

**Interest Group**

# **Charter Packet**



**For students looking to start or reactivate a  
student group at NCCC  
2020-2021**

# Steps to Forming a Club

## Steps to Forming a New Club

- 1) Group must fill out the "Member and Officer Registration Form"
- 2) Group must meet with Student Life to review the process for seeking recognition and to draft a club charter
- 3) Group must acquire an Advisor and have them sign the "Advisor Agreement"
- 4) Group must obtain a "Request for Club Status" form from Student Life
- 5) Representatives from the group must present the proposed club at a regularly scheduled Student Government meeting to receive final Charter approval

## Steps to Reinstating an Inactive Club

- 1) Group must fill out the "Member and Officer Registration Form"
- 2) Group must meet with Student Life to review the process for seeking re-recognition and to revise the existing club charter
- 3) Group must acquire an Advisor and have them sign the "Advisor Agreement"
- 4) Group must obtain a "Request for Club Status Form" from Student Life
- 5) Representatives from the group must present the proposed club at a regularly scheduled Student Government meeting to receive final Charter approval

All required forms must be completed electronically.  
\*Request for Club Status Form must be printed out and  
returned to G117D\*

## CHECK LIST

<b>Member &amp; Officer Registration Form</b>	<b>Submitted to Student Life</b> ____/____/____
<b>Club Charter Draft</b>	<b>Submitted to Student Life</b> ____/____/____
<b>Advisor Agreement</b>	<b>Submitted to Student Life</b> ____/____/____
<b>Request for Club Status Form</b>	<b>Submitted to Student Life</b> ____/____/____



## NIAGARA COUNTY COMMUNITY COLLEGE MEMBER AND OFFICER REGISTRATION

Please use Mozilla Firefox or Google Chrome when completing this form.

### PLEASE FILL OUT EACH SEMESTER FOR THE OFFICE OF STUDENT LIFE

Official Organization Name:	<input type="text"/>		
Primary Advisor:	<input type="text"/>	Primary Advisor Campus Extension:	<input type="text"/>
Primary Advisor Email:	<input type="text"/>	Primary Advisor Additional Phone:	<input type="text"/>

### OFFICERS

President:	<input type="text"/>	Student ID (@xxxxxxx):	<input type="text"/>
Email:	<input type="text"/>	Term of Office:	<input type="text"/> through <input type="text"/>
	@mynccc.niagaracc.suny.edu		
Vice President:	<input type="text"/>	Student ID (@xxxxxxx):	<input type="text"/>
Email:	<input type="text"/>	Term of Office:	<input type="text"/> through <input type="text"/>
	@mynccc.niagaracc.suny.edu		
Secretary:	<input type="text"/>	Student ID (@xxxxxxx):	<input type="text"/>
Email:	<input type="text"/>	Term of Office:	<input type="text"/> through <input type="text"/>
	@mynccc.niagaracc.suny.edu		
Treasurer:	<input type="text"/>	Student ID (@xxxxxxx):	<input type="text"/>
Email:	<input type="text"/>	Term of Office:	<input type="text"/> through <input type="text"/>
	@mynccc.niagaracc.suny.edu		

### MEMBERSHIP ROSTER

All currently matriculated students with three (3) credit hours or more are eligible to join any recognized club or organization. Student groups must maintain at least eight (8) members to remain in good standing.

Student Name:	<input type="text"/>	Student ID (@xxxxxxx):	<input type="text"/>
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Student Name:	<input type="text"/>	Student ID (@xxxxxxx):	<input type="text"/>

As the President of this Student Organization, I approve. \* ☐

### FOR OFFICE USE ONLY (Vice President of Student Government)

Date Received: \*

Next

# Please complete this form electronically.

## Member and Officer Form Location:

Niagara County Community College Website —> Campus Life —> Student life —> Clubs and Organizations —> Forms —> Member and Officer Registration Form  
Or you can go directly to [niagaracc.suny.edu/studentlife/forms](http://niagaracc.suny.edu/studentlife/forms)



## NIAGARA COUNTY COMMUNITY COLLEGE ADVISOR AGREEMENT

Please use Mozilla Firefox or Google Chrome when completing this form.

Official  
Organization  
Name:

Advisor Name:

Advisor Campus Extension:

Advisor Email:

Advisor Office Location:

@niagaracc.suny.edu

Advisor Additional Phone:

### *Purpose of an Advisor*

Advisors are needed to help provide leadership and direction to student groups. Advisors are the Student Life liaison to clubs for the purposes of disseminating information and ensuring all policies and procedures followed. Additionally, advisors should provide guidance and resources to aid in the students' leadership and personal development.

### *Role of the Advisor*

- 1) The advisor is responsible for being familiar with all Student Life policies and procedures related to clubs and organizations as well as all College policies that affect clubs and organizations.
- 2) The advisor should assist the group in developing realistic goals for the academic year.
- 3) Provide advice and guidance to the club when planning programs, events and activities.
- 4) Advisors must sign all Purchase Requisitions and submit them to Student Life. In the event a Purchase Requisition is for a cash advance, the advisor is responsible for collecting and returning any and all receipts and change to the College Association (G215).
- 5) The Advisor must be present at the time of election for Executive Board Members (officers) which must be reflected in the minutes.
- 6) The Advisor must be present if the club or organization is holding an on campus event after regular business hours.
- 7) Hold monthly 1:1 meetings with club president.
- 8) Relay any information sent out by Student Life to club members.
- 9) Hold club members accountable on any requirements set by Student Life.

