

# Welcome and Introduction

This Student Club Center Handbook will help you to successfully lead your student organization and will familiarize you with the policies and procedures related to registered student organizations at SSCC. All the information and materials you need to get started are included in this packet. If there are questions after reading this information, feel free to speak with any staff member of the Club Center.

## **Purpose of Clubs**

Clubs and organizations are a great way to meet people and make new friends. They enhance the college experience and can open many doors. Participating in a club or organization is a great resume builder, and often, many potential employers will recognize additional learning experiences outside of the academic environment.

## **What is a club?**

Clubs and organizations are groups formed by students with similar interests to help them develop friendships, grow personally, and advance common goals. Club activities vary from organization to organization but generally consist of the following:

- socials
- workshops
- business meetings
- informal gatherings
- celebrations
- cultural activities
- on-campus and off-campus activities
- many other types of events

## **The Student Club Center's Mission Statement**

The Student Club Center encourages and supports student clubs and organizations. The Center provides students with resources, support services and training needed to run student organization effectively and efficiently; promotes diverse club programs, activities and events and encourages the development of new student clubs.

## **Contact Information and Student Club Center's Hours of Operation**

Contact: Club Center Coordinator- Kathie Pham  
[KPham@sccd.ctc.edu](mailto:KPham@sccd.ctc.edu)  
Phone: 206-764-5330  
Location: Jerry Brockey Building (JMB) 142  
Website: <http://studentlife.southseattle.edu/clubs.html>

Hours of Operation: Monday – Thursday (FALL 2009)  
10:00a.m. – 4:00 p.m.  
Friday: 10:00am-3:00pm

## BEGINNING STEPS IN FORMING A CLUB

### Questions to Ponder

Prior to creating a new student club or organization, you should ask yourself the following questions:

- ◆ Does a similar organization already exist?
- ◆ Has the interested student group discussed ideas and goals with a potential advisor?

### Clubs and Organization Categories

South Seattle Community College has established a system for categorizing all clubs and organizations in order to help students identify the purpose/goal of the organizations. By understanding club categories, one will gain a better understanding of the club's goals, the members' interests, and how the organization fits at SSCC.

Club Category	Description
Academic Honor Fraternity	Groups associated with a particular major or subject area, membership is by invitation only
Activity	Variety of groups assembled to pursue a particular interest
Curriculum	Groups associated with a specific department, major, or subject area, membership is open to all those interested
Greek Letter <i>InterFraternity</i> → <i>National Pan-Hellenic</i> → <i>Pan-Hellenic</i> →	male social fraternities historically African American fraternities and sororities female social sororities
International/Cultural	Mission is to study or promote the culture of other nations and/or ethnic groups.
Leadership ( different categories) <i>Organizations</i> → <i>Representatives</i> →	Groups that have an affiliation with a nationally recognized organization Students participate in an application and selection process for positions to represent SSCC within a department or program.
Political	Mission is to further the interest of a particular political group or issue.
Professional	Mission relates to a professional career. Many of these organizations are nationally affiliated.
Religious	Groups affiliated with a particular belief system or denomination
Service	Groups interested in providing service to the community at-large
Social Action	Groups bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests
Sport & Recreation	Sport enthusiasts competing and interacting on non-divisional competition levels

Each year the Student Club Center publishes a *Clubs and Organizations* brochure. This document is designed to keep you up-to-date on all the active student groups on campus. Copies of the resource guide are available in Club Center.

**Registration of student organizations is a quarterly process.** Open registration is from the first week of the quarter to the third week of the quarter. Please visit the Student Club Center to know the deadline for club registration. Organizations will have to wait for the next quarter to register if they miss the deadline. Student organization registration expires following spring commencement. Registration may be delayed due to incomplete materials. Club Center reserves the right to withhold registration of any organization.

## Inactive Student Organizations

Each year some student organizations are placed on the "inactive" list due to a variety of reasons. Those reasons can vary from lack of membership or absence of leadership to being placed on probationary status. A student group is listed as "inactive" for one academic year. At the end of the year, the group is either removed from SSCC listings or is reactivated. The Student Club Center keeps a historical record of every inactive organization.

