



**Mesa Community College
Student Life and Leadership and ASMCC**

New Club Packet

Welcome! Enclosed in this packet you will find several items to help you start your new club or organization. Here is a list of things you will need to tackle:

Requirements for forming a new club include:

- ✓ A minimum of 25 signatures and verifiable student ID numbers from students enrolled in at least 1 credit hour at any of the campuses of MCC.
- ✓ A club advisor, who must be a faculty or staff member of MCC.
- ✓ A club constitution
- ✓ Approval by ASMCC, Student Life and Leadership, and College Administration

*Upon approval, Club Statement of Activity Form must be filed each academic year by the fourth Student Senate meeting in order to maintain **active** club status.*

Tips for successful development of a new club:

- All new clubs submitted for approval must be vastly dissimilar from other clubs currently in existence at MCC. Please work with Student Life to ensure your club does not currently exist in either an active or inactive status.
- Approval of new clubs can take from between 30-45 days for approval. Please plan accordingly.
- Student Life and Leadership has a number of club constitutions available for your reference.
- All club constitutions must be in compliance with Maricopa Community College District policies and all organizations must comply with District and College procedures (fiscal, and otherwise).



MCC Campus Sponsored Student-Organization Recognition Form

1. Name of Organization:
2. Affiliation, if any (College, Regional, National):
3. Mission/Purpose and objectives:

4. Membership Requirements:

5. Club Advisor(s):

| <u>Name</u> | <u>Phone</u> | <u>Email</u> |
|-------------|--------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

6. Is there a financial requirement of members (membership dues, etc)?
7. If you answered yes to question 8, please explain financial requirement:

Organizer Information:

Name of organizer: _____

Student ID number: _____

Phone number: _____

Email address: _____

OFFICE USE ONLY

OFFICE USE ONLY

Date originally received: _____

| | |
|--------------------------------|----------------------|
| ASMCC designee: _____ | Date approved: _____ |
| Student Life designee: _____ | Date approved: _____ |
| Dean of Student Affairs: _____ | Date approved: _____ |
| VP of Student Affairs: _____ | Date approved: _____ |
| College President: _____ | Date approved: _____ |

25 student signatures verified: _____

Advisor verified and approved: _____

This petition must contain a minimum of 25 signatures and verifiable student ID numbers from students who are enrolled in at least one (1) credit hour at any of the campuses of MCC. Signing this petition means that the student agrees that this club or organization will benefit the campus community. Signatures do not commit the student to further support the club. This petition will be verified by the Student Life and Leadership Program Specialist. Illegible names or unrecognized student ID numbers will be automatically disqualified. It is advised to obtain more than 25 signatures in the event that any are illegible or invalid.

Please print your name legibly and provide your student ID number. Illegible entries will be disqualified.

| PRINT NAME | SIGNATURE | STUDENT ID NUMBER |
|------------|-----------|-------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |
| 21. | | |
| 22. | | |
| 23. | | |
| 24. | | |
| 25. | | |
| 26. | | |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |
| 31. | | |
| 32. | | |



Offices of Student Life & Leadership
 Southern/Dobson campus: 480-461-7285
 Red Mountain campus: 480-654-7759
www.mesacc.edu/students/life

| |
|---|
| <p>Signatures Verified Date: Staff name:</p> |
|---|

Frequently Asked Questions

These are the most common questions asked when starting a new club. If you have a question that is not answered here, please contact the Program Specialist in Student Life and Leadership (480-461-7277)

What is ASMCC?

The Associated Students of Mesa Community College (ASMCC) work to advance the needs and interests of the students by promoting and maintaining a democratic form of student government and strive to unite students, faculty, staff and administration to accomplish this goal.

1. The ASMCC Executive Board consists of four officers elected by the student body in the spring. These officers are responsible for the management and operation of ASMCC.
2. The Student Senate forms ASMCC policy, enacts bylaws, passes legislation, debates issues, and maintains student representation in the college community.
3. The Student Court consists of five students appointed as court Justices by the ASMCC President, with the approval of the Student Senate. These students review and rule on issues brought to the Student Court.
4. Student Clubs are all under the umbrella of ASMCC
5. Every student who is enrolled in one (1) credit hour or more at MCC is a member of ASMCC.

Why should I start a club at MCC?

Those who choose to start a new club embark on an incredible journey. Along this journey you will have the opportunity to acquire new skills, meet new people, and to be part of the creation of something potentially wonderful! You will be contributing to your club, the Associated Students, the campus and the surrounding community.

What do clubs do?

What you do as a club is (almost) entirely up to your members. You may choose to focus your club on social interaction, educational interaction, and/or your club may be focused on fundraising, religious discussion, or service. Clubs have the opportunity to network with other students, faculty, and staff and to learn from and help each other through your years here at MCC. ASMCC sponsors several activities throughout the year in which clubs are invited to participate. The club may also create its own activities, service projects, fundraisers, seminars, social, etc., as long as the proper procedures have been followed and paperwork has been completed and approved.

