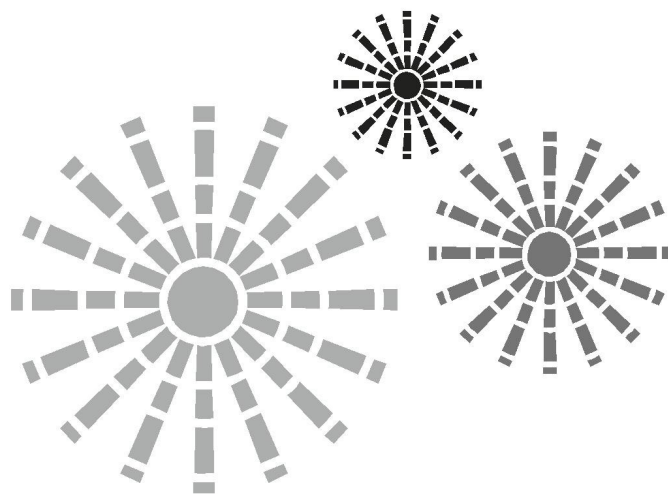


How to Start a New Student Organization



cpccstudentlife

Updated July 2008

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This document was created to assist those interested in starting new student organizations. We hope you will share this document and refer to it when questions arise.

For general operating information and details on conducting club business, please see the companion document: Student Organization Guidelines.

Please contact Student Life if you have any questions.
CPC Student Life
704.330.6584

CPCC Student Life Supports:

Co-curricular activities. We look for opportunities to augment classroom learning by supporting related activities outside the classroom.

Community service activities. We support student organization activities which encourage students to take part in community service projects.

Activities which honor cultural diversity. We support programs and activities which promote the richness of the cultural diversity on our campus and in our community.

Programs relevant to the entire CPCC community. We encourage student organizations to sponsor programs and activities which are of interest to the entire CPCC community.

Student Organizations should also become familiar with and **must abide by all official College Policy & Procedures regarding Student Organizations.**

This information can be found on-line at:
<http://inside.cpcc.edu/P&PManual/default.asp>



Contact Us!

Student Life
Central Campus
704.330.6584
Overcash 241

Area Campuses:

Cato	704.330.4822
Harper	704.330.4422
Harris	704.330.4622
Levine	704.330.4252
North	704.330.4174

Requirements for CPCC Student Organizations

Membership

All members of a student organization must be currently enrolled students at CPCC. No CPCC student organization may discriminate in its membership on any basis.

Registration

A Student Organization Registration Form identifying the current officers, advisors, and SGA representatives must be completed at the beginning of the Fall Semester and submitted to Student Life. These forms will be made available at the beginning of the fall semester in the Student Life office at each campus. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted.

Bank Accounts

All student organizations have access to an on-campus bank account through which Student Life/SGA funds are disbursed. Each student organization with an off-campus bank account must submit a financial report each semester and an annual financial report to Student Life and meet other criteria. For details, please see the companion manual "Student Organization Guidelines."

Community Service Report:

Student organizations are encouraged to conduct community service projects. For assistance in finding projects or to join already existing projects, please contact the Service-Learning Office in Overcash 257 at Central Campus or call 704-330-6445. Additionally, please report the result of all community service projects to the Service-Learning Office, including a brief description of the project, date, time, location, number of participants and estimated total number of people-hours worked. **(see attached Service Documentation Form on page ____)**

Participation in SGA and events on campus

Student organizations are required to choose a representative to the Student Government Association. The SGA representative is expected to attend at least two (2) General Assembly Meetings per semester. Each student organization is expected to participate in at least one of the Fall or Spring Festival events to showcase their club and for fundraising opportunities. Organizations are also expected to keep the SGA and Student Life informed about the activities of the organization.

Characteristics of Successful Student Organizations

Strong Purpose

A club functions best when there is a strong purpose for a particular group of students to come together. This may be a common interest/hobby/recreation, a similar goal or a particular program of study. An organization without a strong objective will struggle to find purpose in meetings and is more likely to become inactive.

Member participation

Clubs at CPCC go through cycles of activity and inactivity as interested students come and go. A club with a large, active membership base is more likely to continue through the years. Likewise, a student organization that has many students taking leadership roles tends to be more successful because there are more than just a few people doing the work. Members should be encouraged to participate in decision making processes as well as events and activities.

