

The formation of new clubs/organizations that enhance student life is greatly encouraged. In order for a club/organization to become eligible to use the resources available on campus, it must ask for and receive recognition from both the Student Government Association (SGA) and Office of Campus Events.

Please use this guide as a reference for consideration when thinking about starting a new club/organization. You can direct any additional questions to the Office of Campus Events or a member of SGA for support.

### WHAT IS A CLUB/ORGANIZATION?

Clubs/organizations are student-led groups which align with the personal, professional, or developmental aspirations of our community. Clubs/organizations represent the mission and objectives of Five Towns College and reflect both the academic and social interests of our students.

As an extension of the Office of Campus Events, clubs/organizations facilitate a sense of community and shared experiences for our students by offering opportunities to interact with peers, engage in meaningful activities, and develop organizational leadership capabilities. Clubs/organizations accomplish this through:

- Holding meetings for members of the campus community to participate.
- Planning and leading events for the campus community.
- Engaging in discussion and advocacy as representatives of the Student Government Association.

### WHY START A CLUB/ORGANIZATION?

Clubs/organizations that receive approval have access to request the utilization of campus facilities and spaces, request funding from SGA for planning events, and participate in the Club Fair held every semester.

For college students who are involved in clubs/organizations, there are significant benefits! Including:

- Research shows that students who are involved in student clubs/organizations are more likely to earn higher GPAs and persist to graduation.
- Make an investment in your experience, finding opportunities to give back to your community.
- Develop leadership, time-management, organizational, and teamwork skills.
- Expand your resume with a wider array of soft skills.
- Engage with diverse groups of people.

### SUBMITTING A CLUB CHARTER FOR RECOGNITION

Each semester, all clubs/organizations must submit a Club Charter to the Office of Campus Events and SGA to receive approval to continue operating. Club Charters consist of the following components:

- **Executive Officers:** Identify students who will serve as President, Vice President, Secretary, and Treasurer.
- **Mission Statement:** A mission statement reflects the purpose of your organization. Mission statements typically address the following questions: **Who** are you? **Who** do you serve? **What** do you stand for? **How** do you accomplish that?
- **Meeting Times:** Determine when the organization will meet. Meetings will allow you a regular time to discuss official business and offer other students who want to join a chance to learn more.
- **Faculty/Staff Advisor:** A club/organization Advisor is a member of the faculty/staff who serves as a liaison to your organization. Ideally, the person you select should have some interest or connection to the Mission so as to also be a representative of the group.
- **Interested Members:** SGA requires that each club/organization identify at least five (5) students separate from the Executive Officers who are interested in joining.

## **MAINTAINING APPROVED STATUS**

After a club/organization has received approval from SGA, there are a number of requirements clubs/organizations must meet to maintain their approved status for the current semester and to maintain eligibility to reapply for future semesters.

### **Holding Regular Meetings**

Clubs/organizations are required to hold at least two (2) recorded meetings each month where any official business is discussed, decisions are made, and students interested in joining can find out about getting involved. Attendance must be taken at each of these meetings and minutes (a summarized outline of everything discussed at the meeting) must be submitted to SGA in order to stay recognized on campus.

Consider the following things when setting your meeting times:

- When are the core members of our club/organization available to meet? Is this at a time when other students might be able to attend?
- What is an appropriate space on campus for us to hold our meeting?
- How often do we need to meet so that we can achieve our mission?

Outside of these meetings, Executive Officers should also meet privately to do their own planning and ensure that officers are fulfilling their assigned responsibilities.

### **Planning Events**

Each club/organization is required to hold a minimum of two (2) events per semester in order to stay recognized on campus. Events should be coordinated with consideration for the mission of the club/organization and have a purpose which supports to social, multicultural, academic/professional, community service, or health and wellness development of Five Towns College students.

Event planners, including a detailed description of the event and budget request for the event must be submitted to SGA for review and approval. Deadlines for these submissions will be provided to all clubs/organizations.

### **Reporting to SGA**

Being recognized under the Student Government Association, clubs/organizations are required to report information regularly to SGA and to send representatives to SGA Open Meetings. SGA Open Meetings are held once a month during Common Hour and clubs/organizations must complete the following:

- Have at least two (2) representatives from the executive board in attendance to provide a report on the club/organization's behalf.
- Submit attendance records and meeting minutes as verification of the two (2) meetings held in the previous month.

**Clubs/organizations that do not fulfill these requirements may have their charters revoked and lose eligibility to reapply for recognized status in future semesters.**