If a student is interested in reactivating a group, contact the Student Club Coordinator in JMB142. A complete list of SSCC Inactive Student Groups can be located in.

## Current Clubs

<b>Club Name</b>	<b>Club's Mission Statement</b>
<b>BLACK STUDENT UNION</b>	The purpose of the Black Student Union is to support the academic survival of the black student attending SSCC. To provide a forum for the Black American Student progressive think tank. To provide leadership, guidance, and motivation. The objective of the Black Student Union is to recruit, retrain, retain, maintain and provide the resources necessary to achieve and obtain a higher education.
<b>CARAS Y RAICES:</b>	The purpose of Latino Club is to create connections, provide resources and leadership opportunities for Latino students. The Latino Club also seeks to share culture with all South Seattle students and the greater community.
<b>CHINESE STUDENT ASSOCIATION</b>	The purpose of this organization is to coordinate campus and community activities put by members of the organization, to bring all students and others together to help each other, to learn our culture, and to have all kinds of activities.
<b>CHRISTIAN CLUB</b>	The purpose of this organization is to provide an opportunity where in students can meet and enjoy fellowship with one another in a Christian environment.
<b>DIESEL &amp; HEAVY MACHINERY CLUB</b>	To help members learn about and acquire jobs through networking. To expose members to different jobs in the field and allow them to make more informed career path decisions.
<b>ENGINEERING CLUB:</b>	Our mission is to provide students a place to come together and help each other work towards a common goal. The main intent of this club is to help you succeed academically, professionally and personally.
<b>HOSPITALITY FINANCIAL &amp; TECHNICAL PROFESSIONALS (HFTP) CLUB</b>	HFTP is professional association serving members working in hospitality. HFTP has been dedicated to providing members with extraordinary networking opportunities and essential resources for professional growth.
<b>INTERNATIONAL CLUB</b>	The purpose of The International Club is for the awareness of each individual culture. The main goal is to

	get more students involved
<b>KHMER STUDENT ASSOCIATION</b>	The purpose of this organization is to coordinate campus and community activities put on by members of the organization to bring students of all ethnicities together to learn about each other's background.
<b>PHI THETA KAPPA (PTK)/Honors Club:</b>	PTK shall provide opportunity for development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.
<b>VIETNAMESE STUDENT ASSOCIATION:</b>	The purpose of the Vietnamese Student Association at South Seattle Community College is to build a sense of community and to assist Vietnamese Students in furthering their educational goals.

## Policy and Procedures

To be recognized as an official club and to receive funding from South Seattle, every club must undergo the registration process. This process occurs quarterly, during the Student Club Center Advisory Committee (comprised of 4 Student Life Staff Members) meeting.

One must follow these steps to be eligible for club approval:

- Step 1: Pick up a New Club Application in the Club Center (JMB 142). Feel free to ask the Student Club Center Staff about the application process!
- Step 2: Find a faculty or staff member to serve as your advisor for the complete academic year. Have them fill out and complete the application and forms attached.
- Step 3: Formulate the constitution and bylaws of your club. Meet with the members and advisor to develop the Club's name, purpose, budget request, by-laws and to establish officers.
- Step 4: Return the forms and application to the Student Club Center Coordinator.
- Step 5: Schedule an appointment to present your club application to the Student Club Center Committee. Your application packet will be reviewed during the Student Club Center Advisory Committee meeting and the status of your club will be reported to your advisors and club officers.
- Step 6: Based upon the approval of the Committee, your club will become an official club on campus
- Step 7: After the club's participation in trainings, all-club meetings & 6 hrs. of community service, the club will become officially eligible for funding beginning next quarter.

## **REGISTRATION PROCEDURES CHECKLIST**

Registration packets for all new student organizations are available in the Student Club Center (JMB 142) throughout the academic year.

