



## Starting a new club at MCC

The following must be turned in to the Student Activities office in order for a club to become active on campus.

- **Complete a 30 Day permit**
  - Advisor's signature needed
  - Student's signature needed
- **Membership list with at least 10 students**
- **Constitution**
  - Minutes of meeting ratifying Constitution
  - Goes to Student Activities office then Student Senate for approval
- **Officer's List**
  - Minutes of meeting electing the officers
  - Copies of transcripts of elected officers
  - Advisor's signature on form
- **Submit an Activity Request Form to reserve a meeting room**
- **Signed Advisor's Agreement**
- **Budget Allocation Request Form**

## How To Start A New Club Or Organization at MCC

The development of a new student club or organization is a sign of the vitality of student life at Manchester Community College. This resource guide has been designed by the Student Activities Staff to make the process for initiating a new club much easier.

Formal recognition by the College is required for any student group to sponsor social activities, to receive funds from the activity fund, and to use the College facilities and resources on a regular basis. Activities for unrecognized clubs are restricted to meetings, club day and club orientation only. Membership must be composed of students currently registered at MCC. The group may not deny membership to any student because of race, religion, color, ancestry, national origin, sex, age, or disability.

### Steps To Obtaining Official Recognition

1. Complete a 30 Day Permit and turn into Student Activities Office, Lowe 154i
2. Select an advisor (an MCC full time faculty or staff member)
3. Decide the purpose of the club and review club handbook from the Student Activities office.
4. Attach a membership list with names of at least 10 interested students
5. Submit an Activity Request form to reserve a meeting room. This form is available online at the form depot.
6. Make and post flyers inviting interested students to attend the first meeting.
7. Select name of club and discuss purpose and goals.
8. Take minutes of any meetings recording attendance, actions and meeting discussions
9. Draft the Constitution. Final draft must be ratified at a meeting and included in the minutes.
10. Elect 4 student officers (enrolled, GPA of at least 2.5, and earned 3+ credits at MCC)
11. Complete and submit a signed Officers List.
12. Attach an unofficial transcript from the Registrar's Office for each officer elected.
13. Type, sign and submit club minutes to verify the ratification of the constitution and election of officers.
14. Attach a signed Advisor Agreement
15. Hand in a budget allocation request form.
16. Request will be placed on the agenda of the next full student Senate meeting for a majority vote.
17. If approved by the Student Senate, the constitution is forwarded to the Dean of Students for final approval.
18. Upon receipt of written approval from the administration, the student group will become an officially recognized club.
19. An official certificate will be given to your club.

# Official Club Privileges

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Club Mailbox in L 154j



Access to College facilities, services and resources



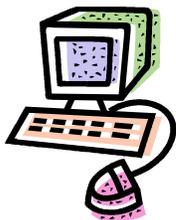
May request funds from the Student Activity Fund



May request permission to sponsor club events and meetings.



May use the College's name/logo for approved events.



May receive access codes to use the Club Room which includes computers, copier, mailboxes and meeting space.

## **CLUB ADVISORS**

All student organizations must have a full time member of the faculty or staff as its official advisor. An advisor serves as a link between the College and the organization and should assist the organization in achieving its goals and objectives.

### Considerations when selecting an advisor:

- What is the advisor's philosophy about organization?
- What training, expertise and skills does the advisor have in student leadership and development?
- What is the advisor's level of interest in the organization and time commitment?
- How will the advisor's personal characteristics blend with the members of the organization?

### Advisors should...

- Be an information/resource person and suggest program ideas
- Share specific knowledge in the development and implementation of programs
- Attend meetings and programs of the organization
- Interpret/clarify College policy and procedures to student organizations
- Provide historical continuity for the organization
- Provide ideas and guidelines for the recruitment of new members
- Be a personal role model and serve as a problem-solving agent
- Advise officers about meeting agendas and minutes

### Advisors should not...

- Run the student organization meetings
- Vote or have veto power over decisions
- Take care of last minute program details or be ultimately responsible for program problems or failures

### Find the Right Connection

Now that you have some information about what advisors and leaders see as the role of the advisor, you as a leader may need to find the right fit for the advisor of your organization. Every student organization advisor must sign all event forms and vouchers for an organization, but it's up to you and your advisor to define additional roles. You may also want to consider discussing some of the items outlined below with your advisor to help your organization get off to a great start! Meet with your advisor at the beginning of the year to talk about his/her perceptions of the role of the advisor. Outline your and their expectations. Continue to meet with your advisor at least once a week to touch base and to keep the advisor informed as to what is happening with the organization, projects, or programs.

