



## New Club Application and Guidelines

### Steps for establishing a new club

**IMPORTANT NOTE:** New clubs must follow the process outlined below in order to be recognized as an official GCCD club. New clubs may organize at any point in a semester.

**Student Club:** A club is a group of 3 or more current students who have joined together for a common social, educational, social justice, religious or cultural purpose. A student club requires a charter granted by the Student Senate and reviewed by the Division of Student Affairs. Clubs select a faculty or staff advisor(s) who is a full time employees of the District. Club members elect their own leadership. Clubs are eligible for student senate funding through the annual budget allocation process. Clubs are also given access to resources and facilities through Campus Life and Housing. Clubs must remain in good standing as outlined in NWCCD Procedure 5060.2: Student Organizations. Recognition of student clubs shall not be construed as agreement, support, or approval by the District, but only as acknowledgment of the rights of the organization to exist at the District, subject to the conditions within GCCD Procedure 5060.2: Student Organizations.

1. Gather at least 3 student members willing to participate in club activities. Members must have a valid student ID number and be enrolled in at least one class.
2. Obtain an advisor (must be a full time employee of GCCD)

#### Recommended Advisor Functions

- Meet at least monthly with the executive board or officer group and inform them of institutional matters.
  - Attend full organization meetings periodically at least once a semester.
  - Advise delegations regarding trips to conferences, business meetings, and inform organization of the Student Travel Procedures.
  - Respond to concerns from the members about officer elections, transition, and group development.
  - Provide background history and institutional insight as appropriate.
3. Submit completed New Club Charter form, including all necessary signatures, a constitution and By-Laws, and advisor agreement form to the Campus Life and Housing Office. If New Club Charter form is submitted in the spring semester by May 1<sup>st</sup> and is approved by Student Senate, the new club will begin the fall semester as an active, approved club.
  4. Attend the next Student Senate meeting following submission of New Club Charter form in order to present proposed charter.
  5. Review the Club and Organization handbook for guidelines and policies related to clubs.
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## Active Clubs at GCCD

In accordance with NWCCD Procedure 5060.2: Student Organizations, once recognized as an official student club by the Student Governance, clubs have the following responsibilities, privileges, and services available.

### Responsibilities of an Active Club:

Each club must:

- Have a GCCD faculty or staff advisor.
- Follow policies and procedures of GCCD as described by the Board of Trustees Policies and Procedures, State and Federal Laws, Student Government Association and this handbook.
- Have and follow a club constitution and by-laws.
- Be non-discriminatory in membership and open to all students
- Be represented at all required Student Senate meetings by the club president or consistent designated replacement.
- Practice fiscal responsibility and work through the business office for any purchases
- File a Re-charter/Contract form with Student Senate every semester

### Benefits of Student Organization Recognition:

- Use of Gillette College as part of their name designation.
  - Use of GCCD facilities, equipment, and services, as available and according to prescribed policies and procedures.
  - Application for funding from the Student Fee Allocation Committee or the campus student government under the policies and procedures set forth in Procedure 5060.6 or the respective campus student government constitution and bylaws.
  - Professional advising and support from Student Affairs
  - Collection of reasonable dues and/or fees for service, sponsorship of fund-raising events, and solicitation of funds according to GCCD policy.
  - Awards or honors presented by the colleges to organizations and/or members.
  - Listing in GCCD/student publications.
  - Participation in GCCD/student activities.
  - Distribution of literature and organizational materials according to established GCCD policies and procedures.
  - GCCD Business Office account and support upon request of the services of other GCCD departments.
  - Posting of materials on designated GCCD bulletin boards and digital signage within the parameters of existing guidelines.
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### **Conditions for Recognition of Student Organizations**

- Student governments have the authority to revoke a recognition in accordance with this procedure. This process is separate from action GCCD may take under the Student Code of Conduct.
- Adherence to GCCD regulations and policies (i.e. Student Code of Conduct). This includes refraining from hazing, disruption of the educational process, misuse of funds, and other items outlined there in. Violations of the Student Code of Conduct may result in removal of recognition status through the conduct process.
- For initial recognition, submit the appropriate recognition application to the Director of Campus Life and Housing, or designee, and the appropriate campus student governance.
- For continued recognition, submit an updated recognition form every semester
- Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
- Constitution and bylaws according to prescribed standards must be on file for student clubs and some DAOs.
- Constitution and bylaws changes must be submitted within two weeks of any action taken.
- Adherence to student senate guidelines with respect to organization officers and membership.
- Adherence to local, state, and federal laws.
- Compliance with the GCCD nondiscrimination policy.
- Avoidance of the inappropriate financial enrichment of any officer, member, or affiliate.
- Dues and other membership fees must be used for the express and direct benefit of the organization and in fulfillment of its purpose. Before institution of fees, business office should review and approve.
- GCCD retains contractual authority. Organizations cannot enter or attempt to enter into contracts which obligate GCCD without prior written authorization by the appropriate GCCD official.
- GCCD funds, including, but not limited to student activity fee monies, cannot be used to finance administrative claims, or litigation of any kind against GCCD, or any of its trustees, officers, employees or agents.
- A current GCCD employee must serve as the primary advisor to the organization. An organization that cannot find an advisor should contact Student Affairs for assistance.

### **Inactive Student Organizations**

- Student organizations will be considered inactive when one of the following conditions occur:
    - Lack of advisor
    - Recognition paperwork was not submitted
    - Constitution and by-laws were not submitted or updated (where applicable)
    - Membership drops below requirements
    - Failure to meet specifications set forth by the student governance
    - Account balances will be redistributed as outlined in Procedure 5060.3: Student Club & Organization Finances.
  - Clubs may return to active status once conditions have been met and the charter has been updated.
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## Club Charter Form

**Please be advised of the following Approval Process (approximately 2 weeks):**

- 1) Submit this form to Campus Life and Housing.
- 2) Approval of charter will be considered at the Student Senate meeting following submission of form.

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**CLUB CHARTER/CONTRACT FOR: FALL \_\_\_\_\_ THROUGH SPRING \_\_\_\_\_**

**Club Name:** \_\_\_\_\_

**Club President:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Student Government Representative:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Purpose of Club:**

**Anticipated club activities for this semester:**

### Club Members Section:

We know that we are responsible for ensuring that our club knows and adheres to Student Government procedures, and relevant NWCCD policies as stated in the Policies & Procedures Catalog, Schedule of Classes, and Student Handbook.

**Please print: NAME, EMAIL, PHONE NUMBER, and then add your SIGNATURE\***

#	Name	Phone Number	Email	Signature
1				
2				
3				
4				
5				

\*Signature indicates agreement to allow phone number and email to be given to GCCD Faculty and Staff seeking club information.

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**Club President Section:**

*On behalf of the club members, I apply for recognition for our club. As Club President, I agree to attend all required meetings or designate a permanent, alternative representative to attend the meetings.*

**Club President (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Advisor Section:**

*I am a full time employee of GCCD and agree to serve as advisor to this Student Club. As a club advisor I agree to attend and be physically present at all meetings, excursions, and events created by this club and to abide by the Student Senate Constitution and GCCD policies and procedures.*

**Club Advisor (print name):** \_\_\_\_\_

Please check one of the following:

Faculty

Staff

E-Mail: \_\_\_\_\_ Phone Number/Extension: \_\_\_\_\_

**Signature, Advisor:** \_\_\_\_\_

**Student Senate Section:**

*I certify that Student Government has recognized this new Student Club and has granted them recognition on said date.*

\_\_\_\_\_  
\_ Approved, President Student Senate

\_\_\_\_\_  
Date: