

# MCC Student Club Application for Recognition

New Club

Returning Club

Name of Student Club: \_\_\_\_\_

Student Club Goal & Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***A copy of the club's proposed Constitution and bylaws must be received by the Student Life Coordinator electronically.***

## Outside Affiliations (If yes, complete 1-3)

1. List any national, state or local organizations with which you plan to be affiliated.

\_\_\_\_\_  
\_\_\_\_\_

2. Give the name of the president of the organization with which you plan to be affiliated.

Name	Address	Telephone No.
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3. Attach a copy of the proposed terms of affiliation with the Mott Community College club as drawn up by the national, state or local organization.

*All affiliations with outside organizations must be approved by the Dean of Student Services*

\_\_\_\_\_  
**Dean of Student Services Signature**

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

%%%

This application for club recognition has been  approved  not approved by MCC Student Government Association.

**President Signature** \_\_\_\_\_

**Vice President Signature** \_\_\_\_\_

This application was received on \_\_\_\_\_ completed in full.

\_\_\_\_\_  
**Student Life Coordinator**

# Student Athletic Club Additional Requirements

## I. Pre-Recognition

- a. Prior to being recognized as a student athletic club, interested students must:
  - i. Meet with both the Athletic Director and the Student Life Activities Coordinator and find out if the College can reasonably be in support of the sport in question. Any decision at this stage in the development of the team that prohibits its existence is binding for the remainder of the academic year in question.
  - ii. Show a reasonable budget for the academic year in question that clearly outlines the monetary contributions expected of each club team member and if necessary a payment schedule to fulfill those obligations. This budget and schedule must meet with the approval of both the Athletic Director and the Student Life Activities Coordinator. Failure to do so will void any additional discussion and result in the prohibition of the club team.
  - iii. Draw up a tentative practice and playing schedule. This schedule must meet with the approval of the Director and Coordinator. Pending the approval of the team schedule, the club team may not make binding arrangements to play teams outside the College.
  - iv. List any Mott Community College faculty or staff who have consented to act as Advisors/Coaches of the proposed team. The Director and Coordinator reserve the right to interview these persons and decide if they are suited to the position. The Director will serve as a secondary Advisor in addition to the selected Advisor to any club team.
- b. Present a Club Recognition Packet to the Student Life Office that includes a roster of players with the following information as pertains to their eligibility to play sports:
  - i. Number of hours enrolled at Mott Community College for the semester(s) of play in the academic year in question.
  - ii. Current cumulative grade point average.

## II. Student Athletic Club Team Restrictions

- a. No club team may retain on their rosters any person not currently enrolled at Mott Community College without forfeiting their eligibility to play.
- b. No admission fees may be collected without a numbering system for entrants. All monies received from fundraisers, dues, donations, contributions, or admissions charges must be deposited within 24 hours of receipt. A copy of receipts must accompany these deposits.
- c. No monies may be paid directly to a major vendor (referees, practice fields, arenas, equipment suppliers, etc.). An Expense Reimbursement Form along with an invoice for vendor service must be presented to the Student Life Office for payment processing. Items \$100 or less may be purchased with individual funds and then reimbursed. An Expense Reimbursement Form along with the original receipt for items \$100 or less may be submitted to the Student Life Office. All tangible items totaling more than \$100 payable to one person, including supplies and materials, will require a Purchase Order.
- d. A continued record of poor sportsmanship will be cause to disband any student club team.
- e. Constant failure to meet the approved schedule of matches will be cause to disband any student club team.

# Student Club Advisor/Officers/Members Form

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Club Name

Advisor/Officer/Member

Telephone Number:

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Advisor

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Co-Advisor

---

President

Student ID#

---

Vice President

Student ID#

---

Secretary

Student ID#

---

Treasurer

Student ID#

---

Student Rep.

Student ID#

Membership (minimum 3 required)

---

Name

Student ID#

---

Name

Student ID#

---

Name

Student ID#

**Attach a list of additional membership with Student ID#'s and telephone numbers.**  
*If members are not listed on this form, or added at least two weeks before a club trip/fieldtrip, they will not be eligible to attend. The hours they contribute will also not be counted toward Community Service/Campus Service or any other events.*



# Student Club Budget Planning Form Part I



**Club Name**

Income	Proposed Amount	Expenses	Proposed Amount
Seed Money		Supplies/Materials	
Membership Fee		Conferences/Trips	
Free Programming		Misc. Please List	
Community Service			
Campus Service			
Other:			
<b>Total</b>		<b>Total</b>	

**Submitted by:**

\_\_\_\_\_ **President** \_\_\_\_\_ **Date**  
 \_\_\_\_\_ **Treasurer** \_\_\_\_\_ **Date**  
 \_\_\_\_\_ **Advisor** \_\_\_\_\_ **Date**  
 \_\_\_\_\_ **Co-Advisor (If applicable)** \_\_\_\_\_ **Date**

