



2022

HOW TO START A NEW CLUB

GUIDELINES AND PROCEDURES

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PROCEDURE FOR APPROVING A NEW CLUB

CLUB DEFINITION

A club at Westchester Community College is as a group of like-minded students who have created a formal operating charter with a unique mission and have received formal approval from the Department of Student Involvement and the Student Government Association. Clubs are to be student run with support and guidance provided by college faculty/staff/administrators, referred to as Advisors.

RESEARCH & PREPARATION

- 1)** Students wishing to start a new club should first review the current list of recognized clubs on campus. Students should ensure that there is not already a group on campus with a similar mission to the club they wish to start.
- 2)** If there is no similar club, students should then recruit a member of the college faculty, staff, or administration to serve as an Advisor to their group. For more information, as to the role a club Advisor has, please refer to the *Club/Organization Policy & Procedures* found at www.sunywcc.edu/clubs.
- 3)** Students will then have to complete the *Request for Recognition Form*, found in this packet. Students will also have to recruit a minimum of fifteen (15) students who want to join their prospective club. These students will have to sign the *List of Interested Students form* included in this packet.
- 4)** Most importantly, students will have to draft a constitution for their club. This will serve as the operating charter, should they become recognized.

Students MUST use the Constitution
Template
(found on page 5)

- 5)** After all requirements are complete, all documents must be emailed to the Department of Student Involvement (getinvolved@sunywcc.edu).

PROCEDURE FOR STUDENT GOVERNMENT RECOGNITION

- 1)** The Department of Student Involvement will notify the Student Government Association (SGA) that a proposal for a new club has been submitted.
- 2)** The documents will be sent to the SGA Secretary who will assign a member of the SGA Constitution Committee to review the packet. This Committee may request to meet with the students to ask questions and suggest changes/amendments to the proposed club's constitution.
- 3)** After being reviewed by the SGA Constitution Committee, the prospective new club will be notified that their packet will be sent to the SGA Senate for review. The new club is required to make a formal presentation before the SGA Senate. This presentation should include: (1) an overview of the club, (2) its goals/objectives, (3) the name and background of the faculty advisor; (4) reasons why the club is needed on campus and (5) other criteria considered important by the presenting students.
- 4)** The SGA Senate reviews constitutions typically once a semester, toward the end of each term.
- 5)** If approved by the SGA Senate, the club shall be officially recognized and be entitled to all rights and benefits associated with club recognition.

NEW CLUB
Request for Recognition Form
(Must be typed)

Club Name:

Student Presenting Request:

Student Email:

Prospective Club Advisor/Department:

Title of Advisor:

GENERAL INFORMATION

What is the purpose and mission of your club?

What sort of opportunities and/or activities will your club sponsor for the campus community?

Why should your club be recognized on campus?

Agreement & Verification

I have read, understood and feel I am able to complete the responsibilities and requirements of starting a recognized club at Westchester Community College. I affirm that the information which I have provided on this form and all other materials for recognition are complete, accurate, and true to the best of my knowledge.

Student Presenting Request

Student Presenting Request

Name (Printed)

Signature:

Date:

**Prospective Club
Advisor**

Name (Printed)

Signature:

Date:

NEW CLUB LIST OF INTERESTED STUDENTS

Name of Club:	
Student Presenting Request:	
Student Email:	
Prospective Club Advisor/Department:	
Title of Advisor:	

By signing below, I am indicating my interest in joining and being active in the newly proposed club listed above while a student at Westchester Community College.

	Name (Printed)	Signature	MyWCC ID
1			000
2			000
3			000
4			000
5			000
6			000
7			000
8			000
9			000
10			000
11			000
12			000
13			000
14			000
15			000
16			000

If you have additional names, please just duplicate this page

NEW CLUB SAMPLE CONSTITUTION

Students looking to have a new club approved at Westchester Community College will have to draft a Constitution for their club. This will serve as the operating charter for their club, should they be recognized. This is the most critical part of any group looking for recognition. This document will be subject to the most amount of scrutiny by the Student Government Association, so it is important that all directions are followed.