**The registration packet contains:**

- Club Application**
  - a. **Roster of Members**
  - b. **List of Officers**
- Advisor Agreement Letter (Every organization must have an advisor (maximum of 2) who is a SSCC faculty or staff member)**
- Hardcopy of final constitution and bylaws**
- E-mail the constitution and bylaws to the Coordinator**

**The following information is required during the first three weeks of official registration:**

- Every club must attend a scheduled new club orientation.** It is mandatory that the all club officers to attend the orientation. If an organization registers after the initial club orientations have been held, the group must schedule a time to meet with the Student Club Center Coordinator to obtain the information presented at club orientation. By doing so, you will be provided appropriate information regarding your group. You will receive a Handbook that walks you through the beginning stages. The handbook provides a step-by-step guide that directs you from an idea through formal recognition. Included in the handbook are sample constitutions, publicity suggestions, and a checklist. All new clubs/organizations must be approved by the Student Club Center Advisory Committee before they are registered on campus and enjoy the same benefits as established organizations. The registration process may take approximately two weeks.
- Completed Student Information Contact Sheet of Officers**
- Individual pictures of officers and group pictures of officers and members**
- Copy of meeting dates, times, and locations**
- Action Plan Sheet on club events and activities**

## **MEMBERSHIP AND OFFICER REQUIREMENTS**

All officers of a registered student organization must be in good academic and disciplinary standing which means maintaining at least a 2.5 cumulative GPA.

A student on academic or disciplinary probation may not hold office but may continue as an organization member.

## **RESPONSIBILITIES OF CLUBS**

Student clubs are expected to comply with the following requirements:

- Conduct all activities in compliance with SSCC policies, procedures, and laws of Washington. For further information please refer to the Student Conduct Code.

## **CONDUCT**

Registration as a student organization obligates the organization to comply with SSCC policies, including the following:

All state and federal laws the rules and regulations adopted by SSCC, including the Student Code of Conduct. (<http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>)

## **Responsibilities of Club Advisors and Officers**

### **Advisors Responsibilities**

SSCC club advisors play a vital role in insuring the success of our organizations. The most successful clubs and organizations typically are those in which the advisor takes an active interest in the group and a good repertoire exists between the club members and advisor. If a change of advisor occurs during the year, the organization must revise the Club Registration Form that is on file.

- *Serve as a resource and guide for the club, helping students find needed resources on campus and make contacts on and off-campus.*
- *Be aware of the purpose and objectives of the club and attend meetings and events*
- *To assist club officers and members in planning activities, programs and budge*
- *Ensure club compliance with all applicable rules and regulations.*
- *Attend and supervise all activities the club organizes or sponsors, including conferences, field-trips, on-campus events, or make arrangements for a non-student to attend the college.*
- *Be responsible to ensure students are aware of the potential consequences should they violate the Student Code of Rights and Responsibilities.*
- *Understand the policies outlined within this handbook.*

*Bates Technical College*

**Note:** Any recognized organization without an advisor will be allowed a maximum of one quarter or three months (not including winter or summer vacations) to find an advisor. During the period in which an advisor is being sought, the organization may not utilize vehicles or sponsor events in SSCC facilities other than business meetings. After three months without an advisor, the status of the organization will be reviewed by the Student Club Center Coordinator. The organization may be placed on probation or inactive status until an advisor is found.

## Officers Responsibilities

1. Attend all scheduled all-club meetings and trainings
  - a. All-Club Meetings
  - b. 3 days of Training in the Club Center
  - c. Other Student Life Dept. Trainings
  - d. Optional: Student Leadership Conferences
2. Manage club's budget with accurate and honest practices
3. Keep records of meetings, minutes, travel and expenditures.
  - a. **Submit minutes (after 5 days of the meeting the latest) to Coordinator**
4. Submit quarterly reports including end-of-the-quarter club roster
  - b. **Submit two weeks before finals week of each quarter**
5. Participate in Evaluation with the Student Club Center Coordinator and Club Advisor(s)
  - a. **Submit three weeks before finals week of each quarter**
6. Submit on a quarterly basis the list of updated club roster
  - a. **Submit two weeks before finals week of each quarter**
    - o Organizations that do not submit a list of officers and advisor by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the organization's last listed officer and advisor. Two weeks from the date the notice is e-mailed and will be allowed for a response before the organization becomes inactive.
    - o Inactive status is defined as an organization which has failed to meet its obligations of submitting the names of its officers and advisor, or which has not maintained regular activities during any given year (Fall through Spring). Examples include not meeting regularly, sponsoring events, etc. Organizations on inactive status shall not be included in the official list of registered clubs and organizations and shall forfeit all privileges granted to registered organizations.
7. Obtain approval from the appropriate agents for all club-sponsored events held on campus with the exception of regular and committee business meetings.
8. Submit for review the approval of any changes or amendments to the club's constitution to the Club Center Coordinator via e-mail- [KPham@sccd.ctc.edu](mailto:KPham@sccd.ctc.edu)

