

START A  
new  
club

Complete this packet  
and return it to the  
**Student Life Office**  
Room A118

Want to start a new club at Carroll? Great!  
Complete the forms attached and return them to  
the Student Life Office.

Use the checklist below to make sure that you  
have done everything that you need to do!

- ◆ Read the ***Student Organization Handbook***
- ◆ Find at **least three** students to be **club members**
- ◆ Find a consenting faculty or staff **advisor**
- ◆ Complete a ***Club Registration Form\****
- ◆ Write a ***Club Constitution\****
- ◆ Complete a ***Club Service Form\****
- ◆ Complete a ***Budget Request Form\****

**Have any questions?**

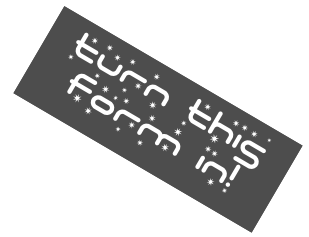
Contact the Student Life Office at  
studentlife@carrollcc.edu  
410.386.8500

**CLUBS**  
at carroll

***Turn-in the forms and constitution to the Student Life Office.  
The SGO will review your forms and be in contact!***



**CARROLL COMMUNITY COLLEGE**  
**Student Government Organization**  
**\*NEW\* Club Registration Form**



Name of Organization: \_\_\_\_\_

Statement of Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Advisor: \_\_\_\_\_

Campus Ext. \_\_\_\_\_ E-mail: \_\_\_\_\_

Approximate number of students who are interested in joining this club: \_\_\_\_\_

**Club Leaders:** Please list three current students who are interested in being members. These students will serve as the leadership for this organization. They will help recruit new members, plan events, and communicate with the Office of Student Life and the Student Government Organization. *(Including: checking club mailbox regularly, registering on the Student Life Blackboard site and participating in workshops designed to help club leaders.)*

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_

*Please notify the Office of Student Life of any changes in club leaders or advisor.*

**Would you like a table at the next Club Fair?     Yes     No**



# Writing a Club Constitution

**Why do we need a constitution?** Think of your constitution as a way of defining your purpose. This will help both current and potential members have a better understanding of what your organization is all about. It will also help you to make decisions about the way you want your club to function and give your group some structure and guidelines.

**What is in a constitution?** There are several key elements of a constitution. It should state the purpose, officer information, and general policies of the group. This is a general framework for a constitution:

**Article I: Name of the club**

*The name of the club should reflect the nature of the organization.*

**Article II: Purpose**

*This section should state the reason why the club is being created, the aims and functions of the organization.*

**Article III: Organization**

*This section should discuss any affiliations the club has with other organizations.*

**Article IV: Membership**

*This section should state any requirements for membership. Remember that all Carroll Clubs are open to ALL credit students at the college.*

**Article V: Meetings**

*This section should state the provisions for setting up a regular meeting time as well as any provisions to be made for calling special meetings. The person who has the authority to call meetings should be stated here. The procedures for conducting business during club meetings should also be stated in this section.*

**Article VI: Officers and Advisor**

*This section should include a list of the club officer positions, duration of terms and related duties. This section should also include duties for the advisor.*

**Article VII: Election of officers**

*This section should include procedures and timing for nominations and elections of all officer positions. This section should also include provisions should there be a vacancy in office. Provisions should also be made for removal of officers for non-performance of duties.*

**Article VIII: Finances**

*This section should include procedures for preparing and managing the budget.*

**Article IX: Amendments**

*This section should include procedures for amending the constitution. This should not be too simple for the stability of the organization.*

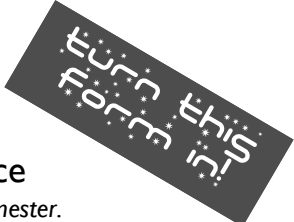
**Article X: Quorum**

*This section should include rules pertaining to the number or percentage of members required to be present in order to conduct business.*

*You may choose to add other articles if you feel they are necessary to your constitution. This is simply a framework to use as a starting point.*

