

Starting a New Club at QCC

Return packet to the Office of Student Life and Leadership in the Fuller Student Center



Steps to become a Recognized Club

1. Get new club packet from the Office of Student Life and Leadership. Packet can also be found on Student Life website.
2. Fill out new club packet. The following information will be needed:
 - a. Registration agreement
 - b. Advisor agreement
 - c. The proposed constitution
3. Submit packet to the Office of Student Life and Leadership for Review.
4. Present club proposal to Student Senate for approval.
5. Pick up hazing and treasurer form from the Office of Student Life and Leadership
6. Return hazing form and have treasurer meet with the Business Office to release \$300 seed money. (Meeting with the Business Office must take place within 60 days of final club approval. If this does not occur, the club must wait until the next fiscal year for the release of seed money)

Student Club/ Organization Registration Agreement

The Office of Student Life and Leadership is responsible for the registration of ALL QCC student clubs/organizations. Only registered clubs/organizations will be recognized as an affiliate of QCC. A copy of this form, club constitution and member list will be kept on file in the Office of Student Life and Leadership.

Club Name: _____

Members of the Executive Board

Position: (president, vice president, treasurer, secretary)	Name:	Cell Phone #	QCC Email:
Advisor (Faculty or Staff)			

As a Student Club/Organization at QCC, we, the executive board members, agree to the following:

- ❖ Work collaboratively with all areas of the College in order to better serve the campus population.
- ❖ Be a positive role model for all students.
- ❖ Maintain communication with the Office of Student Life and Leadership and the Student Government Association.
- ❖ Abide by all rules and procedures as listed in the Student Club/Organization Handbook, our constitution, and all other QCC implemented policies relating to student organizations.
- ❖ Accept responsibility for all actions affiliated with events sponsored by the organization.

Attend ALL of the following events:

(Dates provided by the Office of Student Life and Leadership)

*Club Rush (Fall and Spring)

*Clubs Workshop

Please write a short 3-5 sentence synopsis about the club:

Club Name: _____

Example:

HDFS Club

HDFS Club is a club geared toward students interested in Human Development and family studies. This club is intended to provide guidance and resources for HDFS Majors, as well as organize events relevant to Human Development and family studies.

Executive Board Position Responsibilities

President

- Prepare an agenda for every meeting.
- Run all student organization meetings and keep members to business at hand.
- Know, understand and follow all QCC policies.
- Keep the advisor informed of all meetings and activities.
- Act as the club spokesperson to the campus.
- Delegate responsibilities to other members and assist when guidance is needed.
- Be consistent with meetings
- Hold members accountable for their actions, both good and bad
- Hold and attend regular executive board meetings
- Confirms all financial transactions are dealt with promptly

President's Initials: _____

Vice President

- Assume the president's responsibilities when the president is unable to carry them out
- Be primary event contact for the student organization
- Fully understand the handbook on Policies and Rules for Student Organizations
- Attend required events when President is unavailable
- Attend all meetings

Vice President's Initials: _____

Treasurer

- **Must Complete Treasurer Training to Receive Seed Money**
- Take responsibilities for the accounting of the club funds
- Communicate with The Office of Student Life and Leadership concerning the budgets
- Research prospective events to accurately predict a budget
- Assure that the student organization spends money in accordance with campus policies.
- Report on the balance sheet at each meeting
- Ensure that all financial transactions are dealt with promptly
- Attend required events when President is unavailable

Treasurer's Initials: _____

Secretary

- Record and keep accurate, permanent records (minutes, documents, etc.)
- Maintain an up-to-date list of all members and their contact information
- Attend required events when President is unavailable

Secretary's Initials: _____

Advisor (Must be QCC faculty/staff)

- Be a club guide
- Act as a facilitator and group mentor
- Help group maintain focus
- Assist in planning and goal creation
- Serve as the campus expert/resource
- Remain accessible throughout the year
- Challenge the group to view issues in a different way

Adviser's Initials: _____

Club/Organization President

Advisor

Director of Student Life and Leadership

Student Government President

The Office of Student Life and Leadership

Student Organization Advisor Approval Form

Advisor Information

Name: _____

Department: _____

Address: _____

Telephone Number: _____

Email Address: _____

Please list more than one (if applicable):

Student Organization (to advise): _____

Required Signatures (for approval):

Advisor

Date

Advisor's Supervisor

Date

Director of Student Life and Leadership

Date

Retain a copy for your records

Template for a Club's Constitution

A constitution is the basic framework of an organization. It states the purpose, indicates the number of officers, the method of their selection, requirements for membership, and other general operating procedures. If your club or organization chooses to go more in depth such as detailed methods of doing business and specific rules, this would belong in a document called the By-Laws. For example, a Constitution would establish that dues are required for membership and a method of determining the amount of dues Bylaws state the dues structure. The constitution written for each new organization should follow this format and contain these components.

Article I. Name

The name of the organization should reflect the nature of the group.

Article II. Purpose

This section states the purpose, aims and functions of the organization.

Article III. Membership and Dues

This section states the requirements and size limitations of the membership and dues, if applicable.

Article IV. Officers

This section lists the officer positions and the duties involved for each.

Article V. Electing, Appointing, and Removing Officers

There are provisions made for vacancies, elections, appointments, or recall of officers. List the guidelines, qualification, eligibility, timeline, etc. for each step. Names never appear in the constitution.

Article VI. Meetings

This article states the provisions for setting up a regular meeting time and any provisions for calling special meetings. List the frequency of your meetings; officer and member meetings and the officer position which has the authority to call meetings.

Article VII. Quorum and Voting

This section establishes the rules pertaining to the number of members, or the percentage of the membership required to be present to transact business.

Article VIII. Amendments

Procedures for amending the constitution should not be too simplified for the sake of the organization's stability. All amendments are subject to final approval by the appropriate office or election of officer.

Article IX. Ratification

This section states the requirements for ratification of the constitution of the newly formed organization.

Article X. Non-Discrimination Statement

Every QCC student organization is encouraged to have a non-discrimination statement in their constitution.