STUDENT LIFE GUIDE TO

Starting an EvCC Club
2016-2017

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Step-by-Step Outline

This packet is designed to help you learn about the requirements, benefits, and process of chartering a club at Everett Community College.

**STEP 1: FIND AN ADVISOR**

*What do Club Advisors do? Club Advisors…*

- Are committed to club mission and activities
- Attend the annual club orientation, club meetings, activities and must travel with club on all approved club travel.
- Advise club officers and membership on topics such as event planning, leadership skills, fundraising, etc.
- Assist club members with the preparation of various forms (i.e. travel authorizations, travel expense vouchers, invoice vouchers, etc.)

**STEP 2: FIND NINE OR MORE POTENTIAL CLUB MEMBERS**

- An active club must have a membership of nine (9) or more currently enrolled EvCC students.

**STEP 3: COMPLETE THE CLUB ACTIVATION FORM**

- Get signatures from your proposed advisor and potential club members. *(Advisors are required to attend an annual club orientation.)*

**STEP 4: WRITE A CLUB CONSTITUTION**

- Use the template and example to create the structure of your new club.
- Involve your club advisor and potential club members.

**STEP 5: APPLY FOR YOUR CLUB CHARTER**

- Submit your charter application to Student LIFE, PSU 209.
- Your club constitution will be reviewed.
- Make changes or adjustments based on suggestions from your club charter review.
- Club Charters must be approved by the ASB Vice President of Clubs, Associate Dean of Student LIFE and Executive Vice President of Instruction and Student Services.

**STEP 6: ATTEND A CLUB ORIENTATION**

- Club Officers and Advisor must attend an annual club orientation for activation.
CLUB ACTIVATION FORM
& Official Recognition by the Associated Students of Everett Community College
Academic Year 2016-17

Name of Club ________________________________________________________________

Type of Club (check one) ___Academic/Service ___Special Interest
___Curriculum ___Other (Specify) ________________________

Brief Description of the Club

____________________________________________________________________________
____________________________________________________________________________

Purpose & Types of Activities

____________________________________________________________________________
____________________________________________________________________________

Club Meetings (days and times) ________________________________________________

Club Advisor: ________________________________________________________________

Club Advisor Email: ___________________________________________________________

Club Advisor Signature: ________________________________________________________
Advisors must attend an annual club orientation.

Proposed Club President ________________________________________________________ (Please print name)

EvCC Student Email of President ________________________________________________

Designated Club Council Members: (must be part of club’s active membership and a currently enrolled EvCC student)
1. ______________________________ (Please print name) EvCC Student Email: _______________________

2. ______________________________ (Please print name) EvCC Student Email: _______________________

ACTIVE MEMBER LIST
Nine or more signatures are required for club activation.
Please use this form to collect your club member signatures.

We, the undersigned members of the Associated Students of Everett Community College, hereby petition for the chartering of the club described above and state that we will be members of the club and believe that the forming of such a student club would be beneficial to other students. Furthermore, we will be active members of the club, participate in the Annual Club Orientation process and continue to identify the two designated voters to represent the majority interest/concerns of the club at the regularly scheduled Club Council meetings.

If petitioning for a new club, we the undersigned members petitioning to charter this club, may be requested to meet with the Associate Dean of Student LIFE as a group to represent and to explain the mission statement of the club as well as future planned activities related to the purpose of the club. To receive funding, club must have completed an annual club orientation. (Clubs are not funded during summer quarter).

1. Print Name ___________________ EvCC Student Email ___________________ Signature/Date________

2. Print Name ___________________ EvCC Student Email ___________________ Signature/Date________
(OVER)

3. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

4. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

5. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

6. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

7. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

8. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

9. Print Name _______________ EvCC Student Email ___________________ Signature/Date ______________

List of Club Officers (Please Print)

Name _____________________ Position _______________ EvCC Student Email ___________________

Name _____________________ Position _______________ EvCC Student Email ___________________

Name _____________________ Position _______________ EvCC Student Email ___________________

Name _____________________ Position _______________ EvCC Student Email ___________________

Name _____________________ Position _______________ EvCC Student Email ___________________

Name _____________________ Position _______________ EvCC Student Email ___________________

(Attach list of any additional members/officers to this activation form)

****ONLY FULLY COMPLETED FORMS WILL BE ACCEPTED****

SUBMIT FORM TO:

The Club Hub
Parks Student Union, Rm 203

or

Student LIFE
Parks Student Union, Rm 209
How to write a Club Constitution

A CLUB CONSTITUTION MUST CONTAIN:

• Article I    Name of Club or Organization
• Article II   Statement of Purpose
• Article III  Aims and Goals
• Article IV   Membership
• Article V    Club/Organization Structure
• Article VI   By-Laws
• Article VII  Operating Procedures and Standing Rules

ARTICLE DESCRIPTIONS & GUIDE

Article I    Name of Club or Organization
Tip: Club names are often the first thing potential members see. Make it memorable and reflective of what your club’s purpose is.

