

POLICY FOR CLUBS

INTRODUCTION

Student Clubs and Organizations are a great way for students to develop social, educational and leadership skills. Involvement in recognized student clubs and organizations at Loyola College allows students the opportunity to network, represent College and become engaged in service activities both on-campus and off campus. This manual is designed to assist student club and organization leaders and advisors in establishing and effectively leading a successful organization. The following clubs are functioning actively in the college.

1. Dance and Dramatics
2. General Knowledge(GK) Club
3. Literacy and Book Club
4. Magic Youth Club
5. Art (Drawing and Paint) Club
6. Entrepreneur's Club
7. Debate and Elocution Club
8. Consumer awareness club
9. Music Club
10. Photography Club

Student Club Policies:

Only clubs and organizations recognized by Loyola Academy and registered with the College may use campus resources.

Active clubs must meet the following requirements:

Limit membership to currently-enrolled Second Semester students register with the student activities coordinator each year.

Have a club representative present at Student Council meetings.

Sponsor at least two activities on campus each semester.

Typical activities could include, but are not limited to participating in the annual club fair, hosting a fundraiser, coordinating a service project, sponsoring a program or attending a conference.

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Establishing a New Student Organization:

Anyone interested in starting a new student organization must:

- ✓ Meet with the student activities coordinator to discuss starting a new club
- ✓ Establish the name of the organization and define the purpose
- ✓ Identify a full-time faculty or staff member to serve as advisor
- ✓ Have at least five currently-enrolled students sign a petition indicating their intent to become a member of the proposed organization
- ✓ Develop a constitution and bylaws outlining the purpose, goals, officers, elections, etc.
- ✓ Submit a proposal outlining the club purpose, goals and objectives with the constitution and bylaws and petition to the Head Boy.
- ✓ New clubs may apply for a grant after attending four General Body meetings following their recognition as a student club.

Programmes and initiatives contributing to the campus culture:

Each club is an independent body and is required to plan their events and calendar and share the same with Office of Student Services.

- a. Every club or society should present its monthly calendar of events and programmes to the Office of Student Services in the last week of the ongoing month.
- b. Any clubs who do not submit this within the timeline will not be provided any support in the month for any of their events or programs. The Clubs Interface from the Student Council may also be present at these monthly meetings but would not have a say in approval of the activities of the clubs.
- c. Every club or society is advised to utilize all the opportunities of participation and outreach through events organized by the Office of Student Services.
- d. Clubs or societies will also be expected to host regular workshops for the larger university body as well as external audiences and are encouraged to participate and showcase their work at various other university festivals.
- e. Every club or society is advised to utilize all the opportunities of participation and outreach through events off campus.
- f. Collaborations Clubs and societies are expected to innovate and come up with fresh ideas on programming and collaborating with other clubs. Clubs should organize at least one event or an activity on campus through such collaborations. All approved clubs or societies - permanent as well as newly formed and approved clubs and societies - must host a collaborative event at least once in the academic year. Such a programme must be conceptualized and organized in keeping with the values and mission of Loyola Academy.
 - ✓ **Club Mentors:** It is mandatory for every club and society to have an advisor – who can be from either staff or faculty Loyola Academy to seek advice, help and support.

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The Office of Student Services can help facilitate this. Every club and society must update the Office of Student Services about the faculty advisor(s) on board at the end of probationary period.

✓ **Report and Documentation:**

Every club and society is expected to maintain regular and updated records and documentation of their activities, meeting minutes, overall progress and plans.

A few broad and indicative heads are as follows:

- ❖ Rationale and Objectives
- ❖ Operational and leadership structure
- ❖ Records of current and past membership and leadership
- ❖ Records of current and past events, activities hosted and participated.
- ❖ Events in the pipeline
- ❖ Budgets utilization and accounts
- ❖ An events calendar for every semester at its outset.
- ❖ Archive for photos and videos of events and activities

The above is an indicative list and must be added upon to ensure a rich and exhaustive documented record of a club or society.

The documentation will be utilized in evaluation of the club during appraisal periods, letter of recommendations/certification for members of the clubs and societies, documentation and representation of the clubs.

Every club and society must submit a summary report of all the documentation to the Office of Student Services twice every semester, as per schedule communicated by the Office of the Student Services. These updates are also required for ongoing university board meetings and in these cases the Office of Student Services will ask each club or society to send an update within a specified time period.