What's the benefit of being an "officially recognized ASMCC club?"

Here are some of the benefits:

1. Free use of MCC facilities and meeting rooms for approved club activities.
2. Opportunities to fundraise on the MCC campus for your events.
3. Special invitation and minimal sponsorship at ASMCC events such as club carnivals, homecoming events, and other ASMCC activities.
4. Voting privilege at ASMCC Senate meetings as long as you are in active standing.
5. Ability to apply for funding from ASMCC Student Government.
6. Uses of ASMCC supplies, as designated by ASMCC, for the year.

How do we maintain our "active" club status?

Submit a "Club Statement of Activity" form each academic year (by the fourth meeting of Student Senate.) This form lists your members, officers, advisors, contact information, and tentative schedule of events for the year. Club Advisors and Club Officers must attend a training session provided by Student Life and Leadership once per year. Two updated copies of the club

constitution should be submitted whenever changes are made, or at the request of the Executive Board of ASMCC.

Who can join the club?

Any student enrolled in at least one (1) credit hour per semester at any of the MCC Campuses is eligible for membership in the club. Students under age of 18 must have parental consent and/or parental supervision during club activities (see the Program Advisor for clarification). Non- MCC students may not travel to off-site locations with the club for any reason. Non-MCC students may not cast a vote for any club issue or meeting.

How many club members should there be?

Clubs must have a minimum of 6 students enrolled in at least one (1) credit hour at MCC.

If you sign the petition, are you automatically a member?

No, membership in your club is not dependent upon the petition but upon the requirements set forth in your constitution. Signing the petition means that the student approves of the ideas of your club and makes no commitment to any further involvement.

Where does the advisor come from?

The advisor is someone the organizers of the club recruits to help them navigate the system of administrative processes at MCC that pertain to the club's ability to operate. The advisor must be a faculty or staff member of Mesa Community College.

Can the club have more than one advisor?

YES! In fact it is recommended that you try to find at least two (2) members of College faculty or staff to serve as advisors in case one cannot make it. These two can then share the responsibility of advising the club.

Can the club get any money from ASMCC?

- A. Yes, however, you must apply for funding from the ASMCC Executive Board. You must fill out the form and meet with the board. Funding is based on available funds but is never guaranteed. You may apply for these funds as soon as your club constitution has been approved. Apply early as money does run out!
- B. There may also be opportunities to apply for "club incentive funds" from Student Life and Leadership. Contact the Student Life Program Specialist for more information.
- C. All NEW clubs receive a one-time transfer of \$200 seed money from Student Life and Leadership.

Where can we deposit and withdraw club money?

There is only one place where club funds may be deposited and withdrawn - the MCC Cashiers Office (or designated sites at the satellite campuses). Clubs may not have an account at a bank or any holding facility - NO EXCEPTIONS! You will be given an account number shortly after your constitution has been approved.

Can the club participate in off-campus activities as a club of ASMCC?

Yes, provided that the event has been approved. Your advisor must attend with you; you must have filled out the proper paperwork and have received the appropriate approvals. Clubs violating this can be placed on suspension.

Are we covered by insurance as a club of ASMCC?

As long as you are holding an approved activity with an advisor present, your club will be covered.

Why does the club need a constitution?

Each club must establish a preliminary set of guidelines to help the club conduct its business. Without a constitution, it will be very difficult to maintain order and a sense of direction in the club. Having a well written constitution will eliminate much confusion in the event that there are any questions regarding club procedure.

What information must the constitution contain to be considered for approval?

It is important to include information about your club's purpose, how your meetings will be structured, the roles and duties of your officers, how they are elected, and how amendments can be made to the governing documents. Without this information, it is likely that your club's governing documents will be returned to you until the appropriate edits are made.

Other things to include in your constitution:

- Membership requirement (minimum credit hours at MCC, at least 1 credit required).
- Requirement that club will abide by all MCCC and MCC policies and procedures.
- Requirement that club will be inclusive of all MCC students and will not discriminate on the basis of gender, race, religion, sexual orientation, or socioeconomic status.

Who approves the constitution?

The ASMCC Executive Board approves all new constitutions and conducts periodic reviews. New constitutions have the opportunity to resubmit constitutions with correction. Declined constitutions can be appealed with ASMCC. After ASMCC approves the constitution it is sent to the following for approval: ASMCC Executive Board, Student Life Program Specialist, Director of Student Life and Leadership, Dean of Student Affairs, Vice President of Student Affairs, and President of Mesa Community College.

What happens if a club does not abide by their constitution or that of ASMCC?

If a club does not abide by its own constitution or the constitution of ASMCC, then sanctions, including suspensions or termination, may be placed upon the club. This is handled through the ASMCC Student Court.