DIRECTIONS FOR WRITING YOUR CONSTITUTION:

- 1)** The template on the following pages **MUST** be used when writing your prospective club's Constitution.
- 2)** Anything that is in CAPS means you must fill in the missing information. Simply click on the WORDS and write directly over it.
- 3)** You should make sure everything is written in complete sentences.
- 4)** All constitutions must be typed and emailed to the Department of Student Involved (getinvolved@sunywcc.edu) at the same time as the other recognition documents.

**NAME OF CLUB/ORGANIZATION
WESTCHESTER COMMUNITY COLLEGE**

ARTICLE I: NAME

The name of this club shall be

ARTICLE II: PURPOSE

A. The purpose of _____ is to:

- 1)
- 2)
- 3)
- 4)

ARTICLE III: MEMBERSHIP

A. _____ shall not discriminate against any student on any basis, including, but not limited to: real or perceived age, race, sex, gender identity/expression, sexual orientation, sexual history, religious orientation, physical or mental disability, veteran status, alienage, citizenship, marital or parental status, legally recognized domestic partnership status, national origin, ancestry, creed, political belief, arrest and/or conviction record, or any other criterion prohibited by federal, state or local law.

B. Any student attending Westchester Community College who has paid the student activity fee is eligible to be a member of _____


C. Students can become a member of _____

D. Members of _____ are expected to _____

E. Members can be removed from the _____ for _____

F.

ARTICLE IV: OFFICERS

- A. shall have officers. 
- B. All officers must attend club officer training sponsored by the Department of Student Involvement.
- C. All officers must be members of the
- D. The following officer positions are established for
- a) President**
- i. The President shall preside over all meetings of the
 - ii. The President shall ensure that the mission and purpose of are achieved.
 - iii. The President shall ensure all responsibilities of the club as detailed by the Department of Student Involvement and the Student Government Association are completed on time.
 - iv.
- b) Vice President**
- i. The Vice President shall assist the President in their duties and assume all the duties and responsibilities of the President in his/her absence.
 - ii.
- c) Treasurer**
- i. The Treasurer shall be responsible for keeping track of all monies and funds of **NAME OF CLUB**.
 - ii. The Treasurer shall be understand and adhere to all the financial policies and procedures of the Department of Student Involvement, Faculty/Student Association and the Student Government Association.
 - iii.
- d) Secretary**
- i. The Secretary shall manage all club documents and correspondence.
 - ii. The Secretary shall keep accurate records and notes of all meetings.
 - iii.
- e) Club Council Representative**
- i. Shall attend every meeting of the Student Government Association Club Council.
 - ii. Shall represent the interests of club to the Club Council.

iii.

f)

i.

g) Advisor

- i. The advisor shall serve in a non-voting capacity and provide guidance to the club.
- ii. The Advisor shall be a member of the college faculty, staff or administration.
- iii. The Advisor will attend meetings of the club and provide advice and recommendations for club action.
- iv. The Advisor shall attend trainings sponsored by the Department of Student Involvement.
- v. The Advisor is selected by
- vi. The Advisor can be removed by

E. The above will comprise the Executive Committee of a club.

F. The Officer can serve a maximum of _____ semesters in their position.

G. The Officers are selected by

H. The term of Officers shall be

I. An Officer can be removed from his or her position for

J.

ARTICLE V: MEETINGS

A. The _____ will meet

B. The _____ will need _____ for an official meeting to occur.

C.

ARTICLE VI: VOTING

- A. Members of _____ will be eligible to vote in club business.
- B. Traditional club business will be conducted by _____
- C. Votes will be approved by a _____
- D. The Elections of officers will be decided by _____
- E. _____

ARTICLE VII: CLUB RESPONSIBILITIES

- A. _____ shall abide by the policies, procedures, and requirements established by the Student Government Association and college.
- B. _____ shall provide the Department of Student Involvement with a current and accurate contact list, including names and emails, of its officers and advisors.
- C. _____ shall send a representative to every meeting of the Student Government Association Club Council.
- D. _____

ARTICLE VIII: AMENDMENTS & DISSOLUTION OF THE CLUB

- A. All amendments to this Constitution must be passed by a *Majority, 3/4 Majority, ETC?* vote of the total club membership.
- B. In the event of the dissolution of this club, all accrued funds and assets revert back to the Student Government Association.