****

**Procedure for Approving a New Club/Organization**

**Club Definition**

 A club/organization 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/or the Student Government Association. Clubs/organizations 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/organization should first review the current listings of recognized clubs/organizations on campus. Students should ensure that there is not already a group on campus with a similar mission to the club/organization they wish to start.
2. If there is no similar club/organization, 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/organization Advisor has, please refer to the *Club/Organization Policy & Procedures* found at [www.sunywcc.edu/clubs](http://www.sunywcc.edu/clubs).
3. Students will then have to complete the *Request for Recognition Form*, found on page 2 of this packet. Students will also have to recruit a minimum of fifteen (15) students who want to join their prospective club/organization. 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/organization. This will serve as the operating charter for their club/organization, should they be recognized.

**Students MUST use the Constitution Template**

**when writing their Constitution**

**(found on page 5)**

1. After a club/organization completes the requirements listed above, they must submit all the documents to the Department of Student Involvement (Student Center Room 103).

**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/organization 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/organization, (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/organization shall be officially recognized and be entitled to all rights and benefits associated with club/organization recognition.

**New Club/Organization**

**Request for Recognition**

**Form**

**Name of Club/Organization**:

**Student Presenting Request**:

**Student Email**:

**Perspective Club Advisor**:

**Title of Advisor**:

**GENERAL INFORMATION**

1. What is the purpose and mission of your club/organization?

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

1. Why should your club/organization 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/organization 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**:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Printed) Signature Date**

**Perspective Club Advisor**:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Printed Signature Date**

**New Club/Organization**

**List of Interested Students**

**Name of Club/Organization**:

**Student Presenting Request**:

**Student Email**:

**Perspective Club Advisor**:

**Title of Advisor**:

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

|  |  |  |
| --- | --- | --- |
| **Name (Printed)** | **Signature** | **Date** |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |
| 1.
 |  |  |

***\*\*\*If you have additional names, please just duplicate this page\*\*\****

**New Club/Organization**

**Sample Constitution**

**Students looking to have a new club/organization approved at Westchester Community College will have to draft a Constitution for their club/organization. This will serve as the operating charter for their club/organization, 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 CONSTITTUION:**

1. **The template on the following pages MUST be used when writing your prospective club/organization’s Constitution.**

1. **Anything that is BOLD, UNDERLINED, & ITALICIZED means you must fill in the missing information. Simply click on the grey text box and write directly over it.**
2. **You should make sure everything is written in complete sentences.**
3. **All Constitutions must be typed and submitted to the Office of Student Involved (STC 103) at the same time as the other recognition documents.**

***NAME OF CLUB/ORGANIZATION***

**Westchester Community College**

**Article I: NAME**

The name of this club/organization shall be ***NAME OF CLUB/ORG***.

**Article II: PURPOSE**

1. The purpose of ***NAME OF CLUB/ORG*** is to:
2. ***FIRST STATEMENT OF PURPOSE***
3. ***SECOND STATEMENT OF PURPOSE***
4. ***THIRD STATEMENT OF PURPOSE***
5. ***FOURTH STATEMENT OF PURPOSE***

**Article III: MEMBERSHIP**

1. ***NAME OF CLUB/ORG*** 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.
2. Any student attending Westchester Community College who has paid the student activity fee is eligible to be a member of ***NAME OF CLUB/ORG*.**
3. Students can become a member of ***NAME OF CLUB/ORG*** by ***STATE HOW A STUDENT BECOMES A MEMBER OF YOUR CLUB***
4. Members of ***NAME OF CLUB/ORG*** are expected to ***STATE WHAT EXPECTATIONS YOU HAVE OF YOUR MEMBERS (i.e. attend meetings, help at events, etc).***
5. Members can be removed from the ***NAME OF CLUB/ORG*** for ***STATE WHY A STUDENT CAN BE REMOVED AS A MEMBER OF YOUR CLUB*** by ***STATE HOW A STUDENT CAN BE REMOVED AS A MEMBER OF YOUR CLUB*.**
6. ***ARE THERE OTHER ITEMS YOU WANT TO ADD TO MEMBERSHIP?***

