



Mesa Community College Student Life and Leadership

New Club Packet

Welcome!

Enclosed is 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 year 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).



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

Frequently Asked Questions

So you want to start a new club...

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!

Q: Why should I start a club at MCC?

- A. 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.

Q: What do clubs do?

- A. 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.

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

- A. 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.

Q: How do we maintain our "active" club status?

- A. Submit a "Club Statement of Activity" form each year. This form lists your members, officers, advisors, contact information, and tentative schedule of events for the year.

Q: Who can join the club?

- A. 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.

Q: How many club members should there be?

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

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

- A. 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.

Q: Where does the advisor come from?

- A. The advisor is someone the organizers of the club recruits to help them navigate the system at MCC. The advisor must be a “Board Approved Employee” of the Maricopa Community Colleges. This is usually a full time faculty or staff member who has permission from his/her supervisor to participate as an advisor to a student club or organization.

Q: Can the club have more than one advisor?

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

Q: Does the club get any money from ASMCC?

- A. No, 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 and 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 \$300 seed money from Student Life and Leadership.

Q: Where can we deposit and withdraw club money?

- A. 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.

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

- A. Yes, provided that the event has been approved as a field trip. 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.

Q: Are we covered by insurance as a club of ASMCC?

- A. As long as you are holding an approved activity on campus with an advisor present, your club will be covered. Events held off campus or during field trips may require additional insurances.

Q: Why do clubs need a constitution?

Each club must establish a preliminary set of guidelines to help the club conduct its business. If you don't have a constitution your club doesn't have to follow any rules or have any sense of order and it's guaranteed that you won't get much done!

Q: Who approves the constitution?

- A. The ASMCC Accountability Chair 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, Vice President of Student Affairs, and President of Mesa Community College.

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

- A.** If a club does not follow its own constitution or the constitution of ASMCC, then sanctions, including suspensions or termination, may be placed upon the club.

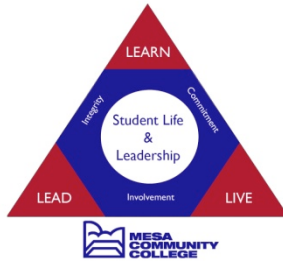
Q: What are “Roberts rule of order?”

- A.** 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 procedures, define the “three-week-rule”, 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 Program Specialist in Student Life and Leadership or call 480-461-7277.



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MCC Campus Sponsored Student-Organization Recognition Form

1. Name of Organization: [Click here to enter text.](#)
2. Affiliation, if any (College, Regional, National): [Click here to enter text.](#)
3. Mission/Purpose and objectives: [Click here to enter text.](#)
4. Proposed activities for the year (include dates if known): [Click here to enter text.](#)
5. Membership Requirements: [Click here to enter text.](#)
6. Time and place of meetings (request form must be submitted separately): [Click here to enter text.](#)

7. Club Advisor(s):

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

8. Is there a financial requirement of members (membership dues, etc)? [Choose an item.](#)
9. If you answered yes to question 8, please explain financial requirement: [Click here to enter text.](#)

Organizer Information:

Name of organizer: [Click here to enter text.](#)
 Student ID number: [Click here to enter text.](#)
 Phone number: [Click here to enter text.](#)
 Email address: [Click here to enter text.](#)

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: _____

This petition must contain 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. 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
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Signatures Verified
 Date:
 Staff name:

Model Constitution for Student Organization

PREAMBLE: State the purpose and direction of the organization.

ARTICLE I: Name of the organization. State the complete, official name of the club/organization. If appropriate, specify any other variation of the official name that the club/organization might use in its contacts with the public.

ARTICLE II: Qualifications. List the qualifications, requirements, rights, duties, and all other conditions for membership in the club/organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.

ARTICLE III: Officer Duties and Responsibilities. 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: Executive Board Structure, Qualification, and Tenure. 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: Elections. 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.

ARTICLE VI: Quorum. 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: Meetings. 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.

**Add Sections under each Article to make additional points about that topic.*

Establishing By-Laws

MEETINGS: Stipulate the frequency of meetings, possibly the day of the week, time and location.

OFFICERS: List any additional duties or responsibilities assigned to the various officers that have not already been covered in the constitution.

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.

FINANCIAL: Provide for initiation fees, dues, and other assessments (if any) also, details regarding delinquencies.

ELECTIONS: State all election rules and procedures not already covered in the constitution.

AMENDMENT OF: Stipulate method for amending the by-laws.

BY-LAWS: The by-laws should not be as great as those for amending the constitution.

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.



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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 Director of Student Life & Leadership concerning club activities.
- ✓ Participate as a consultant in transactions of organizational business.
- ✓ Working with the club/organization in upholding the District, College, local and state standards 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.



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