



UNIVERSITY *of* MOBILE

FOR CHRIST & HIS KINGDOM

MANUAL FOR STUDENT CLUBS AND ADVISORS

Student clubs are a vital part of student life at the University of Mobile. The university currently recognizes several clubs, representing varied interests. Such official recognition is necessary for clubs to use campus facilities, receive funding through the Student Government Association, advertise events on campus, and host fundraisers on campus.

The SGA, maintains a master list of clubs and provides them with resources and assistance. The University currently recognizes nearly 30 clubs representing varied interests. A portion of the student activity fee is budgeted to help fund University recognized clubs and organizations. After a club or organization has been approved by the SGA and University of Mobile administration, that group is eligible to submit a request to the SGA for funding.

This handbook contains information you will need to form a new club at the University of Mobile. In addition, it includes tips on preparing a budget and running a meeting, and provides an overview of campus policies and procedures that pertain to organizations. All student clubs and organizations must also abide by all policies outlined in the University Student Handbook.

CHARTERING A NEW CLUB

Students interested in forming a new club at the University of Mobile must complete the following steps for official recognition:

*Club Charter Applications must be submitted two weeks prior to the scheduled SGA Town Hall. Any application not received within this timeline will be moved to the following month for approval.

1. Formulate a constitution under which your club will operate. This will need to be attached to your Club Charter Application.
2. Secure a faculty or staff advisor for your club/ organization. The potential advisor will need to submit a letter of support to be turned in with your Club Charter Application.

Note: A faculty/staff advisor must be present at ALL meetings and social functions of the club.

3. Complete the Club Charter Application. This is available at umobile.edu/sga

4. The SGA Staff Council and Student Life Office will review the completed application prior to sending to the SGA Executive Branch. Clubs cannot be voted on by the SGA until BOTH parties have given approval.
5. The completed and approved application will then be reviewed and voted on at the next SGA Town Hall.
6. A final decision will be provided to the student representative via the SGA Executive Branch.

Note: Official recognition does not guarantee that an organization will receive supplemental funds.

CAMPUS ORGANIZATIONS GUIDELINES FOR RECOGNITION

Student clubs or organizations must request, receive approval, and be officially recognized by the University of Mobile administration and SGA before they may meet on campus, advertise, host fundraisers, distribute or post materials, or use any University facilities for their activities or events. All such clubs or organizations and their activities or events must be consistent with the University's mission and philosophy, and must be and remain in compliance with the University of Mobile Student Handbook, and any policies or procedures promulgated by the University. The University reserves the right to refuse the use of its facilities for any reason to any student club, organization, activity or event.

Consistent with the Student Handbook, all students, student clubs and organizations, faculty and staff of the University of Mobile, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not.

No student club or organization shall be approved, recognized or permitted to meet on campus, advertise, distribute or post materials, or use University facilities if the statements, positions, doctrines, policies, constitutions, bylaws, platforms, activities or events of such club or organization, its parent, affiliate, chapter or similarly named group (even if the similarly named group is not the actual parent, affiliate or chapter) are inconsistent or in conflict with the distinctly Christian mission of the University, Student Handbook, or the policies and procedures promulgated by the University.

SUPERVISION AND CONTROL OF UNIVERSITY RELATED

EXTRACURRICULAR ACTIVITIES & CAMPUS ORGANIZATIONS

The University reserves the right to exercise supervision and control of University sanctioned organizations and/or extracurricular activities and events conducted on or off campus if the

activity is planned under the auspices of a University administrative office or academic department and/or if University funds, including student activity fee money, are used to support any aspect of the program.

Faculty, staff, and students will be expected to abide by University philosophy, policies, regulations, and the spirit of the student conduct code. The fact that an activity is held off campus does not negate applicable policies and procedures.

SAMPLE CONSTITUTION

This sample is not designed for you to fill in the blanks but rather to give guidelines in designing a constitution, which will meet the specific requirements of your club.

Article I- Name

The name of the club shall be of the University of Mobile.

Article II- Purpose

The purpose of the club shall be...

Article III- Membership

Section 1. Membership shall be open to...

Section 2. No member may be removed from membership without first having an open hearing and then by no less than a vote at a regular meeting.

Section 3. The club allows participation in the club by all people regardless of race, sex, creed, color, or ethnic origin.

Section 4. The officers of this club shall be (include a list of the positions, not the person who will fill those positions. Ex. President, Vice President, Secretary/Treasurer.).

FUNDING

Supplemental Funds

The SGA Vice President and the Senate will award supplemental funds throughout the year. In order to receive funds, a club must submit the Supplemental Funds Request form (available at umobile.edu/sga) to include a list of activities planned, budget for those activities, estimated expenses, amount of money the club itself will contribute and the amount of money desired from the SGA. Clubs may receive up to \$500 per semester. Clubs must be prepared to meet with the

SGA or interview with the SGA President, SGA Vice President and a university official. The SGA President, Vice President, and Senate will review all request forms, hold interviews, and award funds. An award letter will be sent to the faculty advisor after all monetary decisions have been made. The Dean of Students will request funds be transferred from the business office into the organization's account after approval by the Senate. An email will be sent to the faculty advisor once all transactions are complete.