# Joke Club Constitution

- Article I: The name of this club shall be the Jokers Wild Club
- Article II: The purpose of this club is to provide comedic relief to the student body of Carroll by providing opportunities for students to write and tell jokes.
- Article III: The Jokers Wild Club is the local chapter of the national College Jokers Association.
- Article IV: The Jokers Wild Club is open to all students at Carroll Community College. The only requirement for membership is the desire to laugh and have a good time telling jokes.
- Article V: Club meetings shall be held at least once a month.  
A. The President and the Advisor of the club has the ability to call meetings as needed to conduct club business and prepare for club events.  
B. During meetings, all club members are able to discuss any issues at hand. Meetings are officially opened and closed by the President or Advisor.
- Article VI: The officers of the organization shall consist of a President and a Secretary.  
A. The duties of the President shall be to preside at all meetings, call special meetings and keep order of all club business.  
B. The duties of the Secretary shall be to keep an accurate, permanent record of all meetings.  
C. The duties of the Advisor shall be to assist club members in performing club business.
- Article VII: Election of officers  
A. The officers shall be elected at the next to the last regular meeting of the academic year or a steering committee should be appointed to provide leadership until officers are elected.  
B. Voting shall be by ballot or a show of hands as decided by the club.  
C. A majority vote of 2/3 of all votes cast is needed for an officer to be elected.  
D. If a position becomes vacant in the middle of the year, the advisor will appoint a temporary replacement until the next election.
- Article VIII: The budget shall be prepared by all club members who will be returning for the following academic year with the help of the advisor.
- Article IX: Proposed amendments to the constitution shall be submitted in writing at a regularly scheduled club meeting. The amendment must receive a 2/3 majority vote in order to become part of the club constitution.
- Article X: One half of the total number of club members must be present at a meeting in order to conduct business.



# CLUB SERVICE FORM

## Center for Service-Learning Co-Curricular Service Experience

All clubs at Carroll the receive student activities fees must complete a service project during the fall semester.

**Club/Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The **Center for Service-Learning** is here to assist you in planning thoughtfully organized service experiences for your club. The goal of the Co-Curricular Service Experience is to help guide Carroll students on an active journey from **EXPOSURE** to community issues, to **ENGAGEMENT** in community issues.

The first step in planning your project is to determine the type of experience that best meets the goals of your organization. By completing the survey below, the Center for Service-Learning can help your club identify a match between your club's interest, and a community need!

Below you will find a continuum of experience. The purpose of this continuum is to allow your club to explore various areas of community engagement. Has your club been planning clothing/food drives for a couple of years? Try something new! This year try creating a social awareness campaign on issues of poverty instead!

**Please check below which experience your group would like to explore in the upcoming year. Clubs are encouraged to consider a new level of engagement each year!**

\_\_\_ **PHILANTHROPY:** An indirect service experience that allows you to meet the needs of a community without having to leave campus! *Example: Food Drive, Fundraiser, etc.*

\_\_\_ **VOLUNTEERISM:** A direct service experience (one-day or ongoing) that allows club members t meet a community need, without an added component of education and learning! *Example: Volunteering to serve meals at the Cold Weather Shelter in Westminster.*

\_\_\_ **SERVICE-LEARNING:** A direct service experience (one-day or ongoing) that combines education service and reflection, allowing club members to explore a social issue more deeply. *Example: Educating club members on American Red Cross programs and services, inviting a staff member and blood recipient from the Red Cross to talk with the club, staffing the blood drive table at the campus event, and reflecting on the meaning of the experience.*

\_\_\_ **SOCIAL AWARENESS CAMPAIN:** An active experience that allows club members to learn more deeply about a social issue while creating an awareness campaign for the campus or surrounding community. *Example: Educating club members on issues related to eco-tourism. Coordinating a visit to a National Park where members participate in a Leave No Trace training session. Club members then bring information back to the campus through a public forum (guest lecturer, discussion group, Community Involvement Expo).*

### What social/community issue is your club interested in exploring?

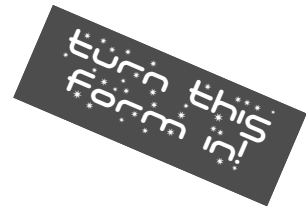
Please circle all that apply (or write your own issue below):

