

CHARTERING A STUDENT CLUB

In order to start a new club at SUNY Sullivan County Community College, there are several simple but important steps to follow:

1) **Pick up Club Charter Paperwork-** Review the requirements and paperwork, and ask how the Student Government Association can assist you. We are located in H119 in the Student Kaplan Center aka Student Union. Alternate Location: Student Activities Office.

2) **Recruit Members-**A club must have at least 5 active members in order to be recognized. Active members attend meetings regularly and participate in group events and planning. All members must be currently enrolled, credit students at SUNY Sullivan Community College. The Student Activities Office can also help you in your recruitment efforts by reserving rooms for meetings and reproducing fliers, posters and other advertisements. Word of mouth can also be a very effective recruitment tool. Talk to students in your classes and in the Dining Hall and Kaplan Student Center.

3) **Find an Advisor-** All clubs are required to have a Faculty or Staff Advisor, but finding the right one can sometimes be difficult. A good advisor is extremely important to a club's success. They must be an active and involved part of your club, and not just a name on paper. They can help you avoid potential problems and to best use available College resources to accomplish your club goals. The advisor does not run your club---student clubs are always student. However, their experience and knowledge is extremely important and their suggestions and feedback should always be seriously considered. The best way to find a good is to talk with faculty and staff members that you know well. While they may not be best suited to be your club advisor, they may be able to recommend a colleague that could help. Before deciding on an advisor, your club should meet with him/her and review the expectations outlined in the Club Advisor Agreement. The Club-Advisor relationship should be viewed as a partnership with expectations on both sides and in which frequent and open communication is the key to success.

4) **Write a Constitution and Complete the Paperwork-** Every club is required to have a constitution. This is a very important document because it lays out how your club is going to operate and the rules that you will follow. Important elements might include job descriptions for officers, how and when elections are held, and, for those "worst-case scenario" situations, how and under what circumstances members and/or officers may be removed. Writing the constitution should be taken very seriously and all members should be involved, especially in approving the final draft. A sample constitution as well as copies of the other required forms (Club Charter Form, Membership List, Constitution, and Club Advisor Agreement) are available in the SGA Office. Once all of the forms are completed, they should be returned to the SGA office.

5) **Turn In Your Paperwork!** - The final step in the recognition process is to obtain the approval of the Student Government Association. When you return your completed forms to the SGA office, you can schedule a time to meet with the Treasurer or email them: [SGA treasurer@sunyullivan.edu](mailto:SGA_treasurer@sunyullivan.edu). Don't forget to request a copy of the Student Government bylaws, policies, and procedures. The SGA's job is to review the applications of all new clubs and vote

on them, paying particular attention to purpose, goals and the constitution. Once the SGA has approved the application, it is forwarded to the Dean of Student Affairs and Student Activities.

What does Club Recognition mean?

Congratulations! You are now a recognized club. So...what does that mean? In the big picture, it means that your club is now officially part of the College and will be included in official listings and publications such as the College Catalog, the Student Handbook, and the College Website. In a more practical sense, it means the club can:

- reserve rooms and facilities on campus
- hold meetings and sponsor events on campus
- advertise and post notices on campus bulletin boards
- hold fundraising events
- apply for funding from the Student Government
- make use of Student Government resources including faxing, photocopying and producing posters.

Maintaining Recognition

In order to maintain recognition, all clubs must attend monthly Club Round Table meetings and submit the following to the SGA Office every semester:

- Club Recognition Form
- Membership List (clubs must maintain a minimum of 5 active members)
- Signed Club Advisor Agreement
- Constitution

These forms are sent to every club at the beginning of each semester with the Student Senate budget forms and guidelines. They must be returned to the SGA Office by the advertised deadline or the club will lose its recognition and all related privileges. A club would then have to reapply for recognition.

Who Can Participate in Student Clubs?

All clubs are open to any currently-enrolled SUNY Sullivan County Community College students. Alumni or students not currently enrolled may not be active members of a club. There is no minimum grade point average required to be a member of a club, but club officers are required to maintain a 2.0 or better semester and cumulative grade point average.