Advisors should, in addition, work with their student group leaders to further clarify the role of an advisor specific to the organization and its goals. Advisor training once per semester will also be provided and required by Student Life.

I,  agree to serve as the Advisor for the

for the term  through   
of

I agree to give the necessary time and attention to the group in order to fulfill the obligations of this appointment.

As the President of this Student Organization, I approve. \* ☐

Next

## Please complete this form electronically. Advisor Agreement Form Location:

Niagara County Community College Website —> Campus Life —> Student life —> Clubs  
and Organizations —> Forms —> Advisor Agreement Form  
Or you can go directly to [niagaracc.suny.edu/studentlife/forms](http://niagaracc.suny.edu/studentlife/forms)



# Club Charter/ Constitution Guidelines

## **Definition**

A written document that establishes and defines the club purpose and goals as to not duplicate the goals of an existing student organization as well as certifies compliance with any and all Student Government, Student Life and College policy related to the group or individual students as members.

**Official Organization Name:** \_\_\_\_\_

## **Article I. Purpose of Organization/Mission Statement**

(Define in paragraph form the goals, objectives, and purposes of this organization. State what the organization will contribute to the quality of campus life at NCCC. State any other relevant information.)

## **Article II. Membership**

**Eligibility** – All currently matriculated students registered for at least three (3) credit hours are eligible to join any recognized club or organization. There is no limit to the number of clubs/organizations a student may join; however students are limited to holding no more than two (2) officer positions at a given time.

**Definition of active member** – (State any special requirements this organization sets to be an active member. State what a person must do in order to maintain active membership (attending minimum number of meetings, assisting with programs, etc). List different types of membership.)

## **Article III. Meetings and Voting**

***Section A.*** A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as (Each organization will establish the size of its quorum, but it must be between 1/2 the organization's active membership and 2/3 of the organization's active membership).

### ***Section B. Voting***

Voting on any issue shall be official only if the meeting is valid.

All members shall have equal voting power.

Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **Article IV. Officers and Qualifications**

### ***Section A. Officer Positions***

(In this section, list the titles of all officer positions and qualifications to hold their offices, such as minimum semesters of participation or term limits. All student groups must have a Club Council Representative on their roster.)

### ***Section B. Duties of Officers***

All officers shall enforce this constitution.

The [specified officer] shall preside over the meetings and shall maintain organization within the group, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.

(State the duties of additional officers as necessary.)

### ***Section C. Nominations and Elections***

Nomination and Elections Procedure - (State nomination and election procedures.)

\*Timing of Elections - between March and April, for the fall semester.

\*Vacancies - (State procedure to fill vacant offices.)

\*Term of Office – (Suggested length is one year.)

# Club Charter Guidelines Cont.

## **Article VI. Finances**

### ***Section A. Funding***

### ***Section B. Budget Process***

## **Article VII. Meetings** (Student group should determine dates, times and locations, and frequency of meetings. Any changes to the schedule should be forwarded to Student Life.)

## **Article VIII. Adoption of the Constitution**

***Section A.*** Two-thirds of the active membership, or more if the organization decides, must approve the constitution.

***Section B.*** This constitution will be ratified upon approval of the Student Government.

***Section C.*** This constitution shall not conflict with the Student Government constitution or by-laws.

## **Article IX. Amendments**

Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

## **Article X. By-laws**

***Section A.*** At least a 6/7 majority of the active membership must approve the by-laws and any amendments.

***Section B.*** By-laws should not conflict with this constitution or the Student Government constitution or by-laws.

## **Article XI. Hazing Policy**

Hazing, which is any act that endangers the mental or physical health or safety of any student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any group or organization is not permitted by the [organization].

## **Article XII. Discrimination Policy**

The [organization] of Niagara County Community College does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

All clubs and organizations are open to any and all students that meet the eligibility requirements listed in Article II.

*Office of Student Life*  
*Niagara County Community College*

# Request for Club Status

Name of Proposed Organization: \_\_\_\_\_

Purpose of Proposed Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point of Contact: \_\_\_\_\_ @: \_\_\_\_\_

Email: \_\_\_\_\_@niagaracc.suny.edu Phone: (\_\_\_\_) \_\_\_\_\_

Primary Advisor: \_\_\_\_\_ Campus Extension: \_\_\_\_\_

Please be present at the Student Senate Meeting on \_\_\_\_\_ to answer any questions regarding this request.

**For Office Use ONLY**

☐ Club Charter    ☐ Advisor Agreement    ☐ Interested Members    ☐ Senate Agenda

**Please print, fill out form and return form to G117D.**

For more information, questions about becoming or activating a club, please contact the Student Government Association, Heather, or Jen in Student Life

Heathers' Email: hlsaba@niagaracc.suny.edu  
EXT. 6218

Jen's Email: jschwab@niagaracc.suny.edu  
(716) 614-6222 EXT. 4498