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Starting a Club or Organization at DeVry

DeVry encourages people who have an idea for a club to take the initiative to get it started. This step-by-step guide will walk you through the process so that you can begin accessing the resources available to you through the DeVry Student Activities Organization (DSAO).

- Decide what your club wants to accomplish, what service the club will provide to the campus community, how meetings will be organized, how officers will be selected and determine if your proposed objectives are already fulfilled by another organization on campus.
- Hold an interest meeting. You will need at least 5 members, including yourself, in order to demonstrate that your club idea is capable of generating interest on campus.
- Choose officers, including a president or chair, treasurer, and secretary. You may choose to have additional officers as well.
- Find an advisor and have the advisor sign the advisor agreement (see attached documents.)
- Submit your application for recognition to Student Services (see attached documents).
- Create a constitution and by-laws for your club or organization. (See attached documents for a sample outline of a constitution.)

Clubs and organizations on the DeVry campus must:
- Be drug and alcohol free.
- Give back to the community-at-large twice a year, e.g. volunteer as a group at an outside agency, sponsor a canned food drive, etc.
- Promote non-discrimination and be open to all students, regardless of race, color, religion, gender, national origin, age, disability, veteran/active duty status, sexual orientation or marital status.
Club Guidelines

Budget
The budget will change each term and will be announced to club officers regularly. Club funds come out of the DSAO total budget, which is comprised of all students' Activity Fee, paid when registering for classes as a new student.

Club Meetings
Minutes and attendance shall be submitted to the DSAO staff advisor and the club coordinator after every meeting.

Community Involvement
Each club must be active in the community at least twice per year (i.e. volunteer at a retirement home, canned food drive, etc.) See Student Services for more opportunities. Those clubs that wish to be active in the community more than twice per year are encouraged to do so.

Additionally, each club must sponsor an on-campus event once per month. DSAO funds may be used to support this event.

Membership
In order for a club to be DSAO funded and approved, it must have a total of six active members, including four officers.

Drug Free/Law Abiding Clubs
All DeVry University DSAO Clubs shall be drug and alcohol free. There will be no events that are sponsored by DSAO or one of its clubs that shall include drugs or alcohol. All laws pertaining to any event or meeting of the clubs shall be met. This is a Zero-Tolerance policy!

Dissolution
If any club cannot meet the requirements of the Club Guidelines, they shall be subject to dissolution. All equipment purchased with DSAO funds shall be surrendered to DSAO and the club funding will be taken away. The club will no longer be allowed to meet.
BUDGETING

A budget should:
- Define organizational goals
- Provide accountability for spending of club funds
- Track accurate information useful for evaluating events/activities
- Aid the group in decision-making
- Provide a historical reference for future planning

Before you plan your organization's budget, ask the following:
- What is the time period you are budgeting for?
- What does your group want to accomplish?
- How will the group accomplish its goals?
- How much will it cost?
- Where is the money coming from?

Preparing Your Budget
- Prepare an outline of future activities
- Determine and record current available funds
- Estimate and record expected funds and when the funds will be available
- Define and record needed expenses
- Plan for the unexpected/build in budget flexibility
- Review, revise and prepare a final budget
- Vote on budget according to club constitution and by-laws

Managing the Budget
- Make sure there is a person responsible (preferably an officer) for managing the budget
- Set and maintain a minimum cash balance
- Formulate policies and procedures for spending budget money
- Keep a written record of transactions
- Frequently compare budget to actual expenditures (for official records see a DSAO representative or the club coordinator)
- Begin preparing for the next budget at least a month prior to the end of the current budget term
DELEGATION

You should delegate responsibility because:
- Group members become more involved and committed
- More projects can be accomplished
- Everyone can have a chance to be a leader
- The organization operates more smoothly
- One person is not, or a few people are not, overwhelmed

You should delegate responsibility when:
- There is a lot of work
- When someone in the group has particular qualifications for or interest in doing a particular task
- Routine matters need attention
- Details take up too much time and need to be divided

You should NOT delegate responsibility when:
- You just don’t want to do it yourself
- The work is your specified responsibility
- The issue is of a personal or confidential nature

You can delegate responsibility by:
- Asking for volunteers
- Appointing or suggesting someone
- Assigning work through a committee

To delegate responsibility effectively, you should:
- Choose appropriate people
- Explain why the person(s) was/were selected for the task
- Delegate segments that make sense in the grand scheme of things
- Give the people responsible for completing the task a voice in the process
- Clearly define the responsibilities associated with the task
- Offer your assistance should it become necessary
- Expect and encourage risk-taking and mistakes
- Follow up to see how the task is progressing without micro-managing
- Evaluate the process after the task has been completed
PARLIAMENTARY PROCEDURES

For a full discussion of parliamentary procedure, one can review Robert’s Rules of Order. This merely provides a basic outline of ways to conduct organization business. This is not required during meetings but is a good suggested practice.

