

# New Student Club & Organization Recognition Packet



*In order to be a recognized club, you must bring your completed packet to  
the Student Life & Leadership Office in SU111*

*For questions or concerns regarding this packet please call 602-  
243-8069*

Ratified by the South Mountain Community College Student Governance 2/6/14

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**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

# Steps to Establishing a Student Club/Organization at SMCC

1. Identify the ***purpose*** of the club/organization you wish to establish.
2. Identify and obtain an ***advisor*** from SMCC (faculty or MAT employee).
3. The interested students and advisor work together in creating a ***working constitution and/or by-laws***, indicating the objectives of the club and procedures by which it shall govern itself to the Associated Student Governance of SMCC.
4. A ***petition*** must be signed by a minimum of 15 students interested in organizing the club of GCC. Please note that all signatures collected must be those of students registered in credit courses at a SMCC campus.
5. The club constitution and/or by-laws must be endorsed by student governance, and approved by the Director of Student Life & Leadership

*Note:* If the Director denies approval of the organization, the basis for disapproval shall be presented, in writing, to student governance. The Student Life & Leadership Office will notify the concerned parties.

Copies of the approved constitution and/or by-laws of the club/organization shall be filed within the Student Life & Leadership Office.

Groups may assemble for the purpose of organizing a club/organization, but will not be eligible for any of the privileges granted to active associations until they have been endorsed by student governance and approved by the Director of Student Life & Leadership.

## For more information

Contact the Student Life & Leadership Office, SU 111  
602.243.8069 or [buddy.cheeks@southmountaincc.edu](mailto:buddy.cheeks@southmountaincc.edu)

# Student Club/Organization Recognition Form

Recognition Type:  New  Renewal Semester: \_\_\_\_\_ Date: \_\_\_\_\_

## Category of the organization (check the correct answer):

- |   |  |
|---|--|
| <input type="checkbox"/> Academic         | <input type="checkbox"/> Arts and Literature |
| <input type="checkbox"/> Athletic         | <input type="checkbox"/> Community Service   |
| <input type="checkbox"/> Environmental    | <input type="checkbox"/> Ethnic              |
| <input type="checkbox"/> Honorary         | <input type="checkbox"/> Political           |
| <input type="checkbox"/> Health Awareness | <input type="checkbox"/> Religious           |
| <input type="checkbox"/> Social           | <input type="checkbox"/> Other: _____        |

1. State the complete name of the proposed club/organization and commonly used abbreviation(s):

\_\_\_\_\_

2. Clearly state the purpose of the proposed club/organization (purpose means reason for existence or goals and objectives):

\_\_\_\_\_  
\_\_\_\_\_

3. Name of the proposed Advisor: \_\_\_\_\_

4. Will dues be collected?  Yes  No

If Yes how much are the dues? \_\_\_\_\_

How often are they collected?  Once a year  Once a semester

5. Proposed club meeting day(s), time and place:

\_\_\_\_\_

6. If the club is associated with any other group (campus, local, national, etc.), describe the nature of the affiliation and the distinctions between your group and the other group(s). Include such issues as membership, decision-making authority, financial relationship, etc.

\_\_\_\_\_  
\_\_\_\_\_

## Approval Signatures:

\_\_\_\_\_  
Director, Student Life & Leadership

\_\_\_\_\_  
President, Associated Stud. Governance

# Club/Organization Advisor Consent Form

The responsibilities of an advisor shall be to:

1. Attend all meetings. No business may be transacted if the advisor is not present. No official meeting may take place if the advisor is not present.
2. Attend required Student Life & Leadership Orientation/Training Sessions (Fiscal Management, Event Planning and Travel Preparedness).
3. Assist the group in fulfilling its purpose.
4. Attend all scheduled functions planned by the group.
5. Participate as a consultant in the transaction of organizational business.
6. Work with officers in upholding the standards and regulations of the college.
7. Assist the group in achieving sound financial procedures.
8. Represent the administration and refer students to, or consult with, the Director of Student Life & Leadership concerning club activities.
9. If you cannot be present for a meeting of your organization, secure a faculty substitute and notify the Student Leadership Center.
10. Work with student officers prior to meetings. Assist them in group procedures of leadership appropriate for the group. Encourage them to preplan meeting agendas and to go over these agendas in advance with you.
11. Encourage members to operate within the framework approved by the Associated Student Governance. Social activities should be approved through regular channels and all money should be received or disbursed in accordance with the financial codes. Familiarize yourself with the constitution and codes.
12. Faculty advisors should act in a consulting and advising capacity only. Final decisions should be made by majority vote of club members

**Only Faculty Members (adjunct/residential) and MAT Employees of South Mountain Community College can serve as an advisor.**

I have read the above and understand my role as an advisor for the:

Proposed Club/Organization: \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

Date \_\_\_\_\_

# Executive Officer Information (Please Print Legibly)

NOTE: student status will be verified

## President

Name: \_\_\_\_\_ SID# \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

Email Address: \_\_\_\_\_

## Vice-President

Name: \_\_\_\_\_ SID# \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

Email Address: \_\_\_\_\_

## Secretary

Name: \_\_\_\_\_ SID# \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

Email Address: \_\_\_\_\_

## Treasurer

Name: \_\_\_\_\_ SID# \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

Email Address: \_\_\_\_\_

## Public Relations

Name: \_\_\_\_\_ SID# \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

Email Address: \_\_\_\_\_

# Club/Organization Membership Roster

In order for a proposed club/organization to be recognized, they need a minimum of 15 members. (You may attach a separate sheet of paper if there are more than fifteen members) Please Print Legibly:

*NOTE:* Student status will be verified.

