

BASELINE

Expectations for Clubs 2025-2026

General Meeting Requirement	Clubs are required to hold a certain number of meetings per semester, based on tier designation. These meetings should be promoted and advertised to the entire roster for the club. These should be general membership meetings, not officer meetings. The agendas for the meetings should be set by officers and sent, in advance, to the members of the group. The nature of the meetings should be focused on club business such as upcoming events/rehearsals, officer elections, discussion of opportunities to collaborate with other groups, etc. These meetings should be submitted a minimum of 14 days in advance via EngageXU.
Advisor & Officer Meeting Requirement	Club officers and/or general members should meet with faculty/staff advisors a certain number of times per semester depending on tier designation. These meetings should be scheduled in advance with your advisor and can either be the officers meeting with the advisor or the advisor attending and participating in a general membership meeting – either will satisfy the requirement. Submit Monthly agenda/minutes for Advisor Meetings via EngageXU to Student Involvement for Verification.
Program Requirement	Clubs are required to hold a certain number of programs/events per semester depending on tier designation, outside of a regular club meeting. These events can include fundraisers or trips that have been approved via the Fundraising Permit Form or Student Domestic Travel Form. They can also involve events taking place on campus that are exclusively for the members of the group or open to the broader campus community. For example, Spanish Club could host a movie night for its members or could host a cultural celebration open to members as well as anyone on campus. But, for example, inviting a guest speaker to a club meeting does not satisfy this requirement. These events can be promoted and advertised through a variety of methods (email announcements, group chats, social media, printed flyers, professor announcements in class, etc.). These meetings should be submitted a minimum of 14 days in advance via EngageXU.
Fundraiser Requirement	Tier 1 and Tier 2 Clubs are expected to fundraise additional dollars to supplement funding; this does not include fundraising through dues collection or SORF requests.

Service Project Requirement	<p>Being integral to who we are as a Jesuit Catholic institution, Clubs are required to participate in one service activity per year, as a club. This requirement can be satisfied if the group identifies their own site where service can be contributed or it can be met by the membership of the Club volunteering to participate in an already existing service opportunity (such as Community Action Day). The Club should show effort to encourage their members to participate and should set a goal for 80% of the entire membership to engage in service. For this first year, service can also include a philanthropic fundraising event where the club hosts a fundraising activity to generate funds for a charitable organization beyond Xavier. The Club will be required to report on these events on EngageXU. Additional documentation from a service site may be needed for verification of this requirement.</p>
Mid-Year/Year End Reports Requirement	<p>Each Club is required to submit semesterly reports or surveys, as dictated by the Office of Student Involvement. This responsibility is typically assigned to Presidents, though occasionally other Officers may be asked to contribute.</p>