

Northwestern Connecticut Community College

Procedures for Starting

Student Club

or

Organization

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

Petition for Recognition as a Student Organization

Proposed Name of Organization:

_____ Date: _____

We, the undersigned, registered NCCC students, petition the Student Senate for sanctioning as a student organization of Northwestern Connecticut Community College. The individual students whose organization, herewith expressly affirm that they will comply with all rules, regulations, procedures and policies of NCCC and further affirm that the applying student organization, if granted sanctioning, will comply with said rules, regulations, procedures and policies of NCCC.

Proposed objectives or purpose of the organization:

Signatures of Student Petitioners: (minimum of five)

Name:

1.	_____	_____
	Signature	Print
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
	_____	_____

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

Procedure for Starting Student Club or Organization

NCCC welcomes student interest in forming new clubs or organizations.

A student group at Northwestern Connecticut Community College must have formal sanctioning from the Student Senate as well as the College in order to function as an organization or receive an allocation from student activity fee funds. The following procedures shall be followed in obtaining sanctioning as a student club or organization.

1. Meet with the Director of Student Activities and/or the Student Senate President to discuss the purpose and plans of the organization.
2. Three organizational meetings are allowed in College facilities in order to complete necessary documents, recruit members and discuss plans for the new student organization. A room may be secured through the Student Activities Office (GW 110). Advertising these meetings in the Campus Voice is allowed and is encouraged. Speak with the Director of Student Activities for placement in the campus voice.
3. The Petition for Recognition as Student Organization form must be completed with at least five (5) signatures of NCCC registered students. Alumni, whom are welcome to attend, cannot be members of the club as they not registered students.
4. The Student Organization Information and Faculty Advisor (s) Agreement form must be submitted.
5. A Constitution, including Statement of Purpose, Criteria for Membership and Rules of Procedures shall be submitted (example attached).
6. If affiliated with any other organization on or off campus that organization's Constitution must be also be submitted.
7. All sources of outside funds shall be disclosed to the Student Senate.
8. Some organizations may be approved financially independent of the Student Senate; however, those seeking financial assistance from the Student Senate must submit a proposed budget for the semester on the Budget Request/Allocation form.
9. The above four documents must be submitted by the Student Senate and Student Activities Office at least two (2) days prior to the meeting in which this sanctioning is on the agenda.
10. The above documents will be reviewed by the Student Senate. They will then vote on whether to recommend to the College President that the group become a sanctioned club or organization.
11. The President of the College will then approve or disapprove the Senate's recommendation that the club or organization be sanctioned by NCCC. This action will be communicated to the organization by the Student Senate President or Director of Student Activities.

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

**Student Organization Information
and
Faculty Advisor (s) Agreement**

Date: _____

Name of Club or Organization: _____

Officer List:

Name	Address	Email	Phone
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____

Faculty Advisor (s) Agreement

I (we) the Faculty Advisor (s) have agreed to be the club or organizational advisor of the proposed organized named above. If, for any reason, I (we) decide to resign as advisor (s) I (we) will notify, in writing, the President of said club or organization, the Student Senate, and the Student Activities Office, a minimum of fourteen (14) days prior to the effective date of resignation. My (our) term of office shall be for one year and is renewable annually at the discretion of the current student membership of said club or organization. *Advisor guidelines are available upon request.*

Faculty Advisor (s):

Name	Room #	Phone Extension
_____	_____	_____
_____	_____	_____
_____	_____	_____

*A guide for groups writing or revising a Constitution
May be customized to fit individual organization's needs.*

CONSTITUTION

(Name of Organization)

Northwestern Connecticut Community College

ARTICLE I: Name

The name of this organization shall be:

ARTICLE II: Purpose

The purpose of this organization shall be:

2.1 To Promote

2.1 To Further

2.3 To Encourage

ARTICLE III: Membership

3.1 Membership in this organization shall be open to all registered students at NCCC.

3.2 Associate membership shall be available to any member of the campus community who is employed by the college. Such members may not hold office and may not vote.

ARTICLE IV: Elections

4.1 The elected officers shall be: a President, a Vice President, a Treasurer, and a Secretary.

4.2 Election of officers shall take place at the last regularly scheduled meeting of the academic year.

- 4.3 Terms of office for elected officers shall commence immediately after the above meeting and remain effective for the succeeding academic year. When vacancies occur in elected offices, a special election for a replacement will be held at the next meeting.

