

APPLICATION FOR ESTABLISHMENT/REACTIVATION: CLUB/ORGANIZATION

Office of Student Experience & Leadership

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

So you want to be a club/organization advisor. What's required?

Policies	Training/Meetings
<ul style="list-style-type: none"> • Serve as a liaison to the college, be knowledgeable about college policies, procedures, guidelines, regulations, and procedures. • Ensure club members are following SCC policies and representing SCC in a positive way providing opportunities to students representative of the campus demographics, with specific attention/support of marginalized student participation, furthering the mission of community college higher education 	<ul style="list-style-type: none"> • Attend club training • Attend annual club recognition • Attend ALL club meetings (but don't run them) and official club-sponsored events
Club Function	Logistics
<ul style="list-style-type: none"> • Communicate with officers & members • Give ideas and suggestions about programs, projects, and the direction of the organization. Teach them how to program effectively. • Assist the club in achieving sound financial procedures. 	<ul style="list-style-type: none"> • Maintain all records (minutes, budgets, by-laws, etc) • Keep a log of important contacts and connections • Store materials, such as banner, fliers and awards • Have login information for any social media sites • Authorize and sign required paperwork • Request space on campus for club events/meetings using 25Live • Drive college van as needed
General Duties	To be considered an official and active club, a club must:
<ul style="list-style-type: none"> • Develop club members into leaders and demonstrate how those skills will provide them a competitive advantage to future employers • Encourage all members to be involved and engaged. • Allow the students to make mistakes. • Ensure students are prioritizing academics. • Be a cheerleader! • Assist the club/organization in fulfilling its purpose 	<ul style="list-style-type: none"> • Complete Club Info Form online by the deadline each semester • Send representation at ALL CSL + Clubs meetings • Sponsor a table at a minimum of one SCC/CSL-sponsored event per semester • Participate in at least one community service project/event per semester

Ready to advise our awesome students in a club/organization? Contact us for more information!
Office of Student Experience & Leadership | seal@scottsdalecc.edu | 480-423-6590

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The following is a helpful model for club/organization governing documents. There are many ways to structure a club or organization and you are free to tailor yours to the needs of your group. If you have questions or need more help, please reach out to the Office of Student Experience & Leadership.

Generally, constitutions establish the broad structure and format of an organization, and the by-laws illustrate the process and procedures to attain the goals and implement the structural format. Items such as the specifics of the nomination process for officers, the exact amount of dues, and the dues collection procedures, the specifics of committee operation, fundraising operations, parliamentary procedure, etc. are best left to the by laws. Usually, by-laws are amended by a simple majority vote and can, therefore, adapt more easily to current organizational needs.

CONSTITUTION OF

Scottsdale Community College

Date

OBJECTIVES/PURPOSE

Preamble: State the purpose and aim of the Club/Organization.

NAME OF THE ORGANIZATION

Article I - Name _____

The name of this Club/Organization shall be, _____ hereinafter referred to as _____
Include in this section any national or regional affiliations. If appropriate, specify any other variation of the official name that the group might use in its contacts with the student body and community (acronyms, etc.).

MEMBERSHIP QUALIFICATIONS

Article II – Membership

A. Qualifications of membership

- a. All members must be regularly enrolled students in good standing at Scottsdale Community College.
- b. Include in this section the criteria for membership and how membership is decided, if any. This might include GPA, class level, major, attendance, etc. Clubs/organizations can also specify certain attendance requirements to retain voting or financial privileges. The criteria may not discriminate on the basis of race, religion, national origin, age, gender, marital status, color, veteran status or disability.
- c. Voting privileges shall be granted only to SCC students. Include any other requirements you wish such as meeting attendance, participation in activities, dues paying, etc. You may wish to include eligible non-students (Board-approved faculty and staff only) as associate members, who may attend meetings, make motions, and participate in discussions and activities.
- d. The responsibilities of all members shall include:
- e. Include here all the requirements for maintaining membership. If desired, include benefits and privileges of membership.

B. Assessments and Dues

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a. Include here any and all dues or fees charged to members, associate members, new members, etc. Instead of setting the dues level, you may wish to stipulate how the assessment is established by the membership.

C. Specify how membership may be resigned or terminated.

OFFICERS AND COMMITTEES

Article III – Officers and Committees

- a. All officers must be regularly enrolled students in good standing at Scottsdale Community College. Other qualifications for holding office may include GPA, length of membership, etc.
- b. Election and Removal: Include election time, method of nomination and by whom the officers are elected. Be sure to specify how many members need to be present to constitute a quorum, method of voting, vote required, eligible voters and date/time at which newly elected officers take office. Additionally, you must specify the procedure for removal of officers, which is usually a 2/3-majority vote of the total voting membership. Make sure to specify how offices are filled if there is a vacancy (by appointment or special election).
- c. Duties and Responsibilities: Include the title of each office and a brief description of duties. For example: The Chair/President shall preside at all meetings of the club, represent the club to the college and community, and shall convene the executive committee at least monthly when school is in session. The Vice Chair/President shall assume the duties of the Chair/President in his/her absence. The Secretary Treasurer shall keep all records of official business and financial transactions.
- d. Committees:
 - a. Include all standing committee, as well as provisions for the appointment of special projects, ad hoc committees, etc. For example:
 - b. The Executive Committee shall be comprised of the elected officers of the organization and shall meet to finalize agenda items, prepare informational reports and collaborate on the business of the organization.
 - c. The Service Committee shall _____
 - d. The _____ Committee shall _____
 - e. The Chair/President may appoint others to committees as needs arise.

MEETINGS

Article IV - Meetings

Include when regular meetings shall be held, the frequency of meetings, quorum required to do business, how the membership is notified, how special meetings are called and how committee meetings are scheduled.

ADVISOR

Article V - Advisor

- A. Board-approved faculty or staff advisor is required. Include in this section method of selection, role and responsibilities, etc. For example:
 - a. Attend (or said designee) all official club business, meetings and events on or off campus.
 - b. Transport (or said designee) students in official college vehicle wherever possible to any activity off campus.

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- c. Serve as key agent to club's college fiscal account.
- d. Ensure through student membership communication with the SCC's Office of Student Experience & Leadership.
- e. Submit paperwork necessary for club business at Scottsdale Community College.
- f. Ensure all SCC/MCCCD social media guidelines and branding (i.e., logo) policies are followed.

FISCAL RESPONSIBILITY

Article VI – Fiscal Responsibility

A. All fiscal transactions must be conducted through official club account established with permission of/ by SCC's Office of Student Experience & Leadership, in accordance with related SCC/MCCCD policies and procedures.

B. No outside/non-district accounts will be permitted.

C. Uphold all MCCCD Administrative Regulations on Cash Handling.

EEO/AA

Article VII – Equal Opportunity & Rights Statement _____

SCC is part of MCCCD and, therefore, is an EEO/AA institution. _____ Club will not discriminate, nor tolerate discrimination, against anyone because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status, or genetic information.

AMENDMENTS

Article VI - Amendment Process

State the procedure for amending the constitution. Be specific. Include any requirements for the form or manner in which the amendment is written, any time limitations for the presentation or ratification of an amendment and what margin of votes and amendment needs to receive passage. Once approved, the changes must be submitted to the council of Student Leaders for final approval.

BY-LAWS OF

Scottsdale Community College

Date: