Policies and Procedures for
Student Clubs and Organizations at Concordia University

ELIGIBILITY & RESPONSIBILITIES
Concordia is a Christian university that prepares leaders for the transformation of society. As such, it believes in creating a strong community through exposure to and participation in a variety of educational, cultural, spiritual, recreational and social programs and activities. Much of this occurs through the University’s clubs and organizations. Concordia strives to create an environment that honors our University values (mission, policies, Lutheran Church - Missouri Synod doctrine and beliefs) and our students, faculty and staff who represent diverse backgrounds and values.

Out of respect for our students, our University community, and University values, clubs and organizations must adhere to following:

1. Students and advisors must ensure adherence to the policies set forth by Associated Students of Concordia University (ASCU), the University, and the Student Handbook.
2. The organization's purpose, goals and activities will:
   a. Not conflict with or promote behavior contrary to:
      i. The University’s values (as they are described above).
   b. Be respectful of and not disparage the identity and values of our students, faculty and staff.
   c. Be consistent with the processes outlined in the document, “Planning Procedures and Process: Student Events, Programs and Activities.”
3. Not be substantially similar with that of any other chartered organization.
4. The organization:
   a. Will be expected to provide equal opportunity in all of its programs and activities for all qualified individuals in accordance with the University’s Non-Discrimination Policy.
   b. May not provide, promote or allow drugs and alcohol to be consumed on University property or at University/club-sponsored activities. (Concordia is a dry campus.)
   c. Must be active (e.g., a meeting and/or activity at least twice per term, excluding summer).
   d. May not conduct any business, events, programs, etc., in secret from the University.
CHARTERING A NEW STUDENT ORGANIZATION

All student organizations must receive official recognition in order to exist and function as a student group at Concordia University. The ASCU, Director of Student Activities, and Dean of Students (with advisement of the Event Review Committee - ERC) must approve any new student organization’s application and charter.

Note: Departmental Student Programs (DSP) are student groups approved by the University which operate under the direct guidance and supervision of a University department (i.e. - RA’s, CLM Coordinators, etc.) and are subject to the policies and procedures of their respective department.

The benefits and privileges of having a chartered organization are as follows:
1. Eligible for ASCU funding.
2. Listing in the University’s Directory of student groups and involvement opportunities.
3. Permitted, within applicable policies and procedures, to
   a. Use Concordia University’s name and logo.
   b. Sponsor and hold events and fund-raisers.
   c. Advertise and promote organizational activities.
4. Ability to
   a. Reserve and use University space and facilities.
   b. Request and use University equipment.

A. Submit Proposal to the ASCU Club Commissioner or Director of Student Activities.
Submit the online club application for review (bit.ly/cupdxclubs). The following items must be completed:
1. Name of the organization.
2. The “Statement of Purpose” of the organization.
3. List of at least 10 prospective members with contact information.
4. Names and titles of the organization's student officers (note: all clubs must have a club president plus at least one other executive officer – VP, Treasurer, Secretary).
5. List of at least 3 tangible goals for the organization.
7. Process and timeline for selection of officers (i.e. – annual election in spring by club members).
8. List of anticipated frequency of club meeting times (i.e. – weekly, every other week, etc.).
9. Recommendation Letter from a full-time Concordia University faculty or staff advisor.
10. Signed statement by the officers and advisors acknowledging their understanding of the “Planning Procedures and Process: University Events, Programs and Activities.”