### Other things to do together:

- Develop an orientation/retreat for the organization;
- Discuss your organization's history, traditions, major accomplishments, fundraisers, programs, etc.
- Review the organization's constitution together;
- Explore the relationship your group might have with others (ideas for co-sponsorship, recruitment, etc.);
- Review your budget. Discuss general goals for the organization to share with group members and receive input.

## **ROLE OF CLUB OFFICERS/STUDENT SENTATE OFFICERS**

### *To Be an Effective President:*

- Prepare an agenda for each organization meeting
- Know *Robert's Rules of Order* for conducting a meeting and practice this procedure.
- Remain impartial - avoid expressing your personal opinion and set an example others
- Know and understand your club constitution.
- Carry out the decisions of the group even though they may be contrary to yours.
- Know the responsibilities of all your club officers.
- Keep the group goals directed and on track throughout the semester. Work closely with your club/organization advisor.
- Know your limitations and seek support and guidance whenever necessary.

### *To Be an Effective Vice President:*

- Be prepared to take over the presidential responsibilities at any time and assist the President in any way.
- Be prepared to take on any specific duty that is requested of you, i.e. represent the club on committees.
- Model appropriate behavior and be aware of your limitations.
- Call issues to the attention of the President.

### *To Be an Effective Treasurer:*

- Always know how much your club has in it's account. You can get this information from the Business Office.
- Maintain accurate records of monies received, paid or owed on an electronic spreadsheet.
- Understand and accept responsibility related to student funds.
- Prepare a budget and make sure that the club or organization keeps within the budget.
- Keep records that can be easily obtained and understood and give a treasurer's report at each meeting or upon request.

### *To Be an Effective Secretary:*

- Take minutes of all club meetings and type them up within 5 days of the meeting. Give minutes to your advisor, members and a copy to the Student Activities Office. Minutes should reflect date, time, and place of the meetings, attendance, agenda topics, all motions and votes, new business, and adjournment time. (see back of book for sample)
- Be knowledgeable of office procedures including use of Microsoft word.
- Keep an updated membership roster with contact information.
- Be responsible for all correspondence and maintain and organize all files for future use.



## Student Activities Office Advisors Agreement and Guidelines Form

In the beginning stages of an organization, the advisor's role is one of leadership, guiding the group with strong interest and experience towards a meaningful program. As the program becomes self-sufficient, the advisor's role should gradually become that of consultant, advising, recommending, acknowledging and approving programs and material as the situation may determine.

The following outline consists of the policies and guidelines for the student organization advisors at Manchester Community College. Interpretation of the following points may be necessary in certain situations; therefore, consultation is encouraged by the Student Activities Office when questions arise.

1. All clubs and organizations recognized by Manchester Community College must have an advisor. Only a full time faculty member or administrator may serve as a club advisor.  
**Advisor(s) chosen must sign and submit this Advisor Agreement and Guidelines Form.**
2. Clubs usually need only one advisor, but may chose more than one if the club is unusually large or if such a diversified nature that would warrant the time and talents of two or more advisors.
3. Club members should consult with the advisors concerning preparation of the budget and allocation of funds. Advisors shall assist the organization in proper handling of funds. All activity request forms, budget requisitions, vouchers, and contracts should have an advisors signature.
4. The advisor is not the leader, but may give advice, ideas, or any information applicable to the club's interest. Decisions should be made by the members themselves. Therefore, in reality, the advisor's role is that of a consultant or resource person regarding pertinent College policies, regulations, and other matters.
5. The advisor shall attend all meetings. This requires that the club officers keep the advisor informed of the time, place and date of all meetings and also of any cancellations.

6. The advisor shall assist clubs in developing programs and/or projects. The organization's officers should keep the advisor fully informed of their program's and event's status. The club's secretary should forward minutes of meetings to the advisor as soon as possible. The members should be able to speak to the advisor as often as necessary to discuss problems, complaints, programs, etc...
7. Since the advisor is an official MCC liaison between the club/organization and Student Activities Office, periodically communication between the advisor and the Coordinator of Student Activities is necessary to properly coordinate organizational activities, especially events requiring contracts.
8. The advisor or their designee must attend and remain at all club activities.

