

### **New or Re-Activating Student Club/Organization Proposal**

Any currently enrolled student who is interested in starting a new club on campus, or re-activating a pre-existing club should contact the Office of Student Engagement Support located in the Wood Campus Center, Room 215 and schedule a meeting with the Coordinator of Student Activities.

#### **Steps to activate a club/organization:**

1. Find a full-time faculty or professional staff member to serve as the club advisor
2. Recruit at least 10 currently enrolled students to help charter the club
3. Work as a team to complete the following forms:
  - a. Notice of Intent
  - b. Charter Members List
  - c. Club Constitution
4. Make sure the club advisor understands/has agreed to the advisor responsibilities and has signed all necessary forms
5. Turn-in the completed club/organization proposal to the Office of Student Engagement & Support (wood, 215) for approval

#### **Approval Process:**

1. Submit the Notice of Intent, Charter member list, and club constitution to the Office of Student Engagement & Support located in Wood Campus Center, RM 215
2. The Coordinator of Student Activities & the Manager of Student Engagement & Support read the club constitution. If changes need to be made the student organizer is contacted to make the edits. Depending on number of changes requested predicts the length of time it takes to get the constitution approved and signed.
3. Once the constitution is approved, the student organizer & club advisor are notified of the approval via email.
4. Will the club be active with Student Government (SGA) to receive SGA funds?
  - a. If yes, upon receiving the approval email, the student organizer contacts the Vice President of SGA to request to be on the next SGA meeting agenda to be introduced. The introduction should consist of telling the SGA who the club is, giving the purpose of the club, and a handout with the first meeting date/time/location

**NOTICE OF INTENT  
FOR  
PROPOSED STUDENT CLUB/ORGANIZATION  
New or Re-activating Club/Organization**

This is to inform the Office of Student Engagement & Support that I wish to initiate the formation of a new organization on campus. You **MUST** have a full-time faculty or staff advisor to agree to be the club/organization advisor and sign this form **BEFORE** it can become an approved club/organization.

**Club/Organization Name:** \_\_\_\_\_

**Club/Organization Purpose:** \_\_\_\_\_  
\_\_\_\_\_

Name of student organizer: \_\_\_\_\_

V #: \_\_\_\_\_

Phone#: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

\_\_\_\_\_  
**Student Organizer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Advisor's Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*This completed and signed form should be turned into the Office of Student Engagement & Support (Wood, 215) along with a club/organization constitution and a charter members' list of at least 10 current students.

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Coordinator of Student Activities

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director of Student Engagement & Support

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## **Club/Organization Advisor Responsibilities**

The functions performed by the advisor must go beyond the role of a passive bystander and should be characterized by ongoing guidance and leadership to the student organization. Advisor responsibilities include the following:

- Maintain an understanding of the club/organization's constitution and the mission of the club.
- Attend club/organization meetings and/or keep up with meeting minutes to stay informed about all plans and activities sponsored by the group.
- Provide frequent communication opportunities for club/organization officers and assist in the orientation of new officers.
- Expect to travel with the club for all club related conferences/events- trips that are less than a 5 hour drive will require the club advisor to drive a Vol State vehicle to take student members to and from the conference location. If the advisor is not able to attend the conference, the club will not be able to participate.
- Attend events sponsored by the group and assist in setting the tone for the occasion.
- Approve or Deny club event/community service proposals via email from The Office of Student Engagement & Support - understand that these proposals may require your attendance-be mindful of the proposed dates!
- Assist the Office of Student Engagement & Support in implementing the policies for student clubs/organizations.

By signing your name and completing this form, you are agreeing to the terms listed above. The Student Engagement & Support Office will keep this form on file for the duration of time that you remain active with the club/organization. If your position changes with the club/organization, please inform the Student Engagement Office as soon as possible.

**Name of Club/Organization:**

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**Faculty/Staff Advisor:**

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**Signature:** \_\_\_\_\_

**Phone: (Office)** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Charter Members List**  
(Minimum of 10 currently enrolled students)

ORGANIZATION \_\_\_\_\_

CHARTER MEMBERS	E-MAIL ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Use additional sheets if necessary

Have all of these charter members reviewed the organization constitution?  
Date approved by membership \_\_\_\_\_

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Organization Advisor

Approved: \_\_\_\_\_  
Coordinator of Student Activities                      Date

## **ELEMENTS OF AN ORGANIZATION CONSTITUTION**

This document is to serve as a guide to drafting a constitution for a student club/organization. Each student club/organization is different; therefore, the prescribed elements explained below are categorized so that they may be altered by each respective club/organization. It is very important; however, that the organization include each of these elements within the format of the constitution. Clubs/organizations that are re-activating should have an existing club/organization constitution on file with the Office of Student Engagement & Support (Wood, 215).

### **Preamble**

This is an optional portion of a constitution that very briefly, yet concisely, states the mission and scope of the student organization.

### **Article I**

This article should state the name of the organization and any affiliation with a national/regional organization.

### **Article II**

Clearly state the purpose of the organization and how it relates to the college.

### **Article III**

This portion should state those officers who are recognized by the organization. You may choose to create sections such as the following:

- Section 1. Officer elections
- Section 2. Qualifications of officers
- Section 3. Duties and responsibilities
- Section 4. Removal from office
- Section 5. Succession and vacancies of office

### **Article IV**

This article should detail the club meetings: how often they will be held, procedures for special meetings, and procedures for club meetings including the voting procedure and a definition of what a quorum constitutes for the organization.

A club may also choose to define how soon the minutes will be published and how far in advance the agenda will be prepared.

### **Article V**

This article should detail the process for setting up committees in an organization. You may need to detail how chairpersons for the various committees will be chosen.

If the organization has standing committees you should include a description of each of the standing committees in this section. You may want to make arrangements in this article for establishing ad hoc committees (committees that work on one temporary project and are disbanded when their task is completed).

**Article VI**

In this article the organization needs to describe the duties and responsibilities of the faculty/staff advisors for the organization. For example, this may include attending meetings of the organization, providing support and advisement on activities and projects of the organizations support of the committees, etc.

**Article VII**

Be sure that you include in this section a description of how the club constitution can be amended.