Developing an Agenda or Order of Business

1. Call to order
2. Reading and approval of minutes
3. Reports from officers and standing committees
4. Reports from special committees
5. Unfinished business
6. New business
7. Program
8. Adjournment

Making a Motion

1. A member addresses the presiding officer for recognition
2. The member is recognized
3. The member proposes a motion
4. Another member must second the motion
5. The presiding officer states the motion to the assembly
6. The assembly can debate the motion—one person at a time, preferably alternating speaking time between those who approve and those who oppose the motion. Preference should be given to: 1) the person who proposed the motion; 2) a member who has not yet spoken on the motion; and 3) a member who seldom speaks.
7. Presiding officer takes a vote on the motion
8. Presiding officer announces the result of the vote
9. The floor is open and another motion can be proposed
The Constitution and By Laws
of
the (Insert Club Name Here)

Article I. Name

The name of this organization shall be the (Insert Club Name Here)

Article II. Object

The object of this organization shall be to (insert here all of the goals and objectives of your organization)

1) Objective 1
2) Objective 2
3) Objective 3

Article III. Members

Section 1. The membership of this organization shall be composed of all interested students attending the Orlando campus of DeVry University.

Section 2. The (insert club name here) prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam era veteran.

Section 3. All students shall pay a student service charge at the time of registration, which will allow them to participate in activities sponsored by (insert club name here).

Article 4. Executive Officers

Section 1. The executive officers of the organization shall be a President, a Vice-President, a secretary, and a treasurer.

Section 2. Students interested in running for office will submit an application prior to running for office and abide by all election guidelines. Elections will be held according to the terms of the DeVry Student Activities Organization.

Section 3. The executive officers shall be elected by ballot to serve for one year or until their successors are elected or appointed, and their term of office shall begin no later than one week after the election process is complete.
Section 4. No member shall hold more than one executive office at a time, and no member shall hold the office of president in a student club while holding an executive office.

Section 5. If, for any reason, the President shall be unable to complete his/her term, the Vice President shall assume the presidential duties and the Executive Officers shall appoint a new Vice President. In the event of a vacancy of half or more of the Executive Officers at any one time, the responsibilities of the officers shall become the responsibility of a three person student staff supervised by the DSAO advisor until a time that there is enough student interest to hold an election or until the time of the next election.

Article V. Meetings

Section 1. The Executive Officers shall meet weekly throughout the academic year.

Section 2. A general meeting open to all membership shall be held at least once per academic session.

Section 3. Special meetings may be called by the President. Except in cases of emergency, at least 3 days notice shall be given.

Section 4. All officers must be present in order to take a vote at an officer meeting.

Article VI. Advisory Council

Section 1. The officers of the organization, the committee chairs of the organization, the advisor of the organization, the dean of the student affairs and the campus president shall make up the members of the organizations advisory council.

Section 2. The council will advise the organization on process and policies, make recommendations for campus social programming, the budget and club governance. In cases where half or more of the executive offices are vacated, the advisory council shall have full power and authority to make decisions concerning process and policies, until a time that new officers have been elected.

Section 3. Unless otherwise ordered, regular meetings shall be held once per academic term. Special meetings may be called by the President and shall be called upon the written request of three members of the council.
Article VII. Amendment to the Constitution and By Laws

A proposed amendment to the Constitution may be initiated by any member of the DSAO. If the proposed amendment is approved by a two-thirds majority vote of the DSAO Executive Officers, it shall be incorporated into the Constitution.
DeVry Club and Organization Recognition Form
(Please submit this form along with a Constitution and By-Laws, List of Charter Member Names and Club Officers and Advisor Agreement to Student Services)

Chartering Information:
Semester and Year of Chartering: __________________________

Organization Information:
Club/Organization name: ______________________________________
Organization Purpose:
________________________________________________________________
________________________________________________________________

Membership Criteria:

Major Activities:

Meeting Day/Time:

Local, State or National Affiliations (if applicable):

Organization Type (please circle):
Academic  Arts  Athletics  Diversity  Service  Fun  Religious
Political  Other

Funding Information:
Do you plan to ask members for dues?: __ Amount and use: _____________

Do you plan to request DSAO funds? (Clubs and organizations are entitled to DSAO funding after completion of the two month probationary period, provided they continue to meet official club and organization guidelines): __________

Contact Information:
Contact Name and phone number ________________________________
Name of advisor ________________________________________________

I understand there is a requirement to give back to the community.  ☐ Yes  ☐ No

I understand that this will be a drug and alcohol free club.  ☐ Yes  ☐ No

I understand that DeVry University prohibits discrimination based on race, color, religion, gender, national origin, age, disability, veteran/active duty status, sexual orientation, or marital status.  ☐ Yes  ☐ No
Faculty/Staff Advisor Agreement

Student clubs and organizations must have a faculty or staff advisor who is employed by DeVry University. The faculty/staff advisor should expect to be regularly consulted by the officers concerning their plans for group activities and programs.

The advisor and the student club/organization must determine the appropriate level of involvement for the advisor in the student group planning process.