Internal Resources

Each student organization should look to its membership for helpful internal resources. For example, a graphic design student could make great flyers, a talented cook could help make bake sale items for a fundraiser or a student might work at a company that would let you borrow equipment for an event. There are also resources at CPCC that you may be able to use by asking your advisor or Student Life. These internal resources are often less expensive and easier to acquire, making it easier for a club to meet their goals.

Good relationship with Advisor

Your advisor is there to help you. As an employee of CPCC, a club advisor can fill out official paperwork, guide you through College processes, establish contacts, and give perspective of what the club has done in the past. An advisor needs to be “kept in the loop,” attend all club meetings when possible, attend all trips, and generally help where needed.

Good relationship with Student Life

Student Life is your source for:

- important paperwork
- fundraising tips
- reserving rooms
- the ability to borrow some small equipment
- assistance in the travel process
- requesting petty cash
- depositing club money
- requesting funds from the Student Government Association
- reserving the Student Life Van

Student Life staffers can answer all club-related questions and should be involved whenever planning travel or an event on campus. Please call, email or stop by whenever you need to. Just like your advisor, we’re here to help.

Establishing a Student Organization at CPCC

Please use this checklist when working to establish a new student organization.

Step 1: Check with Student Life to see if your newly proposed club/organization has already been established. Clubs go in and out of activity, and an old club may already have paperwork on file and account numbers with money.

Step 2: Establish the name of your club and the *educational purpose* for the student organization. If unsure of your purpose, please contact the Director of Student Life.

Step 3: Identify a CPCC faculty or staff member who is interested in serving as an advisor to the organization. The prospective advisor should contact the Director of Student Life to discuss the organization. (Please see advisor responsibilities on page 9)

Step 4: Prepare a typed letter of intent to organize a student organization, signed by all prospective members. In addition, the advisor must also prepare a letter of intent to the Director of Student Life. (Please see example of this document on page 7)

Step 5: Write a Constitution which states: (Please see example on page 8)

- The name and purpose of the organization
- Membership requirements and a non-discrimination statement
- Officers' duties
- Election process for officers
- Details of how financial matters are managed
- Meeting requirements
- Methods to amend constitution

Remember that no CPCC student organization may discriminate in its membership based on any criteria. A non-discrimination statement must be included in the organization's constitution. Organizations should make it clear that their views are not necessarily the views of the students, faculty, staff, administration or CPCC.

Step 6: Submit these items to the Director of Student Life:

- Letter of intent to start a student organization, detailing the purpose/intent
- Letter from advisor
- Prepared constitution/by-laws
- Signatures of charter members

The Director of Student Life will pass all submitted documents to the Student Government Association (SGA) for approval and official sanction. The new student organization will then be eligible for the support which comes with such recognition.

The constitution will be placed on file in Student Life and a copy will be filed with the SGA. Any amendment to the organization's constitution must be channeled through the process outlined in your constitution and copies must be sent to Student Life and the SGA.

Sample Request to Create New Student Organization

The undersigned students hereby request that the Student Life Department and the Student Government Association of CPCC support the establishment of the new student organization described below:

I. Name of the Organization

II. Purpose of the Organization

III. Objectives:

- 1.
- 2.
- 3.

IV. Qualifications for membership:

1. Who is eligible?
2. Scholarship requirements

V. Dues (if any)

VI. Faculty Advisor

VII. Charter Members

- Full Student Name
- Student Identification Number
- Position held within organization (if any)
- Addresses plus City/State/Zip
- Telephone Number (s)
- Signatures

Sample Constitution

Article I Name

Article II Purpose

Article III. Membership

Section 1 Composition

Section 2 Qualifications

Article IV Officers

Section 1 Elections

Section 2 Eligibility

Section 3 Term of office

Section 4 Responsibilities or duties

Section 5 Impeachment

Section 6 Which officers shall comprise the executive board

Section 7 Vacancies

Article V. Meetings

Section 1 When to be conducted

Section 2 Number per term

Section 3 Method of calling a special meeting

Section 4 Quorums

Article VI Committees

Section 1 Names and Purposes

Section 2 Manner of comprising such committees

Article VII. Voting

Section 1 Proportion of voters required for legislation

Section 2 Who votes

Section 3 Officers

Article VIII Method of Amending Constitution

Section 1 Time for notice

Section 2 Proportion of members necessary to pass

**By-laws usually contain the specifics of conducting the affairs of the group.

Advisor Responsibilities & Guidelines

Student Life maintains a collection of resources for your use that can often be helpful for ideas on teambuilding, information on student development and when organizational problems or issues arise. Please feel free to consult Student Life and this collection.

