

New Student Club & Organization Registration Packet



Office of Student Life/Athletics
Building 14

Campus Center

Getting Started Checklist

The Student Life/Athletics Office will assist you with any questions you may have.

This packet contains:

- Getting Started Checklist - pg 2
- Application for New Student Club/Organization Recognition - pg 3
- Advisor Roles and Responsibility Agreement - pg 4
- Member Roster - pg 5
- Officer Responsibilities & Roster - pg 6
- Sample Student Club/Organization Constitution - pg 7

Step 1

- Obtain a New Student Club/Organization Application packet from the Student Life/Athletics Office.
- Find a Faculty/Staff Advisor (advisor must be a member of the LCCC faculty or staff).
- Complete pages 3 & 4 (Application and Advisor Roles and Responsibilities).

Step 2

Once you have completed Step 1, submit your application to the Office of Student Life/Athletics for tentative approval and recognition. This will allow you to reserve information tables and rooms for recruiting purposes and organizational meetings. All reservations, signs, and posters must be approved by the Office of Student Life/Athletics.

- Recruit at least 10 members and have them sign the Member Roster.
- Elect or designate officers for your organization and have them sign the “Club/Organization Officer Responsibilities & Roster” on page 6 of the Application.
- Write a Constitution for your club/organization (see Sample Student Club/Organization Constitution - pg 7).
- Schedule a meeting for you, your advisor, and the Director of Student Life/Athletics to discuss the club/organization.
- Submit your Member and Officer Rosters and Constitution to the Office of Student Life/Athletics. All information will be verified by the Office of Student Life/Athletics. If there are any issues, you will be notified and they must be addressed before moving forward.

Step 3

The final step is for the Student Government Association to review and approve your application and constitution. Once Full Recognition has been granted, you are eligible to use resources provided by the Office of Student Life/Athletics and other college offices. You will also be required to participate in the Student Government Association meetings.

- Once you have obtained Tentative Recognition and all information has been verified, your documents will be submitted to the SGA Vice-President, who will notify you in writing of the next SGA General meeting. At this meeting, your club will be considered for Full Recognition.
- Attend the next SGA General meeting and answer any questions about your organization.
- You will be notified in writing after the SGA has voted on your Full Recognition. Decisions not to grant Full Recognition may be appealed to the Office of Student Life/Athletics.



Application for New Student Club/Organization Recognition

This form, when completed and approved by the Office of Student Life/Athletics, shall serve as an agreement between the organization, its members and Luzerne County Community College. This document is subject to review by college officials at any time. Any violations of this agreement are subject to appropriate action by the college.

Organization Information

Full Name of Club/Organization _____

Purpose Statement (this will be used for lists and website publications) _____

Student Requesting Club _____

Student ID # _____

Email _____@student.luzerne.edu

Telephone Number _____

Faculty/Staff Advisor

Name _____ Department _____

Office Location _____ Telephone _____

Signature _____ Email _____

Authorized Organizational Representative Release (Advisor)

The Office of Student Life/Athletics requires the identification of an organization representative to speak on behalf of the club/organization. Therefore I, the undersigned, authorize my name, phone number and email address to be released to the public in any publications/website produced by the Office of Student Life/Athletics as an official representative for this club/organization.

Advisor's Name _____ Office Bldg & Room (if any) _____

Signature _____

Telephone _____ Email _____

OFFICE USE ONLY	
Date Tentative Recognition Granted _____	<input type="checkbox"/> Completed Application
Director Signature _____	<input type="checkbox"/> Advisor Roles and Responsibility Agreement
Date Full Recognition Granted _____	<input type="checkbox"/> Member & Officer Rosters
Director Signature _____	<input type="checkbox"/> Constitution



Student Club/Organization Advisor Roles and Responsibility Agreement

The relationship of the advisor to the group will vary, not only from club to club, but from time to time within a specific group. The role of the advisor can be divided into three components: (1) responsibility to the group; (2) responsibility to the individual member; and (3) responsibility to Luzerne County Community College.

- I. Responsibility to the Group:
 - A. The advisor should assist the group in setting realistic goals and objectives each academic year.
 - B. The advisor should help the club/organization justify its expenditures of the members' time, abilities, energy, and dues.
 - C. The advisor must be well informed about all of the plans and activities of the group.
 - D. The advisor is responsible for providing continuity within the group, and must be familiar with the group's history including major changes to its program.
 - E. The advisor must be aware of college policies and should insure compliance with the policies from the group.

- II. Responsibility to the Individual
 - A. The advisor should seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
 - B. The advisor should foster a spirit of inclusion in all group activities.
 - C. The advisor should encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relationship to the group.