If you have any doubt about the policies or correct procedures, contact the Club Center, JMB, Room 142 (764-5330). Failure to follow SSCC policies and procedures will subject an organization to formal review by the Club Center and may result in a loss of active status as a registered campus group and/or judicial action.

## SERVICES AVAILABLE

**CLUB FUNDING AND REGULATIONS:** After a student club has been recognized for one (1) quarter and has completed 6 hours of community service, the club is then eligible to apply for funding. In order to continue to receive funding, the club must participate in a minimum of 6 hours of community service per quarter on campus and document service hours on the Student Development documentation. Applications are available in the Student Club Center. Student Club Center concerning funding is as follows:

1. An itemized list of anticipated purchases for activities or events for the year must be provided.
  2. A letter from the club's advisor approving the projected expenditures must be provided.
  3. Money awarded cannot be used for personal salaries or honorariums of club members.
  4. If funds are not used as requested or properly, the Student Club Center may require that funds be returned.
  5. Unused money will be returned to Student Club Center
  6. Any equipment purchased with Student Club Center funds is the property of SSCC and must be returned to the Student Club Center if the club either withdraws or is denied its recognition.
- The organization may request funds from the Student Club Center Advisory Committee for providing funding to activities that are of interest to and open to all SSCC students.

**FOOD REGULATIONS:** There are strict regulations on food service. Please discuss these requests with the Student Club Center Coordinator. Food Request for Funds cannot be used for regular meetings and only for special events. Also request for funds for food must be submitted 11 days before an event. Students and staff must have food handler's permit in order to serve food.

**FACILITIES/ROOM SCHEDULING:** A limited number of rooms are available for meetings. If your group would like to reserve a room in the JB Student Center, please see the Student Club Center Coordinator **at least 3 days in advance before a scheduled meeting**. A "Room Booking Form" must also be completed at this time.

- The organization may reserve certain campus facilities. In some circumstances there will be a nominal charge for the use of these facilities.
- The organization will have access to SSCC-owned technical equipment (i.e. sound system) and assistance in the operation of that equipment for activities of the organization.

**PROMOTION:** As you may know, advertising your events is an important element in attracting students to your function. The Student Life office can provide you with ideas. You can promote your activity, for example, on the sandwich boards, in the Sentinel and on our club web page. Cafeteria banners, flyers, posters, brochures, tickets, helium tank for balloons and other advertising needs to promote club events are also available through the Student Life Office.

- The organization's name will be listed in the Standards of Student Conduct, Club Resource Guide, and on the official roster of registered clubs and organizations. Such listings automatically result in inclusion in all "Campus Leaders" mailing lists and other information-sharing networks.
  - The organization will have campus advertising privileges and access to publicity services from the Office of Public Information and Relations.
- The organization may sponsor events for the entire campus and use the services of the Club Center.

TRANSPORTATION: SSCC vehicles are available for use by recognized student organizations for transportation to club events (within Washington State) on a first-come, first-served basis. The van may be reserved through the Club Coordinator. An advisor, faculty, or SSCC staff member must be in attendance for the duration of the trip. The driver must present a copy of his/her Washington State Driver's License. Prior to leaving campus, all participants must sign a liability release form and return to the Student Club Center Coordinator.

