

## **Starting a New Club**

### **1. Criteria for Registration**

Students are free to belong to and form any club to promote and develop their interests consistent with the following criteria:

- a. The club's adopted aims or actions must not violate Northwest Indian College regulations or the civil rights of members of the College.
- b. The club must fill a need for students that is not currently being met by an existing club on campus.
- c. The club must have a College advisor who is a member of the Northwest Indian College administration, faculty, or staff.
- d. All members of the club must be Northwest Indian College students.

### **2. Registration**

In order to benefit from the privileges granted to registered clubs, as enumerated in the ASNWIC bylaws, a group or association composed of students is required to register as a student club with the Student Activities Coordinator and the Student Executive Board. Registration does not commit the College to the proposed programs or views of any club.

### **3. Requirements for Registration for New Clubs**

- a. Meet with Student Activities Coordinator or VP for Clubs and Organizations to review the procedures for a new student club.
- b. Select an advisor.
- c. Write a 2 to 3 sentence mission statement for your club (mission statement should articulate how the group will uniquely meet student needs).
- d. Write a constitution that outlines the club's means of operation: i.e., how new members join, how meetings are run, how officers are selected and how decisions are made (sample constitution is available to help your club develop its constitution).
- e. Complete a Club Information Sheet that includes an addendum about the club's goals and plans for the quarter, with particular emphasis on the funding requested from the SEB and what the money will be used for.
- f. Clubs that do not submit all of the above items will not be considered for approval.

### **4. Approval Process**

a. The registration application will be reviewed and evaluated by the Student Activities Coordinator and the Student Executive Board to determine whether the club meets the criteria for registration

- a. listed above. All new clubs will be required to send a representative to the Student Executive Board meeting to present their club. The SEB will vote either to approve or deny the club.
- b. Club will be notified Vice President of Clubs and Orgs of the approval or denial of registration.
- c. Applications for new club or club will only be reviewed:

Fall Quarter: until the last week of October

Winter Quarter: until the last week of February

Spring Quarter: until the last week of April

## **5. Appeals process**

- a. If a club officer wishes to appeal the registration decision of SEB they may write a one-page statement of appeal and submit this letter to the Vice President of Clubs and Orgs.
- b. The Vice-President of Clubs and Orgs will introduce the appeal to SEB at the next meeting and the SEB will decide whether they wish to discuss the appeal. If the SEB decides to hear the appeal the discussion of the club and SEB will decide to maintain or overturn the previous vote for approval or denial of the club.
- c. If SEB does not discuss the appeal, then the prior decision of the SEB stands.
- d. The decision of the SEB is final.

## **6. Re-registering an Existing Student Club**

- a. All existing student clubs must submit an annual re-registration application o in the late spring quarter (specific deadlines will be announced by spring break).
- b. Clubs that fail to submit the re-registration application by the spring deadline will not be able to request funding for the fall quarter from the SEB and will lose all registered club privileges for the fall. (Clubs will have a chance to go through the approval process in the fall quarter)
- c. The application will be reviewed and evaluated by the Student Activities Coordinator and the SEB.

## **7. Re-Registration Approval Process, Probationary Status & Fiscal-Probationary Status**

- a. The Student Activities Coordinator and the SEB will review each application for re-registration.

- b. The committee will either vote to re-approve the club or recommend it for probationary status (reasons a club may go on probationary status: inactivity, failure to complete goals, no concrete goals for the semester).
- c. Probationary status means that the club may only use their allocated funding with approval from the Student Activities Coordinator or request funding through supplemental budgets.
- d. At the end of the fall quarter, the SEB will decide if clubs that were placed on probationary status revert back to registered status or go on fiscal probationary status for the upcoming quarter.
- e. Fiscal-probationary status means that all the restrictions of probationary status apply and that a club will not be able to request funds for the upcoming quarter.
- f. To get off of probationary status and to avoid fiscal-probationary status group leaders shall meet with the Vice President of Clubs and Orgs or the Student Activities Coordinator to discuss their programming, fiscal management and group leadership.



## Sample ASNWIC Club Constitution

### *Preamble*

We, the students of Northwest Indian College, in order to promote interest in \_\_\_\_\_, do establish the \_\_\_\_\_ Club of Northwest Indian College.

### *Article I. Name*

Section 1. The name of the organization shall be \_\_\_\_\_ of Northwest Indian College.

### *Article II. Membership*

Section 1. Membership is open to any students of Northwest Indian College.

Section 2. Faculty or staff members may be afforded honorary membership in the club, but cannot be official club members.

Section 3. Voting members can only be students of the College.

Section 4. Member responsibilities include:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Section 5. Member privileges include:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Section 6. Discrimination because of sex, sexual orientation, race, color, religion, natural origin, or ancestry is prohibited.

Section 7. Hazing is prohibited. Hazing is defined as any act that injures, degrades, or humiliates any current or potential member of the organization or the college community.