- III. Responsibility to the College
 - A. The advisor must work with students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.
 - B. The specific responsibilities the advisor has to the college are as follows:
 1. The advisor should attend the club/organization's meetings. When the Club/Organization meets on campus facilities, the advisor should be present and accountable.
 2. The advisor must monitor the procedure followed by the Club/Organization in handling its funds and insure that all LCCC fiscal policies are followed.
 3. The advisor must know and understand all LCCC policies that relate to event and fiscal management of clubs and organizations at LCCC.

The role of the club/organization advisor is an important function of a Club/Organization's success at LCCC. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicate with their students and provide important information about programs to Office of Student Life/Athletics.

I have read the above statements and I understand the commitment it takes to serve as a Club/Organization Advisor at Luzerne County Community College.

Advisor Signature: _____ Title: _____

Campus Bldg & Room: _____ Phone: _____



Student Club/Organization Officer Responsibilities & Roster

Term _____ Year _____

Please provide a list of all current Officers on the attached roster, preferably typed. Include the following information: NAME, Student ID NUMBER, and SIGNATURE.

Organization Responsibility

In regards to the role of a college in encouraging its students to assume responsibility for their social actions as members of an adult society, Luzerne County Community College will not assume legal responsibility for any non-college sanctioned events of student Clubs/Organizations.

IT IS EXPECTED THAT THE OFFICERS OF THE SPONSORING CLUB/ORGANIZATION WILL ASSUME RESPONSIBILITY FOR THEIR GROUP'S ADHERENCE TO ALL COLLEGE POLICIES AND CITY, STATE AND FEDERAL LAWS.

As an officer of _____, I have read and understand the above statement of Club/Organization responsibility. I have read and agree to comply with all written policies and procedures in the Luzerne County Community College Student Handbook and Club Manual. Also, I understand I must:

1. Be enrolled in and maintain at least six (6) credit hours each term at the campus where serving as an officer.
2. Have a minimum 2.0 GPA per term or better at the time of election and maintain it during my term of office.
3. Agree to abide by the rules set forth in the club constitution, to be acknowledged in the oath of office.

PLEASE PRINT:

President	Student ID#	Signature	Date
Vice President	Student ID#	Signature	Date
Secretary	Student ID#	Signature	Date
Treasurer	Student ID#	Signature	Date
Other Officer Position _____	Student ID#	Signature	Date
Other Officer Position _____	Student ID#	Signature	Date



CONSTITUTION OF THE _____ CLUB

ARTICLE I - NAME

This club shall be named _____ of Luzerne County Community College, Pennsylvania.

ARTICLE II - PURPOSE

ARTICLE III - MEMBERSHIP

Section 1 - Membership is open to all students of Luzerne County Community College. However, to be considered an active member with voting rights, a student must:

- A. Abide by the regulations as set forth by the Club.
- B. Attend two meetings during any given semester. Membership is dropped upon missing two consecutive meetings and can only be reinstated by attending two (2) consecutive meetings after loss of membership.
- C. Take part, to some degree, in the Club sponsored campus activities.

Section 2 - Membership in this Club shall not be interpreted to restrict the individual's right to engage in other activities.

Section 3 - Only active members shall be eligible to vote, hold office, serve on committees and otherwise participate in the organized functions of this Club.

ARTICLE IV - ORGANIZATION

The executive body of the Luzerne County Community College _____ Club shall be a committee composed of the officers of said Club herein after referred to as the Executive Committee.

ARTICLE V - OFFICERS

Section 1 - **Executive officers.** The President, Vice President, Secretary, and Treasurer shall be known as Executive Officers. These executive officers will be elected by the members of the _____ Club at the first meeting of the Club at the beginning of each Fall.

Section 2 - **Representative.** Representatives to the SGA shall be elected by the membership; said election to be held at the first meeting of the _____ Club.

Section 3 - **Qualifications.**

- A. Shall be a student at Luzerne County Community College during the term of office.
- B. Shall not be on Scholastic or Conduct Probation.
- C. Shall be either a part-time student or full-time student.
- D. Shall have and maintain at least an overall GPA of 2.0 at time of election. This minimum must be maintained at final grade report to remain in office.

Section 4 - **Duties**

A. President

1. Shall represent the _____ Club and its members in all meetings with the officials of the Student Association of Luzerne county Community College .
2. Shall represent the _____ Club on designated College Committees.
3. Shall call and preside over all meetings of the _____ Club.
4. Shall handle all matters pertaining to the general welfare of the _____ Club and other matters.

B. Vice-President

1. Shall assume all duties of the President in his/her absence.
2. Shall meet with all committees periodically in an advisory capacity and shall insure the proper adherence to the Constitution.
3. Shall assume all other duties normally associated with this office.

