How to Start A Club

Jefferson Community College
Student Activities & Inclusion Office

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Overview

A new club or organization starts because of new or revitalized interest in some area that is not represented by an existing club or organization. The Student Activities & Inclusion Office reviews the club's constitution. The club's constitution is reviewed and voted on by the Student Government Executive Board.

Steps:

1. Speak with a representative in the Student Activities & Inclusion Office to be sure there is not an existing club that will fulfill your desires and activities already established at JCC.

2. Recruit a faculty or staff member who is willing to serve as an advisor. The advisor and club/organization member should agree about the extent of the advisor's commitment to the group.

3. Recruit five club members and elect officers e.g., Club President, Vice President, Treasurer, and Secretary. All club officers must maintain a minimum of a 2.00 cumulative grade point average. Responsibilities of officers attached.

4. Develop and write a Club/Organization Constitution (template attached). A copy of the constitution must be submitted to the Student Activities & Inclusion Office for review.

5. Complete a Club Registration Form: https://bit.ly/clubregistration2

6. All officers need to attend Club Training. Please check with the Student Activities & Inclusion Office regarding available dates.

To become a recognized JCC club/organization all of the above requirements must be met. Once your club has been established, the club must do the following:

1. Maintain an average of five members unless special permission is given by the SG Executive Board.

2. Maintain a membership open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, marital status, citizenship, or handicap (Title IX of the Federal Educational Amendment of 1972).

3. Maintain a membership of currently registered students at Jefferson Community College. Non-JCC community members will be considered volunteers with the club/organization (not eligible to serve as a club officer).

4. Recognize that participation in clubs is voluntary. Members may disassociate from an organization at any time.

5. Hold at least two meetings per semester.

6. Post minutes on Blackboard under Meeting Minutes folder.

7. Comply with college policies, regulations, and procedures set forth in this manual and in the college catalog.

8. Abide by individual club/organization constitutional objectives.

9. Complete and submit appropriate request forms for recognition, proposed activities, fundraising, room reservations, Zoom rooms, etc. to the Student Activities & Inclusion Office, 4-104. Project and Reservation Request Form: https://bit.ly/clubreservation2

10. Maintain the support of a club/organization advisor.

11. Maintain positive account balance, with no outstanding debts or reports.

Officers and Responsibilities

President
The President shall:

- Must attend all assembly meetings or designate another representative.
- Execute and enforce the rules and regulations of the College, the Student Government Association (SGA), and the club/organization constitution;
- Convene and preside over all meetings;
- Provide executive leadership and assume primary responsibility for the execution of the club/organization objectives and purpose;
- Attend all assembly meetings or designate another member in case of absence; and
- Maintain a minimum of a 2.00 cumulative grade point average.

Vice-President
The Vice-President Shall:

- Assume the duties of the president in case of absence;
- Perform any other duties as assigned by the president or the club's membership; and
- Maintain a minimum of a 2.00 cumulative grade point average.

Treasurer
The Treasurer shall:

- Assume the duties of the president in case of absence of both the president or vice president;
- Execute and enforce, within the club/organization, the rules and regulations of the College and the SGA with respect to fundraising and financial procedures;
- Maintain financial statements, records and withdraw funds in a timely manner;
- Deposit all club receipts with the Faculty Student Association (FSA) within two weeks of an event; and
- Maintain a minimum of a 2.00 cumulative grade point average.

Secretary
The Secretary Shall:

- Record and distribute minutes from prior meeting;
- Keep an accurate, up-to-date list of member's addresses and telephone numbers;
- Inventory and equipment or supplies; and
- Maintain a minimum of a 2.00 cumulative grade point average

Advisor Role

Advisors play a crucial role in the effective and efficient functioning of a student organization. Advisors provide professional expertise for their respective organization in the selection, promotion, production and evaluation of the organization's activities. By sharing knowledge about the College and personal experience, the advisor can assist the organization in the conduct of its activities. In addition, valuable mutually rewarding non instructional friendships between students and advisors can be fostered.

Club/Organization advisors are required to:

- Review and sign all fiscal documents
- Attend all trips and club functions
- Attend Advisor training.

