or organization’s purpose and objectives. Each club must also recruit an advisor who is an SCU faculty member or an administrator and at least ten student body members to gain official recognition from the University. A New Club/Organization Charter application must be completed and submitted to the CCO and Executive Director of Student Affairs for approval. The following information must be included:

• The proposed name of the club/organization;
• A mission statement outlining the purpose of the club/organization;
• A description of how the club/organization would be beneficial to the student body and Southern California University of Health Sciences community;
• A constitution (please see the Office of Student Affairs for a sample Club Constitution, if necessary);
• A proposed budget for the year, including anticipated revenues and expenditures from fundraisers;
• The names, addresses, contact numbers and emails of at least ten (10) dedicated members;
• The name, position and extension of the advisor(s).
  o If the club is a technique or philosophy club, the advisor must be a licensed full or part time SCU faculty or staff member.
The CCO Coordinator, under the supervision of the Executive Director of Student Affairs, will review all paperwork to determine if the club or organization meets University requirements and will either reject the proposal or grant the club initial approval.

If the CCO Coordinator and Executive Director of Student Affairs approve the proposal, the paperwork will be forwarded to the ASB Executive Team for final review and ratification. In addition to normal approvals, technique clubs must be approved by the chair of the Principles and Practice Department and the Deans of the respective college.

Following final approval, the CCO Coordinator will notify the President of the student club or organization, in writing, of the University’s decision regarding the request for recognition. The decision is binding and final for the semester in which the charter is submitted.
SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES

Office of Student Affairs

Club Application

*To be completed by petitioning students and submitted to Office of Student Affairs (SA).

We, the undersigned, hereby petition the establishment of the [Club Name] and, in so doing, promise to abide by the club’s constitution and the Policies and Procedures of Southern California University of Health Sciences.

Date of Application: ______________ Technique

Club: Yes / No

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<th>Officer Position</th>
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Proposed Faculty Advisor

Name: ____________________________ Position:

______________________________ Signature:

______________________________

Club Mission Statement:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________
Club Officers

Name: ____________________________________________________________
Position: President

Name: ____________________________________________________________
Position: Vice President

Name: ____________________________________________________________
Position: Secretary

Name: ____________________________________________________________
Position: ______________________________________

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Student portion of application completed
Office use only below this line.

___ Any applicable meetings with student affairs completed
___ Proposed Club Constitution submitted in complete form
___ Proposed club officers signed and GPA approved
___ Faculty Advisor found
___ Application form completed
___ Pre-approval granted
___ Informational meeting held and eight prospective club members signatures obtained
___ Approval from 2/3 majority of ASB E-board
___ Approval of Dean of associated college (Technique Clubs Only)
___ Final approval of Executive Director of Student Affairs

Representative of Student Affairs Pre-approval Signature:

President of ASB Approving Signature:

Dean’s Office: ______________________________

Final Approval to participate:

_____ Approved _____ Not approved

Executive Director, Student Affairs: ____________________ Date: 
Signature