Student Organization Advisors have the following responsibilities:

- To serve as the **College's liaison** with the student organization.
- To serve as **financial account manager** and approve and sign all requests submitted by the organization to Student Life or the SGA, including funds requests, travel requests, petty cash, purchase requisitions, off-campus bank account reports, etc.
- To have advance **knowledge of all meetings and activities** of the organization. Although attendance at all meetings is not mandatory, advisors should attend as many meetings as possible.
- To **attend all off-campus activities or travel** sponsored by the organization or require the organization to make arrangements for another facility or staff member to attend, in which case the Director of Student Life should be informed of changes.
- To be **aware of the campus drug-free policy** and ensure that student leaders understand the implications of the policy as they plan both on-campus and off-campus activities for the organization. CPCC's Drug-Free Campus Brochures are available in Student Life.
- To remain **aware of the goals and purposes of the organization**, and to see that these goals and purposes are followed by the group.
- To offer **guidance without domination**, reminding the organization of the College's rules and enforcing them when necessary.
- To **notify Student Life when an organization's actions are contrary to its general purposes**, or when an action is planned without the advisor's approval.
- To see that the organization's **activities, including travel, are coordinated in advance** through Student Life.
- To ensure that the **organization adheres to all College rules** and regulations regarding off-campus activities, student travel, the Drug-Free Campus policy, and the Student Code of Conduct as outlined in the CPCC Catalog and Student Handbook.
- To **attend meetings scheduled by Student Life** for the advisors of student organizations.
- To **communicate with the organization** regarding all College meetings and announcements affecting the group.
- To **encourage students to participate in CPCC activities**, including festivals, service projects, leadership opportunities, etc.

Liability Issues for Advisors

As an advisor, be aware of the scope of your authority. Advisors have the authority to make decisions or take actions within the stated responsibilities outlined in this handbook, particularly if a student organization deviates from College policies and procedures. Student organizations must have advisor consent and approval for all activities. Don't be afraid to say no!

Appointment of Advisors

Advisors register annually by signing the Student Organization Registration Form at the beginning of the Fall Semester and returning it to Student Life. This form serves as sanction by the College to act in the capacity of an advisor to the organization.

College Policies and Procedures

CPCC's Policies and Procedures manual, the College Catalog, the Student Handbook, this handbook and the companion manual "Student Organization Guidelines," are sources for College policies and procedures related to Student Organizations. The Director of Student Life also serves as a resource if you have questions or concerns.

Scope of Duty

An advisor is an agent of the College acting within the course and scope of employment. Advisors are cautioned to act pragmatically, avoid negligence, display reasonable prudence, fairness, and plain common sense. Maintaining a sense of what is fair and reasonable and using your best professional judgment will reduce incentives for the filing of lawsuits against you or the College.

Duty to Warn

Students should be clearly warned by the advisor if there are any inherent risks involved in participating in a program or traveling out of town to a conference or meeting. Anticipate risks which may arise out of any decision or situation and apply reasonable precautions to minimize such risks. Any questions about liability issues can be discussed with the Director of Student Life or the College's Risk Management Specialist.

Expectations of Officers

Academic Standing

Officers of student organizations must be currently registered CPCC students and are expected to maintain acceptable standards of academic progress. Each organization may establish its own GPA requirements for officers and members so long as the requirements are clearly explained in the constitution. No student may hold membership in an organization while under suspension from the College. All Student Organizations must adhere to the Student Code of Conduct.

Adherence to College Procedures

Student organizations not adhering to policies and procedures established by the College risk the loss of recognition and funding opportunities. Any incident by a student organization warranting disciplinary action will be reviewed by the Director of Student Life and the Associate Dean for Student Life & Service-Learning, and, if necessary, submitted to the Associate V.P. for Student Services.

Officers' Responsibilities

The following are common descriptions for officers' responsibilities to a student organization. Officer duties should be fully defined in the student organizations' constitution.

President's and/or Vice President's Responsibilities:

To represent the student organization and/or the College, preside over the organization's meetings, assure that all requirements for the organization are met, facilitate, coordinate, and lead the organization in its business and activities.

Secretary's Responsibilities:

To keep minutes of all meetings, to record attendance, prepare agendas, and handle correspondence to members.

Treasurer's Responsibilities:

To provide financial accountability for the student organization, providing financial status reports each semester, maintaining bank accounts, balancing bank account books, preparing each semester and annually a financial report for off-campus bank accounts for review and approval by the advisor.

Student Life staff can offer teambuilding sessions for organization officers and are available to assist in other kinds of training. Please contact Student Life for more information.