



Checklist for New Student Clubs and Organizations

As authorized in Board Policy 6.900, the following steps must be completed in order to form a duly recognized new student club or organization on the NPC campus.

- Select Advisor(s):** Each student club and organization must have a minimum of one staff or faculty advisor who is an NPC employee willing to supervise and participate in club activities. It is the responsibility of the students to find a staff or faculty member willing to act in this capacity. Advisors are responsible for providing assistance and direction to the student organization, and ensuring adherence to College policies.

- Draft Constitution and Bylaws:** The constitution of a club or organization contains the fundamental principles that govern its operation. The bylaws establish the specific rules of guidance by which the group is to function. All clubs and organizations must have a basic structure and methods of operation in writing on file in the Student Affairs office. *See Appendix A for help with developing a constitution and bylaws.*

- Report Membership:** Complete the membership roster with a listing of names and contact information for at least five current members and/or officers. *See Appendix B for a Membership Roster form.*

- Elect Officers:** A minimum membership of 4 officers is required for approval. One officer from each club or organization must be appointed to serve on the Inter-Club Committee. *See Appendix C for help with defining officer roles.*

- Establish Account:** All club and organization funds and disbursement transactions must go through the Business Office. See Business Office staff for information about establishing a student organization account. Funding is available via application process through the Student Government Association each fall.

- Submit Documentation:** Once you have completed your constitution and bylaws draft and membership roster, submit the documentation to the Student Government Association by email to sga@np.edu. Final approval of all clubs and organizations will be at the discretion of the Vice President for Student Affairs and Enrollment Management.

APPENDIX A: Developing a Constitution and Bylaws

The constitution of a club or organization contains the fundamental principles that govern its operation. The bylaws establish the specific rules of guidance by which the group is to function. All groups must have a basic structure and methods of operation in writing on file in the Student Government Association office.

A constitution and bylaws help articulate the purpose of the club or organization and spell out the procedures to be followed for its orderly function. Constitutions usually require a two-thirds vote of the membership for adoption. Bylaws require a simple majority for passage.

Sample Constitution Outline

The following is a sample outline of the information that should be included in a constitution. The object is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I	The name of the club/organization
Article II	Affiliation with other groups (local, state, national)
Article III	Purpose, aims, and functions of the club/organization
Article IV	Membership requirements and limitations -Section A Types of membership -Section B Eligibility for membership
Article V	Officers (minimum requirement is president, vice president, secretary, treasurer; see Appendix C, Officer Roles. -Section A Eligibility of officers -Section B Timetable of elections
Article VI	Meetings (frequency, special meetings, and who calls them)
Article VII	Quorum (number necessary to transact business)
Article VIII	Amendments (notice and voting requirements)

Sample Bylaws

Bylaws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the club/organization change. Bylaws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

1. Membership (selection requirements, resignations, expulsions, rights, and duties).
2. Dues (amount, collection procedures, any special fees, when payable).
3. Duties of officers (powers, responsibilities, specific descriptions, procedures for filling unexpired terms of office, removal from office).
4. Executive Board (structure, composition, powers).
5. Committees (standing, special, formation, chairs, meetings, powers, duties).
6. Order of business (standard agenda for conducting meetings).

7. Parliamentary authority (provision for rules of order, generally *Roberts' Rules of Order*.)
8. Amendment procedures (means of proposals, notice required, voting requirements).

Appendix C: Officer Roles

Officers are advocates for the club/organization and should work with all levels of administration to promote good communication to achieve the club's/organization's goals. Officers need to be public relations officers for the College by having their clubs/organizations act in a responsible manner and by recruiting and welcoming new members. Students considering officer positions should make a commitment to help better the club/organization and realize the time commitment that is requested. All officers should attend all meetings and functions of the club/organization.

Duties of the president

- Create agendas.
- Call and run meetings.
- Serve as a liaison with administration.
- Recruit and maintain membership.
- Work with advisors.
- Delegate club/organization responsibilities.
- Be responsible for overall club/organization involvement.

Duties of the vice-president

- Work directly with the president on all club/organization projects.
- Give leadership to committee chairs.
- Assume president's role if need arises.
- Conduct business when president is unable to.

Duties of the treasurer

- Develop budget with officers, advisor(s), and membership.
- Maintain accurate record of expenditures (receipts) and funding.
- Report budget details as needed.

Duties of the secretary

The secretary's records will be referred to by current members to determine finished and unfinished business, what requires follow-up, and what actions were taken. These records are kept for future members to read and gain an understanding of where the club/organization has been and why.

- Take minutes at all meetings (*See Appendix D for tips about recording minutes*).
- Maintain complete, accurate, and objective record keeping.
- Notify members of upcoming meetings/events.
- Reserve meeting space with the proper office.
- File all changes/updates to constitution and by-laws with the Student Government Association office.
- Maintain a file of agendas, minutes, events, and pictures.
- Have minutes of previous meeting viewed and approved at next meeting.
- Obtain approval from the Vice President for Student Services office before hanging all posters, flyers and other publications.
- Help the president/facilitator of meeting stay on track.
- Ask for clarification during meetings.

Appendix D: Recording Minutes

Secretary Tips

- Be prepared for each meeting
- Be present at all meetings, or appointed a substitute
- Read the minutes of the previous meeting, paying attention to style and format, and review the agenda and any attached documents.
- Use a standardized form and fill in preliminary rough draft information before the meeting, then fill in discussions, etc. as they occur.

Meeting notes should always include:

- Type of meeting (executive, standing committee, etc.)
- Date, time and place.
- List of those present and absent.
- Time meeting called to order.
- Approval and/or amendments to previous meeting minutes.
- Record of reports from standing and special committees.
- General matters.
- Record of proposals, resolutions, motions, seconding, final dispositions, summary of discussion, and record of vote.
- Time of adjournment.
- Nomination of submission and transcriber's name.

Recording Meetings

There are different ways to take meeting minutes, and clubs/organizations should choose the most appropriate method for them. Minutes can be recorded in writing, the most common practice, or on tape. Whether writing or taping the minutes, make note of the following:

- The names of the people proposing any actions, stating an opinion, or making a motion.
- Any motions, resolutions, amendments, decisions, or conclusions (all recorded word for word).
- Whether or not a motion was withdrawn and what assignments were made to whom.

Finalizing Minutes for Approval

- Once the minutes have been transcribed into draft form, they should be submitted to the president and advisor for review/correction.
- Upon return, they need to be prepared for final approval at the next meeting.
- Copies should be sent out to all members for review within three or four days of the meeting. This allows members time to read the minutes for accuracy before the next meeting and while the previous meeting is still fresh in mind.