

Guidelines for Lundquist College Student Clubs

(Revised 10/09)

The Lundquist College's educational mission includes helping students to develop leadership and communication skills. Hence, the LCB supports student organizations that provide opportunities for students to develop these skills through experiential learning. This document provides the current policies regarding LCB undergraduate and graduate student clubs.

Benefits of LCB approval for student clubs

1. Club use of Lundquist College for club meetings and activities
2. Club office space (as space allows) and mailbox usage
3. Marketing opportunities at various College events and locations
4. Listing on the LCB website
5. Participation in the Council for Inter Club Coordination (CICC)
6. Official uoregon.edu club website
7. Potential for LCB financial support

Process for approving new clubs

1. The LCB will only support student organizations where LCB students comprise a significant portion of the membership.
2. Student clubs which restrict membership on the basis of race, color, religion, age, sex, national origin, handicap, sexual orientation, or status as a Disabled Veteran, or Vietnam era veteran, shall not be allowed approved club status. NOTE: An exception is made for some traditional organizations to be single sex organizations per amendment of Title IX of the Education Amendments of 1972.
3. All clubs need to submit a constitution, a business plan which indicates a unique purpose (one that is not already established by another club), and by-laws to the LCB Club Faculty Liaison. Constitutions must include the following sections:
 - Name of organization
 - Purpose of organization
 - Affiliations with other groups (if applicable)
 - Membership requirements
 - Election procedures
 - Titles and duties of officers
 - Amendment procedures
 - Frequency of meetings
4. Proposed new clubs will be evaluated for their fit with the Lundquist College strategic objectives and vision. Additionally, the number of interested students and the identification of a committed LCB faculty advisor are crucial factors in the approval process.
5. A two-year incubation period for new student organizations is required before formal Lundquist College approval. The College will provide seed funds for up to \$200 per year for this period based on business plans, budgets and reporting as

- described below. Clubs will need to demonstrate a history of gained and maintained membership (minimum of 15 active members).
6. Clubs will need to establish either an ASUO account or EMU trust fund. Trust fund creation forms are available at the EMU administration office, located on the mezzanine in the EMU. Trust fund creation forms will require a College of Business signature by the Assistant Dean for Undergraduate Programs. All expenses must be approved by the faculty advisor.
 7. The Lundquist College does not require or expect ASUO affiliation. However, using ASUO guidelines for writing the constitution and by-laws is recommended.

Requirements and responsibilities for LCB clubs

- An annual budget must be submitted documenting expected revenues and expenses in detail. Funding requests (with annual budget) should be submitted by 10/31 to LCB Club Faculty Liaison.
- **All external fundraising must be coordinated with External Affairs and appropriate department or center.**
- All LCB clubs will submit a required annual report at the end of spring term. If clubs have a national affiliation and submit an annual report to their governing body which includes the requirements listed below, that is sufficient for the Lundquist College. A report should include, as a minimum, club activities for the year, number of students involved in each activity, number of active club members, and an accounting of money coming in and going out. Annual reports should provide evidence of substantive experiential opportunities with a business focus for LCB students including opportunities for student learning and student service.
- All clubs must have a committed LCB faculty advisor. A club can not operate more than 4 weeks without an advisor.
- All clubs must have a delegate sit on the CICC.
- All clubs must adhere to all University and campus rules, the LCB Code of Professional Business Conduct, and their respective constitutions and by-laws. No bias in membership shall be permitted.
- Expenses and reimbursements must be approved by advisors.
- Each year new officers will update club information as needed for budget management. For instance, sign a new signature card on the EMU trust fund.
- Club officers should transition in the spring. The Lundquist College will move to offer training for new club officers in the area of leadership skills, communication skills, and “words of wisdom” from outgoing officers.

Lundquist College financial support of approved student organizations

Clubs that demonstrate a need for funds to support high quality, open, experiential opportunities will receive priority for financial support. There is the potential support of \$500 annually for approved LCB clubs. In rare instances, a club may be awarded additional funds if an exceptional opportunity for a large number of students exists. Clubs should actively seek outside funding through business and donor sponsorship to support their operating budget.

The following represents the minimum requirements to be considered for LCB financial support:

1. Committed LCB faculty advisor
2. Faculty advisor and Department/Unit responsible for creation of a structure to insure funds are spent for professional benefit of students
3. Business plan and budget
4. Mission related to building students' skills and professional contacts
5. Activities with open participation to benefit significant number of students
6. Not-for-profit status including tax ID# **OR** ASUO or EMU trust fund
7. Funding requests should be submitted to the LCB Club Faculty Liaison by 10/31.

Advisor expectations

1. A "normal" commitment for a club advisor is approximately 3 hours/week which typically includes attending club meetings, meetings with the executive committee, and approving expenditures.
2. The Lundquist College will facilitate transition for new club advisors by providing both materials from current clubs as well as introductions to current club advisors.

Process for resolving conflicts between advisor/club members

The Assistant Dean for Undergraduate Programs is the final authority for all matters concerning LCB clubs.

Process for withdrawing approval for clubs

1. Clubs with less than 15 active members for a period of two consecutive years will become inactive and lose LCB approval. Inactive clubs will be considered for re-approval on a case by case basis.
2. The Assistant Dean for Undergraduate Programs may withdraw approval for any LCB club no longer fitting with college objectives. Additionally, approval may be rescinded for violations of the LCB Code of Professional Business Conduct, the club's constitution, University and campus rules and regulations, or misuse of privileges.

Appendix

Currently the LCB recognizes 11 active LCB approved clubs. Clubs with national affiliation include: Beta Alpha Psi, Alpha Kappa Psi, American Marketing Association, and Toastmasters. Clubs without national affiliation include: Sports Business Club, e-Biz club, Entrepreneurship Club, Women in Business, Sustainable Business Group, UO Investment Group, and International Business and Economics Club. The LCB also recognizes the Council for Inter Club Coordination, a student-run coordinating assembly of LCB student clubs.