B. Application Review Process
When the above items have been reviewed by the ASCU Club Commissioner, the completed proposal will be reviewed by the Director of Student Activities. The proposal will then be submitted to the ASCU Senate for approval. Approval will be based on the club’s expected ability to meet eligibility requirements and responsibilities as noted in this policy. Recognition of the proposed organization will be placed on the agenda for the next regularly scheduled ASCU Senate meeting. The president and advisor of the proposed organization will be notified of this action and must select a student representative to attend the senate meeting to formally present the request for recognition. Once the charter has received Senate’s approval, it will be sent to the Dean of Students for final review at the next scheduled ERC meeting.
C. Approval Process:
A complete charter application is due one week prior to the next scheduled ASCU Senate meeting and will be reviewed at next scheduled Senate meeting. ASCU Senate will hear the request of the organization, review the documentation provided, and hear discussion from the representative in attendance. A vote to approve the charter request will then take place. A simple majority will decide the vote. Organizations will be notified within two (2) business days of ASCU decision. If the ASCU Senate, the Director of Student Activities, and the Dean of Students (with advisement of the ERC) approve the final charter/application for the organization, it will be considered approved.

D. Ongoing Review, Denial and Appeal Process:
An organization’s charter application may be denied or an active organization charter may be rescinded by ASCU or the University if it is unable to meet the “ELIGIBILITY & RESPONSIBILITIES” section of this policy. If approval is denied or rescinded, an appeal may be made in writing to the VP for Student Affairs. The appeal must clearly state the reasons for the appeal as it relates to this document (Policies and Procedures for Student Organizations at Concordia University). A decision on the appeal will be communicated within ten (10) business days unless additional information is needed.

STUDENT REQUIREMENTS FOR MEMBERSHIP AND EXECUTIVE POSITIONS
• General: only matriculating Concordia students are eligible for club membership.
• Academic: Only full-time students with a term and cumulative 2.0 GPA or higher are permitted to be president of any student organization. Students are encouraged to keep in mind the additional responsibilities involved in holding an office.
• Behavioral: Any student who is not in good standing (e.g., is on “Disciplinary Probation” through the student conduct process) may not serve as a club officer.

ADVISORS
All student organizations are required to have a faculty or staff advisor prior to approval and throughout their operation. Advisors must be full-time, current Concordia University employees. Advisors should be actively involved with the activities of the organization. Creating a positive student-advisor relationship is the responsibility of both parties. Advisors must help the club ensure adherence to the policies and procedures set forth by the University and the Student Handbook. All advisors must complete advisor training provided by the Director of Student Activities and be knowledgeable on the following documents:
  o “Planning Procedures and Process: University Events, Programs and Activities.”
  o “Policies and Procedures for Student Clubs and Organizations at Concordia University”

EVENT PLANNING AND APPROVAL
All chartered organizations must meet the following guidelines and procedures when planning events and activities:
1. Organization events and activities must meet the standards set forth by the “Planning Procedures and Process: University Events, Programs and Activities”
2. Organization advisors must be aware of all organization activities.
3. Determine if any gathering is an event:
   • Gatherings of a medium to large size (25 or more people expected) requiring use of University space and/or catering. Exclusions: academic classes scheduled through
4. Reserve your event space:
   a. Space requests can be made through ASCU, the Club Commissioner, or the Organization’s advisor.
   b. Student organizations may not use University facilities without prior permission.
5. Submit Event Proposal Form (after you have received your space confirmation):
6. This approval is extended, but not limited to social events, fundraisers, and service projects. Requests must be submitted at least two weeks in advance of each program. You must receive an Event Approval Number from the Office of University Special Events prior to promoting or marketing your event as well as facilitating catering and set-up services.

Promotion and Marketing:
- The following must appear on all student organization event/activity marketing and promotions:
  - The name of the sponsoring student organization
  - Contact information (email preferred)
- The following disclaimer must appear on all student organization formal promotions (i.e. - official club website or social media site, club brochure, etc.) but does not need to appear on every event/activity advertisement:
  - “Disclaimer: The views expressed by student organizations are their own and do not necessarily reflect the view of Concordia University.”

For more information regarding the event planning process please contact ASCU at ASCU@cu-portland.edu or the Director of Student Activities (through Student Affairs at studentaffairs@cu-portland.edu).

Policy Updates:
Changes to this policy related to logistics and operational functionality may be approved by CU’s Provost/Chief Academic Officer.