What are "Roberts rule of order?"

Roberts Rules of Order is a method of parliamentary procedure useful in any meeting situation. It takes time to learn all of the rules and how to use them, but they are useful in keeping meetings and discussion on the right track. Most clubs use amended forms of Robert's Rules within their meetings. It is not required that a club uses Robert's Rules.

Once your petition and constitution have been approved, you should make an appointment with your club advisor to meet with the Student Life Program Specialist. This will be the time to explain paperwork, policies and procedure, and define the role of ASMCC, Student Life and Leadership, your club, and your advisor. It is also the time to set up your account codes, distribute manuals, and to answer any additional questions you may have. Student Life and Leadership and ASMCC are here to help make your club successful. If you have additional questions, please see the ASMCC Secretary of Involvement, the Program Specialist in Student Life and Leadership or call 480-461-7277 (or 480-654-7758 for Red Mountain.)

**Associated Students of Mesa Community College
Template Constitution and Bylaws for Student Clubs/Organizations**

- PREAMBLE:** State the purpose and aim of the organization.
- ARTICLE I:** State the complete, official name of the organization. If appropriate, specify any other variation of the official name that the organization might use in its contacts with the public.
- ARTICLE II:** List the minimum qualifications, minimum requirements, rights, duties, and all other conditions for membership in the organization. Include offices that are required, such as the club President and club Senator. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.
- ARTICLE III:** List the officers, the terms of office, and their general duties and responsibilities. A provision of filling vacancies may also be included in a section under this article.
- ARTICLE IV:** State the makeup of the executive committee, board of directors, or council; the method of selection; term of office and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.
- ARTICLE V:** State the method and frequency of elections. Specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office. A method for removing an individual from office should also be included.
- ARTICLE VI:** State the number of members required to be present at a meeting in order to conduct the organization's business, i.e., QUORUM. (This number is usually a simple majority.)
- ARTICLE VII:** State by what rules of order or procedure meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure. Include that no official club function may take place without an advisor present.

Bylaws for Student Clubs/Organizations

- 1. MEETINGS:** Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.
- 2. OFFICERS:** List any additional duties or responsibilities assigned to the various officers that have not already been covered in the constitution. Include method of selecting the club's representative to the student senate if not designated as an elected position in the constitution
- 3. COMMITTEES:** Name any standing committees and the method to be used for selecting chairpersons and committee members. State the duties and responsibilities of these committees.
- 4. FINANCIAL:** Provide for initiation fees, dues, and other assessments (if any) also, details regarding delinquencies. Remember, all financial transactions must be done by an advisor
- 5. ELECTIONS:** State all election rules and procedures not already covered in the constitution.
- 6. AMENDMENT OF THE BYLAWS:**
Stipulate method for amending the bylaws. The requirements for amending the bylaws should not be as great as those for amending the constitution.

Tips for Elected Officers

Usual Duties of the President:

Preside at all meetings and act as principal host at all club functions.

Be familiar with the constitution and bylaws of the club, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies affecting club operations.

Prepare an agenda of a definite plan of things, which need to be done at each meeting. Appoint committees as directed and define their responsibilities. See that committees act and report promptly and fully.

Soon after assuming duties you should plan programs for the year ahead. This can often be delegated to a planning committee, but the president is responsible for seeing that planning is done.

Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor.

Be responsible for seeing that the following materials are filed in the Student Life Center:

- A copy of the club's constitution, including bylaws.
- A list of officers for each semester for the particular club, along with a notice of meeting time, place and frequency of scheduled meetings.
- An annual report of the group's activities.

Remember that the club is but a part of the college, and that club projects and activities must be considered for their effect on the total operation of the college.

Presiding at the Meeting:

The president presides at all meetings. If he must be absent, he notifies the vice president who presides in his stead.

Allow time for social preliminaries before the meeting so that individuals can get acquainted with / each other and visit before the meeting begins.

Usual Duties of the Vice President:

Conduct meetings in the absence of the president, or upon request.

Perform other official tasks as assigned. (Example: Membership Chairman) Take a full share of responsibility for helping the club to function effectively.

Usual Duties of the Secretary:

Record all decisions and promptly prepare, and make available to members, copies of minutes following each meeting.

Keep an accurate file of minutes and actions. These should be available for ready reference at club meetings.

Get agenda and a copy of all information into hands of members one week in advance of meeting if possible.

Arrange for meeting place and other physical facilities necessary.

Notify members as to the date, time, and place of each meeting.

Suggestions for writing minutes:

Name of club

Date and hour of meeting - place of meeting

Name of Chairperson/President

List members present

Summary of meeting agenda

Usual Duties of the Treasurer:

Shall be responsible for all club finances and promptly prepare a statement of such finances for each meeting.