### **Privileges of clubs and organizations**

- The organization may participate in the annual Club Fair.
- The organization may use SSCC name in the title of the organization. For example, "The Swim Club at South Seattle Community College."
- Student Club Officers have the opportunity to attend Leadership Conferences to further develop their leadership skills

# Sample Constitution and By-Laws

Ohio University

A constitution is comprised of the fundamental laws and principles that prescribe the nature, function and limits of an organization and how it is governed. These documents should be clearly worded, intentionally structured, and kept up-to-date to meet the needs of the student organization.

## The Constitution:

- Establishes the broad structure and fundamental principles of an organization
- Should be straightforward and comprehensive
- Should be difficult to amend

Bylaws are secondary laws which rule or govern the internal affairs of an organization. Basically, bylaws are an expansion of the articles or sections of the constitution. They describe in detail the procedures the organization should follow in order to conduct business effectively and efficiently.

## The By-laws:

- Outline the rules of procedures for an organization
- Should be consistent with the constitution
- Tend to be easier to amend than the constitution

Attached is a guideline of a constitution and bylaws that would assist you in writing or revising your organization's constitution. There are many ways to structure an organization, so feel free to write your constitution and by-laws to meet the needs of your organization. However, asterisked (\*) sections below must be included in your constitution and by-laws to be considered a registered student club. For further assistance, contact the Club Center Coordinator at 206.764.5330 or [KPham@sccd.ctc.edu](mailto:KPham@sccd.ctc.edu)

## Sample Constitution -----

Constitution of \_\_\_\_\_ (Name of your group)

### Article I: Name

Section 1: The name of this organization shall be... (Provide actual name which will be used for all official business), hereafter referred to as...

### Article II: Purpose

Section 1: The purpose of this organization shall be... (State the purpose, aims, and function of the organization)

## Article III: Affiliations

Section 1: This organization is affiliated with... (Indicate if your group has an affiliation with a South Seattle department and/or any other campus, local, state, national, or international organization and explain the relationship. Organizations with inter/national affiliations must submit their inter/national constitution or statement of purpose. If your organization has no affiliation, this section may be omitted.)

## Article IV: Membership

\*Section 1: The majority of the membership of this organization shall consist of enrolled South Seattle students. Voting membership of recognized campus organizations shall consist only of enrolled students. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:

1. Alumni of the organization who are no longer enrolled at South Seattle Community College.
2. Special members -a limited number of persons (who may not be affiliated with the college) who qualify for membership according to specifically stated criteria established for special membership.

(A statement like this is required for your constitution. If your organization allows non-South Seattle student members, you should indicate the guidelines for those members in this section as well.)

\*Section 2: This organization... (All registered student organizations must include in their constitution a non-discriminatory policy statement that is consistent with South Seattle's non-discriminatory policy statement. An example would be: "This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status or political affiliation.")

Section 3: Membership in this group shall be open to all who are interested and... (List the criteria for membership to your organization, if you have any)

### Qualification and Privileges

Active membership carries voting privileges. Privileges include participation in activities and programs sponsored by the organization.

Voting qualifications are as follows:

1. Members must be currently enrolled at South Seattle Community College

2. Membership must be in good standing as defined by the current Executive Board

*Section 4. Selection process*

The selection process must be listed for each type of membership.

*Section 5. Removal procedures*

The reasons for removal and process must be listed for the membership

Members of XYZ may be removed from chapter membership only for just cause by a vote of 3/4th of the entire voting membership. Any such removal must be approved by the chapter Advisor.

Article V: Officers

Section 1: The officers of the organization shall consist of... (State all officer titles and duties – examples below)

- A. President – The President shall...
- B. Vice President – The Vice President shall...
- C. Secretary - The Secretary shall...
- D. Treasurer - The Treasurer shall...
- E. Club Advisor—The Club Advisor shall...
- F. Etc.

