

Student Life & Leadership

Clubs & Organizations

HOW TO ESTABLISH A NEW STUDENT CLUB OR ORGANIZATION

Student Organization Packet – “Six Step Procedure”

Step #1 ** Get the Paperwork **

Obtain a blue Student Organization Packet from the Clubs & Organizations Office at the Redwood Campus (SC 232 - in the Student Involvement Center) or in the Student Life & Leadership Offices on the Jordan Campus (Student Pavilion 202) or South City Campus (E174).

Step #2 ** Complete the Student Organization Application ** What do we need?

- A Name - List the name of the club or organization
- A Purpose - List the mission, purpose, objectives and activities of your proposed club
- Members - You need at least five currently enrolled SLCC student signatures as club members.
- Contact Person: Name of the person organizing the club or organization
- Advisor(s): Every club must have an advisor. A Full-time Faculty, Staff, or Administrator is required to be an advisor.
 - Co-advisors are strongly encouraged! They can be full or part-time status
- Know the Rules: Please read, initial and agree to abide to the Clubs Membership Agreement.

STEP 3 **Pre-Orientation Meeting**Get It Right the First Time**

- Before you submit your application, let us help you!
- Arrange a time to have your club organizer and advisor meet with the Clubs & Organizations Advisor to review the club's mission, purpose and objectives.
- We will review Club policy and procedures as well

STEP 4 ** Organizations Information** Practice Being a Club

- Hold your first meeting with all interested individuals and your new advisor.
- Elect officers and list contact information on form provided.
- Set up a regular club meeting (weekly, bi-monthly. etc.).
- List advisors, whether the same or new.
- Create Club Constitution. (Using the standard constitution form provided in the packet as a model, create a constitution for your club or organization. This can be done by using the standard/example constitution form as is, or by modifying it to suit the organizations needs.)
- Complete advisor and officer contact information and membership lists.

STEP 5** Submit Completed Paperwork ** You're almost there!!

- Submit original copies to the Clubs & Organizations Vice President (Student Involvement Center SC 232) for approval from the Executive Council to be recognized as an official SLCC Student Life & Leadership Organization.
- Make copies of all forms for your club records.

STEP 6 ** Orientation Information ** Let's make it official **

If approved, your club will set up a training session with the Clubs & Organizations VP for your presidency to review policies & procedures and set up your on-campus bank account.

Student Life & Leadership

Clubs & Organizations Application 2006-2007

Proposed Club or Organizations Name: _____

What is the Mission, Objective or Purpose of your club? _____

Club's Proposed Activities: _____

We, the undersigned students of Salt Lake Community College, hereby petition for the establishment of the club or organization described above and state that we will be members upon approval by the Clubs & Organizations Vice President and Executive Council. A minimum of five members and their signatures are required.

Student Contact: _____ **Phone:** _____ **Email:** _____

Address: _____ **City:** _____ **Zip:** _____

The following faculty/staff member(s) has agreed to be the advisor to this club or organization.

Advisor Name (please print) Advisor Signature Phone Number Email Address

Advisor Name (please print) Advisor Signature Phone Number Email Address

Club Approval

Clubs & Organizations Vice President: _____ Date: _____

Clubs & Organizations Advisor: _____ Date: _____

Member of Executive Council: _____ Date: _____

Pre-Orientation Completion Date: _____

Student Life and Leadership

Club and Organization Membership Agreement

Salt Lake Community College is committed to upholding its Mission, Values & Goals. Living within the framework of the principles, policies and the spirit of those documents will enhance the college's efforts to be a safe and inclusive community for its members and those who visit our institution.

Please read the following documents carefully and know that by signing your initials, you as individuals and a student club or organization, commit to abide by and support the College's overall mission. The Club President and Club Advisor must read, agree and initial each statement.

Mission Statement of Salt Lake Community College

_____ Club President Initial We have reviewed the Mission and agree as the Club President
_____ Club Advisor Initial and Club Advisor of an officially recognized SLCC Club and Organization to
abide and uphold the spirit of that document.

Values Statement of Salt Lake Community College

_____ Club President Initial We have reviewed the Values and agree as the Club President
_____ Club Advisor Initial and Club Advisor of an officially recognized SLCC Club and Organization to
abide and uphold the intent of that document.

Goals Statement of Salt Lake Community College

_____ Club President Initial We have reviewed the Goals and agree as the Club President
_____ Club Advisor Initial and Club Advisor of an officially recognized SLCC Club and Organization to
abide and uphold the charge of that document.

Student Code of Conduct of Salt Lake Community College

_____ Club President Initial We have reviewed the Student Code of Conduct and agree as the
_____ Club Advisor Initial Club President and Club Advisor of an officially recognized SLCC
Club and Organization to abide by the instructions outlined within.

In the event that our Club or Organization does not uphold or violates these documents, any or all of the following may be the consequence of our actions:

- I understand that I may be subject to Student Code review and possible sanctions.
- I understand that I may be excused from my SLCC Club or Organization participation.
- My SLCC Club and Organization may be subject to sanctions of Student Life and Leadership which may include being placed on probation or status revoked.

Club/Organization Name: _____

Club President Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

Salt Lake Community College

Mission, Values & Goals

OUR MISSION IS EDUCATION

Salt Lake Community College is a multi-campus, comprehensive institution serving a diverse population through lifelong education. Our mission focuses on student needs in an open-door setting.

