

## **Starting a Student Club/Organization at RACC**

### **Who can start a club/organization at RACC?**

Any credit student in good standing and staff/faculty member.

### **How do I begin?**

Make an appointment to meet with the Coordinator of Student Life in the Student Union Building, Room 106 to discuss the steps in the process.

### **What are the steps?**

1. Define the purpose of the new student club/organization.
2. If you are a student, select an advisor, in most cases students select their own advisor. If requested, the Coordinator of Student Life will assist you in finding an advisor for the group. The advisor can be a faculty or staff member. Adjunct staff members may be advisors as long as he/she teaches both fall and spring semester.  
Decide on informational meeting date(s). It is recommended that you hold your initial information meeting twice (day and evening) to give students an opportunity to attend.
3. In order to be sanctioned, the group must hold two general business meetings with a quorum on two separate dates.
4. Create flyers, have them approved by the Coordinator of Student Life, and place them around campus. Have your advisor contact the Digital Media & Marketing Specialist to put the information on the school monitors, Facebook, student email, & twitter.

### **What must the group accomplish at the meetings?**

At each business meeting, the group must have an agenda. Someone must take minutes, and the minutes must be transcribed. Attendance must be taken at each meeting and an attendance sheet must be kept, together with the two sets of minutes (one from each meeting).

The group must elect executive officers as follows: President, Vice-President, Secretary, and Treasurer. All officer candidates must have a GPA of 2.5 to be eligible to serve on the executive board.

Members of the group other than the executive board must decide whether they will be associate members or voting members. Before business can be conducted at a meeting, a quorum must be present. A minimum of seven to ten voting members is needed to acquire sanctioning.

The group must submit a constitution and by-laws. The constitution will include the purpose of the group and will include the group's mission statement. A constitution template will be given to the organizer of the group showing RACC policies.

### **How do we determine a quorum?**

A quorum is defined as the presence of  $\frac{1}{2}$  of the voting members, plus one. For instance, if the club has 12 voting members, the presence of 7 voting members constitutes a quorum. The executive board, including the President, is included as part of the quorum even though the President does not vote unless it is to break a tie.

**How do we determine voting members?**

Voting members must have a minimum cumulative GPA of 2.0 or higher OR must be a new student without a GPA. Voting members are committing to attending the organization's meetings, as well as supporting the activities and initiatives of the organization when possible.

**How do we complete an Agenda and Minutes?**

If you are unfamiliar with taking formal minutes, the Coordinator of Student Life can supply you with information on how to take and transcribe minutes. You can access the Student Life, Resources area of RACC's website for templates to help you complete an agenda, minutes, and a treasurer's report.

**What other items are needed for sanctioning?**

A funds request form must be completed which includes expenses and revenue projection, as well as activities and community service projects for the year.

**How does sanctioning take place?**

When all the paperwork that is explained above is in order, a representative of the group must contact the Student Government Advisor and request to be placed on the next SGA meeting agenda. All information should be submitted at this time. SGA will vote on sanctioning at that meeting (provided a quorum is present). One week minimum notice is required.

**What must clubs/organization do to remain sanctioned?**

A copy of the following three items must be given to the Coordinator of Student Life after each business meeting (where a quorum is present): Agenda, Minutes and Treasurer Report.

In addition, all student clubs/organization must maintain/complete the following:

Constitution/By-Laws

Executive Board (President, Vice President, Secretary, Treasurer)

Staff or Faculty Advisor

Participation of President on the Executive Council

Two community service activities per semester

Regular meetings at regular intervals

A minimum of three business meetings per semester

Adherence to college policies.