

Student Club Guidelines

- I. Steps to become a club
- II. Qualifications, Rules and Regulations
- III. Club Renewal paperwork

I. The following steps need to be taken in order to establish a club at Logan:

- Go to Testing Center in the Student Center to obtain the necessary paperwork.
- The student requesting the club must bring with him/her in writing the details about the type of club that will be created, including proposed name, what type of club it is and what the purpose and goals of the club will be.
- Find a faculty member who would be willing to be the club sponsor and overseer.
- Find students who would be interested in being a part of the club including anyone interested in being a club officer.
- Forms that need to be completed are:
 - * Application which lists the club name, purpose and member names.
 - * Club Constitution
 - * Activity Form to request a room to hold the club meetings during the trimester.
- The paperwork is then submitted to the office of Student Services for approval and signature of the Dean of Student Services.
- The office of Student Services will submit application to the SDC President for signature.

II. Qualifications, Rules and Regulations:

- A club must have a minimum of 10 members
- Attend Club Day. This event showcases all of the college clubs and is a way to draw new members. It is held within the first 2 weeks of each trimester.
- The club President must attend all SDC weekly meetings held every Tuesday at 11:05am. Refer to SDC main page on the Logan website for room location. If the club President is unable to attend, then an assigned designated club member will attend in his/her place for that day.
- It is the responsibility of the club to keep the faculty sponsor informed of what is discussed during the club meetings.
- Guest Speakers on campus:
 - A club member needs to pick up a Guest Speaker Approval form as well as an Activity form to reserve a room from Student Services.
 - It is required that the Guest Speakers date must be at least 30 days out from the day of submission.

- Once the paperwork has been completed and signed off on by the Guest Speaker and the faculty sponsor, it needs to be submitted to Student Services for approval.
- Definition of an acceptable Guest Speaker.
 - A person whose philosophy and proposed discussion is within keeping of the philosophy and teachings of Logan College of Chiropractic.
 - Previous approval does not guarantee future approval.
- Anytime a room is needed outside of the regular club meeting, an Activity form must be filled out and submitted to Student Services.
- Fundraising activities must all be approved by the office of Student Services. Bake sales can be held once the required Activity form and Food form are filled out and submitted to Student Services.
- Off Campus Club Events:
 - Any off campus club events, seminars, or workshops flyers must be approved by both the Faculty Sponsor and the office of Student Services.
 - Club sponsored events or seminars held on the Logan campus may not incur a charge to the attendees.

III. Renewal Paperwork

- The club paperwork listing all club officers and members, the Club President Checklist as well as the Activity form requesting a meeting room needs to be filled out every trimester and is due at the last General Assembly meeting of the trimester. It is the responsibility of the club representative to fill out the paperwork correctly and get the signature from the Faculty sponsor. The SDC Secretary will review and determine if the paperwork is filled out correctly and will forward it to the SDC President and the Dean of Student Services for their signatures.