



PALM  
UNIVERSITY  
COLLEGE

# HANDBOOK FOR STUDENT CLUBS

Student Life and Career Services Department  
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## Contents

<b>Introduction .....</b>	<b>2</b>
<b>1. CLUBS AT PALM.....</b>	<b>2</b>
<b>2. PROCESS OF STARTING A NEW STUDENT CLUB .....</b>	<b>2</b>
<b>3. MEMBERSHIP ELIGIBILITY AND PARTICIPATION.....</b>	<b>2</b>
<b>4. CLUB LEADERSHIP .....</b>	<b>3</b>
<b>5. CLUB ELECTIONS .....</b>	<b>3</b>
<b>6. PATRON/ADVISOR.....</b>	<b>4</b>
<b>7. DUES.....</b>	<b>4</b>
<b>8. EXPECTATIONS OF STUDENT CLUBS.....</b>	<b>5</b>
<b>9. PLANNING AND GOALS.....</b>	<b>5</b>
<b>10. CONSTITUTION.....</b>	<b>5</b>
<b>11. RECRUITING NEW MEMBERS.....</b>	<b>6</b>
<b>12. FRESHMEN ORIENTATION.....</b>	<b>6</b>
<b>13. BENEFITS OF JOINING A CLUB .....</b>	<b>6</b>

## Introduction

### STUDENT LIFE AND CAREER SERVICES DEPARTMENT

The department enhances student's overall campus experience and prepares students for life after college.

#### **1. CLUBS AT PALM**

- Women, Men, and Youth of Purpose International, Palm Chapter.
- Palm Honour Club
- Palm Entrepreneur's Hub
- Palm Robotics Club
- Palm Book Club
- Palm Football Club

#### **2. PROCESS OF STARTING A NEW STUDENT CLUB**

Clubs are to be student-initiated therefore only Palmers can apply to establish clubs. Below is the process a club goes through to be officially recognized:

1. Visit the Palm website to officially apply at <https://palm.edu.gh/student-life/clubsandsocieties/> .
2. To apply, ensure there are at least seven (7) students who have expressed interest in the club. A Patron/Advisor, who is a Palm staff or faculty member, must also be attached to the club.
3. After receiving approval, student leaders will be given the nod to draft a constitution to represent the ideas of the club.
4. The constitution is then reviewed by the Department.
5. The club is then presented to the community to be approved to begin operations.

#### **3. MEMBERSHIP ELIGIBILITY AND PARTICIPATION**

Membership of clubs is open to staff, students, and faculty of Palm University College.

Members of the clubs are expected to participate in club activities and meetings and pay **non-refundable dues of Twenty Ghana cedis (GHC 20.00)** to support the activities of the club **every semester**.

An active member is one who participates in club activities and fulfills their financial obligations.

#### **4. CLUB LEADERSHIP**

All clubs must have leaders to run their affairs. For an approved club, there must be **at least four (4) leaders occupying the roles of President, Vice President, Secretary, and Financial Secretary.**

#### **5. CLUB ELECTIONS**

##### **a. CRITERIA FOR CANDIDACY**

A student must meet the following criteria to run for the club level elections:

1. Be enrolled in any of the undergraduate programs at Palm University College.
2. Has not violated the Honour System/Examination Honour Code.
3. Not serving a sanction as at when vying for or being elected to a position.

##### **b. PROCEDURE FOR CLUB-LEVEL ELECTIONS**

All clubs must have leaders to run the affairs of the club. The following steps must be taken for all club leadership elections:

##### **i. NOMINATIONS**

- The club's leadership will notify all club members of the opening for the nomination period, the duration, and the positions.
- The duration for the nomination should be at least one (1) week.
- All nominations must be formally submitted in writing through email to the Patron of the club within the designated nomination period.

##### **ii. VETTING**

- All candidates will go through vetting by the Patron and outgoing leaders.

##### **iii. CAMPAIGN**

- All candidates who pass the vetting stage must be presented to the club members to campaign for elections.
- All candidates will be given time to present a manifesto to Club members at a general meeting.
- A period of 3 days will be allowed for the campaign.
- All candidates must desist from bad-mouthing opponents.