The College is committed to:

Vocational and Technical Education resulting in marketable job skills in a changing world,
General Education and pre-professional programs for transfer to other colleges and universities,
Adult and Continuing Education in cooperation with business and industry to enrich opportunities of citizens,
Developmental Education designed to support student making a special transition to college life,
Community Services Education providing services and activities that promote community involvement, and to student services which support education and promote responsible choices through college wide programs and activities.

SALT LAKE COMMUNITY COLLEGE VALUES

Students are our Highest Priority. *In harmony with this priority, we declare our values:*

- COMMUNITY** We value community involvement and economic development.
- CREATIVITY** We value creativity, innovation and responsible risk-taking.
- DIVERSITY** We value personal, cultural and ethnic diversity.
- ENVIRONMENT** We value an accessible, safe, clean and aesthetically pleasing environment.
- EXCELLENCE** We value quality education and professional excellence.
- EXPRESSION** We value responsible, personal, academic and expressive freedom without harassment, intimidation or other destructive behaviors.
- INTEGRITY** We value integrity, responsibility, honesty and ethical conduct.
- PEOPLE** We value each student, faculty and staff member and believe that all should be treated with care, equity, respect and empathy. We value opportunity for growth, recognition and reward.

SALT LAKE COMMUNITY COLLEGE GOALS

GOAL #1 A LEARNING COLLEGE

SLCC will be a dynamic, learning-centered college characterized by a diverse assortment of innovative experiences, instructional methods, and delivery systems designed to bring all members of the college community together in a culture of learning with a commitment to continuous improvement.

GOAL #2 CAREER EDUCATION

SLCC will provide a contemporary assortment of career-oriented degree and certificate programs and credit and non-credit courses that are designed to ensure that graduates have the skills and knowledge needed to enter and advance in high demand occupations.

GOAL #3 TECHNOLOGY

SLCC will make optimum use of technology to enhance learning and maximize the effectiveness and efficiency of college operations.

GOAL #4 DIVERSITY

SLCC will enrich the educational experience of all learners by respecting and encouraging diversity.

GOAL #5 A PARTNER IN THE COMMUNITY

SLCC will be a leader in the economic, cultural, and educational life of the greater Salt Lake and Tooele communities and will partner with other organizations to share its resources and expertise in order to fulfill its mission as the community's college.

GOAL #6 MARKETING AND PUBLIC RELATIONS

SLCC will foster a strong positive, and consistent image as a vigorous, innovative organization that meets student, community and regional needs with an impressive assortment of contemporary programs and services.

Student Life & Leadership Clubs & Organizations Constitution OF THE

OF SALT LAKE COMMUNITY COLLEGE

Article I: Name

The name of this organization shall be _____ of the Salt Lake Community College.

Article II: Organizational Purpose

The purpose of this organization shall be _____

Article III: Membership

- Membership shall be limited to students in good standing at Salt Lake Community College.
- Subject to review by the advisor, the officers of _____ shall have the power to suspend or expel any member for non-payment of dues, for non-attendance of meetings without a valid excuse, or for conduct unbecoming a member.

Article IV: Selection of Club Officers

- Officers shall include a President and Secretary/Treasurer.
- Each officer shall be a student in good standing.
- In the event that a student withdraws before completion of his/her term, the remaining officer and/or advisor will call a meeting and conduct an election to select his/her replacement.
- Other officers may be appointed/elected as necessary.
- The duties of the officers shall include:
 - The President:
 - Preside at all regular meetings
 - Have authority to call special meetings
 - Appoint committees as needed
 - Perform other duties required by the office
 - Represent the club whenever necessary

The Secretary/Treasurer:

Keep an accurate record of meetings

Appropriate and disperse all funds of the organization, and maintain accurate records

- The advisor and outgoing officers will arrange a meeting during the Spring Semester to elect new officers.

Article V: Advisor

- The advisor will serve as a consultant to members and officers of the organization regarding college policies and procedures, and will assist officers to serve effectively.
- The newly elected officers may select a new advisor, or the previous advisor may be asked to continue to serve.
- Advisors and/or officers must submit a current list of all officers and scheduled activities prior to the end of the fifteenth week of each semester for the following semester to the Student Life & Leadership Office.

Article VI: Meetings

- The club shall hold regular meetings at least once a month, at a time and place determined by the organization.
- A majority of the membership shall constitute a quorum at all meetings.

Article VII: Membership Dues

- Club Membership dues shall be \$_____ per _____.

Article VIII: Amendments

- The Constitution may be amended by a majority vote of the quorum.

Article IX: Parliamentary Authority

- *Robert's Rules of Order* shall be the Parliamentary Authority of this club.

Article X: Bylaws

- Bylaws may be enacted or amended by a majority vote.

Student Life & Leadership

Advisor & Officer Contact Information

CLUB NAME: _____ **SEMESTER:** _____

CLUB ADVISOR(S)	
NAME:	NAME:
OFFICE LOCATION:	OFFICE LOCATION:
EMAIL:	EMAIL:
OFFICE PHONE:	OFFICE PHONE:
HOME PHONE:	HOME PHONE:

CLUB OFFICERS	
TITLE:	TITLE:
NAME:	NAME:
EMAIL:	EMAIL:
PHONE:	PHONE:
TITLE:	TITLE:
NAME:	NAME:
EMAIL:	EMAIL:
PHONE:	PHONE:
TITLE:	TITLE:
NAME:	NAME:
EMAIL:	EMAIL:
PHONE:	PHONE:

CLUB MEETINGS
PLACE:
DAY:
TIME:

