

NEW CLUB PACKAGE





OFFICE OF STUDENT ACTIVITIES NEW CLUB/ORGANIZATION CHECKLIST

- ✓ **Contact or visit** the Office of Student Activities to find out if a club/organization that meets your needs or interests exists or needs to be reactivated.
- ✓ **Set up** a meeting with the SGA vice president.
 - The SGA vice president will review the process with you and help you set up an interest meeting date to recruit potential members.
- ✓ **Create** a flyer to advertise your interest meeting
 - You may hold up to 3 interest meetings
 - To book a room, you must fill out an Activities Form from OSA.
- ✓ **Find** at least 10 current PCCC students committed to being a member of your club
- ✓ **Choose** a Club Advisor
 - The Advisor must be a full time PCCC faculty or an administrator. If you cannot find an advisor prior to your interest meeting, contact OSA and someone from the office will help you find one.
- ✓ **Prepare** an agenda
 - Print and bring the agenda to your interest meeting
- ✓ **The day of your interest meeting:**
 1. **Provide** an agenda
 2. **Appoint** one person to take minutes
 3. **Elect** an executive board (president, vice president secretary, and/or treasurer)
 - The election process involves holding an election meeting with at least 10 club prospective members and your advisor (the advisor of that club must also be present. The advisor is a non-voting member).
 - Each student is granted one vote; each member must cast their vote in a room by themselves.
 4. **Fill out** a Club/Organization Registration Form
 - Have the 10 club members who attended the meeting sign the back of the form
- ✓ **After the meeting, complete and submit paperwork to OSA:**
 - Meeting minutes and agenda (to show how your executive board was elected)
 - New Club/Organization Questionnaire
 - Constitution and/or Bylaws
 - Club/Organization Registration Form
 - Club/Organization Activities Form (you must schedule your meetings based on your constitution)

You will be required to attend a Student Activities Committee (SAC) meeting to present your club's purpose, mission, and how your club will benefit the students at PCCC.

After presenting, SAC will vote upon your club's activation and the SGA Vice President will send you an email regarding the voting decision. If approved, the new club Treasurer will meet with the SGA Treasurer to review finances



OFFICE OF STUDENT ACTIVITIES NEW CLUB/ORGANIZATION QUESTIONNAIRE FORM

***The New Club/Organization Questionnaire form must be typed and returned back to the Office of Student Activities, Room E103.**

1. What is the name of your prospective club?

2. What is the purpose of your club?

3. How will your club benefit the student body?

4. What valuable experiences/knowledge will members get out of being a part of your club?

5. What types of events are you planning to hold? Are the events related to your club?

6. What will your club do in an average meeting? Provide a sample meeting agenda.

7. How will you keep members interested and engaged in your club?

(OSA Only) Approved: Yes No, reason: _____

(SGA Only) Approved: Yes No, reason: _____



OFFICE OF STUDENT ACTIVITIES SAMPLE CONSTITUTION AND/OR BYLAWS

***The Constitution and/or bylaws must be typed.**

Every constitution and/or set of bylaws has certain principals in common. Use these guidelines to create your organization's governing document. Contact the Office of Student Activities for further assistance.

Constitution of (Name of Organization)

Article I

Name

The name of this organization shall be _____

Article II

Purpose

Section 1: The purpose of the _____ club is to _____

Article III

Officers

Section 1: Officers serving as the Executive Board shall be the President, Vice President, Secretary, and Treasurer.

Section 2: The term of office of Executive Board members shall be for one academic year.

Section 3: Executive Board members must be in good academic and disciplinary standing with the institution.

Section 4: The Advisor shall be a full time or adjunct faculty member or full time Administrator. The advisor may not vote in organizational matters.

Article IV

Membership

Section 1: Membership is open to any student.

Article V:

Election of Officers

Section 1: Election of officers will occur at the last meeting of the spring term.

Section 2: Each member in attendance at the last meeting of the spring term shall be accorded one vote per office.

Section 3: All elections will be held by secret ballot.

Section 4: A simple majority vote will constitute an officer election.

Article VI:

Meetings

Section 1: All meetings will be held once a week at a day/time to be determined by the organization.