**Please submit to the Student Activities Office.**

\_\_\_\_\_  
Advisor's Name – please print

\_\_\_\_\_  
Advisor's Signature / Date

Division/Department: \_\_\_\_\_

Telephone # \_\_\_\_\_

\_\_\_\_\_  
Name of MCC Student Club/Organization



## Notice of Intent:

### 30 Day Permit to Start a New Student Club/Organization

This is to inform the Office of Student Activities that I wish to initiate the formation of a new student organization or club on campus. This organization will be known as:

\_\_\_\_\_. The purpose of this organization will be to

\_\_\_\_\_.

I, the undersigned, understand that:

1. Membership must be composed of students currently registered at Manchester Community College;
2. The organization may not deny membership to any student because of race, religion, color, ancestry, national origin, sex, age, or disability, except as sanctioned by law;
3. The organization must obtain an advisor who is a full-time faculty member or administrator;
4. The organization will be allowed to use campus facilities for thirty days for the purpose of organizing, developing plans and goals, and recruiting members;
5. The organization will not be allowed to sponsor speakers, fundraising activities, programs or events, or use the name of the College until the organization has been formally recognized by the College;
6. The organization agrees to abide by all the rules, regulations, and policies of the College;
7. During this 30 day period, the organization will initiate the procedures for formal recognition as outlined in the *Club/Organization Procedural & Financial Handbook*;
8. After 30 days, unless the Office of Student Activities is notified that extenuating circumstances exist, the organization's right to use campus facilities will be terminated until such time as it is formally recognized by the College.

\_\_\_\_\_

\_\_\_\_\_

Student's Signature/Date

Advisor's Signature/Date

Print Student's Name: \_\_\_\_\_

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

E-mail & Contact #: \_\_\_\_\_

**Thirty day period**      **Begins:** \_\_\_\_\_ **Ends:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Witnessed by:** \_\_\_\_\_





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## CLUB & ORGANIZATION BUDGET ALLOCATION REQUEST FORM

Name of Club/Organization: \_\_\_\_\_

Program Title: \_\_\_\_\_

Program Objective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding Request: \$ \_\_\_\_\_ Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total funding <b>request</b> of \$500 per year (a maximum of \$250 per semester):     \$ _____		
<b>INCOME:</b>	1. Membership dues	\$ _____
<b>EXPENDITURES:</b>	1. Activities	\$ _____
	2. Supplies	\$ _____

*To receive the \$250 Spring allocation, the club officers list must be re-verified by the SA Office, a club representative must have attended at least three Student Senate meetings, and club must have completed one community service project. The Treasurer of an organization is responsible when s(he) signs a voucher to see not only that the money is spent as designated but also that the organization receives the goods/services that are charged to his/her organization's account. If such goods/services are not received by his/her organization, s(he) must submit a written explanation to the Office of Student Activities. The Club & Organization Budget Allocation Request Form is due the last Friday in October.*

Treasurer/President: \_\_\_\_\_  
Print Name
Signature

Advisor: \_\_\_\_\_  
Print Name
Signature



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## SAMPLE AGENDA

**Instructions:** Parliamentary procedures (*Robert's Rules of Order*) is a set of rules used by groups to conduct business in an effective and orderly manner. Below is a typical example:

**(NAME OF CLUB)  
AGENDA**

1. **Call to Order (time started)**
2. **Roll Call (or distribute attendance sheet)**
3. **Adopt Today's Agenda**
4. **Approve Minutes of Previous Meeting (date)**
5. **Unfinished Business:**
6. **New Business:**
7. **Reports:**
  - Officers-**
    - President**
    - Treasurer**
  - Committees-**
8. **Concerns/Announcements**
9. **Date/place of next meeting**
10. **Adjournment (time ended)**

**SAMPLE MINUTES**

Manchester Community College  
Name of Club or Organization  
Day, Date

MINUTES

The meeting was called to order at time by name of person presiding over meeting.

Present: List by name or attach signed roll call sheet.

Is there a quorum? (The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.)

The agenda was approved as read (or revised). Last name of who made motion.

The minutes of date of last meeting were approved as read (or revised). Last name of who made motion.

Officer's Reports:    President.....  
                                 Vice President.....  
                                 Treasurer.....  
                                 Secretary.....

