

**APPLICATION FOR RECOGNITION AS AN APPROVED
STUDENT CLUB/ORGANIZATION**
Office of Campus Life
2007-2008

Date Application Filed _____

Proposed Name of Organization _____

Statement of Purpose (Aims & Objectives) _____

Organizing Officers: _____

Advisor: _____

The following items must be attached for this application to be considered:

1. Two (2) copies of constitution
2. Club Data Sheet (to include faculty/staff advisor name & signature)
3. Roster Form

Submitted By: _____

Box #: _____

Phone: _____

DIRECTOR OF CAMPUS LIFE RECOMMENDATION

☐

Approved

☐

Denied.

Comments: _____

DATE

SIGNED

STUDENT GOVERNMENT ASSOCIATION RECOMMENDATION

☐

Approved

☐

Denied.

Comments: _____

DATE

SIGNED

ADMINISTRATIVE COMMITTEE ACTION

☐

Approved

☐

Denied.

Comments: _____

DATE

SIGNED

Official Name

Date Recognition Granted _____

Comments: _____

Constitution/Bylaws Notations: _____

SAMPLE CONSTITUTION

This constitution is merely a sample – a guideline for clubs and organizations to follow. Your constitution, when finished, need not be an exact replica of this sample. Do not feel you must adopt all of its conditions if it is not consistent with your proposed organization unless noted as required. The purpose of a constitution should be to fulfill the needs and requirements of an organization, as well as outlining how these needs will be met. This approval of a constitution is granted on an individual basis. However, there are a few things you should keep in mind while wiring your constitution:

- Any process, need, or aspect of the organization that is mentioned in the constitution should be detailed or outlined in the bylaws. For instance, in the constitution, the officers of the organization are mentioned. Correspondingly, in the bylaws, the method of electing these officers, as well as the duties of each officer, should be set down.
- Do not set down unrealistic needs or goals for the membership. For instance, “”This club will sponsor trips, lectures, and workshops to increase knowledge in the area of _____,” is limiting the club in the scope of its activities and setting goals it might not have the funding for. A more general statement, such as “This club will seek to promote information in the field of _____,” is less limiting and more attainable.
- Certain sections in this sample are **REQUIRED**: please carefully follow all instructions.

If you have any questions, do not hesitate to consult members of the Student Government Association Executive Board or the Director of Campus Life.

Good Luck!

Received by CLO _____

Approved by SGA _____

Approved by AC _____

SAMPLE CLUB CONSTITUTION

(available on line at www.colby.edu/stua/club/)

Required by the Student Government Association (SGA) and the Office of Student Activities for official recognition by the College and for qualification of activity funds.

CLUB NAME: _____

Constitution Revision Date: _____

ARTICLE I: CLUB PRINCIPLES *(required)*

This club aims to contribute to Colby education. It shall not discriminate with regard to race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation.

ARTICLE II: NAME *(required)*

The name of this club shall be known as the *<club name>* of Colby College.

ARTICLE III: PURPOSE *(required)*

The purpose of the *<club name>* shall be to promote and organize *<type of activities>* at Colby College. Further explain the purpose of this club or organization. Further explain your purpose.

ARTICLE IV: MEMBERSHIP *(required)*

Membership shall be open to all Colby College students.

ARTICLE V: OFFICERS *(required)*

Elected officers' positions must be established and filled by Colby students, typically President, Vice-President, and Secretary/Treasurer (exact titles are unimportant). One officer will be the main contact for the club; one officer will be responsible for the club's budget and financial matters. The club officers and the faculty advisor will comprise the Executive Committee. The Student Activities Office will be notified of any changes in club leadership.

ARTICLE VI: FACULTY ADVISOR *(required)*

A faculty or staff advisor shall be selected by the club. The advisor shall be notified of all club business, including regular and special meetings and other activities, at least five days in advance. The advisor shall be privileged to attend any and all meetings. The advisor may call meetings of the club or of its Executive Committee after informing the club's President. The advisor may officiate in the officer's absence. The club advisor must be present at Colby – an interim advisor must be found to replace a faculty advisor on sabbatical or away from Colby for other reasons.

