

Student Engagement

Student Club Recognition Process for New Clubs

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

Step	Who/What	What to do
1	Interested Students	<ul style="list-style-type: none"> Schedule a meeting with the Student Engagement Manager or Coordinator to discuss the club idea. Pick up a New Student Club Application in the Student Engagement office or email engage@harpercollege.edu or print a copy from the Harper website.
2	Student Club	<ul style="list-style-type: none"> Seven (7) students currently enrolled at Harper who are committed to joining your club Complete the New Student Club Application & Constitution One member must be President One member must be Treasurer Faculty/Staff advisor(s) required (Advisor Agreement Required) Submit application to Student Engagement office before November 1 for the fall semester or April 1 for the spring semester.
3	New Club Recognition Meeting	<ul style="list-style-type: none"> President and treasurer must attend a new club recognition meeting with the Student Engagement Manager or Coordinator to review their application and constitution.
4	Student Engagement	<ul style="list-style-type: none"> Club President, Treasurer, and Advisor will receive email notification stating the club's official approval. Newly recognized clubs will be sent their account number after all steps are completed.
5	Club Members	<ul style="list-style-type: none"> 2 Members must attend the Club Leadership Training. For current dates and times for upcoming sessions, check with Student Engagement. If training has concluded, a meeting with the Student Engagement manager or coordinator is required.
6	Club Advisor	<ul style="list-style-type: none"> Review and sign the Advisor Agreement Review Advisor Training and meet with the Student Engagement manager or coordinator to review questions Review the Advisor Handbook
7	Club Members	<ul style="list-style-type: none"> Upon approval of your club, you will be invited to present at Student Government Association to make them aware of your new club

**STUDENT ENGAGEMENT
NEW STUDENT CLUB APPLICATION**

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 or Coordinator
- 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. No new club applications are reviewed over the summer 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. Application (7) seven signatures and Student ID numbers of currently enrolled students)
2. Proposed Club Constitution that includes a detailed Statement of Purpose.
3. Any other information related to history or club goals which will serve Harper students on this campus.

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

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 a member is deemed inactive and how reinstatement to active status is accomplished*).

Section 4: Accessibility Concerns (**mandatory clause for all club constitutions, please copy and paste**). 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 the Manager of Student Engagement. 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. President and Treasurer are mandatory officer positions for each club.*

Section 2: Eligibility:

- a. Officers must be Harper students whose main purpose at the College is being a student, carrying at least 1 credit.
- b. It is highly recommended that officers must have a grade point average of a 2.0 or above to be elected.
- c. It is highly recommended that 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 start 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 or remove 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 (nonvoting). *(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 to be elected.*

Section 3: *Eligibility of members 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.]* _____. *(keep this section broad so that groups in following years can adapt. i.e. rather than stating Tuesdays, state weekly)*

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: The Quorum required to conduct business is: _____ (*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.