**Officer/Student Rep/Advisor Contact Info (print please)**

Name	Address	Email Address	Position
			<b>President</b>
			<b>V. President</b>
			<b>Treasurer</b>
			<b>Secretary</b>
			<b>Student Rep.</b>
			<b>Advisor</b>
			<b>Co-Advisor</b>

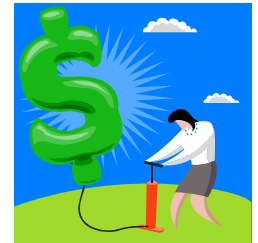
*\*Advisor and/or Co-Advisor Address refers to their campus location\**

**Club Meeting Information**

Day	Time	Location



# Student Club Budget Planning Form Part II



**List Planned Membership Activities**

Proposed Date	Activity
Example: Sept. 23, 2009	Fall Rally

**Planned General Student Body Activities (one required per year)**

Proposed Date	Activity

**Planned Membership Drives (one required per semester)**

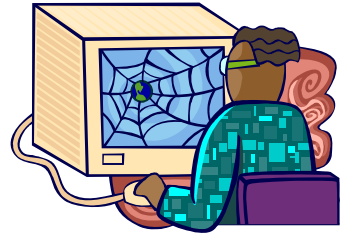
Proposed Date	Activity
Fall Semester	
Winter Semester	

**Planned Meeting during the Winter or Spring Semester to develop plans and establish goals and objectives for the next academic year:**

Proposed Date of Meeting	Semester



# Club Website Form



Club Name \_\_\_\_\_

Advisor \_\_\_\_\_

Contact Us:	_____	_____	_____
	Name	Phone	Email

Club Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Information:

Website Name: \_\_\_\_\_

Club Highlights, Stories, Etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club by-laws/Constitution (provide electronically)

Club Meetings:	_____	_____	_____
	Day	Time	Location

Related Links \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Club Email Access Approval



Access to the club email will be granted to the persons who occupy the following positions or offices:

Office/Position

Name

\_\_\_\_\_  
Advisor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Email Address Name \_\_\_\_\_@mcc.edu

# Model Constitution of C.S. Mott Community College Clubs

## PREAMBLE:

We the members of the \_\_\_\_\_ Club, in order to form an organization beneficial to ourselves and the college, do ordain and establish this constitution for the \_\_\_\_\_ club.

## ARTICLE I - Name

Section I This club shall be called the \_\_\_\_\_ Club.

## ARTICLE II - Purpose

Section 1 To promote \_\_\_\_\_.

Section 2 To provide \_\_\_\_\_.

## ARTICLE III - Membership

Section I This club's membership shall be open to any student of C.S. Mott Community College.

Section 2 A membership fee not exceeding one dollar (\$1.00) must be paid by each member upon entry or not later than the third regularly scheduled meeting of each school year.

## ARTICLE IV – Officers and Duties

Section I The \_\_\_\_\_ Club shall have as officers a President, Vice President, Secretary and Treasurer.

Section 2 The duties of the officers are as follows:

President – presides at all meetings, enforces order at all meetings, call special meetings with consent of members.

Vice President – presides at meetings in the absence of the President, shall be an ex-officio member of all committees.

Secretary – handles all correspondence and keeps accurate minutes of all business meetings.

Treasurer – handles finances and keeps an accurate record of all financial accounts.

Section 3 All officers shall be ex-officio member of the executive committee.

## ARTICLE V - Elections

Section I Any member may vote, a special election may be called by the President with one weeks advance notice, and consent of the members.

## ARTICLE VI - Meetings

Section I Regular meetings shall be scheduled with the consent of the voting members

Section 2 There shall be at least one regular meeting held every calendar month of the school year.

## **ARTICLE VII - Dues**

Section 1 Regular dues shall be assessed to all members at the rate of not more than twenty-five cents (\$.25) per week.

Section 2 The President may call for special assessments with the consent of a two-thirds (2/3) majority of the voting members present at the meeting, provided all members have been previously informed of the intent of the meeting.

## **ARTICLE VIII - Amendments**

Section 1 No amendment shall be made to this constitution except at regular meetings.

Section 2 Amendments of this constitution must be ratified by a two-thirds (2/3) majority of all voting members.

## **ARTICLE IX - Committees**

Section 1 All committees shall be appointed by the President with the advice and consent of the elected officers.

Section 2 The following standing committees shall be provided and maintained during the entire school year:

Executive Committee: whose duties shall include the enforcement and interpretation of this constitution.

## **ARTICLE X - Quorum**

Section 1 A quorum shall constitute a majority of the voting members

## **ARTICLE XI - Recall**

Section 1 The electors reserve for themselves the right to recall any or all of the officers with a two-thirds (2/3) majority of the entire voting membership. The recall election must be in secret ballot.

*Additions and deletions to this model may be made with the consent of the Constitutions Committee.*

*Model Constitution prepared by the Student Senate Committee: Jim Curtiss, Dave West, Ron Willert  
12/3/1963 – 3/6/1968*

**As you can see, this is a basically sound model –  
but it is important to modify the model to meet your clubs needs.**