Section 2: All members must attend a majority of the meetings held during the year to be eligible to vote at officer elections.

Article VII

Amendments

Section 1: Amendments to this constitution shall be adopted by a two-third vote of the members present at a regular meeting following the meeting at which the proposed amendment was distributed.



OFFICE OF STUDENT ACTIVITIES SAMPLE CLUB/ORGANIZATION REGISTRATION FORM

***The Club/Organization Registration Form must be filled out online.**

In order to be recognized at PCCC each club and/or organization must be approved each year by the Student Government Association and the Office of Student Activities.

Please note that there should be at least (3) three elected board members (President, Vice President and Treasurer or Secretary), who are in good academic and disciplinary standing. A full-time PCCC faculty member, adjunct professor, or full-time administrator must serve as an Advisor; there must also be a minimum of 10 member's listed (current PCCC students only). This form must be resubmitted if a change is made within the board membership, or Advisor during the course of the semester or academic year.

I. Club/Organization Name: _____

II. Term (Semester or academic year): Fall _____ (year) Spring _____ (year)

III. Executive Board

President: _____

Phone: _____

Student ID: _____

Email: _____@students.pccc.edu

Vice-President: _____

Phone: _____

Student ID: _____

Email: _____@students.pccc.edu

Secretary: _____

Phone: _____

Student ID: _____

Email: _____@students.pccc.edu

Treasurer: _____

Phone: _____

Student ID: _____

Email: _____@students.pccc.edu

IV. Advisor(s)

I agree to serve as Advisor/Co-Advisor of the student club/organization named above for the Fall _____ Spring _____ semester/academic year. I have read the Advisor responsibilities outlined in the Student Clubs & Organizations Handbook. If for any reason I decide to resign as Advisor, I will notify the President of the organization and the Office of Student Activities as soon as possible.

Advisor Name: _____

Phone: _____

Signature: _____

Email: _____@pccc.edu

V. Compliance Agreement

We the undersigned members of the _____ club/organization, agree to comply with the Office of Student Activities policies and procedures listed in the Student Clubs & Organizations Handbook. We will abide by all local, state, and federal laws as well as college regulations. We acknowledge that failure to meet requirements & follow laws and policies may result in probation or termination of our group's recognition and/or privileges.

By signing below, all Executive Board and Club Members acknowledge they have read and understand the compliance agreement.

Name	Signature	Student ID
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Please return this form to the Office of Student Activities, Room E103.

For office use: Academic/Disciplinary check _____ SGA Approval _____

(OSA Only) Approved: Yes No, reason: _____

(SGA Only) Approved: Yes No, reason: _____



OFFICE OF STUDENT ACTIVITIES

SAMPLE AGENDA

***The agenda must be typed.**

[Meeting Title]

[Pick the date]

[9:00 a.m. to 5:00 p.m.]

Meeting called by: McKinnon, Tanisha

Attendees: [Attendee list]

Please read: [Reading list]

Please bring: [Supplies list]

[9 a.m. – 10 a.m.]

[Introduction]

[Continental breakfast]

[Rainier Room]

[Welcome: Kari Hensien]

[10 a.m. – noon]

[Demos]

[New product line: Jane Clayton]

[Snoqualmie Room]

[Sales techniques: Jeff D. Henshaw]

[Rainier Room]

[Noon – 4 p.m.]

[Working groups]

[Group A: Product planning]

[Snoqualmie Room]

[Group B: Product development]

[Rainier Room]

[Group C: Product marketing]

[Tacoma Room]

[4 p.m. – 5 p.m.]

[Wrap-up]

[Q&A panel: All speakers]

[Rainier Room]

Additional Information:

[Add any additional instructions, comments, or directions in this section.]



OFFICE OF STUDENT ACTIVITIES SAMPLE MINUTES

***The minutes must be typed.**

[Meeting Title]

MINUTES

[CLICK TO SELECT DATE]

[MEETING TIME]

[MEETING LOCATION]

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	
TIMEKEEPER	
ATTENDEES	

Agenda topics

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

DISCUSSION			

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	