How to Become a GCSA Club

1. First, decide what kind of a club you would like to form:
   a. A Social or Recreational Club
   b. An Academic or Social Issues club or organization
   c. A competitive Sport Club

2. Next, decide who is going to be the student leader(s).

3. The student leader will need to fill out the Club Charter Proposal form. If you have a question about how to complete this form, just contact the GCSA Director of Club Development:
   Christina.meneghini@gordon.edu

4. Filling out the Proposal will require the student leader to:
   a. Find a faculty advisor. This will be a faculty member that is willing to advise the student leader and to promote personal and corporate growth within the group.
   b. Create a suitable club name
   c. Articulate a mission statement and goals
   d. Create an estimated budget of expenses (if any; budget not required for Charter). A Chartered Club should likely propose a startup budget (expenses unique to getting started), and then provide or describe a sustainable budget from year to year (normal operating budget) once the club is up and running.
   e. Estimated revenues or dues to members (as appropriate)

5. Review your Club Proposal with the GCSA Director of Club Development. The purpose of this meeting is to make sure the club’s mission and proposed purpose is in accordance with the mission of Gordon College Student Association, and to prepare the group for next steps. Schedule a meeting by e-mailing: Christina.Meneghini@gordon.edu or GCSA@gordon.edu

6. Meet with Jennifer Jukanovich, the Vice President of the Student Life, to get the Club’s basic purpose reviewed by the College administration. Contact the Center for Student Development (CSD).

7. Next, when the applicant is ready to proceed, the Director of Club Development will arrange a meeting with the Financial Affairs Committee (FAC). This is where the student leader can present their proposal for Charter and their budget proposal, if any, with the support of the Director of Club Development.
   a. FAC meets weekly on Monday and Thursday evenings, 7:00 pm in the GCSA office.
   b. FAC will then review the proposal and any budget proposal and make any necessary recommendations, and prepare their formal recommendation to the GCSA Forum for

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1 A competitive Sport Club proposal has a separate detailed process available through GCSA. Sport Clubs exist in a joint, shared partnership between GCSA and the Gordon College Athletics Department, and require special consideration and conditions. See the Sport Club guide for more information.
2 If you need help locating a potential advisor, talk with the Director of Club Development.
3 The Center for Student Development (CSD) is located upstairs in Lane Student Center; csd@gordon.edu
consideration. FAC will send the student leader a written confirmation of their suggestions and recommendation and, if applicable, a date and time for them to come and present formally to Forum.

8. A charter proposal’s formal presentation in the GCSA Forum is required for official Charter.
   a. The Student Government Forum meets weekly on Tuesday evenings, 6:15 pm in the Gregory Auditorium (Jenks 237)
   b. The student leader should attend this meeting in order to share their vision with the voting Representatives and offer any crucial background information.
   c. The Forum will then listen and deliberate and may take a week to canvas the student body about the club or organization. Voting members of the Forum (elected Representatives) consider the club’s goals, the overall mission of Gordon and the GCSA, and the impact and hopes, needs, and desires of the entire student body in their deliberation and decision-making.

9. Finally, the Forum will vote on the club charter and then budget proposals.

10. If the proposals pass, the club becomes chartered as part of GCSA and receives a spending budget. New student leaders will receive an orientation to club process and budget resource use from GCSA.
    a. If a proposal doesn’t pass, it is returned for review, with advice from the Director of Club Development and the advisor to GCSA, and could be reconsidered in the future if desired by the club’s leader, with any necessary changes or accommodations met.

11. At mid-year points, or during the semester, the GCSA may formally review any club’s progress with the goal of helping improve its value to the student body. This includes accurate accounting of a club’s usage of resources, and current club projects and participation.

[include:
Qualifications for Charter(from Bylaws; short version)

FAQ

What if my club is not one that GCSA normally charters? (you would describe how GCSA helps groups with other goals find the right campus program or department to partner with, if its not a GCSA-type organization.

What does GCSA look for in a good club proposal or a good organization? (I usually coach GCSA to have a broader view of a club proposal: How will it start and How will it be sustained? Is it sustainable and how will we know it when we get there? What is the value to the student body, not just the students in the unique group. And we certainly want every student to have the chance to prepare and present a formal, well-formatted and organized proposal in front of their peers. The DirClubDev should be sure not to send forward a proposal that is undercooked or underprepared!)