

What's Needed To Start A Club?

The first thing to do is to raise interest in your club idea:

1. Print up a couple of flyers to post to raise interest, use word of mouth, go see faculty/staff if it's related to a particular subject.
2. Hold a special meeting to discuss the club. You can hold the meeting in Student Life if you request a room.
3. Find an Advisor. Make sure it is someone you are comfortable with and that you think will carry on after the current students graduate and/or transfer.

Once these things are done, you are ready to be recognized as a club:

1. Fill out the **Application for Recognition**.
2. Fill out the **Officers, Advisor and Members Form**. Make sure to include all **required information** and that all Officers and Members meet requirements.
3. Fill out the **Budget Planning Form Part I and II**. Be sure to print and fill out all information. Activities must include:
 - a. One activity per year open to the general student body
 - b. A membership drive each semester
 - c. An established meeting time during Winter or Spring semester to develop plans and establish goals and objectives for the next academic year.
4. Fill out the **Website Information Form**. This is everything you would like on your MCC Webpage. You can add pictures and information as you like as long as you follow the guidelines. Make it personal for your club and make it fun to look at. Incoming and current students may check out your page before they decide to come to a meeting.
5. Following the **Model Constitution Form**, write a constitution/by-laws for your club. This is exactly how your club will run, so be sure it is correct and voted upon.
6. Make a flyer or brochure that talks about the name of your club, purpose/mission, meeting time/day/location and contact person.
7. Make a display board to bring to Student Government that will bring attention and provide information about the club's purpose and activities.

Once all the paperwork is done, turn it in to the Student Life Activities Coordinator in Student Life. It will be reviewed and you will be notified as to when you may present to Student Life through your Advisor. Make sure you have good communication with your Advisor. When you present to Student Government, it is advisable that as many of your club members and your Advisor be there. You will be asked questions concerning your club so be prepared! If there are questions or concerns about the validity of your club, recognition may be refused until further details are provided. The final step is for the Student Life Activities Coordinator to present your club to CLEF for "seed" money.

Club Privileges

Official recognition by MCC of a club grants the following privileges: (subject to College procedures and regulations for supervision, security and maintenance):

1. The right to participate in Student Life Center activities
2. The use of College facilities rent-free
3. The use of campus news media
4. The right of request allocation from Campus Life Enhancement Fund (CLEF)
5. Eligibility for awards and honors given to College clubs

Revoking Recognition

Student Government, a staff member, faculty or individual students can recommend that recognition be revoked for the following reasons:

1. Evidence of failure to comply with College regulations or procedures governing MCC recognized clubs or its membership.
2. Evidence that the club is not attempting in a dedicated manner to live up to its constitutional objectives.
3. Insufficient membership and activity to indicate that it is fulfilling its purpose.

A club that has had its recognition revoked, may not exist on the Mott Community College campus.

Funds accrued in the account of a club for which recognition has been revoked may be returned to the Student Life Center account for dispersal as part of the Student Life Center Budget.

Student Eligibility for Club Membership

1. Officers of student clubs must be enrolled in classes at Mott Community College for the semester in which they will serve in that office.
2. A student on academic or social probation may not hold office in a student club.
3. Officers in student clubs must carry at least 6 credit hours at Mott Community College and meet the criteria established by the constitution of the club.
4. Students of university extension centers are not eligible for student clubs of Mott Community College unless they are carrying at least 6 credit hours of Mott classes.
5. Mott Middle College (dual-enrolled) students:
 - a. 11th grade – may participate in Student Government and clubs, but may not hold office
 - b. 12th & 13th grade – permitted club membership, may participate in Student Government but may not hold office, may do day trips but only with Mott Middle College permission slips and college field trip forms completed
6. Each student club is required to designate and maintain a representative at each Student Government meeting in order to represent their constituency and make reports of their activities. Each semester a calendar will be established by Student Government for club reports.
7. Semester reports of activities for each club must be filed with the Student Life Center. The Advisor and President of the club should submit this report. It will be emailed to the Advisor by the Student Life Activities Coordinator and the due date will be in the email.

Student Club Application for Recognition

Name of Student Club; _____

Student Club Goal & Purpose: _____

Send a copy of your proposed constitution and by-laws by email to the Student Life Center or on a disk.

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

%%%

The Student Government of Mott Community College recommends the following action on this application for recognition: ___approval ___disapproval

Comments _____

Date of Meeting _____ Vote of the body _____

Pres. Signature _____ V.Pres. Signature _____

Date Application Received _____

Student Club Officers/Members/Advisor Form

_____ Club Name

Advisor/Officer's Signature:

Telephone Number:

Advisor

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

Student Club Budget Planning Form Part I

Club Name _____

_____ Date

Income	Proposed Amount	Expenses	Proposed Amount
CLEF Allocation (Seed Money)		Supplies/Materials	
Membership Fee		Conferences/Trips	
Misc. Please List		Misc. Please List	
Total		Total	

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
			President
			V. President
			Treasurer
			Secretary
			Student Rep.
			Advisor
			Co-Advisor

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

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: _____

Officers/Contacts:

President: _____

Vice-President _____

Secretary _____

Treasurer _____

Club Highlights, Stories, Etc.:

Club by-laws/Constitution (link or provide electronically)

Club Meetings: _____

Day

Time

Locations

Related Links _____

This information may be returned to Student Life via email

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 _____@edtech.mcc.edu

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.

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 –
additions and deletions that tailor it to your club are welcome!**