Article II   Statement of Purpose
A short general statement summarizing the purpose or nature of the club.
Tip: Keep it simple and clear and don’t get caught up in the specifics.

Article III  Goals
Club goals should relate to activities which the club members will sponsor, or in which they will participate while attempting to achieve the stated purpose.

Article IV   Membership
Describe club membership, eligibility, and whether or not the club will allow honorary membership (see below). Club membership must be open to all currently enrolled EvCC students.

If allowing honorary membership, the following statement must be included:

Honorary Membership - Community members may participate in clubs by invitation only, and are not permitted to:

• Represent the club in any fashion either on or off campus.
• Initiate or expend club funds, such as but not limited to utilizing club funds for travel, making copies, etc.
• Utilize campus resources on behalf of the club.
• Hold office, vote, or serve in any leadership role.
• Enter into any agreements on or off campus on behalf of the club.

The club has the authority to revoke the invitation of a community member at their discretion.
Article V

Club Structure
This article should be split into sections describing the structure of the club. See section explanations down below.

Section 1
Club Officers
Clubs have officers that perform duties in the club. Below is a list of the typical officer titles. In this section you will name your officer titles and the members who will be fulfilling those roles in the current academic year.

- President
- Vice President
- Secretary
- Treasurer
- Public Relations
- Advisor
- Other position(s)

Section 2
Officer Requirements or Qualifications
Officers must be currently enrolled EvCC students. Your club advisor is an exception to this rule. When writing this section you will want to consider how often they should attend club meetings, what is the expected participation level in the club to be an officer, elections, etc.

Section 3
Term of Office
Tip: It is recommended that officers serve for one academic year, excluding summer quarter.

Section 4
Duties of Officers
Each officer role in a club should have their own paragraph explaining the expectations of their office and what they are responsible to accomplish while in their position.

Section 5
Provisions for Removal from Office
This section should address what happens when a position became vacant or the officer is not fulfilling their expectations outlined in the club constitution.

Article VI

By-Laws
A general statement is needed relating to the process and procedures necessary to amend or change this constitution.

New and existing clubs must include the following statement:

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.

Any proposed amendments must be approved by the ASB Vice President of Clubs and Student Initiatives, Associate Dean of Student LIFE, and the Executive Vice President of Instruction and Student Services.
Article VII  Operating Procedures and Standing Rules

Specific statements related to the club’s day-to-day operations, general rules the membership must follow, and other specifics.

New and existing clubs must include the following statement:

The club will follow all rules and procedures outlined in the ASB Constitution, ASB Financial Code, Student Rights and Responsibilities and Club Handbook.
Club Constitution Example

The Constitution of the Everett Community College
Coffee Mates Club

Article I - Name

The name of the organization shall be the Coffee Mates Club.

Article II - Statement of Purpose

The purpose of the Coffee Mates Club is to promote the love, passion, and enjoyment of coffee and tea and to enrich and inspire our members through the social activity of sharing a cup of coffee or tea.

Article III - Goals

- Provide a place for coffee and tea lovers to meet, connect, and exchange ideas.
- To give members opportunities through attending cafes, tea houses, making connections, and having discussions to learn about coffee and tea.

Article IV - Membership

1. Any student currently enrolled with Everett Community College is eligible for the club membership.

2. Honorary Membership - Community members may participate in clubs by invitation only, and are not permitted to:
   - Represent the club in any fashion either on or off campus.
   - Initiate or expend club funds, such as but not limited to utilizing club funds for travel, making copies, etc.
   - Utilize campus resources on behalf of the club.
   - Hold office, vote, or serve in any leadership role.
   - Enter into any agreements on or off campus on behalf of the club.

The club has the authority to revoke the invitation of a community member at their discretion.

Non-Discrimination Statement

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.

Article V - Club Structure

Section 1: Club Officers

President: Sara Lee
Vice President: John Holmes
Secretary: Fred Mayor
Section 2 Officer Requirements or Qualifications

- Each officer must be currently enrolled at Everett Community College student.
- Attend or facilitate club meetings.
- Attend Club Council Meetings.
- Have regular communication with fellow officers and members.
- Elections for the officers shall be held by secret ballot in Spring for the upcoming year or when a vacancy occurs.

Section 3 Terms of Office
Terms of office shall be one school year, excluding summer quarter.

Section 4 Duties of Officers

President: Plan meeting agendas, plan and organize events, engage in regular communication with advisors and officers, keep the club on track with event deadlines, attend Club Council meetings, approve club expenditures, and act as a back-up for fellow officers and advisor(s) as needed.

Vice President: Plan meeting agendas, plan and organize events, engage in regular communication with advisors and officers. Attend Club Council meetings, keep the club on track with event deadlines, approve club expenditures, and act as a back-up for fellow officers and advisor(s) as needed.

