

**STUDENT ENGAGEMENT  
NEW STUDENT CLUB APPLICATION 2022-2023**

A recognized student club and to receive club funding requires the following:

- Completed New Student Club Application
- Active Membership of a minimum of (7) seven currently enrolled students
- Faculty/Staff advisor
- Meet with Student Engagement Manager
- Attendance at the Club Leadership Training in fall (must meet with Student Engagement Manager or Coordinator if club recognition occurs after training date).
- Advisor must review the Advisor Training and meet with the Student Engagement Manager or Coordinator to review questions.
- Advisor and Club President must review and submit the Advisor Agreement.
- This form needs to be filled out and returned to SE after first meeting where officers are elected.
- All new club applications must be submitted by November 1 for the fall semester and April 1 for the spring semester.

Date \_\_\_\_\_

Name of Club \_\_\_\_\_

Officers President \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_ Harper ID# \_\_\_\_\_

Treasurer \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_ Harper ID# \_\_\_\_\_

Advisor(s) \_\_\_\_\_ Mail Code \_\_\_\_\_ Extension \_\_\_\_\_

\_\_\_\_\_ Mail Code \_\_\_\_\_ Extension \_\_\_\_\_

**Advisor has read and understands the Student Engagement Clubs and Organizations Procedures Manual and the Advisor's Agreement:**

*(Manual and agreement are located in the Student Engagement Club and Organization Advisor Teams Site)*

**Club Meetings**      Time \_\_\_\_\_ Day \_\_\_\_\_  
Location \_\_\_\_\_ Starting Date \_\_\_\_\_  
How Often \_\_\_\_\_

Name of (7) seven currently enrolled Harper College students who are committed to being members of the club:  
**PLEASE PRINT CLEARLY AND INCLUDE YOUR HARPER ID NUMBER.**

<u>Name</u>	<u>Harper ID Number</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is this club affiliated with any national, state or local organization? Yes\_\_\_ No\_\_\_  
If yes, what organization?

Will membership be open to all Harper students or will it be restricted to those enrolled in a particular program or sectarian group? Please note that Harper College student clubs and organization membership is limited to Harper College students. Community members are only able to attend advertised public, special events, not general meetings.

All Students \_\_\_

Particular Program or Sectarian Group \_\_\_ Name of Program or Group \_\_\_\_\_

**Please Attach the Following to The Club Application Form:**

1. Statement of Purpose-why do you wish to exist? Please include any history and organizational goals which will serve Harper students on this campus **(please type)**
2. Application (7) seven signatures and Student ID numbers of currently enrolled students)
3. Proposed Club Constitution

This statement certifies that the applicant above seeks recognition by Student Engagement to be an officially recognized student club of Harper College. Official recognition is issued with the understanding that the club agrees to participate in Student Engagement activities, remain in regular communication with Student

Engagement, and abide by all regulations officially established by Harper College, and Student Engagement. I willingly assume responsibility for the above named club activities and the appropriate use of college property and funds.

\_\_\_\_\_  
Club President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature:

\_\_\_\_\_  
Date

***NOTE: Your club will not receive funding until two students attend the Club Leadership Training Session and the Advisor reviews Advisor Training.***

***OFFICE USE ONLY***

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**Approved:**

\_\_\_\_\_  
Student Engagement Manager Signature

\_\_\_\_\_  
Date

## RECOMMENDED FORM FOR CLUB CONSTITUTIONS

### CONSTITUTION OF THE     [Name of club]     CLUB

#### ARTICLE I

##### *Name of the Club*

**Section 1:** The name of this club shall be \_\_\_\_\_.

**Section 2:** National Affiliation (optional) – *If the club is a member of a national or state club, add the following statement and attach a copy of the national constitution as it will become a part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Harper College. If the rules and regulations of the National Constitution differ from the rules and regulations of Harper College, a meeting should be set up with the Manager of Student Engagement to discuss the policy the club should implement.”*

#### ARTICLE II

##### *Purposes of the Club*

**Section 1:** *A general statement of the purposes and the objectives of the club.*

#### ARTICLE III

##### *Membership*

**Section 1:** Application for Membership (*Include a brief statement telling how a prospective member makes application, when this application must be submitted, and when it will be acted upon*).

