

## Starting a Club at Colby

To start a new club, submit a proposal to Student Activities. Your proposal must include:

- 1) Club Constitution – Use the sample constitution provided by Student Activities, inserting the necessary information where appropriate to create your own document.
- 2) Club data sheet – A list of club officers and faculty advisor as well as signatures, outlined in the club constitution.
- 3) Club Roster – A list of at least 10 club members (including officers). Club members must be Colby students.

After your proposal is submitted to and reviewed by the Office of Student Activities, it will be forwarded to the Student Government Association (SGA) for consideration. You may be invited to an SGA meeting to present your proposal should there be questions.

If your club is approved by SGA, the proposal will then be sent to Janice Kassman, Vice President of Student Affairs and Dean of Students, for final approval by the Administrative Committee.

You will receive notification when your club has been officially approved by Kelly Wharton, Director of Student Activities. Once your club is approved, plan to meet with the SGA Treasurer to review funding information and club policies.

If your club is determined to be an athletic club, you will be notified and your proposal will be forwarded to the Athletic Department for approval.

Student Activities will review each proposal to make sure efforts/proposals are not duplicated by any existing clubs/organizations. Additionally, Student Activities reserves the right to deny a club/organization based on safety or liability risks to the students and/or the College.

Please contact the SGA Parliamentarian (Zach Russem in 05-06) or the Office of Student Activities with any questions about starting a club.

## NEW CLUB PROPOSAL

### SAMPLE CLUB CONSTITUTION

(available on line at [www.colby.edu/stua/club/](http://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 *<club name>*.

#### **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.

#### **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.

**NEW CLUB PROPOSAL  
DATA SHEET  
2005 – 2006**

*For new club proposals only. Existing clubs must use Club Registration form available in StuA*

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

Submit completed Constitution, Data Sheet and Roster to the Office of Student Activities (Cotter Union 208)

**NEW CLUB PROPOSAL  
ROSTER FORM**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
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11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

Submit completed Constitution, Data Sheet and Roster to the Office of Student Activities (Cotter Union 208)