Keep an accurate file of financial statements and club budget.

Shall participate and help coordinate all student fund raising activities.

Role of the Advisor

The real learning for students involved within a club/organization takes place when they function as group members. Advisors should not assume the role of leader, officer, or voting member. The advisor is to advise on matters requiring an opinion from someone who has a more sophisticated bank of knowledge in group dynamics, purpose of the organization, and the institution as a whole, etc. The advisor serves as the initial College contact for assistance with policy education and interpretation, program assessment and development, on-campus programming resources and support services and other needs. The advisor must realize that in his or her role, the student members of the group decide what advice to accept and what advice to reject.

THE ADVISOR AND GROUP MEMBERS MUST AGREE ON, AND KNOW THE ROLE OF THE CLUB ADVISOR.

Primary Functions of the Advisor

To Caution When Necessary

The advisor should alert the group when he or she feels the group is about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within their constitution, by the institution, or by law.

To Function as a Liaison

The advisor assists when members of the club/organization need to make appropriate contacts with college officials, faculty, outside agencies, etc. by:

- ✓ Representing the administration, and referring students to, or consulting with the Student Life & Leadership department concerning club activities.
- ✓ **Responsible for approving all fiscal transactions of the organization.**
- ✓ Working with the club/organization in upholding the District, College, local and state policies and regulations.

To Work Closely With the Leaders

An advisor can provide advice and counsel on a one on one basis with the designated leaders. A standing appointment between advisor and leaders facilitates continuing dialogue between the advisor and club/organization leaders.

No official meeting shall take place if the advisor is not present!

Tips for an Effective Organization

As you begin your adventures in student leadership in at Mesa Community College, you probably have no idea what to expect. Some of you may have had some experiences from high school or auxiliary groups to draw off of, but chances are that you really did not know where you fit in. Ideally, this section will give you some ideas about how an effective group functions, and moreover, how your committee can become great.

Rule #1 Meet Regularly

This is absolutely essential for all groups. Even if your group is seasonal, it is a good idea to schedule regular meetings, make sure you keep to it. There is nothing worse or more frustrating to a new member than to show up to a meeting that has been canceled. Of course, this is sometimes unavoidable. If you do have to cancel a meeting, call to notify everyone, if possible.

Rule #2 Have an Agenda

Meetings are most effective when everyone knows what is going on, have your executive board create an agenda. It can be a simple one, or an elaborate one. Style actually does not matter just as long as you have one. Include Old Business, New Business, Minutes and Roll Call. Everyone is able to keep track of what is going on and know when it will be reviewed if you follow a systematic format.

Rule#3 Create a Sense of Belonging

As with any group or team, each and every person needs to feel wanted. If a new member arrives at a meeting and does not feel welcome, he or she may not return. Be sure to contact all members regularly, and most of all, be a friend to them. By doing this, each and every person feels a sense of belonging and will ultimately contribute to the team.

Rule #4 Do What You Say, Say What You Do

A good member always follows through; calling an agent, attending an event or sending a thank you note. Please do what you say you will do. If you are unable to attend an event, call someone. Also, inform others about the good things your group is doing. Be proud, not quiet.

Rule #5 Recruit New Members

This is a must for any group because people come and go. If your roommate or best friend is not involved in your group, ask them to attend a meeting. There are lots of people who just want to be asked, so take a chance. The worst thing that could happen is that the answer will be no.

Student Senate

- Senate meets once a week throughout the year to discuss important matters that concern the student body and the community. This is also where all club funding requests are made.
- The Senate Body is made up of one representative from each ASMCC recognized club as well as several members of ASMCC's executive branch. Up to one-third (1/3) of the senate body may be represented by independent senators who are not members of MCC student clubs, campus organizations or special interest groups.
- Each club is **required** to choose for themselves a qualified individual to represent their club in senate. It is advised that each club also choose one alternate senator to attend in the absence of the primary senator. Both the primary and alternate senators must have their information on file with the executive board of ASMCC, be enrolled in a minimum of six (6) credit hours at MCC and maintain a GPA of 2.0 or higher. Those who are new to MCC must have had a 2.0 or higher GPA at their previously attended institution. Be sure to pick up a *Club Senate Activity Declaration* form in the ASMCC office.
- Regular attendance at senate meetings is **required** to maintain active status as an ASMCC recognized club. There is a maximum of three (3) consecutive or four (4) total absences from senate allowed.

Presidents' Council

- The Presidents' Council is to promote unity and communication between the individual clubs and to provide feedback to the executive board on the collective and individual needs of the clubs.
- The President of ASMCC shall act as chair and select the date, time, and location of each meeting. A minimum of two (2) meetings per semester shall be required, which will not coincide with the Executive Board, Cabinet, or Senate meetings.
- The President or other selected representative for each club is **required** to attend each Presidents' Council meeting.