Committee Reports

Unfinished Business

New Business

Announcements

Meeting was adjourned at time. Last name of who made motion.

Jane Doe  
Secretary

Approved        Date                Initials    

Copies must be forwarded to the Student Activities Office, the Student Senate Treasurer, and the Business Office.

# Sample Constitution

## ARTICLE ONE - NAME

Section 1: The Name of this organization shall be \_\_\_\_\_

## ARTICLE TWO - PURPOSE

Section 1: The purpose of this organization shall be to \_\_\_\_\_  
(promote, organize, manage, direct, assist, recognize, etc...)

## ARTICLE THREE – MEMBERSHIP

Section 1: The membership of this organization shall consist of \_\_\_\_\_  
(all members of the MCC Community, MCC Students, MCC faculty and staff)

Section 2: Honorary & Associate Members  
(will the club have honorary members and associate members? )

Section 3: Eligibility requirements  
(example: qualifications for membership; currently enrolled at MCC, in good academic standing and have an active interest in the club)

## ARTICLE FOUR – OFFICERS

Section 1: The officers of this organization shall be the President, Vice President, Secretary and Treasurer. (and any other officers the club may need)

Section 2: To be an eligible officer of this club, students must have a minimum GPA of 2.5 and have a regular attendance at meetings.

Section 3: The term of office shall be one year.

Section 4: Duties of the officers shall be included but not limited to the outline specified in the MCC handbook for clubs and organizations.

Section 5: In the event that an officers does not continue to meet the qualifications for said office, the officer may be removed by majority vote.

Section 6: Upon the removal of an officer, the club members shall nominate and vote for a new officer.

## **ARTICLE FIVE – MEETINGS**

- Section 1: Regular meetings of this organization shall be held monthly, more as needed.
- Section 2: Special meetings may be called at any time by the president upon petition of majority members or upon petition of majority officers upon three days notice of such meeting to members.
- Section 3: A quorum shall consist of a majority of voting members present at any regular or special meeting.
- Section 4: Roberts Rules of Order shall govern the club in the order of its business.

## **ARTICLE SIX - ELECTIONS**

- Section 1: Election of officers shall be held at the beginning of the Fall semester on the day of the second meeting.
- Section 2: Only voting members may vote for the election of an officer. If a member is absent and wished to vote, he/she must give a written ballot to the advisor, in order for his/her vote to count.
- Section 3: Notice of elections shall be given two weeks in advance to the day of the elections.

## **ARTICLE SEVEN – EXECUTIVE AUTHORITY**

- Section 1: There shall be 1 or more full time faculty or staff advisors who shall be members ex-officio, without vote.
- Section 2: Advisors shall be nominated by the club officers, and voted upon by the members of this organization.
- Section 3: Powers and duties of the Advisor are as set forth in the MCC Handbook for Clubs and Organizations.

## **ARTICLE NINE – COMMITTEES**

- Section 1: There will be no standing committees for this club.
- Section 2:

## **ARTICLE TEN - DUES**

- Section 1: There shall be no dues to join this club.

**ARTICLE TEN – AMENDMENT AND BYLAWS**

Section 1: This Constitution may be amended and adopted by  $\frac{3}{4}$  of the membership present and voting at any regular/special meeting.

Section 2: Notice of official Amendment shall be given exactly one week from the date of vote.

**AUTHORIZATIONS**

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Senate President or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Student Affairs

\_\_\_\_\_  
Date

**\*\*\* Attach Club Minutes adopting the Constitution**

# Basic Roberts Rules Of Order

## *For use for reference during meetings*

### AGENDAS

#### TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING

Call To Order	"I call this meeting to order"
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting"
Reading & Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved".
Reports of Officers	"We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report."  "Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."
New Business	"The meeting is now open for new business" "It has been moved and seconded that.....is there any further discussion?" "We will now vote on that motion that...All in favor say "Aye". All opposed say "Nay". The motion has passed.
Announcements	"Are there any announcements?" The next meeting will be held on....."
Adjournment	"May I please have a motion to adjourn the meeting?"

#### HANDLING MOTIONS

Member says, "I move that....". Another member seconds the motion, or chair asks, "is there a second?"

Chair states motion and asks for discussion.

Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion.

Debate is closed when no members seek further discussion.

Chair puts motion to vote.

Chair announces results of vote.