We, the undersigned, affirm that the student organization named below and the advisor(s) listed below have negotiated the advisor-club relationship.

Club Name: _____________________________________________________

Advisor Name: _______________________ ___________________________

Advisor Signature: __________________________ Date: _________________

Club President Name: _______________________ _____________________

Club President Signature: __________________________ Date: __________

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Sample Student Organization Constitution and By-Laws Outline

I. Name of the organization
II. General description (mission statement/purpose)
III. Membership
   1. All voting members and officers of (Name of organization) must be regular, fee-paying students at DeVry University.
   2. (Name of organization) shall not deny consideration for membership to any student because of sex, race, creed, color, national origin, religion, age, disability, veteran/active duty status, marital status, sexual orientation, gender identity or any other basis prohibited by local, state or federal law.
IV. Officers
   (List the officers and advisor of the organization. Include descriptions of responsibilities, authority, terms and procedures for election, removal and filling of vacancies.)
V. Meetings
   (Specify information regarding the meetings of the organization, including regularly scheduled meetings, procedures for calling special meetings, required notice of meetings, quorum, order of business and disposition of minutes.)
VI. Committees
   (List the committees of the organization and include information regarding the process of appointment, responsibilities and reporting.)
VII. Parliamentary Authority
   (Name of the manual of parliamentary practice to which questions will be referred, for example: Robert’s Rules of Order)
VIII. Amendments
   (Specify the procedure for amending this document, including advance notifications, number of readings and required vote for adoption.)
Instruction Sheet - Requests

Reserving a Room on Campus

To reserve a room, please send an e-mail detailing the request to KMinnis@devry.edu or ORL-Facilities@devry.com. Please include the day, time, number of people expected attending, whether or not you will be having food at the event, any special set up needs for your event, and your name and position. Here is an example:

Hello,

I would like to reserve a room for _______ (purpose) on ______ (day) at ______ (time). We will/won’t be having food. We are expecting _______ people to show up.

Name
Position

Requesting a Club E-mail

To request an email address, contact the Help Desk on campus. They will be willing and able to help you.

Starting a Club Website

Contact Student Services for the most recent compliance guidelines.
(CLUB) MEETING SIGN IN SHEET

Date: __________________________

Officers

President ____________________________
Vice President ____________________________
Secretary ____________________________
Treasurer ____________________________

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Check Request Form

Date of Request: __________________
Name of organization requesting check: ______________________________

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Club President / Treasurer's Approval: _________________________________

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Check Request Form

Date of Request: __________________
Name of organization requesting check: ______________________________

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Club President / Treasurer’s Approval: _________________________________
Fundraiser Request Form

Date of Request: __________________

Name of Organization: ______________________________________________________

Student Contact Information: _____________________________________________

Fundraiser Details (i.e. type, who it will be benefitting, etc. Attach documents if needed): ____________________________________________________________
______________________________________________________________________
______________________________________________________________________

Exact Title of Fundraiser: _________________________________________________

Start Date: _______________          End Date: _____________________

Where will the fundraiser be held?
Location: _______________________________________________________________

It is state law that all revenue raised from a fundraiser be deposited within 24-hours of the actual collection of the revenue. If there is a request for an exception to be made to depositing every 24 hours, then the funds must be deposited at least once a week.

Criteria for an exception to the state law of making a deposit within 24 hours include:

Student Services must authorize any exceptions to depositing funds within 24 hours. If the documentation is not turned in within five business days, then appropriate action will be taken, which may include debiting the funds to the clubs future budget balance.

Club President / Treasurer’s Signature: _________________________________

Club Advisor’s Signature: ____________________________________________

DSAO Officer’s Signature: _________________________________

Student Services Approval: __________________________________________
New Student Packet Template
“Club Name”

Officers with contact info

- President:
  - Name
  - Contact Info
  - Short bio?

- Vice President
  - Name
  - Contact Info
  - Short bio?

- Treasurer
  - Name
  - Contact Info
  - Short bio?

- Secretary
  - Name
  - Contact Info
  - Short bio?

- Other

All meeting times for this Month (and any activities that will be going on)
Meeting dates this Month:
We meet every (day of the week) at (time).
We will also be having a guest speaker on (date) who is from (speaker’s business) that will be talking about the work he/she does.

Description of club and sample activities
Phi Beta Lambda is a business-related club that has regular meetings on campus. We are a local chapter of an international business organization in conjunction with Future Business Leaders of America. We are a club that is open to ALL STUDENTS and our aim is to help people be successful in any field of work they find themselves. At our meetings, we follow Robert’s Rules of Order for the shape of our meetings. A function of our club is to have guest speakers from the professional community give presentations for our members and school. We get speakers from our local businesses to come tell us about what they do. One example of an event we have coordinated is a school-wide food and clothing drive. We have donated over twenty pounds of food and clothes to a local food and clothing bank. We hope to bring the food and clothing drive back regularly and continue to donate philanthropically into the future.

Please feel free to look at our organization’s website at
http://www.fbla-pbl.org/