



Club Expectations Contract

Club name:

President:

Vice President:

Secretary:

Treasurer:

Advisor:

Club Expectations

The President will:

- Submit a list of all ACTIVE members of the club to the VP of Clubs and Organizations and keep the VP of Clubs and Organizations updated on any change to the club roster
- Submit all Program Planning 5 days before the event and evaluation sheets no later than 5 days post-event
- Submit End of Semester report sheets to the VP of Clubs and organizations
- Oversee the club and all its activities.

The VP will:

- Assist the club President with tasks
- Assume the responsibilities of the President if ever unavailable
- Will assist other club officers with tasks

Treasurer will:

- Meet with the Business Manager about club funds
- Keep track of club funds
- Submit Spreadsheet of funds
- Submit Budget request forms 5 business days before the event
- Submit copies of all forms to both the Business Manager and Vice President of Clubs
- Submit an end-of-the-semester budget report to the Vice President of Clubs and Organizations

The Secretary will:

- Keep minutes at all club meetings (Club Meeting Minutes Form available)
- Minutes include:
 - Club/Organization name
 - Date/Time/Location of the meeting
 - A list of those in attendance
 - All business discussed/ideas generated
 - Next meeting date/time/location
 - Club organization signature, date submitted
- Submit meeting minutes to the VP of Clubs and Organizations no later than 48 hours after the meeting concludes

The Club Advisor will:

- Attend at least one meeting per semester.
- Assist the program with anything that it needs

Clubs will:

- Have at least five (5) members: President, Vice President, Secretary, Treasurer, and one member
- Have a non-student advisor affiliated with the College in some manner (faculty, staff, administration)
- Hold one program a semester

- Hold Monthly meetings (minimum of 2 per semester)
- Hold at least one fundraiser per year
- Conduct themselves appropriately and suitably as leaders and representatives of Saint Joseph's College of Maine.
- Be open to all students at Saint Joseph's College

By signing this contract, you are agreeing for both yourself and the club you represent to abide by all of the above rules and regulations, in accordance with the Saint Joseph's College of Maine Student Government Rules and regulations. You acknowledge that you have read and understand the clubs and organizations part of the Student Government constitution and realize the actions that must be taken if any of the above is not followed.

Club President

Club Vice President

Club Secretary

Club Treasurer

Club Advisor

Vice President of Clubs and Organizations