ARTICLE VII: DUTIES OF OFFICERS / POSITION DESCRIPTION

The President shall serve as the executive and ceremonial head of the club, shall preside at all meetings, and shall represent the club on all occasions. He or she shall remove and replace club officers and representatives delinquent in duty, and shall be an ex-officio member of all club committees. The President may call special meetings.

The Vice-President shall assume the duties of, and officiate in the absence of, the club President.

The Secretary/Treasurer shall keep the records of all official meetings. He or she shall maintain a record of club members, and shall keep record of the club's expenditures and finances.

ARTICLE VIII: ELECTION PROCEDURES

1. Nominations for officers shall be accepted from the floor and from the Executive Committee at the final business meeting.
2. Officers shall be elected by the majority of voting members present.
3. All elections for September office shall take place during the spring semester on or before the date of SGA elections. All active club members may participate in the elections. Non-members may attend elections as observers.
4. Elected candidates shall take office the first week of the fall term. The period between elections and the end of the spring term shall serve as an "overlap" or training period for new and old officers.

ARTICLE IX: EXECUTIVE COMMITTEE AND SPECIAL COMMITTEES

There shall be a permanent Executive Committee consisting of the officers of the club and the faculty advisor. The Executive Committee shall carry out the laws of the club, supervise and plan programs, and keep club records. The Executive Committee may, with the approval of membership, assign such official duties as special reports, program chair, fund-raising chair, and others as needed, if no special committees exist for these purposes.

ARTICLE X: MEETINGS

1. At least one official business meeting of the club must be held at the beginning of each semester.
2. The President may call special meetings at his or her discretion. Members must be notified in advance of each meeting.
3. Informal meetings shall be held at regular intervals.
4. At club meetings, a majority vote of those present is required for all business transactions.
5. At each general meeting, one-third of all active members shall constitute a quorum.
6. All club members will have the right to speak and vote at club meetings.

ARTICLE XI: FINANCES

1. Club dues shall be re-determined each semester, depending on the club budget.
2. Financial records and procedures shall be in accordance with SGA guidelines.

ARTICLE XII: ACTIVITIES

This section should specify any activities which are to be regularly carried out to fulfill the purpose of the club. Any mandatory time period for activities (monthly, annually, etc.) should be clearly defined. Wording of this section should allow some flexibility to future club officers and members.

ARTICLE XIII: HAZING (required)

Members of this club will not take part in any form of hazing in agreement with Maine State Law 26-A, MSRA Section 10004. Hazing is defined "...as any action taken or situation created intentionally by an organization or with the knowledge of consent of any ridicule to any member or prospective member".

ARTICLE XIV: AMENDMENTS

Amendments to this constitution may be adopted by a three-fourths vote of the voting members present.

ARTICLE XV: BYLAWS

This organization adheres to a set of bylaws, which will be its governing document, when not in conflict with this constitution of Colby College policy.

CLUB DATA SHEET

2007 - 2008

For new club proposals only. Existing clubs must use Club Registration form available in the Campus Life Office

Club Name _____

Student Contact 1 (name & year) _____

Title / Office Held _____

Email _____ Phone _____ Campus Box # _____

Student Contact 2 (name & year) _____

Title / Office Held _____

Email _____ Phone _____ Campus Box # _____

Student Contact 3 (name & year) _____

Title / Office Held _____

Email _____ Phone _____ Campus Box # _____

Student Contact 4 (name & year) _____

Title / Office Held _____

Email _____ Phone _____ Campus Box # _____

USE REVERSE SIDE TO LIST MORE STUDENT CONTACTS

Faculty / Staff Advisor (MANDATORY) _____

Advisor Signature _____

Advisor Department _____

Advisor Phone _____ Advisor email _____

Completed by: _____ Date: _____

RETURN COMPLETED FORM TO CAMPUS LIFE (located in Cotter Union)

NEW CLUB PROPOSAL ROSTER FORM

Proposals for new clubs must include a roster of **at least ten** members and their contact info. Club members must be Colby students.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____