

# **Northwestern Connecticut Community College**

**Procedures for Starting**

**Student Club**

**or**

**Organization**



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**

**Petition for Recognition as a Student Organization**

**Proposed Name of Organization:**

Date: \_\_\_\_\_

We, the undersigned, registered NCCC students, petition the Student Senate for sanctioning as a student organization of Northwestern Connecticut Community College. The individual students whose organization, herewith expressly affirm that they will comply with all rules, regulations, procedures and policies of NCCC and further affirm that the applying student organization, if granted sanctioning, will comply with said rules, regulations, procedures and policies of NCCC.

**Proposed objectives or purpose of the organization:**

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**Signatures of Student Petitioners: (minimum of five)**

**Name:**

1.	_____	_____
	Signature	Print
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

9. \_\_\_\_\_

10. \_\_\_\_\_

## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

### Procedure for Starting Student Club or Organization

NCCC welcomes student interest in forming new clubs or organizations.

A student group at Northwestern Connecticut Community College must have formal sanctioning from the College in order to function as an organization or receive an allocation from student activity fee funds. The following procedures shall be followed in obtaining sanctioning as a student club or organization.

1. Meet with the Director of Student Activities or the Student Senate President to discuss the purpose and plans of the organization.
2. Three organizational meetings are allowed in College facilities in order to complete necessary documents, recruit members and discuss plans for the new student organization. A room may be secured through the Student Activities Office (GW 110). Advertising these meetings in the “Jabb” is encouraged. Obtain Jabberwocky entry information in the Student Activities office, GW 110.
3. The Petition for Recognition as Student Organization form must be completed with at least five (5) signatures of NCCC registered students.
4. Persons employed by the college may be associated Members (see Constitution, Article III, sec. 2, attached).
5. The Student Organization Information and Faculty Advisor (s) Agreement form must be submitted.
6. A Constitution, including Statement of Purpose, Criteria for Membership and Rules of Procedures shall be submitted.
7. If affiliated with any other organization on or off campus, that organization’s Constitution must be submitted.
8. All sources of outside funds shall be disclosed to the Student Senate.
9. Some organizations may be approved financially independent of the Student Senate; however, those seeking financial assistance from the Student Senate must submit a proposed budget for the semester on the Budget Request/Allocation form.
10. The above four documents must be submitted by the Student Senate and Student Activities Office at least two (2) days prior to the meeting in which this sanctioning is on the agenda.

11. The above four documents will be reviewed by the Student Senate. They will then vote on whether to recommend to the College President that the group become a sanctioned club or organization.
12. The President of the College will then approve or disapprove the Senate's recommendation that the club or organization be sanctioned by NCCC. This action will be communicated to the organization by the Student Senate President.

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**

**Student Organization Information  
and  
Faculty Advisor (s) Agreement**

**Date:** \_\_\_\_\_

**Name of Club or Organization:** \_\_\_\_\_

**Officer List:**

Name	Address	Email	Phone
<b>President</b>	_____	_____	_____
<b>Vice President</b>	_____	_____	_____
<b>Secretary</b>	_____	_____	_____
<b>Treasurer</b>	_____	_____	_____

**Faculty Advisor (s) Agreement**

I (we) the Faculty Advisor (s) have agreed to be the club or organizational advisor of the proposed organized named above. If, for any reason, I (we) decide to resign as advisor (s) I (we) will notify, in writing, the President of said club or organization, the Student Senate, and the Student Activities Office, a minimum of fourteen (14) days prior to the effective date of resignation. My (our) term of office shall be for one year and is renewable annually at the discretion of the current student membership of said club or organization. *Advisor guidelines are available upon request.*

**Faculty Advisor (s):**

**Name**

**Room #**

**Phone Extension**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*A guide for groups writing or revising a Constitution  
May be customized to fit individual organization's needs.*

**CONSTITUTION**

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(Name of Organization)

**Northwestern Connecticut Community College**

**ARTICLE I: Name**

The name of this organization shall be:

\_\_\_\_\_

**ARTICLE II: Purpose**

The purpose of this organization shall be:

2.1 To Promote

\_\_\_\_\_

\_\_\_\_\_

2.1 To Further

\_\_\_\_\_

\_\_\_\_\_

2.3 To Encourage

\_\_\_\_\_

\_\_\_\_\_

**ARTICLE III: Membership**

- 3.1 Membership in this organization shall be open to all registered students at NCCC.
- 3.2 Associate membership shall be available to any member of the campus community who is employed by the college. Such members may not hold office and may not vote.

#### **ARTICLE IV: Elections**

- 4.1 The elected officers shall be: a President, a Vice President, a Treasurer, and a Secretary.
- 4.2 Election of officers shall take place at the last regularly scheduled meeting of the academic year.
- 4.3 Terms of office for elected officers shall commence immediately after the above meeting and remain effective for the succeeding academic year. When vacancies occur in elected offices, a special election for a replacement will be held at the next meeting.

#### **ARTICLE V: Powers and Duties of Officers**

##### 5.1 The President Shall:

- A. Preside at all meetings
- B. Have the power of appointment until a position is approved by the officers
- C. Perform other duties necessary to properly fulfill the office

##### 5.2 The Vice President Shall:

- A. Assist the President
- B. Preside at meetings and perform duties otherwise associated with the presidency in the President's absence or at his/her request
- C. Serve on all committees ex officio
- D. Perform other duties necessary to properly fulfill the office

##### 5.3 The Treasurer Shall:

- A. Keep the organization's financial records and disbursements current and submit financial statements to the college when these are requested
- B. Render a detailed, accurate financial report when one is sought by the officers, faculty advisor (s) or other duly authorized college personnel
- C. Perform other duties necessary to properly fulfill the office

##### 5.4 The Secretary Shall:

- A. Maintain and submit to the Student Senate a record (minutes) of all proceedings of the organization
- B. Receive and file reports of all committees
- C. Maintain the membership roster
- D. Attend to all correspondence for the organization
- E. Perform other duties necessary to fulfill the responsibilities of the office

##### 5.5 The Elected Officers Shall:

- A. Meet when so requested by the President or a majority of its members
- B. Compile the organization's budget (with the faculty advisor's guidance)
- C. Prepare a regular meeting schedule for the organization
- D. Establish or dissolve standing or special committees
- E. Perform other duties and the organization's operation

## **ARTICLE VI: Meetings**

### 6.1 Regular Meetings

- A. Members will be given at least five (5) school days advance notice of a meeting
- B. A majority of the members shall constitute a quorum
- C. Any motion presented at a meeting (except amendments to this Constitution) shall be approved by a majority of the members present

### 6.2 Special Meetings

- A. The President may convene a special meeting with the approval of a majority of the Officers
- B. Any member of the organization may request the President to call a meeting if he/she submits a petition signed by two-thirds (2/3) of the membership. When such a petition is presented, the President must call a meeting within ten (10) school days. Except in cases of emergency, 48 hours advance notice of a special meeting will be conducted in the same manner as a regular meeting.

## **ARTICLE VII: Meeting Procedures**

Robert's Rules of Order in its latest edition shall regulate the meetings of this organization except where it conflicts with this Constitution or its Bylaws.

## **ARTICLE VIII: Amendments**

- 8.1 Proposed amendments to this Constitution will be presented in writing at a regular or special meeting.
- 8.2 Voting on a proposed amendment will occur at the meeting following its presentation.
- 8.3 A two-thirds (2/3) vote of those present is necessary to amend this constitution.

## **ARTICLE IX: Miscellaneous**

When the rules and policies of this organization, the contents of its constitution or the actions of its members conflict with College regulations, the latter shall prevail.



