

Student Club Guidelines at Villa Maria College

As a club at Villa Maria College, we take responsibility to complete the following actions in a timely manner:

- Meet with the group to run successful meetings & events
- Host events on campus that are engaging, creative, and fun
- Fundraise as necessary to fund future programs, trips, conferences, costs, etc.
 - Hold elections once a year and report the new officers to the Director of Student Life with all contact information (Phone #, Email, Full Name). There is a form in Student Life that you can fill out and submit!
- Email minutes to the Director of Student Life after meetings. Minutes should be emailed no later than one week after the clubs meeting.
- All clubs should have a Constitution with election guidelines, fundraising goals, member recruitment, etc. To learn how to do that, please stop into the Office of Student Life
- Work collaboratively with your advisor for your group. They are a great resource!
- Each group must host at least one event per semester in order to remain active
 - All clubs are open to all students on campus
- If you are not complying with any of these guidelines, your club may be suspended or disbanded based on a discussion with the Director of Student Life
- HAVE FUN!! ☺