The general concerns of the advisor are to remain constant and encompass the following points:

- The advisor recognizes and supports participation in student organizations for their contribution to the educational and personal development of students
- The advisor works with student organizations and should not direct the organization's programs or activities. However, advisors should be direct in offering suggestions, concerns, or ideas for the organization's discussion
- The advisor stays well informed about the plans and activities of the group. The expectation is that advisors will attend some meeting and all activities of the group and will consult frequently with the organization's officers
- The advisor is aware of the goals and mission of the organization and help the organization evaluate its progress
- The advisor is familiar with the organization's history, and provides continuity for the group. The advisor needs to be aware of the policies and procedures in this manual
- Advisors should be aware of the general financial condition of the organization and encourage good financial record keeping. The advisor's signature is required on all financial transactions
- The advisor should monitor how the organization functions and encourage members to fully participate, to assume appropriate responsibility for group activities; and to maintain a balance between academic activities and co-curricular commitments
- The advisor should attempt to learn the names or the organization's members as soon as possible
- The advisor should assist new officers in developing members' leadership skills

- The advisors should consult Student Activities & Inclusion Office about organizational problems, plans, or changes in organizational status, when the advisor deems it appropriate
- Advisors and organizations should continue their association as long as both parties believe the relationship is productive and mutually satisfying
- All advisors who become aware of an allegation of a violation of College Policy, Student Code of Conduct, civil law or criminal law must report the allegation to their supervisor and the JCC Security Department (315) 786-2222

Joint Expectations for advisors to effectively fulfill her/his responsibilities as established in his manual, and for organization officers to maximize the valuable role that advisors can play, a working agreement must be reached between the advisor and officers, The following process is suggested as one way of negotiation the advisor/organization relationship.

Constitution Guidelines

The constitution is the basic framework for any organization. It should include the organization's purpose, requirements for membership, officer duties and selection, and decision-making principles. The constitution should include operation principles, specific club/organization rules, and detailed procedures. Simplicity and flexibility are the keys to a good constitution. When writing or revising that document, keep in mind both the club's immediate needs and its future goals.

Once the constitution is developed, it is important to review it regularly. The needs and goals of the organization will shift over time; it is important that the constitution reflects the current state of the club/organization.

Constitution Development Guidelines

1. Write a draft constitution using the format below.

2. The constitution is reviewed by the Director of Student Activities & Inclusion.

3. The Student Government Assembly will make approval of the constitution. Every constitution needs two "readings" at the Assembly prior to the vote.

Article I: Name and purpose of the Organization

Section 1- Name

Section 2- Purpose or mission (Be concise and clearly state the reason for the existence of this organization)

Article II: Membership

Section 1 – State who may belong; how a membership is determined and any restrictions

Section 2 – Clarify who may vote and what constitutes a quorum

Section 3 – State the amount of dues, if any, and when they will be collected

Section 4 – State penalties imposed for neglect of duties or nonpayment of dues

Section 5 – This phase must be on every constitution: *Any registered student at Jefferson Community College shall be eligible for membership without respect to race, creed, color, religion, national origin, sexual orientation, or gender.*

Section 6 – Pursuant to section 6450 of the Education Law of the State of New York, the following statement must be included on all constitution of all

registered clubs/organizations at the College: The college prohibits any organization in engaging in any action that recklessly or intentionally endangers mental o physical health or involves the forced consumption or liquor or drugs for the purpose of initiation into or affiliation with any organization.

Article III: Officers

Section 1 – Designate Officers

Section 2 – Define duties of officers and how they will be elected and any restrictions to holding office

Section 3 – Define date of election, length of office term, and any impeachment procedures for neglect of duties

Article IV: Meetings

Section 1 – State how often meetings are to be held (following Student Government Association procedures)

Section 2 – Provisions for special meetings

Article V: Executive Board (if needed)

Section 1 **–** State names of various standing committees

Section 2 – State duties and functions

Section 3 – State means for designating special committees

Article VIII: Quorum

Section 1 **–** Specify number of members needed for quorum at both full club meetings and executive board meetings

Article IX: Amendments to the constitution

Section 1 – Method of amending

Section 2 – Describe Method to be in notifying members of proposed amendment actions

Section 3 – Describe vote necessary for the adoption of amendments

Violation of a Constitution/Bylaw

If a group of student member violates the constitution of the group of any of the College rules or regulations, the College judicial system may handle any disciplinary issues upon written documentation submitted to the Vice President for Engagement & Retention.

Upon written request by the Vice President for Engagement & Retention, the hearing shall be held before the College judicial system, which shall hear any testimony or evidence it deems relevant and material to the issues presented by the charge. Such hearing shall be held on a date set by the College judicial system. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The College judicial system shall submit written finding and recommendations to the Vice President for Engagement & Retention. See the SGA Constitution and Code of Student Conduct for more information.

A. the College judicial system will review the constitution or infraction and determine if any violations exist.

B. the College judicial system will evaluate the violation according to the following criteria:

1. Has the organization or student done anything to clear the violation?
2. Will it affect the services rendered by the club or individual?
3. What student rights have been infringed upon?