*1. President- Provides leadership and overall direction for the campus chapter. Prepares and maintains a calendar of scheduled chapter events, and oversee the chapter meetings.*

*2. Vice-President- Assists the President in the management of campus chapter affairs; fills in for the President in his/her absence; appoints member(s) to serve as coordinator of committee chairs as needed.*

*3. Recorder- Maintains membership records, conducts correspondence with the members and relevant others, issues announcements at all meetings, prepares and maintains the minutes of all meetings, and maintains historical records of the campus chapter.*

*4. Treasurer- Receives and disburses funds and manages the financial affairs of the campus chapter, keeps a voucher system to account for all expenses and serves as chairman of the fund raising committee.*

Section 2: The qualifications for each office... (State the qualifications, if any, for the offices)

Section 3: The term of each office shall be... (Example: one year from Oct. 1 to Sept. 30. Make sure elections are held before the term expires.)

Section 4: Should an officer's position become vacant during his/her term, the following will take place...

*Section 5.* A statement explaining the reasons for removal of an officer and the specific procedure must be included. Officers can be recommended for removal by the Executive Board for just cause or if they fail to meet membership qualifications, fail to execute the duties of the office, or fail to satisfactorily attend the general and executive board meetings, unless excused by the President or Advisor(s). Approval by a majority vote of the active membership is necessary.

In case of resignation or dismissal, the outgoing officer must notify the Executive Board, which consists of the officers and advisor(s). The unoccupied position will be filled by appointment by the Executive Board unless the unfinished term of the officer is longer than a month before the annual spring elections, in which case an election will be held to fill the vacancy for the remainder of the term.

Section 6: A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for spring quarter which allows the new and old officers an opportunity to work together for a brief period of time. (Interested members and officers in positions must speak to the Coordinator and must be voted in within the club). A majority vote of the active membership will determine the election of officers. Officers will serve a term of one full academic year.

#### Article VI: Advisor

\*Section 1: Our organization advisor must be a member of the faculty, administration, or staff of South Seattle Community College

Section 2: The duties and responsibilities of the advisor shall be...

Section 3: Should the position of advisor become vacant during the year...

#### Article VII: Meetings

Section 1: Regular meetings of the organization shall be held... (Consider how often you would like to meet, who calls the meeting, etc.)

Section 2: Special meetings of the organization shall be held... (Consider who has authority to call these meetings, how much notice is required, etc.)

#### Article VIII: Responsibilities

**\*\*The following statement must be included:**

“The organization will adhere to SSCC policies, the Constitution and laws of the United States of America, the Commonwealth of Washington, and the City of Seattle.”

Article IX: Amendments

Section 1: This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting. (Note: The constitution should not be amended easily or frequently)

Section 2: Provision for advance notice of amendment shall be... (Explain how eligible voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)

Section 3. The statement must be included that, “Any revisions to the constitution and/or by-laws must be approved by the Coordinator for the Student Club Center.”

Date Ratified (Insert date the constitution is initially ratified)

Date Revised (Insert date the constitution is revised)

Date Revised (Insert date the constitution is revised)

Date Revised (Insert date the constitution is revised)

**Sample By-Laws -----**

By-Laws of \_\_\_\_\_ (Name of your group)

Article I: Membership

Section 1: The procedure for selection of membership...

Section 2: Membership responsibilities shall include...

Section 3: Membership shall be terminated by...

Article II: Selection of Officers

Section 1 The selection of officers shall be done by... (Clearly state election rules and voting procedures, eligibility for each office, and when the elections take place

during the academic year, Method of nomination, voting, and number of votes required for electing officers.)

Section 2: The provisions for removal of an officer include...

#### Article III: Selection of Advisor

Section 1 The selection of the advisor shall be done by...

Section 2: The provisions for removal of an advisor include...

#### Article IV: Committees

Section 1: All permanent committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

Section 2: All ad-hoc committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

#### Article V: Rules of Order

Section 1: This organization shall be governed by... (Specify source of parliamentary procedure for your organization. Most groups use "Robert's Rules of Order" in cases when it is applicable and consistent with the organization's constitution and by-laws.)

#### Article VI: Amendment

Section 1: These by-laws may be amended by a vote of ... (Should be similar to constitution, but tend to be easier to amend. Example: simple majority vote, 2/3 vote, etc.)

Date Ratified (Insert date the by-laws are initially ratified)

Date Revised (Insert date the by-laws are revised)

Date Revised (Insert date the by-laws are revised)