ARTICLE V: Powers and Duties of Officers

5.1 The President Shall:

- A. Preside at all meetings
- B. Have the power of appointment until a position is approved by the officers
- C. Perform other duties necessary to properly fulfill the office

5.2 The Vice President Shall:

- A. Assist the President
- B. Preside at meetings and perform duties otherwise associated with the presidency in the President's absence or at his/her request
- C. Serve on all committees ex officio
- D. Perform other duties necessary to properly fulfill the office

5.3 The Treasurer Shall:

- A. Keep the organization's financial records and disbursements current and submit financial statements to the college when these are requested
- B. Render a detailed, accurate financial report when one is sought by the officers, faculty advisor (s) or other duly authorized college personnel
- C. Perform other duties necessary to properly fulfill the office

5.4 The Secretary Shall:

- A. Maintain and submit to the Student Senate a record (minutes) of all proceedings of the organization
- B. Receive and file reports of all committees
- C. Maintain the membership roster
- D. Attend to all correspondence for the organization
- E. Perform other duties necessary to fulfill the responsibilities of the office

5.5 The Elected Officers Shall:

- A. Meet when so requested by the President or a majority of its members
- B. Compile the organization's budget (with the faculty advisor's guidance)
- C. Prepare a regular meeting schedule for the organization
- D. Establish or dissolve standing or special committees
- E. Perform other duties and the organization's operation

ARTICLE VI: Meetings

6.1 Regular Meetings

- A. Members will be given at least five (5) school days advance notice of a meeting
- B. A majority of the members shall constitute a quorum
- C. Any motion presented at a meeting (except amendments to this Constitution) shall be approved by a majority of the members present

6.2 Special Meetings

- A. The President may convene a special meeting with the approval of a majority of the Officers
- B. Any member of the organization may request the President to call a meeting if he/she submits a petition signed by two-thirds (2/3) of the membership. When such a petition is presented, the President must call a meeting within ten (10) school days. Except in cases of emergency, 48 hours advance notice of a special meeting will be conducted in the same manner as a regular meeting.

ARTICLE VII: Meeting Procedures

Robert's Rules of Order in its latest edition shall regulate the meetings of this organization except where it conflicts with this Constitution or its Bylaws.

ARTICLE VIII: Amendments

- 8.1 Proposed amendments to this Constitution will be presented in writing at a regular or special meeting.
- 8.2 Voting on a proposed amendment will occur at the meeting following its presentation.
- 8.3 A two-thirds (2/3) vote of those present is necessary to amend this constitution.

ARTICLE IX: Miscellaneous

When the rules and policies of this organization, the contents of its constitution or the actions of its members conflict with College regulations, the latter shall prevail.

Important Club Operations Information

- The Student Activities Office is here to help you! It is advised that you speak with the Student Activities Office for any and all questions. It is not advised to go it alone and hope it works out. More potential problems can be solved by working the Director of Student Activities!

Andrew Wetmore, Director of Student Activities –Greenwoods Hall 110
Office- 860-738-6344
Email: awetmore@nwcc.edu

- Your club must keep minutes. They should be typed and signed by the Secretary (minute taker) and submitted to the Student Activities Office. This is especially true for any financial decisions! The Student Activities Office will work with you to help you guide you.
- Your club Treasurer or President must submit a Club Account Financial Request form two weeks in advance of your event or when you require the times. It must be signed by the appropriate club officer and later signed by the senate treasurer and Director of Student Activities before it can be purchased.
- You must tell the Student Activities Office through the request form whom is expected to be purchasing the items. It is frequently better to have the Student Activities Office obtain the clubs request in most cases.
- No Form- No Reimbursement. If you do not submit a completed Club Account Financial Request form before you make your purchase, the purchaser will not be reimbursed.
- To be reimbursed you must have submitted the approved form and after the purchase, bring the original receipt to the Student Activities Office. The Student Activities Office may require additional paperwork for you to complete in order to be reimbursed. But ultimately, no receipt, no reimbursement.
- The budget process is important. Getting your budget approval is not the same as authority to spend it! Once the Student Senate has approved your budget requests, you must complete a Club Account Financial Request Form for each individual expenditure/expense. The Student Activities Office will help you complete your budget form each semester as well as your request forms.
- The Student Club Handbook is very helpful and provide you with most if not all the information you will likely need, but don't be afraid to ask for you. Copies will be available in the Student Activities Office and Online.
- Club Officers are expected to attend the semester training session. Notice will be sent to advisors at the beginning of each semester.
- You should let the Student Activities Office know when & where your club meetings take place and must notify the office of all activities, regardless of the funding source.