C. A representative from the College judicial system will report the committee's findings to the SGA Vice President for final approval and distribution of decision.

Constitution Sample

Club ABC at Jefferson Community College Constitution

ARTICLE I – NAME AND PURPOSE OF THE ORGANIZATION

Section 1: Name
The name of this organization shall be Club ABC at Jefferson Community College

Section 2: Mission Statement
Club ABC's mission is to educate students about the importance of fiscal responsibility, free markets, and capitalism through innovative campus activism and non-partisan, thought-provoking discussion.

ARTICLE II – MEMBERSHIP

Section 1: Membership
Membership in the club shall be open to all full-time and part-time Jefferson Community College students who have attended at least one meeting during the semester and remain in good standing at the college.

Section 2: Voting
Required number of members for a vote to proceed is 1 over 50% the number of club members.

Section 3: Dues
Dues are not required.

Section 4: Penalties
Penalties for neglect of duties will be up to the discretion of the members of the club, appointed officers and club advisor(s).

Section 5: Eligibility
Any registered student at Jefferson Community College shall be eligible for membership without respect to race, creed, color, religion, national origin, sexual orientation, or gender.

Section 6: New York Education Law
The college prohibits any organization in engaging in any action that recklessly or intentionally endangers mental or physical health or involves the forced consumption or liquor or drugs for the purpose of initiation into or affiliation with any organization.

ARTICLE III. OFFICERS

Section 1: Designate Officers
The Club shall be comprised of at least four officers. This will include; President, Vice-President, Secretary, and Treasurer. Additional positions may be created as is deemed necessary and voted on by the Club.

The affairs of the Club shall be managed by its Officers. Officers shall have the general power to manage and control the affairs and property of the Club, adopt rules and regulations governing the actions and activities of the Club, and delegate its authority to officers or committees.

Section 2: Duties of Officers

President
The President shall:

- Must attend all assembly meetings or designate another representative.
- Execute and enforce the rules and regulations of the College, the Student Government Association (SGA), and the club/organization constitution;
- Convene and preside over all meetings;
- Provide executive leadership and assume primary responsibility for the execution of the club/organization objectives and purpose;
- Attend all assembly meetings or designate another member in case of absence; and
- Maintain a minimum of a 2.00 cumulative grade point average.

Vice-President
The Vice-President Shall:

- Assume the duties of the president in case of absence;
- Perform any other duties as assigned by the president or the club's membership; and
- Maintain a minimum of a 2.00 cumulative grade point average.

Treasurer
The Treasurer shall:

- Assume the duties of the president in case of absence of both the president or vice president;
- Execute and enforce, within the club/organization, the rules and regulations of the College and the SGA with respect to fundraising and financial procedures;
- Maintain financial statements, records and withdraw funds in a timely manner;
- Deposit all club receipts with the Faculty Student Association (FSA) within two weeks of an event; and
- Maintain a minimum of a 2.00 cumulative grade point average.

Secretary
The Secretary Shall:

- Record and distribute minutes from prior meeting;
- Keep an accurate, up-to-date list of member's addresses and telephone numbers;
- Inventory and equipment or supplies; and
- Maintain a minimum of a 2.00 cumulative grade point average

Section 3: Tenure and Elections
Elections shall be held between August 1 and September 30 of each calendar year. Officers must make the names of officer candidates available to all voting members, no less than one week prior to the election.

Officers may be removed from their position by a majority vote of the remaining officers AND a 3/4 vote by voting members in the Club. In the event of an officer removal or resignation, the vacancy shall be filled by an appointment made by the remaining officers.

ARTICLE IV. MEETINGS

Section 1: Frequency of Meetings
The Club shall have meetings no less than once a month and more often as the club officers as deemed necessary.

Section 2: Special Meeting
Provisions for special meetings is at the discretion of the club officers as deemed necessary.

Section 3: Executive Board
Standing committees shall be appointed at the discretion of the club officers as deemed necessary.

ARTICLE V. QUORUM

Section 1: Quorum
At least five (5) members, including one officers must be present for a quorum.

ARTICLE VI. AMENDMENTS TO THE CONSTITUTION

Section 1: Method of Amending
Amendments may be proposed by any student member of the club.

Section 2: Member Notification
Officers wishing to amend the Constitution must inform all members of a vote no less than two weeks prior to the vote.

Section 3: Vote
This Constitution may be altered, or amended and new Bylaws may be adopted by the affirmative vote of 67% or higher of the officers and 75% or higher of all voting members in attendance.