All clubs must submit a written register of the transactions made using their SGA funding. Three weeks before the end of the semester clubs must submit documentation of their expenditures using supplemental funds. This must be turned in to the SGA Vice President. Failure to do this will result in ineligibility to receive future funding.

Lecture Grants

The SGA provides partial underwriting for lecture events sponsored by recognized clubs and faculty. Requests are then evaluated and funding is awarded at the discretion of the SGA President and VP in conjunction with the Senate and Student Life administration. To receive funding the event sponsor/director must complete the request form (available at umobile.edu/sga). If SGA funds are received, the event must be advertised and open to all UM students.

The event sponsor/director must submit a written register of the transactions made using their SGA funding. They must be prepared to present their spending to the SGA Vice President. Failure to do this will result in ineligibility to receive future funding. Unused funding, in part or whole, must be returned to the SGA account within 30 days of the scheduled lecture.

Invitations to guest lecturers, entertainers, and other external guests presenting a message to students must be approved in advance by the President or appropriate Vice President. The University does not provide a platform for persons who are obscene, who through propaganda and persuasion seek to promote an ideology contrary to the Christian orientation of the University, who advocate immorality, or who incite violence. The appearance of a guest speaker does not imply that either the sponsoring group or the University endorses the views expressed by the speaker. The University does not serve as a legal shield for speakers in any matter related to their statements or actions on the campus. It is the responsibility of the host department to communicate this policy in an appropriate manner.

EVENTS

Scheduling Events

The University continues to make a conscientious effort to create and maintain an active calendar for each academic year. In scheduling an event for your organization, so that it does not conflict with the University's grand calendar, please consult the Student Life Office. Once

verified, you will reserve the facilities needed by submitting an event request at umobile.edu/events.

During an event, the faculty, staff, and students will be expected to abide by the University policies and regulations. The fact that an activity is held off campus does not negate applicable policies and procedures. Refer to the current student handbook for expected behavior.

Outside Speaker Request

Any University of Mobile club or student organization intending to host an outside speaker (including guest lecturers, performers, or presenters not currently affiliated with the university) must obtain written approval from the Vice President of Student Development and Collegiate Athletics before confirming or promoting the event.

Approval Process

1. Requests must be submitted at least three (3) weeks prior to the proposed event date.
2. The email request must include:
 - a. Name and contact information of the proposed speaker
 - b. Speaker's bio or professional background
 - c. Topic and title of the presentation
 - d. Date, time, and location of the proposed event
 - e. Hosting club or organization
 - f. Purpose and intended audience for the event
3. Email the request to tadams@umobile.edu with subject line: *Outside Speaker Approval Request – [Club Name]*
4. Clubs will receive a written response via email indicating whether the speaker is approved. No speaker should be contacted for confirmation or announced publicly until formal approval is received.

Additional Guidelines

1. All speakers must conduct themselves in a manner consistent with the mission and values of the University of Mobile.
2. The university reserves the right to deny speaker requests based on content, timing, or other considerations deemed inconsistent with institutional priorities.
3. Clubs are responsible for ensuring all marketing and promotional materials are approved through standard university channels following speaker approval.

Guidelines for University Sanctioned Events

- Alcoholic beverages, illegal drugs, or harmful chemical substances may not be consumed, promoted, or possessed on or off campus at any university event including club meetings. If factual information is presented to the SGA, that such actions were taking place at a school-sanctioned event, the University may take disciplinary action. Further, the SGA may revoke the organization's charter and request repayment of all SGA grants or funds.
- Faculty Advisors are to be in attendance for the duration of all events, including overnight events.
- Conduct of those present (members and guests) is the responsibility of the student organization and must reflect the mission and philosophy of the University.

Guidelines for Overnight and/or Out of Town Events

- A complete participant list must be given to the advisor and the Director of Residential Life. The participants must provide their phone number as well as emergency phone contact number.
- Information of the scheduled destination must be sent to the Director of Residential Life before departure.
- A faculty/staff advisor must be present throughout the duration of the excursion.

Hazing

Hazing, defined as an act, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization is not permitted by the University of Mobile. Under state law, hazing is a Class C misdemeanor and is punishable by fine not to exceed \$500, imprisonment for not more than six months, or both. In addition, the law mandates that the school expel any student found guilty of hazing.

Advertisement and Solicitation

All signs, flyers, and posters to be placed on campus must be stamped and approved by Student Life before posting. If you would like artwork created or have the event promoted on the University TV system, please submit a marketing request at umobile.edu/marketing. The University reserves the right to remove any banner without notifying the given organization before doing so.

End of the Year Procedures

- Elect officers before the end of April and submit names to the SGA Vice President before the end of classes.
- Failure to abide by these procedures may result in ineligibility for future funding and probationary club