

## Instructions:

New student organizations are required to submit a document of club policies for the Katz School's review. Use the template below to outline club policies. If your club is approved for recognition, the Club Policies will continue to guide your club under new leadership after your graduation. Your writing should be professional, thoughtful, and free of errors.

Text that is *in italics* is an explanation of that part of the policies. It will be deleted from the final version of the Club Policies.

Text that is **colored in red** provides sample policies. You may use this text or draft your own content.

See the end of this document for instructions on how to submit the document for review.

### Club Policies for [Insert Club Name Here]

- I. **Mission Statement:** *A short paragraph that describes the club's purpose.*  
**E.g. The mission of the Crochet Club is to provide a fun, friendly opportunity for students to improve their crochet skills. The Crochet Club is open to students at all crochet levels: beginners through experts can join our events and learn from each other.**
  
- II. **Governance:**
  - A. **Structure:** *Describe the structure of the club's leadership or leadership group. The structure must include one Club President, but you have the freedom to select other leadership roles as needed.*  
**E.g. The Crochet Club has a President, Vice President, and Treasurer.**
  - B. **President:**
    1. **Responsibilities:** *List and explain what this position is responsible for that contribute to the club's governance.*  
**E.g. The president is responsible for:**
      1. Day-to-day oversight of club operations
      2. Submitting event proposals to the Katz Student Affairs office
      3. Writing a monthly newsletter to club members
    2. **Eligibility:** *List what qualifications a student must have to be eligible for the position.*  
**E.g. Only full-time students in good standing in the Textiles program are eligible to be president of the Crochet Club.**
    3. **Selection:** *Explain how someone would rise to this position. Generally, club leaders are selected by application, appointment, or election. For applications or appointments, identify who makes the final decision.*
    4. **Removal:** *If a club leader is not performing their duties adequately, what is the process for removing them from office?*
  - C. **[Additional leadership position:]** *Repeat section II.B. for each position mentioned in the Leadership Structure outlined in II.A.*
  
- III. **Membership:**
  - A. **Responsibilities of members:** *What must students do to maintain membership in the club?*  
**E.g. Members are expected to attend at least two events per semester.**

- B. **Eligibility to become a member:** *List what qualifications a student must meet in order to be eligible to be a club member. Consider program-, school-, degree-, and university-level policies for membership eligibility. Are students in other Katz programs eligible? Are students in other Yeshiva schools eligible? Are undergraduates eligible?*  
 E.g. Members must be students in the Cybersecurity or Data Analytics programs at the Katz School.  
 E.g. Members must be current graduate or undergraduate students in the Katz School. Since this club is a chapter of the National Crochet Association, chapter members also become national members and meet all national membership eligibility requirements.
- C. **Process to join:** *Explain the process eligible members must follow to join the club.*  
 E.g. To join the club, attend the Membership Drive meeting at the beginning of the semester.  
 E.g. To join the club, email the club Secretary [at yuemail2@mail.yu.edu](mailto:yuemail2@mail.yu.edu).
- IV. **Continuity:** *This section of the Policies explains how your club will continue to exist even after you graduate from the program. At the Katz School, we believe that student clubs should have a lasting impact and endure beyond their founding year.*
- A. **Policy on transition to new leadership:**  
 E.g. During the summer semester, the outgoing club board will prepare an email advertising the club to newly admitted students.  
 E.g. The faculty/staff advisor will conduct an election for new board members at the beginning of each fall semester.
- B. **Faculty/staff advisor:** *Each club is required to have a member of the Katz faculty or staff serve as an advisor to the club. Outline the advisor's proposed responsibilities toward club continuity here.*  
 E.g. The faculty advisor runs an election each fall for new board members.  
 E.g. The faculty advisor collects information about the year's events from the outgoing board and presents them to the incoming board.
- C. **Affiliation with umbrella organizations:** *Affiliation with national or international organizations is a great way to maintain your club's continuity after you graduate. These organizations may have additional policies, which you can list in Section VII below. Here, discuss how affiliation with the umbrella organization contributes to the club's continuity.*  
 E.g. The National Association of Crochet will provide the electronic platform for new board elections.
- V. **Activities, Events, and Calendar:**
- A. **Operational Activities:** *List and describe the club's regular operational activities.*  
 E.g. The Crochet Club regularly updates a list of yarn vendors that offer discounts to Crochet Club members.
- B. **Regular Events:** *List and describe the club's anticipated usual events.*  
 E.g. The Crochet Club has a weekly "Open Crochet" where members can drop by to work on projects together. The Crochet Club attends the annual Crochet Convention in New Jersey. At the end of each academic year, the Crochet Club runs a "Crochet Exhibition" where members can share a completed project with each other.
- C. **Activity and Event Timeline:** *If applicable, plot a rough timeline of these activities and events on a semester- or year-long calendar.*  
 E.g. Weekly: Open Crochet.

E.g. First weekend in February: Crochet Convention trip.  
E.g. First week of May: Annual club Crochet Exhibition.

- VI. **Amendment of Policies:** *If future club members or leaders believe these policies should be changed, how should they go about changing the policies?*  
E.g. At any time during the semester, any club member can email the president a concern about the club policies. The president must consult with the other board members and decide whether to change the policy.  
Policy updates will be shared with the Katz Student Life office for approval and publication.
- VII. **Additional Policies:** *If your club requires additional policies, please include them here. This includes policies pertaining to risk or legal liability, and links to policies required by an umbrella organization.*

***Submitting policies for review:***

After completing the above template with information about your proposed club, email your Club Policies to [katzfinadmin@yu.edu](mailto:katzfinadmin@yu.edu). In the body of your email, include the contact information for the proposed first President (who will usually be the person who wrote the policies and is sending the email). If you have identified other students to fill any of the other club leadership positions outlined in Section II, include their contact information as well.

***Required Contact Information for Founding Club Leaders:***

- Name
- YU email address
- Phone number
- Program
- Club leadership position