1. Name: \_\_\_\_\_ SID# \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Home Cell Cell  
Date of Birth: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ SID# \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Home Cell Cell  
Date of Birth: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ SID# \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Home Cell Cell  
Date of Birth: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. Name: \_\_\_\_\_ SID# \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Home Cell Cell  
Date of Birth: \_\_\_\_\_  
Email Address: \_\_\_\_\_

5. Name: \_\_\_\_\_ SID# \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_  
Home Home Cell Cell  
Date of Birth: \_\_\_\_\_  
Email Address: \_\_\_\_\_







# Criteria for the establishment of Clubs and Organizations

1. The club must benefit students.
2. The club must not be controlled by an outside organization or person.
3. The club must conduct itself in harmony with general college rules for all clubs and organizations.
4. Groups may assemble twice for the purpose of organizing a club, but then must follow proper procedures for approval.
5. The club must file with the Director of Student Life & Leadership a constitution, a set of regulations, and a statement of purpose. These must be consistent with college policies.
6. The application must contain at least 15 names of interested students (students must be enrolled in at least one credit class equaling one full credit or more).
7. The application must be approved by the Director of Student Life & Leadership and the Associated Student Governance.
8. All monies of the club or organization must be deposited with the college fiscal agent and be expended by requisition authorized by the designated organization officer(s), college administrator, and college fiscal agent.
9. Copies of the constitution and/or bylaws shall be filed in accordance with college procedures with the respective student governance and the Office of Student Life & Leadership.

# Constitution for Student Clubs

## South Mountain Community College

- PREAMBLE:** State the purpose and aim of the organization.
- ARTICLE I:** State the complete, official name of the organization. If appropriate, specify any other variation of the official name, which the organization might use in its contacts with the public.
- ARTICLE II:** List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.
- ARTICLE III:** List the officers, terms of office, and their general duties and responsibilities. A provision of filling vacancies may also be included in a section under this article.
- ARTICLE IV:** State the makeup of the executive committee (officers); the method of selection; term of office and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.
- ARTICLE V:** State the method and frequency of elections. Specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office.
- ARTICLE VI:** State the number of members required to be present at a meeting in order to conduct the organization's business, i.e., QUORUM. (This number is usually a simple majority.)
- ARTICLE VII:** State by what rules of order or procedure meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure.

# By-Laws for Student Clubs

## South Mountain Community College

1. *MEETINGS*: Stipulate the frequency of meetings, possibly the day of the week, and the time and a location if known.
2. *OFFICERS*: List any additional duties or responsibilities assigned to the various officers which have not already been covered in the constitution.
3. *COMMITTEES*: Name any standing committees and the method to be used for selecting chairpersons and committee members. State the duties and responsibilities of these committees.
4. *FINANCIAL*: Provide dues and other assessments (if any) also, details regarding delinquencies.
5. *ELECTIONS*: State all election rules and procedures not already covered in the constitution.
6. *AMENDMENT of By-Laws*: Stipulate method for amending bylaws. The requirements for amending the bylaws should not be as great as those for amending the constitution.

# Tips for Elected Officers

## **Usual Duties of the President:**

Preside at all meetings and act as principal host at all club functions.

Be familiar with the constitution and bylaws of the club, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies affecting club operations.

Prepare an agenda of a definite plan of things that need to be done at each meeting. Appoint committees as directed and define their responsibilities.

See that committees act and report promptly and fully.

Soon after assuming duties you should plan programs for the year ahead. This can often be delegated to a planning committee, but the president is responsible for seeing that planning is done.

Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor.

Be responsible for seeing that the following materials are filed in the Student Leadership Center:

- A copy of the club's constitution, including bylaws (if any).
- A completed Report of Club Membership Form including a list of officers for each semester for the particular club, along with a notice of meeting time, place, and frequency of scheduled meetings.
- An annual report of the group's activities, including expenditures. Remember that the club is a part of the college, and that club projects and activities must be considered for their effect on the total operation of the college.

## **Presiding at the Meeting:**

The president presides at all meetings. If s/he must be absent, s/he must notify the vice president who will act in his/her stead.

Allow time for social preliminaries before the meeting so that individuals can get acquainted with each other and visit before the meeting begins.

## **Usual Duties of the Vice President:**

Conduct meetings in the absence of the president, or upon request.

Perform other official tasks as assigned. (Example: Membership Chairman) Take a full share of responsibility for helping the club to function effectively.

## **Usual Duties of the Secretary:**

Record all decisions and promptly prepare, and make available to members, copies of minutes following each meeting.

Keep an accurate file of minutes and actions. These should be available for ready reference at club meetings.

Get agenda and a copy of all information into the hands of members one week in advance of meeting if possible.

Arrange for meeting place and other physical facilities necessary. Notify members as to the date, time, and location of each meeting.

Use Meeting Minutes Template provided by the Student Leadership Center.

**Usual Duties of the Treasurer:**

Shall be responsible for all club finances and promptly prepare a statement of such finances for each meeting.

Keep an accurate file of financial statements and club budget.

Shall prepare all club Expenditure Requests, secure quotes, and work with club secretary to provide club minutes to attach to all expenditure requests.

Shall participate and help coordinate all student club/organization fund raising activities.

**Usual Duties of the Public Relations:**