

Clubs & Student Initiatives

I. Club Recognition

Student groups wishing to be officially recognized by TWUGSA are required to submit an application form to any member of the council. A two-thirds (2/3) majority vote is required for approval and classification of the clubs either Academic or Non-Academic.

A. Academic and Non-academic club applicants must fulfill the following requirements:

1. Elect a president who will be a liaison with the TWUGSA council according to the meeting structure section of the policy manual.
2. Choose a treasurer who will be accountable to the VP of Finance for the use of TWUGSA funds.
3. Have a minimum membership of 4 people.
4. Have a constitution which shall outline the name, objectives, membership requirements, officers, and duties of club members and be included with the application and be consistent with the mission statement of the Graduate Student Association.

B. Identify under which faculty or school the club resides

II. Club General Guidelines

Once recognized, clubs will relate to the TWUGSA in the following ways:

A. Clubs may function freely: planning, advertising, and executing activities independently.

B. Clubs will be fiscally responsible to VP of Finance in regards to their annual budget, including funds spent and raised.

C. Presidents will be the direct liaison to council (ex. Bringing proposals forth to the TWUGSA members, advising, scheduling events in coordination with the graduate calendar, etc.).

D. Access to photocopy machines will be given to clubs with a \$100 limit per year.

E. Clubs will be given access to the TWUGSA office and equipment.

III. Club Renewal

A. Clubs that renew their status for the following year before April 30 (the end of the academic year) will receive \$200 in May for the next academic year. These funds are accessible through the VP of Finance.

B. In order to be eligible for this incentive, each club must fill out the Renewal Form and present it to the council by the end of March.

C. Clubs that do not take advantage of this incentive are responsible to complete the renewal process by November 1st of the current year in order to remain an official TWUGSA club.

IV. Loss of Official Club Status

Clubs may lose their status if they fail to complete the renewal process. Clubs may also lose their status if a proposal to decertify a club is submitted, considered, and approved by the council. Clubs may also lose their status if their activities fail to align with the mission statement of the GSA or with the core values of the university. All of these status choices must be made by a 2/3 majority vote by the council.

V. List of Official TWUGSA Clubs

The Vice President must maintain a list of current clubs.

VI. Individual & Group Student Initiatives

The TWUGSA supports student initiatives that are for the betterment of their education, spiritually and/or intellectually.

A. The TWUGSA budgets for the semester the amount of money that they will allocate to these initiatives and they are provided to students on a competitive first come basis.

B. Each graduate student may apply for only one (1) individual and one (1) group initiative per GSA year (that is from May 1st to April 30th of the following year).

C. All requests must be for initiatives that will be completed in the current semester and must be submitted at least 4 weeks prior to the event.

D. TWUGSA does not provide for more than 50% of the costs for any *individual's initiative* and no more than \$250 total amount.

E. TWUGSA does not provide for more than 25% of the costs per person for any *group initiative* and no more than \$750 total amount for the group.

F. All financial support is provided as a reimbursement and is given at the completion of all requirements for TWUGSA student initiatives.

G. Initiatives may include activities such as: conferences, trainings (outside degree requirements), etc.

H. Receipts pertinent to the initiative must be submitted within 30 days of the end of the event. If not submitted, approval will be overturned and fund freed up for other students.

VII. Required information for Student Initiatives

A. Proposal for support

1. A one to two page report describing the initiative, why you desire to attend, how it will improve your educational experience at TWU, and your financial need.

2. A budget for the initiative and sources of income
3. All of the above information must be in to be considered for approval.

B. Final Report

1. A one page summary of the initiative and its benefits towards your education.
2. Expenditures report, including copies of all receipts

VIII. Group Initiatives

The TWUGSA supports group initiatives that are for the betterment of student education, spiritually and/or intellectually. A group is defined as more than 3 people.

A. The TWUGSA is open to work with groups to determine how much money will be allocated to a particular event. The standard policy for group initiatives is: 25% of each individual's costs will be covered up to a maximum of \$750.00 for the whole group.

B. The TWUGSA is open helping groups plan and advertise for group events that may better the spiritual and/or intellectual education of all other graduate students.

C. All requests must be for initiatives that will be completed in the current school year and must be submitted at least 4 weeks before the event.

D. All financial support is provided as a reimbursement and is given at the completion of all requirements for TWUGSA group initiatives.

E. Group Initiatives may include activities such as: conferences, trainings (outside degree requirements), etc.

IX. The Process for Group Initiatives

1. A one to two page report describing the initiative and how it will improve the educational experience at TWU.
2. The proposal will be reviewed by the TWUGSA to determine whether to further pursue the initiative.
3. Representatives from the TWUGSA will meet with the person/people seeking support, and discuss the potential ways that the TWUGSA can support the proposed initiative.
4. A detailed proposal including financial assistance, plans, timelines, and TWUGSA involvement will be brought to the TWUGSA for discussion and voting.