

NEW CLUB PACKET





OFFICE OF STUDENT ACTIVITIES NEW CLUB/ORGANIZATION CHECKLIST

- ✓ **Contact or Visit** the Office of Student Activities to find out if you can join an existing active Club/Organization that meets your interests OR if there isn't one, is there an inactive Club/Organization for you to reactivate. If the club/organization does not exist or needs to be reactivated you may hold up to 3 interests meetings to recruit members.

- ✓ **Plan your Interest Meeting:**
 1. **Book a room:** you must fill out an *Activities Form* located on the OSA website: www.pccc.edu/osa.
 2. **Create a Flyer** to advertise your interest meeting.
 - Make sure to get your flyers stamped by the OSA before posting them on the bulletin boards around the campus.

- ✓ **Host your first Interest Meeting:**
 1. **Complete** the New Club/Organization Questionnaire.
 - a. Answer the New Club/Organization Questionnaire to help you figure out the purpose of your club. These questions are for your benefit and can serve as an agenda for your interest meeting. You do not need to submit the questionnaire to the SGA.
 2. **Recruit** at least **10** current PCCC students in good academic standing who are interested in becoming involved with your Club/Organization.
 3. **Choose** a Club Advisor.
 - a. The Advisor must be a full time PCCC faculty or an administrator. If you cannot find an advisor prior to your interest meetings, email sga@pccc.edu and ask for help with finding one.
 4. **Create** a constitution, bylaws, goals, clubs mission etc.
 - a. Samples of these documents are attached.
 5. If needed, you may host a second interest meeting. If a second meeting is not necessary, you may go on to hosting an elections meeting.

- ✓ **After acquiring 10 club members and an advisor, hold an elections meeting:**
 1. **Provide** an agenda.
 2. **Appoint** one person to take minutes.
 3. **Elect** an Executive-Board (e.g. President, Vice-President, Secretary, and/or Treasurer).
 - The elections 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 and they are a non-voting member).
 - Each student who attends the meeting is granted one vote; each member must be present to cast their vote.

- ✓ **After the meeting, complete the following and email to the SGA:**
 - Meeting minutes and agenda (to show how your executive board was elected).
 - Constitution and/or Bylaws.
 - Club/Organization Registration Form (to be submitted online at www.pccc.edu/osa).
 - Provide the names of the **10** club members who attended the meeting.
 - The form must include the names, emails, and ID #'s of the students who attended

You will be required to attend the Club Activities and Finance Committee (CAF) to present your club's purpose, mission, and how the PCCC students will benefit from your club being active.

After presenting, CAF will vote and the SGA Vice-President will send you an email regarding the 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 is for your use only. They can be used during your interest meetings to help figure out what your club will be.

1. What is the potential name of your prospective club?
2. What would be the purpose of your club?
3. What valuable experiences/knowledge will members get out of being involved with your club?
4. What types of events are you planning to host? Are the events related to your club's mission?
5. Provide a sample agenda for what you anticipate you will discuss at your weekly meeting?
6. How will you keep members interested and engaged in your club?



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 completed online at www.pccc.edu/osa.

In order to be recognized at PCCC each club and/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 entering your name 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:

Date: December 13, 2019

Time: 9:15 a.m. – 10:15 a.m.

Location: OSA E103

- I. Call meeting to order**

- II. Approval of minutes**

- III. Old Business**
 - a. Presentation of ideas/quotes
 - i. Themes
 - ii. Decorations
 - b. Menu

- IV. New Business**
 - a. Schedule meeting for Spring 2020
 - b. Invitations
 - i. Information
 - ii. Timeline for invites
 - iii. Guest

- V. Advisor Report**

- VI. *Meeting Adjourned***

MEETING CALLED BY	Meeting was called to order by Chair Guadalupe De Gaona and seconded by Dewan Fathima
APPROVAL OF PREVIOUS MINUTES	Minutes from last two meetings were moved to be approved for next meeting on 12/13/2019.
NOTE TAKER	AEC member: Dewan Fathima
TIMEKEEPER	AEC member: Dewan Fathima
ATTENDEES	AEC Chair: Guadalupe De Gaona, SGA Vice-President: Robby J. Rosa, AEC Member: Christopher Huaman, AEC Member: Dewan Fathima, AEC Member: Lyliana Daly:& OSA Advisor Rafaela Ramirez Absent: Michelle Pena (due to class at that time)

Agenda topics

9:15AM-9:50AM

OLD BUSINESS

DISCUSSION	<p>Presentations of ideas by members: Theme, invitations, and decorations</p> <p>Chair Guadalupe De Gaona</p> <ul style="list-style-type: none"> • Theme Presentations by each member • Red carpet – Sumayyah • The roaring 20's - Dewan • The Oscars – Guadalupe/Christopher 	
CONCLUSIONS	The committee decided to combine the themes since the colors were all similar. The colors decided were black, gold, white, and red. It was decided to use the red carpet from the previous year as well, either for the photobooth or to be placed at the entrance of the Paterson Room.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
For next meeting on December 13, 2019: each committee member is tasked with getting a quote based on the theme to decide as a committee on what to order for the awards night and to show Ms. Defeis the ideas for the theme.	Runners (Dewan) Vase (Lyliana) Puffy Flowers (Sumayyah) Candy (Christopher) Feathers (Robby) Invitation (Sumayyah)	12/13/19

DISCUSSION	Discuss Menu ideas <ul style="list-style-type: none"> • Reviewed the menu for the event • Changed chicken marsala to chicken Francese • Changed baked ziti with stuffed shells • The rest of the menu stayed the same 	
CONCLUSIONS	The committee discussed the menu and changed a few of the options. All committee members agreed to leave the rest of the menu with the same items.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the menu for Ms. Defeis to review	Chair Guadalupe	12/13/2019

10:23AM-10:25AM

ADVISOR REPORT

ADVISOR RAMIREZ

DISCUSSION	Confirmed Ms. Defeis will be in attendance at the next meeting scheduled for December 13, 2019. Committee members should come prepared to present their ideas to Ms. Defeis.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring availability to schedule meetings for Spring 2020.	All members	12/13/2019

10:25 AM

MEETING
ADJOURNED

CHAIR DEGAONA

<p>Chair Guadalupe De Gaona moved to adjourn the meeting Seconded by AEC Member Dewan Fathima</p>