Secretary: Record meeting minutes and distribute them to all members of the club regularly, to maintain a centralized record of all meetings and contacts, attend Club Council meetings, and act as a back-up for fellow officers and advisor(s) as needed.

Treasurer: Accurately document and update budget information, provide financial updates to officers and members regularly, clarify financial questions that may arise by communicating with Student Activities, provide estimates on event costs, attend Club Council meetings, and act as a back-up for fellow officers and advisor(s) as needed.

Advisor: Oversees club operations, offer ideas and expertise, provide feedback to club members, act as a back-up for fellow officers and advisor(s) as needed, travels with club on approved club outings, approve club expenditures, and monitors club’s social media page.

Section 5 Provisions for Removal from Office

An officer may be considered for removal from office if:

A.) They have missed two consecutive meetings.
B.) They violate club rules.
C.) Consistently miss project/task deadlines, and/or officer meetings.

If any of these situations arise, the officers and/or advisor(s) will communicate concerns with the individual officer. If the concerns persist and/or no improvement is shown, the
club may vote to remove the individual from their officer position, however that individual may still participate in the club.

**Article VI – By-Laws**

- Amendments to the constitution may be made where needed, but such amendments shall not be incorporated unless approved by the majority of the vote of the members present and voting.
- Any voting member of the Everett Community College Coffee Mates Club may propose any such amendment.
- All proposals of amendments must be made in writing one meeting prior to actual vote.
- More than 1/2 of active club members will need to be present at the meeting, and more than 1/2 of their votes will be needed for the amendments to pass.
- Any proposed amendments must be approved by the ASB Vice President of Clubs and Student Initiatives, Associate Dean of Student LIFE, and the Executive Vice President of Instruction and Student Services.

**Article VII – Operating Procedures and Standing Rules**

- The Coffee Mates Club will hold at least two or more meetings per month.
How to Fund an EvCC Club

What makes a club eligible for funding?

*Eligible clubs must…*

- Be chartered and approved by the ASB Vice President of Clubs and Student Initiatives, Associate Dean of Student LIFE and Executive Vice President of Instruction and Student Services.
- Have an up-to-date (less than 3 years old) constitution on file with Student LIFE.
- Have at least one club advisor.
- Have a membership of nine (9) or more currently enrolled EvCC students.

How does a new club get funding?

**Initial funding:** New clubs may receive up to $150 from the Club Development fund. New clubs must submit a plan, in writing, for the utilization of their proposed budget when requesting funds from the Club Development fund.

**Fundraising:** Clubs may also generate their own funds through authorized fund raising activities. Student LIFE must approve fund raising activities at least two weeks prior to the fundraising project.

**Supplemental funding:** New Clubs may also create a proposal for additional funding from Club Council. Club Council may allocate up to $250 per quarter to a club.

Are clubs funded during the summer?

Clubs become inactive during the summer quarters and do not have access to funding unless given approval by the Associate Dean of Student LIFE.

What about religious or political Clubs?

All Everett Community College clubs are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, EvCC is not allowed to fund any activity which involves religious worship, exercise or instruction. In addition, student funds may be used to support certain political activities if done by the recognized EvCC Student Government Association.

How does my club get a budget?

The budget development process gives existing clubs an opportunity to request a budget for the following year. New clubs that are active during the annual budget development process may apply for funding by submitting their budget request. **Tip:** Budget workshops are held in winter quarter for club officers and advisors who would like assistance with filling out their budget requests.
What is Club Council?

Club Council

Club Council is designed to allow clubs to network with other clubs, share ideas, information and plan the quarterly Club Fest event and club networking opportunities.

- Provides important dates and club information.
- Creates club networking opportunities.
- Shows club leadership and goal making.
- Approves funding proposals by other EvCC chartered clubs/organizations.

Club Council Attendance

- It is mandatory for clubs to have at least one representative at Club Council meetings in order to stay in good standing.
- Clubs get one “excused absence” per quarter. This excused absence must be in writing and sent to the ASB Vice President of Clubs for approval prior to the Club Council meeting that will be missed.
- Missing two consecutive meetings (per quarter) will remove your good standing status.
- Clubs will be notified about the dates of Club Council and the process for submitting a proper excused absence. If the problem is not resolved within the 14 day period or within one (1) Club Council meetings the club will fall into inactive status.
- A club member can represent no more than two clubs at Club Council meetings but may only cast one vote.

Club Council Voting

- At least nine clubs must be represented in order to have a quorum and approve any funding proposals.
- Voting members for the Club Council represent the majority decision of their designated club.
- Club Council can approve up to $250 per quarter, per club.
- Clubs must put funding proposals in writing and submit them to the ASB Vice President of Clubs a week prior to the club council meeting that it will be voted on.

What is Good Standing?

Chartered Clubs are given “good standing” status automatically on activation. Maintaining “good standing” will require the club to:

- Have a consistent membership of nine (9) or more active members and at least one advisor.
- Participate in mandatory Club Council meetings.

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