- Only electronic communication (soft-copy materials/flyers) will be allowed for the campaign.

#### **iv. ELECTION DAY**

- A day for elections will be communicated to all parties
- Only members of the club will be allowed to vote.
- Voting can be either in person or online.
- Each club member is entitled to one vote in the election of each position.
- The Patron will prepare a ballot for each position with the required details of the candidate and the position on the ballot.
- An officer of the University must be present on the day of the elections.
- The results of the elections must be announced by an officer of the University.

### **6. PATRON/ADVISOR**

Every club must have a patron who is either a faculty or administrative staff of Palm University College. The process of selecting a patron is:

1. Club executives select potential patrons and vote to choose one.
2. An official proposal is sent to the chosen patron via email requesting him/her to be the patron of the club.
3. After approval, the patron is officially announced and introduced to the members.

**Any external person can be of assistance to the club without bearing the title of a Patron.**

#### **Roles of Patrons**

1. Assist the club to function for the club's stated purposes.
2. Prevent any violations of club and University regulations.
3. Act as the bridge between the club and the University.
4. Attend events and meetings to provide guidance and support.
5. Assist in orienting new members of the club.

### **7. DUES**

Every club member will be expected to pay **Twenty Ghana cedis (GHC20.00)** per semester towards the running of operations of the club. Any club member is free to contribute more than the amount stated. However, it will be considered a **donation**.

The payment of dues will be done at the University's Accounts Office.

## **8. EXPECTATIONS OF STUDENT CLUBS**

All student clubs must abide by all university policies, including the Student handbook. Some of the expectations of the student clubs are to;

1. Uphold the ideals of the mission and vision of Palm University College.
2. Elect leaders who meet the club's standards
3. Manage financial matters ethically.
4. Elect leaders before the beginning of every academic year.
5. Meet and plan toward scheduled activities before the beginning of every academic year.
6. Submit an end-of-semester report.
7. Operate respectfully and inclusively.
8. Provide a safe and welcoming environment for members.
9. Be present during freshmen orientation and every other University activity that requires their participation.
10. Submit the list of executives at the beginning of every academic year.
11. Submit updated information and photos for the University's website.

## **9. PLANNING AND GOALS**

An annual plan for the club should be in place with the approval of the Patron at the beginning of the academic year. In the absence of a Patron, an officer from the Department can be of assistance to aid this process.

The club goals for the year can include events, recruitment strategies, social activities and projects, etc. All members are expected to work together to establish the goals set by the club.

## **10. CONSTITUTION**

All clubs are mandated to have a constitution which should be reviewed annually at a duly constituted meeting with the Patron and members to ensure that the document still meets the goals and objectives of the club.

Any changes must be voted upon by the club members.

The reviewed constitution or any amendments must be reviewed and approved, a copy must be dated and sent to the Student Life and Career Services department.

All clubs must submit an up-to-date constitution as part of the registration process.

## **11. RECRUITING NEW MEMBERS**

Clubs are allowed to recruit members for the sustainability of their clubs. This can be done responsibly by:

1. Talking to friends and course-mates.
2. Host an event or activity and invite potential members.
3. Use social media as a medium.
4. Participating in freshmen orientation

## **12. FRESHMEN ORIENTATION**

All new members will be oriented and officially ushered into their preferred club.

The importance of new member orientation helps new members to understand how the club functions, and what their roles will be and gives a bigger picture of the association.

After orientation, new members are likely to feel comfortable with the club and become actively involved in activities.

## **13. BENEFITS OF JOINING A CLUB**

In today's world, finding a place to feel a sense of belonging and relaxation can be challenging. That's where clubs come in they offer a unique combination of social interaction, fun activities, and exclusive benefits. Clubs are an avenue to:

- a. Be part of the University community.
- b. Develop skills and competencies.
- c. Get more of your university experience.
- d. Learn how to lead and work with a team.
- e. Be creative and innovative with ideas
- f. Improve your confidence.
- g. Meet new people and forge new friendships.
- h. Take a break from your studies and participate in social events.