**Section 2:** Types of Membership (*Include a brief statement distinguishing between active and inactive membership. Add subsections, if necessary, related to voting and dues for the types of membership*).

**Section 3:** Termination of Membership and Reinstatement (*State the conditions under which membership is terminated and how reinstatement is accomplished*).

**Section 4:** Accessibility Concerns (**mandatory clause for all club constitutions**). Clubs are strongly encouraged to consider reasonable accommodations for the diversity of their membership. However, if any Member feels their rights have been overlooked, they shall have the right to invoke Article III, Section IV of their club’s constitution. Invocation shall be done by addressing concerns to their respective President and/or Advisor.



**Section 4: Treasurer** – It shall be the duty of the Treasurer to:

- a.
- b.
- c.

**Section 5:** *Add more sections to take care of the duties of all of the officers if necessary.*

## **ARTICLE VI**

### *Executive Council (Optional)*

**Section 1:** The Executive Council shall consist of the elected officers and the advisor. *(Chairmen of standing committees may be added).*

**Section 2:** *State the powers and duties of the Executive Council.*

**Section 3:** A \_\_\_\_\_ *(state what majority - two-thirds, three-fourths, or simple majority)* vote of the Executive Council (excluding the advisor) shall be necessary to pass any business which is referred to the Executive Council.

## **ARTICLE VII**

### *Elections*

**Section 1:** Time of election, *e.g., the last meeting in December and the last meeting in May.*

**Section 2:** Method of nomination, method of voting, and vote required.

**Section 3:** Eligibility to vote.

## **ARTICLE VIII**

### *Committees*

**Section 1:** Standing Committees *(list those committees that will be permanent from year to year such as Membership, Finance, Constitution and By-Laws, Social Affairs, etc., and define their powers and duties).*

**Section 2:** Selection of Standing Committees *(State the method of selecting these committees and their chairmen).*

## **ARTICLE IX**

### *Meetings*

**Section 1: Meetings** - Regular meetings will be held \_\_\_\_\_ *[frequency – i.e. Weekly, bi-weekly, monthly, etc.]*  
\_\_\_\_\_.

**Section 2: Special Meetings** – Special meetings may be called by the President with the approval of the membership or the Executive Committee.

**Section 3: Parliamentary Authority** – Robert’s Rules of Order shall govern this club in all cases to which they are applicable.

#### **ARTICLE X**

##### *Quorum*

**Section 1:** *State specifically the minimum number, fraction, or percentage of the members which must be present at a meeting in order to transact business legally.*

#### **ARTICLE XI**

##### *Financial Provisions*

**Section 1:** *Dues (Make a brief statement regarding dues, if any, including the amount, when payable and to whom).*

#### **ARTICLE XII**

##### *Advisor*

**Section 1: Selection** – There shall be a faculty/staff advisor who shall be selected or agreed upon each year by the membership.

**Section 2: Duties** – The club advisor is responsible to all duties outlined in the Student Engagement Advisor Agreement.

#### **ARTICLE XIII**

##### *Amendments*

**Section 1:** Amendments must be presented to the Executive Council for approval before they may be submitted to the club for vote (*optional*).

**Section 2:** Provision for Notice (*It is suggested that notice be given to the membership regarding a proposed amendment to the Constitution one meeting prior to the actual vote*).

**Section 3:** This Constitution may be amended by a \_\_\_\_\_ (state what majority) vote of the membership at the first meeting of the club at which a quorum is present following the approval of the amendment by the Executive Council.

#### **ARTICLE XIV**

##### *Enacting Clause*

**Section 1:** This Constitution shall become effective upon approval of Student Engagement.

SAMPLE