



Office of Student Life

# **Guidelines for Forming a New Club or Organization**

CLUB REQUIREMENTS  
GUIDELINES FOR CLUBS & ORGANIZATIONS  
SAMPLE CONSTITUTION FOR CLUBS & ORGNIZATIONS  
APPLICATION FOR NEW CLUBS & ORGANIZATIONS

Submit All Completed Applications to the Office of Student Life

# Club/Organization Requirements

## STUDENT(S) FORMING A NEW CLUB OR ORGANIZATION SHOULD:

- Check the Clubs list in the Office of Student Life to see if there is an existing club that satisfies the interest of the group.
- Identify the type of club it will be (academic, arts, community service, cultural, educational, media, publication, recreational, social or religious).
- Develop a constitution for the club (use the sample attached as a guideline)
- Have a minimum of 15 currently enrolled students who are interested in the club and who will serve as charter members.
- Select four students from the group to serve on the executive board (positions and responsibilities are outlined in the same constitution on page. 4). Be advised the students selected should be in good academic standing (have a cumulative GPA of 2.0 and not on probation).
- Recruit a full time faculty or staff member to serve as club Advisor.
- Complete the Application for New Clubs and Organization.

# Guidelines for New Club/Organizations

**A. Timeline:**

Review of New Clubs and Organization will occur on a year around basis. Applications for New Clubs & Organizations should be completed in its entirety. Incomplete applications will become void after 14 days of submission date.

**B. Process:**

Upon receipt of the application and advisor recommendation, the Director of Student Life will review and make a decision.

**C. Registered Clubs:**

Clubs that are approved by the Director of Student Life will be registered with Office of Student Life. As an approved club, the organization may reserve campus facilities and participate in Student Government Association and Programming Board activities.

**D. Responsibilities:**

**Club**

Clubs exist under Inter-Club Council & must attend mandatory ICC meetings. Upon acceptance as an officially recognized club/organization you may request budgeted funds from the Student Government Association. All events must be registered in the Office of Student Life.

**Advisor**

Ensures club officers maintain a 2.0 GPA. If a student falls below the GPA, he or she will be immediately removed from their position. Serves as Budget Coordinator and supervises spending of club funds. Advisors may also assist in the planning for programs and events.

**E. Principle for all Clubs and Organizations.**

\*\*Membership in clubs or organizations is open to all enrolled students. No organization may limit the membership of their group based on age, race, religion, gender or sexual orientation. Honors/Professional groups have limited membership based on GPA and /or major.

\*\*All clubs/organizations must abide by the rules and procedures as stated in the Georgia Perimeter College Student Handbook, Student Government Association Constitution, and Club Regulations.

# Sample Constitution

## Sample Constitution for New Club/Organizations Georgia Perimeter College

**Preamble** This organization, known as the Georgia Perimeter College Honor Society, is established for the purpose of promoting and proliferating intellectual and social interaction.

**ARTICLE I: NAME**

This organization shall be called the Georgia Perimeter College Honors Society.

**ARTICLE II: PURPOSE**

- A. To provide an opportunity for social and intellectual interactions in the College.
- B. To encourage and promote participation in academic activities.
- C. To encourage and provide leadership opportunities.

**ARTICLE III: MEMBERSHIP**

***Section 1 Eligibility***

Any Student is eligible for membership if s/he meets requirements for Honors Courses and meets one of the following criteria:

- A. Is currently taking Honors courses.
- B. Has taken Honors courses and is maintaining eligibility.
- C. Is anticipating participating in honors program when schedule permits.

***Section 2 TERMINATION OF MEMBERSHIP***

Membership will be terminated in the following circumstances:

- A. Failure to maintain eligibility in Honors Program
- B. Withdrawal from Georgia Perimeter College
- C. Withdrawal of one's own membership by request.

**ARTICLE IV: MEETINGS**

***Section 1*** Officers will meet on a weekly or biweekly basis to plan and coordinate club activities.

***Section 2*** Members will be expected to attend regularly scheduled meetings.

**ARTICLE V: OFFICERS**

***Section 1***

- A. Officers shall include President, Vice President, Secretary and Treasurer.
- B. Committees may be appointed as deemed necessary by the officers.

***Section 2 ELECTIONS OF OFFICERS***

- A. Any participating member is eligible to hold office.
- B. Officers are elected by a majority vote of the membership during a designated meeting in the Fall Semester. Term of office is one year.
- C. A special election will be held if an office comes open during the year.

***Section 3 DUTIES OF OFFICERS***

- A. **President** - Presides at all meetings, appoints committee members, and directs and supervises all club activities.

B. **Vice-President** - Presides in the absence of the President, and acts as a liaison between club and student government and the Inter-Club Council.

C. **Secretary**- Will keep all club records of membership meeting minutes and upcoming club activities.

D. **Treasurer** - Will keep records of club expenditure and report status of budget on a monthly basis. He/ She will also meet with the Assistant Director of Student Life to verify account status on the second Thursday of each month.

#### **ARTICLE VI: EVENTS**

A. Members will be expected to discuss upcoming events with their advisor and get their approval.

B. Members will be responsible for designating a contact person for each event. This person will be responsible for completing the appropriate forms (ie. Special event, Request for Food Services, etc.) and consulting with the Student Life office 21 days prior to the event.

#### **ARTICLE VII: FACULTY ADVISOR**

A member of the Georgia Perimeter College Faculty or staff will be selected by the club. This person will provide direction and support to members and officers in matters dealing with the organization.

#### **ARTICLE VIII: AMENDMENTS**

This constitution may be amended by a vote of 2/3 of the active members at a regularly scheduled meeting.

# New Club/Organization Application

Proposed Club/Organization Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

**Charter Member Contact Information:**

Name:	
Email Address:	
Phone Number:	
Student ID#	

What is the purpose of the organization?

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How can the organization contribute to the college community?

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Indicate the club's primary goals and how the group will attempt to achieve them?

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**Suggested Advisor Contact Information:**

Name:	
Email Address:	
Phone Number:	
Faculty/Staff ID#	

Official Signature of Suggested Advisor: \_\_\_\_\_

ALL INTERESTED MEMBERS OF THE CLUB MUST  
PROVIDE THE FOLLOWING INFORMATION.  
*\*\*\*Attach additional sheets if necessary\*\*\**

Printed Name	Signature	Student ID #	Are you Registered this Semester?

\*A student in good academic standing is one who holds cumulative GPA of 2.0 and who is not on probation. ALL EXECUTIVE BOARD MEMBERS MUST BE IN GOOD STANDING

I, \_\_\_\_\_ fully understand and accept the responsibilities of President.

I, \_\_\_\_\_ fully understand and accept the responsibilities of Vice President.

I, \_\_\_\_\_ fully understand and accept the responsibilities of Secretary.

I, \_\_\_\_\_ fully understand and accept the responsibilities of Treasurer.