C. Secretary

1. Shall keep the files and have them posted so that other officers and chairpersons will be able to take full advantage of the information.
2. Shall take the minutes at all meetings and properly distribute them. Minutes must be turned in to the Director of Student Life/Athletics and one kept in the files and one posted on office bulletin board as soon as possible.
3. Shall read the minutes of the previous meeting at each meeting. All reports must be corrected and approved by the _____ Club.
4. Shall prepare all official correspondence of the _____ Club.
5. Shall aid in informing members of the projects, programs, and other activities on campus.

D. Treasurer

1. Shall make complete financial reports to the membership of the _____ Club and post a monthly report for all members' information.
2. Shall handle appropriate paperwork to pay all bills, and deposit all receipts with Student Activities.
3. Shall coordinate the collection of all monies appropriate by membership of the _____ Club.
4. Shall manage all monies allocated by the Luzerne County Community College SGA. All expenditures must be voted upon by the membership of the Club.
5. Shall coordinate the planning and spending of the _____ Club funds.
6. Shall be an ex-officio member of all Club activity committees.

E. Representative

1. Shall present the feelings and opinions of the students to the Luzerne County Community College SGA.
2. Shall have periodical meetings or contact the students assigned to each representative to determine desires and problems of the student and to relay important information to the students.
3. Shall aid the Treasurer in the collection of money for sponsored events or gatherings.
4. Shall be available to assist any of the committees in their work.

Section 5 - Term of Office. Term of office for elected members of the _____ Club shall be one academic year, starting in the Fall semester and continuing through the Spring semester.

Section 6 - Vacancies. Positions vacated during the school year will be filled by re-election within two academic weeks after the occurrence of said vacancy.

ARTICLE VI - MEETINGS

- Section 1 - The _____ Club shall meet at least bi-monthly during the school year, and at such other time when called by the President.
- Section 2 - At meetings of the Club a quorum of 50% + 1 of duly constituted members shall be required for business to be transacted.
- Section 3 - At meetings of the Executive Council a quorum of two-thirds of duly constituted members shall be required for business to be transacted.
- Section 4 - The president shall meet with the Executive Council as often as it is necessary for the business of the Club to be transacted.
- Section 5 - All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VII - COMMITTEES

- Section 1 - There shall be the following standing committees: The Executive committee and the Activities Committee.
- A. The Executive committee shall consist of the President, Vice President, Secretary, and Treasurer. The duties of the Executive Committee are to:
1. Screen and appoint all committee chairpersons.
 2. Screen and appoint committee members in cooperation with the committee chairperson.
 3. Create any subcommittees deemed necessary.
 4. Advise and coordinate the committees.
 5. Check to be sure that all committee projects and programs undertaken by the _____ Club meet the requirements and limitations placed upon them by the College.

6. Coordinate inter-club cooperation among committees when felt advantageous or deemed necessary.
 7. Prepare an agenda for each meeting.
- B. The Activities Committee shall consist of an appointed chairperson and as many committee persons as the chairperson deems necessary. The duties of the Activities committee are to:
1. Plan and provide social events for the _____ Club.
 2. Register all events with the Office of the Director of Student Activities in advance of the proposed activity.
 3. Keep an accurate record of all expenses, stay within its budget, and be held liable for any over expenditures.
 4. Have the chairperson meet with the Club and present a report in past and planned events.
 5. Appoint a sub-committee to provide adequate and proper publicity for events.
 6. Intensify student interest in intellectual and cultural activities and to provide more opportunities for students to discuss significant ideas and issues.

Section 2 - Other committees may be added following the preceding format.

<p>ARTICLE VIII – IMPEACHMENT OF ELECTED OFFICIALS</p>

Section 1 - The _____ Club's voting members will, within two weeks of receipt of a petition of impeachment, convene to consider the charges. The petition must contain signatures of at least one-third of the _____ Club's members who elected said official.

Section 2 - A Three-fourths vote of the _____ Club will be necessary to uphold a petition of impeachment.

ARTICLE XI – VOTING MEMBERS

Section 1 - The voting members of the _____ Club will be the Vice President (except when presiding over a meeting in the absence of the President), Secretary, Treasurer, and all members in good standing.

Section 2 - The President of the _____ Club will vote only in the case of ties.

ARTICLE X - ADVISORS

Section 1 - The Advisor to the _____ Club will serve as a Counselor to the Program.

ARTICLE XI - AMENDMENTS

This constitution may be amended by a two-thirds vote of the membership. An amendment must be presented one week before it is voted upon. Any changes to the constitution must be ratified by the Luzerne County Community College Student Association and approved by the Director of Student Life/Athletics or his/her designated representative.

ARTICLE XII - RATIFICATION

This Constitution will become effective upon majority vote of the membership, the approval of the Student Government, and by the Director of Student Life/Athletics or his/her designated representative.