



NEW CLUB PACKET

Updated November 5, 2025

PROCEDURE FOR APPROVING A NEW STUDENT CLUB

CLUB DEFINITION

A **STUDENT CLUB** is a student-run group of like-minded students who have gathered together to explore, celebrate and share-in a common purpose. They have created a formal operating charter with a unique mission and received formal approval from the Student Government Association. Clubs receive support from members of the faculty, staff, or administration who serve as club advisors.

REQUIRED DOCUMENTATION

1. Students wishing to start a new club should first review the current listings of recognized clubs found at www.sunywcc.edu/clubs.
2. If there is no similar club on your campus, students should recruit a member of the college faculty, staff, or administration to serve as the Advisor to their group. If any similar club is found to exist, your application will not be accepted. For more information as to the role of a club advisor, please refer to the Club and Organization Policy & Procedures found at www.sunywcc.edu/club-organization-policies-procedures.
3. Students will also have to complete the following documents:
 - a. Request for Recognition Form. This is an intake form describing the basics of the proposed group. It can be found on page eight (8) of this packet.
 - b. List of Interested Students Form. This is a listing of students who have expressed interest in joining the club if it receives approval. A minimum of fifteen (15) interested students is required. It can be found on page nine (9) of this packet.
 - c. Constitution. A club constitution is an important document that sets up the basic rules and structure of the club. It explains how the club works and how decisions are made, helping to solve any problems that come up. The constitution includes things like the club's name, purpose, officers, meeting details, and rules for making changes. Clubs often also have bylaws, which give more specific instructions for everyday activities. You can find the template for the constitution and instructions on page three (3) of the packet. The constitution needs to be typed and **E-MAILED** to the **Department of Student Involvement at getinvolved@sunywcc.edu**.
4. After a club completes the requirements listed above, they must submit all the completed documents to the Department of Student Involvement (David Swope Student Center Room 108) for processing and next steps.

If you have questions or need help during this process, you can make an appointment with a member of the Student Involvement staff by calling 914-606-6731, emailing getinvolved@sunywcc.edu, or visiting David Swope Student Center Room 108.

PROCEDURE FOR STUDENT GOVERNMENT RECOGNITION

1. Once verified, all information is completed, 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 and SGA Vice-President who will assign a member of the SGA Clubs Committee to review the packet. The SGA Clubs Committee will then review the next Club Affairs Committee. The SGA Clubs Committee may request to meet with the students who are making the new club proposal to ask questions and suggest changes to the proposed club's constitution or other documents. After being reviewed by the SGA Clubs Committee, the students proposing the new club will be notified by the SGA Secretary if their packet was approved.
3. The SGA President will then notify the club that their proposal is scheduled for presentation before the SGA Senate. Newly proposed clubs are required to attend this senate meeting.
4. This presentation should include the following: (1) an overview of the club's mission; (2) the name and background of the faculty advisor; (3) anticipated events or initiatives the club plans to sponsor; (4) reasons why the club is necessary on campus; and (5) any other criteria deemed important by the students proposing the club.

NEW CLUB CONSTITUTION TEMPLATE & INSTRUCTIONS

1. The following template **MUST** be used when writing your prospective club constitution.
2. Anything that is **UNDERLINED** means you must replace it with the missing information. Simply write over those words and write in the information it calls for.
3. You should make sure everything is written in complete sentences.
4. All constitutions must be typed and E-MAILED to the Department of Student Involvement at getinvolved@sunywcc.edu, student-vicepresident@sunywcc.edu, and StudentSecretary@sunywcc.edu.
5. If you have questions or need help when writing your constitution, you can make an appointment with a member of the Student Involvement staff by calling 914-606-6731, emailing getinvolved@sunywcc.edu, or visiting David Swope Student Center, Room 108.

SUNY WESTCHESTER COMMUNITY COLLEGE

ARTICLE I: NAME

The name of this club shall be _____.

ARTICLE II: PURPOSE

The mission of the _____ is to:

ARTICLE III: MEMBERSHIP

1. _____ 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 beliefs, 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 SUNY Westchester Community College who has paid the student activity fee is eligible to be a member of _____.
3. Members of _____ are expected to:

4. Members can be removed from the _____ for

It is important to note that a member can only be removed by the majority vote of the club, not by the decision of a single member or officer. The student being removed has the right to present their case and object to the removal in front of the club members if they choose. If the removed member believes the action was unjust, they may appeal to the Department of Student Involvement for further review.