- |                       |                      |                            |                   |
|-----------------------|----------------------|----------------------------|-------------------|
| Arts/Culture          | Human Rights         | Global Issues              | Women's Issues    |
| Hunger                | Health Education     | Housing/Homelessness       | Animal Safety     |
| Technology            | Seniors/Older Adults | Disabilities/Mental Health | Violence/Safety   |
| Political Involvement | Youth/Education      | Environment                | Sports/Recreation |

Thank you! **For more information, contact the Coordinator of Service-Learning.**



**CARROLL COMMUNITY COLLEGE**  
Student Activities Finance Board  
**New Club Budget Request**



**Club/Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**President:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

Total Amount Requested For  
All Events:

Total Budget Approved:

**Instructions for Budget Request Form**

**\*\*Be sure to use a new request form for each event\*\***

- 1. Event** – Title of the event that could be used for advertising and promotion purposes.
- 2. Date of Event** – Indicate the date the event will be held. If a specific date is not yet set, please give the closest estimate possible. The Finance Board cannot consider any budget request for an event that does not have a tentative date scheduled.
- 3.** Please indicate whether to list this event on the calendar in the **Student Handbook**.
- 4. Purpose/Goal of Event** – Describe the event and reason for sponsoring this event.
- 5. Number of anticipated participants** – Project the number of people expected to attend the event (ie: students, faculty, community, guests). Student Activities Fees should be used primarily for students. If you are unsure of the exact number, please check an estimated amount, as provided in the small/medium/large categories.
- 6. Categories:** **Contracted Services** includes transportation and registration costs and fees for performers. **Supplies** includes the expense of food, equipment, t-shirts, give-aways, resource materials, etc.
- 7. Description** should include the items to be purchased and quantity needed.
- 8. Vendor** is the company who will provide the service, the name of the speaker, etc.
- 9. Cost** is the total amount of that item on that line (see sample).
- 10. Total Cost of Event** is each line from Contracted Services and Supplies added together.
- 11.** Budget guidelines are in the SGO Constitution and By-Laws located in the *Carroll Community College Catalog*.

## Things to remember about Club Budgets

From the SGO Constitution:

- ◆ Funds presently available for allocation to student organizations consist solely of student activity fees.
- ◆ All income derived from outside sources by organizations receiving allocations from SAFB must be deposited into the organization's SGO account.
- ◆ All activities financed through student activities fees and held on campus will be free of charge and open to all Carroll Community College students who have paid an activity fee. Exceptions may be made on petition to the SGO.
- ◆ Monies generated through outside sources must be allocated to those activities that fall within the constitutional guidelines of the SGO and SAFB.
- ◆ Guests will pay the full cost of an event unless approved otherwise by the SGO.
- ◆ Fees collected from guests at non-fundraising events must be deposited in the club's deposit account established for that event.
- ◆ No club or organization shall receive monies for refreshments at club meetings.
- ◆ Funding for banquets or refreshments for other activities/events shall be considered a low-priority item and will be approved at the discretion of the SGO.

# NEW CLUB Budget Request Form

turn this  
form  
in!

1. Title of Event: \_\_\_\_\_

2. Date of Event: \_\_\_\_\_

3. Publish in Student Calendar:    *NO*    *YES*

4. Purpose/Goal of Event: \_\_\_\_\_

5. # of Anticipated Participants:    *Small, 1-25*                      *Medium, 26-50*                      *Large, 50+*

**6. Categories:**

**Contracted Services** = transportation, registration costs, fees for performers or speakers, etc.

**Supplies** = food, equipment, t-shirts, give-aways, resource materials, etc.

Contracted Services	Description	Vendor	Cost
		<b>TOTAL</b>	<b>\$</b>

Supplies	Description	Vendor	Cost
			<b>\$</b>

<p><b>Total Amount Approved</b></p> <p style="font-size: 2em; font-weight: bold;">\$</p>
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<p><b>Total Cost of Event</b></p> <p style="font-size: 2em; font-weight: bold;">\$</p>
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