



INITIATING A NEW STUDENT CLUB

A Beginner's Guide

OFFICE OF STUDENT ACTIVITIES

CT STATE Community College
Naugatuck Valley
750 Chase Parkway
Waterbury, CT 06708
(203) 575-8269

HOW TO START A NEW CLUB AT Naugatuck Valley

- Fill out all of the information in this packet.
(Make sure you meet all the requirements in the packet)
- Submit a copy of this packet to the Student Activities Director in room S514 or to the Student Government Officers in room S516. They will review the packet and if all requirements are met they will place your intent to form a new club on the agenda for the next Student Government meeting and give you guidance on the next steps...
- If you need assistance finding an advisor for the club, please contact Karen Blake.
- Once the club is approved, the club will meet with the Student Activities Director to review policies and procedures the club must abide by at Naugatuck Valley.
- Clubs will have \$250.00 deposited in their club account for use during the academic year. Any club seeking additional funding must use an adjusted budget form.

Student Club Membership Guidelines

In order to ensure adequate student participation in a democratic process of organizational governance, the following minimum standards of participation are suggested:

1. Voting privileges by student members should be limited to individuals enrolled for three (3) semester hours or more at CT STATE Community College - Naugatuck Valley.
2. All officers must be students maintaining satisfactory academic progress and carrying at least six (6) semester credits.
3. Members not making satisfactory academic progress or on academic probation should be encouraged to limit their involvement until such time as their grades have improved.
4. Students on disciplinary probation, while still eligible for membership, shall not be permitted to hold office until such time as disciplinary probation is satisfactorily completed.

CT STATE Community College Naugatuck Valley

**OFFICE OF STUDENT ACTIVITIES – (203) 575-8269 (Room S514)
NEW STUDENT CLUB REQUEST FOR RECOGNITION**

Name of Student Club: _____

Name of Advisor/s: _____

Instructions for Recognition

- Complete a Club Information Form and **include the names of at least ten** (10) students presently registered for a minimum of three (3) semester hours.
- Develop your clubs Constitution.
- Elect a representative to the Student Government Association.
- Complete a Signature Authorization Form.
- Make a formal request for recognition to the Student Government Association.

(FOR OFFICE USE ONLY)

SUBMITTED:

Club Information Form _____ Constitution _____

RECOGNIZED BY STUDENT GOVERNMENT ON: _____

APPROVED: _____

(SGA President)

(Dir. of Student Activities)

(Dean of Student Services)

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CLUB INFORMATION

NAME OF STUDENT CLUB: _____

ADVISOR (S): _____

CLUB/ORGANIZATIONAL OFFICERS:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

LIST OF MEMBERS:

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

MISSION STATEMENT OF CLUB: _____

I agree to serve as advisor to this club: _____ / _____

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SIGNATURE AUTHORIZATION FORM

DATE: _____

NAME OF CLUB: _____

SIGNATURE OF ADVISOR/S: _____

1. PRINT STUDENT OFFICER'S NAME: _____

SIGNATURE OF STUDENT OFFICER: _____

2. PRINT STUDENT OFFICER'S NAME: _____

SIGNATURE OF STUDENT OFFICER: _____

3. PRINT STUDENT OFFICER'S NAME: _____

SIGNATURE OF STUDENT OFFICER: _____

4. PRINT STUDENT OFFICER'S NAME: _____

SIGNATURE OF STUDENT OFFICER: _____

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**CLUB REPRESENTATIVE
TO THE STUDENT GOVERNMENT ASSOCIATION**

The following student has been designated as our representative to the Naugatuck Valley Student Government Association (SGA):

DATE: _____

NAME OF CLUB: _____

NAME OF STUDENT: _____

E-MAIL ADDRESS: _____

(please print clearly)

Cell Phone of Student: _____

(Area Code)

(Tel. No.)

Advisor's Signature: _____ **Date:** _____

**CT STATE Community College
Naugatuck Valley
Office of Student Activities
Club Constitution**

Article I: NAME

A. The name of this club shall be the _____

Article II: PURPOSE

A. The purpose of this club shall be _____

Article III: MEMBERSHIP

A. Eligibility

Membership shall be extended to all CT State Community College students.

Voting privileges shall be the right of Naugatuck Valley students enrolled in three (3) semester hours or more at the college.

1. _____

2. _____

ARTICLE III (cont'd):

B. Expulsion of Members

1. Expulsion proceedings may be initiated by _____

2. The member in question shall be provided the due process opportunity to present a defense to the club membership.
3. By secret ballot, expulsion may occur upon a 2/3 majority vote of the membership.
4. _____

C. Salaries, Honorariums, & Reimbursements

1. No member shall receive any form of financial remuneration for services rendered to the club.
2. _____

Article IV: OFFICERS

A. The Officers of this club shall be comprised of

B. Eligibility

1. All Officers must be Naugatuck Valley students in good academic standing and be enrolled for a minimum of six (6) semester hours at the college.
2. Members on disciplinary probation shall not be permitted to hold office until such time as probation is completed.

3. _____

C. Election of Officers

1. Election of Officers shall take place _____

2. Nomination of Officers shall be accepted from the voting membership of the club.
3. Election shall be by a _____ majority vote of the voting membership.

4. _____

ARTICLE IV (cont'd):

D. Enumeration of Duties of each Officer

1. _____

a) _____

b) _____

c) _____

2. _____

a) _____

b) _____

c) _____

3. _____

a) _____

b) _____

c) _____

4. _____

a) _____

b) _____

c) _____

Article V: MEETINGS

- A. This club shall meet a minimum of _____ times during each semester.
- B. Meeting times and locations shall be established by _____
- C. A quorum for conducting the business of the club shall consist of at least _____% of the voting membership.
- D. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.
- E. _____

Article VI: AMENDMENTS TO THIS CONSTITUTION

- A. Amendments to this constitution shall be accepted for discussion at any meeting.
- B. Amendments shall become official upon acceptance by a _____ majority vote of the membership and upon approval by the Student Senate, the Office of Student Activities, and the Dean of Student Services.
- C. _____

Article VII: JURISDICTION AND ACTIONS

- A. This organization shall be under the jurisdiction of the Office of Student Activities.
- B. The actions of this organization shall be consistent with the aims and objectives of CT STATE Community College - Naugatuck Valley.
- C. Recognition by the Student Senate and approval by the Office of Student Activities and the Dean of Student Services shall constitute permission for use of the College's name by this organization.
- D. _____