### *Article III. Officers & Advisors*

Section 1. The following officers shall be: (Choose one) Appointed/Elected (examples: President, Vice President, Secretary, Treasurer, etc.)

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Section 2. Officers shall serve a term of one academic year.



Section 3. The duties of the officers shall be as follows:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

Section 4. An official College organization must operate under the advisorship of a member of the College faculty or administration.

**Article IV. Elections**

Section 1. Elections shall be \_\_\_\_\_  
*When and how often?*

Section 2. Elections shall be \_\_\_\_\_  
*What kind of ballot?*

Section 3. A candidate shall be elected when he/she has received \_\_\_\_\_ of the votes cast.  
*(example: two-thirds or majority)*

Section 4. The \_\_\_\_\_ shall be responsible for conducting elections.  
*(example: the advisor or the club president)*

**Article V. Meetings**

Section 1. Regular meetings are held \_\_\_\_\_  
*When and how often?*

Section 2. Special meetings are held \_\_\_\_\_  
*Called by?*

Section 3. \_\_\_\_\_ constitutes a quorum to conduct business.  
*(example: fifty percent plus one, two-thirds, etc)*

**Article VI. Recall**

Section 1. This section should explain how, if necessary, an officer is removed, and white kind of petition or vote must take place.

**Article VII. Amendments**

Section 1. Amendments to this constitution may be proposed by \_\_\_\_\_

Section 2. Amendments to this constitution shall be approved by \_\_\_\_\_  
*(example: general or special election, majority or two-thirds vote, etc.)*

**Article VIII. Bylaws and Statutes**

*This section expands upon the constitution, elaborates on the procedures for conducting business, etc. It defines more specifically what is already in the constitution but does not add anything completely new.*

*Bylaws generally cover additional, detailed duties of officers; conducting financial business; committees; parliamentary authority; and election rules and procedures.*

**Club Mission Statement**

**NWIC Mission Statement**

**“Through education, Northwest Indian College promotes indigenous self-determination and knowledge.”**

**This is just an example of a mission statement. What is important is that the club makes sure that the mission statement included specifically what their main job is. They need to include what kind of work they do. For instance, in the above mission statement, they stated that they “promoted indigenous self-determination and knowledge.”**

**Club Mission Statement:**

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## Club Information Sheet

This form must be completed and submitted to the Student Activities & Leadership department each quarter in order for a student club or organization to maintain active status.

Name of club \_\_\_\_\_

Club will meet on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_

Groups must meet at least once a month in order to maintain active status. Meetings must be held on campus and must be open. Meetings may not be held during a class session.

This group is:  New (has not existed before or has not been active in the last two quarters)  Restarting (has been active in the past two quarters)  Renewal (was active last quarter)

### Officers and Members

Please list all club officers and members as of the date this form is submitted. A total of six (6) students must be listed in order for a group to retain active status.

Name	Office	Student ID#	E-mail
	<b>President</b>		
	<b>Vice President</b>		
	<b>Secretary</b>		
	<b>Treasurer</b>		
	<b>Other:</b>		
	<b>Other:</b>		

*Please list members on the reverse.*

### Advisor Information

Please include the name, contact information, and signature of the group's primary advisor. Groups may designate additional advisors. For roles and responsibilities of club advisors, please see Club Advisor Handbook, available in the Student Activities & Leadership Office or refer to the club's constitution and bylaws.

Advisor Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Office Bldg/Rm \_\_\_\_\_

Student Activities & Leadership Use Only

Received \_\_\_\_\_ Approved \_\_\_\_\_





## **Faculty / Staff Advisor Responsibilities Recognized Student Clubs**

A faculty/staff advisor can become one of the club's most valuable assets. As a professional member of the Northwest Indian College (NWIC) community, they provide a communications link between the club and the campus life.

The following lists basic responsibilities for Faculty/Staff Club Advisors:

- Assist the club in developing an understanding of and fulfilling its mission and purpose at Northwest Indian College. Assist the club in understanding and exemplifying the Northwest Indian College Student Code of Conduct and the mission of NWIC.
- Help the club navigate campus resources, policies & procedures such as reserving rooms, submitting purchase orders, and publicity for events. Serve as the authorized signature for all official NWIC documents for the club.
- Ensure that the club maintains good status by re-registering by the deadline at the end of each quarter and attends all mandatory meetings (if necessary).
- Be a liaison between the club and NWIC– share club successes and college information.
- Challenge and support the club to continuously grow and improve.

The Faculty/Staff Club Advisor may also:

- Help the club set and achieve their goals.
- Assist in mediation between club members and student executive board.
- Attend regular club meetings as well as events (some events require an advisor to be present).
- Meet with the Student Activities Coordinator or VP for Clubs and Organizations during the quarter to learn more about the resources available to the student organization.

The following gives an approximate idea of time commitment involved with this role:

- 1 – 4 hours per month / 12 months per year.
- Be available during scheduled office hours to sign forms, address questions, meet with (or set meetings with) club members.
- Attend interclub council meetings