

**OFFICE OF STUDENT INVOLVEMENT  
NEW STUDENT CLUB APPLICATION 2016-2017**

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
- Attendance at the Club Leadership Training in fall (must meet with Student Involvement Liaison if club recognition occurs after training date.
- Advisor must attend Financial Training Session

**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 Clubs Procedures Manual and the Advisor's Agreement:  
(Manual and agreement are located in the Student Involvement Resources Channel on the  
Student Portal)**

**Club Meetings** Time \_\_\_\_\_ Day \_\_\_\_\_

Location \_\_\_\_\_ Starting Date \_\_\_\_\_

How Often \_\_\_\_\_

Name of (7) seven currently enrolled Harper Students who are committed to joining the club:

**PLEASE PRINT CLEARLY AND INCLUDE YOUR HARPER ID NUMBER.**

**(Harper ID number)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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? Yes \_\_\_ No \_\_\_

**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 HCSG to be an officially recognized student club of Harper College. Official recognition is issued with the understanding that the club agrees to participate in the Student Club Council, remain in regular communication with the Student Involvement Office, and abide by all regulations officially established by Harper College, and Harper College Student Government. 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 attends a Financial Training Session.***

**OFFICE USE ONLY**

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**Approved:**

\_\_\_\_\_  
SGA President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center for Student Involvement 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.”

#### 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. Such Member(s) shall have the right to advocate their own choosing. It shall be the responsibility of the club’s ruling Executive Council to determine if the Members’ concerns have merit. Should the Executive Council find

that there is merit, they may fulfill the invocation of Article III, Section IV by granting unique privilege to concerned Member(s) as the Council deems necessary. Unique privilege shall be given to, and only to concerned Member(s). Member(s) may appeal any decision before either the Student Government, or the Director of Student Involvement. In any appeals discussion panel, the ratio of the concerned Member(s) and their advocates to each member of their respective club's ruling Executive Council shall not exceed 1:1 without the consent of the opposing party. Concerned Member(s), and their rights to confidentiality, shall be observed with the utmost respect.

#### **ARTICLE IV** *Officers of the Club*

**Section 1: Officers** - The elected officers of this club shall be [President, Vice President, Secretary, and Treasurer]. Listed are general officers, add officers specific to the needs of the club.

**Section 2: Eligibility:**

- a. Officers must be full-time Harper students, carrying at least 1 credit.
- b. Officers must have a grade point average of a 2.0 or above to be elected.
- c. Officers must maintain a grade point average of a 2.0 or above to remain in office.

**Section 3: Term** - Term of office shall be \_\_\_\_\_. (i.e. The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester).

**Section 4: Vacancy** – If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

#### **ARTICLE V** *Officer Duties*

**Section 1: President** - It shall be the duty of the President to:

- a.
- b.
- c.

**Section 2: Vice President** - It shall be the duty of the Vice President to:

- a.
- b.
- c.

**Section 3: Secretary** – It shall be the duty of the Secretary to:

- a.
- b.
- c.

**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 faculty adviser. (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 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 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 – ie. 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 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 each year by the membership.

**Section 2: Duties** – The club adviser is responsible to all duties outlined in the Student Involvement 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 the Student Government.

## Student Club Recognition Process for New Clubs

**Follow the process below to start a new student club. All steps must be completed in order to be officially recognized.**

STEP	WHO/WHAT	WHAT TO DO
1.	Interested Students	<ul style="list-style-type: none"> <li>Schedule a meeting with the Center for Student Involvement (CSI) Manager discuss club idea</li> <li>Pick up New Student Club Application from CSI</li> </ul>
2.	Student Club	<ul style="list-style-type: none"> <li>Seven (7) students currently enrolled at Harper who are committed to joining your club are required</li> <li>Complete New Student Club Application</li> <li>One member must be President</li> <li>One member must be Treasurer</li> <li>Faculty/staff advisor required (Advisor Agreement required)</li> <li>Submit application by October 31 to the Student Involvement Office in order to receive full funding. Any applications received after this date can still be recognized but will half funding</li> </ul>
3.	New Club Recognition Meeting	<ul style="list-style-type: none"> <li>President and Treasurer must attend a new club recognition meeting (schedule with Student Involvement Club Manager)</li> <li>Review New Student Club Application and Constitution</li> <li>Receive Club Procedures Manual</li> </ul>
4.	Center for Student Involvement Office	<ul style="list-style-type: none"> <li>Club President, Treasurer, and Advisor will receive an email notification stating club's recognition status in 7 business days</li> <li>New officially recognized club will be sent their account number and Financial procedures &amp; Guidelines</li> </ul>
5.	Club Members	<ul style="list-style-type: none"> <li>President and Treasurer must attend the Club Leadership Training. For current dates and times for the upcoming Club Training Sessions check with the Center for Student Involvement.</li> </ul> <p>*Required for initial club funding</p>
8.	Club Advisor	<ul style="list-style-type: none"> <li>Attend a mandatory Club Financial Training (<i>schedule with Center for Student Involvement Manager</i>)</li> </ul> <p>*Required for initial club funding</p>