**Article IV: OFFICERS**

1. ***NAME OF CLUB/ORG*** shall have ***NUMBER*** officers.
2. All officers must attend club officer training sponsored by the Department of Student Involvement.
3. All officers must be members of the ***NAME OF CLUB/ORG***.
4. The following officer positions are established for ***NAME OF CLUB/ORG:***
	1. President
		1. The President shall preside over all meetings of the ***NAME OF CLUB/ORG***
		2. The President shall ensure that the mission and purpose of ***NAME OF CLUB/ORG*** are achieved.
		3. The President shall ensure all responsibilities of the club/organization as detailed by the Office of Student Involvement and the Student Government Association are completed on time.
		4. ***OTHER RESPONSIBILITIES?***
	2. Vice President
		1. The Vice President shall assist the President in their duties and assume all the duties and responsibilities of the President in his/her absence.
		2. ***OTHER RESPONSIBILITIES?***
	3. Treasurer
		1. The Treasurer shall be responsible for keeping track of all monies and funds of ***NAME OF CLUB/ORG.***
		2. The Treasurer shall be understand and adhere to all the financial policies and procedures of the Office of Student Involvement, Faculty/Student Association and the Student Government Association.
		3. ***OTHER RESPONSIBILITIES?***
	4. Secretary
		1. The Secretary shall manage all club/organization documents and correspondence.
		2. The Secretary shall keep accurate records and notes of all meetings.
		3. ***OTHER RESPONSIBILITIES?***
	5. Club Council Representative
		1. Shall attend every meeting of the Student Government Association Club Council.
		2. Shall represent the interests of club/organization to the Club Council.
		3. ***OTHER RESPONSIBILITIES?***
	6. ***ARE THERE OTHER OFFICER POSITIONS IN YOUR CLUB?***
		1. ***IF SO, WHAT ARE THEIR RESPONSIBILITIES?***
	7. Advisor
		1. The dvisor shall serve in a non-voting capacity and provide guidance to the club/organization.
		2. The Advisor shall be a member of the College faculty, staff or administration.
		3. The Advisor will attend meetings of the club/organization and provide advice and recommendations for club action.
		4. The Advisor shall attend trainings sponsored by the Department of Student Involvement.
		5. The Advisor is selected by ***STATE HOW THE ADVISOR IS SELECTED***
		6. The Advisor can be removed by ***STATE HOW AN ADVISOR CAN BE REMOVED***
5. The above will comprise the Executive Committee of a club/organization.
6. The Officer can serve a maximum of ***NUMBER*** semesters in their position.
7. The Officers are selected by ***STATE HOW AND WHEN THE OFFICERS ARE SELECTED OR ELECTED (i.e. a vote of the club membership)***
8. The term of Officers shall be ***STATE HOW LONG AN OFFICER SERVES IN THEIR TERM (i.e. a semester, the full academic year)***
9. An Officer can be removed from his or her position for ***STATE WHY AN OFFICER CAN BE REMOVED FROM HIS/HER POSITION*** by ***STATE HOW AN OFFICER CAN BE REMOVED FROM HIS/HER POSITION***
10. ***ARE THERE OTHER ITEMS YOU WANT TO ADD TO OFFICERS?***

**Article V: MEETINGS**

1. The ***NAME OF CLUB/ORG*** will meet ***STATE HOW OFTEN THE CLUB WILL MEET***
2. The ***NAME OF CLUB/ORG*** will need ***STATE HOW MANY MEMBERS MUST BE PRESENT*** for an official meeting to occur.
3. ***ARE THERE OTHER ITEMS YOU WANT TO ADD TO MEETINGS?***

**Article VI: VOTING**

1. Members of ***NAME OF CLUB/ORG*** will be eligible to vote in club business.
2. Traditional club business will be conducted by ***STATE BY WHICH METHOD VOTES ARE HELD (secret ballot, voice vote)***
3. Votes will be approved by a ***STATE WHAT OUTCOME IS NEEDED TO PASS A VOTE (MAJORITY OF VOTES CAST, PLULARITY OF VOTES CAST, ETC)***
4. The Elections of officers will be decided by ***STATE HOW AND WHEN THE OFFICERS ARE SELECTED OR ELECTED (i.e. a vote of the club membership)***
5. ***ARE THERE OTHER ITEMS YOU WANT TO ADD TO VOTING?***

**Article VII: CLUB RESPONSIBILITIES**

1. ***NAME OF CLUB/ORG*** shall abide by the policies, procedures, and requirements established by the Student Government Association and college.
2. ***NAME OF CLUB/ORG*** shall provide the Department of Student Involvement with a current and accurate contact list, including names and emails, of its officers and advisors.
3. ***NAME OF CLUB/ORG*** shall send a representative to every meeting of the Student Government Association Club Council.
4. ***ARE THERE OTHER ITEMS YOU WANT TO ADD TO CLUB RESPONSIBILITIES?***

**Article VIII: AMENDMENTS & DISSOLUTION OF THE ORGANIZATION**

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