

Application for Establishment/Reactivation

1. This petition must contain at least 10 names of currently enrolled students at SCC who, by signing the petition, agree to membership and that the club/organization would serve in the best interests of the college campus/community.
2. Attached to the petition must be a copy of the **Club's/Organization's constitution and By-Laws**.
3. This petition and constitution must have the approval of the Director of the Center for Civic & Global Engagement before being recognized by the Council of Student Leaders.

On this _____ day of _____, 20____, we, the undersigned students do hereby petition for a Club/Organization to be established on the Scottsdale Community College campus which shall be called:

- **Name of Club/Organization:** _____

- **The Purpose of this Club/Organization shall be:**

<u>NAME (please print clearly)</u>	<u>E-mail</u>	<u>Student ID Number</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Club/Organization Advisor: _____ Ph # _____ Email _____

Person Submitting App: _____ Ph# _____ Email _____

FOR CCGE USE ONLY	
Date Received _____	Staff Member _____

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: [480 731-8499](tel:4807318499). For additional information, as well as a listing of all coordinators within the Maricopa College see system, <http://www.maricopa.edu/non-discrimination>.

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 stop by the Center for Civic & Global Engagement, SC-185, or contact ccge@scottsdalecc.edu.

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

1. All members must be regularly enrolled students in good standing at Scottsdale Community College.
2. 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.
3. 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.
4. The responsibilities of all members shall include:
5. Include here all the requirements for maintaining membership. If desired, include benefits and privileges of membership.

B. Assessments and Dues

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 Treasurer shall keep all records of official business and financial transactions.

D. Committees

Include all standing committee, as well as provisions for the appointment of special projects, ad hoc committees, etc. For example:

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.

The Service Committee shall—

The _____ Committee shall—

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.

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.

BY-LAWS OF _____

Scottsdale Community College

Date

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 bylaws. Usually, by-laws are amended by a simple majority vote and can, therefore, adapt more easily to current organizational needs.