5. _____.

ARTICLE IV: OFFICERS

1. _____ shall have a minimum of 3 officers, two of which must be a President and a Treasurer.
2. All officers must attend all training sessions sponsored by the Department of Student Involvement.
3. All officers must be members of the _____.
4. All club officers must have a minimum of a 2.0 GPA.
5. All club officers must be in good academic and judicial standing.
6. The following officer positions are established for _____:

PRESIDENT

- i. The President shall preside over all meetings of the _____.
- ii. The President shall ensure that the mission and purpose of _____ are upheld.
- iii. The President shall ensure all responsibilities of the club as detailed by the Office of Student Involvement and the Student Government Association are completed on time.
- iv. _____.

STUDENT TREASURER

- i. The Student Treasurer shall be responsible for keeping track of all monies and funds of _____.
- ii. The Student Treasurer shall 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. The Student Treasurer shall manage all club/organization documents and correspondence.
- iv. The Student Treasurer shall keep accurate records and notes of all meetings.
- v. _____.

THE CLUB IS REQUIRED TO SELECT ONE OF THE FOLLOWING POSITIONS FOR THE THIRD OFFICER ROLE:

VICE PRESIDENT*

- i. The Vice President shall assist the President in their responsibilities and assume all the duties of the President in their absence.
- ii. _____.

CLUBS COMMITTEE REPRESENTATIVE

- i. Shall attend every meeting of the Student Government Association Club's Committee, as required by the SGA Vice President.
- ii. Shall represent the interests of club/organization to the Club's Committee and offer suggestions pertaining to the Club Council Events for the following semester.
- iii. _____.

OTHER OFFICER POSITIONS (Secretary/ social media / Marketing, etc.)

- i. The above will comprise the Executive Committee of a club/organization.
- ii. The Officer can serve a maximum of _____ semesters in their position.
- iii. The Officers are selected by:

Officer Removal

An Officer can be removed from their position for:

It is important to note that an Officer can only be removed by a majority vote of the club, not by the decision of a single member or officer. The Officer who is being removed has the right to present their case and object to the removal in front of the club members if they choose. If the removed Officer believes the action was unjust, they may appeal to the Department of Student Involvement for further review.

ADVISOR

- The advisor shall serve in a non-voting capacity and provide guidance to the club/organization.
- The advisor shall be a member of the College faculty, staff or administration. The advisor will attend meetings of the club/organization and provide advice and recommendations for club action.
- The advisor is selected by:
_____.
- The Advisor can be removed by:
_____.

- It is important to note that an Advisor can only be removed by a majority vote of the club, not by the decision of a single member or officer.

ARTICLE V: MEETINGS

1. The _____ will meet _____.
2. The _____ will need _____ for an official meeting to occur.
3. _____.

ARTICLE VI: VOTING

1. Members of _____ will be eligible to vote in club business.
2. Traditional club business will be conducted by _____.
3. Votes will be approved by a _____.
4. The Elections of officers will be decided by _____.
5. _____.

ARTICLE VII: CLUB RESPONSIBILITIES

1. _____ shall abide by the policies, procedures, and requirements established by the Student Government Association, Faculty/Student Association and SUNY Westchester Community College.
2. _____ shall register the club at the beginning of each semester with the Department of Student Involvement.

ARTICLE VIII: AMENDMENTS & DISSOLUTION OF THE ORGANIZATION

1. All amendments to this constitution must be passed by a _____ vote of the total club membership.
2. Constitution updates must be submitted to the Student Government Association Senate for review and approval before they are deemed official.
3. _____ must email any and all updates or changes to its constitution to the Department of Student Involvement after they have received approval by the Student Government Senate.
4. In the event of the dissolution of this club, all accrued funds and assets revert back to the Student Government Association. If approved by the SGA Senate, the club shall be officially recognized by the College and will be entitled to all rights and benefits associated with club recognition. The club may apply for funding from the Student Government Association the semester after it receives approval.

New Club

Request for Recognition Form

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

General Information

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

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

Why should your club/organization be recognized on campus?

Agreement & Verification

I have read, understood and am able to complete the responsibilities and requirements of starting a recognized club/organization at SUNY 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):		Student ID #:	
Signature:		Date:	

Prospective Club Advisor

Name (Printed):		Position:	
Signature:		Date:	

New Club

List of Interested Students

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

Name (Printed):		Student ID:	Physical Signature:
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Name (Printed):	Student ID:	Physical Signature:
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