



How to Start a Club

*The official club charter packet
of the Associated Students of MHCC*





How to Start a Student Club or Organization at Mt. Hood Community College

- Step 1:** Hold an informal meeting of interested students to determine the club's purpose and objectives. If a faculty or staff member has been identified as a potential adviser, invite them to the meeting. Students interested in forming a club need to ultimately identify an adviser.
- Step 2:** Complete the **Charter Application** form, which includes detailed and important information on the purpose and intent of the proposed student club or organization.
- Step 3:** Gather the signatures of at least eight currently enrolled students on the **Club Charter Application Support List** form.
- Step 4:** Find a MHCC employee (faculty or staff member) who is willing to act as the club's adviser. A student club or organization may have co-advisers, one of whom does not have to be a MHCC employee. However, the "advisor of record" must be a MHCC employee. Have the adviser(s) read and sign the **Adviser Agreement** form, indicating that they are willing to be the clubs' adviser.
- Step 5:** ASMHCC By-Laws require that each club submit a written constitution in order to be chartered. Create a constitution by following the example and instructions on the Sample Club Constitution Format (attached). All sections of the sample constitution should be considered when creating your constitution.

If you need assistance, contact the ASG Director of Student Orgs & Clubs (SOC) and/or the Student Events Coordinator to assist you in the development of your constitution.

- Step 6:** Submit the charter application form, the charter application support list, the adviser agreement and the proposed constitution to the Office of Student Life. The material will be forwarded to the ASG Director of SOC who will prepare the material for consideration by the ASMHCC Executive Cabinet and the Student Senate. You will be notified when your request will be reviewed by each group, so that you may attend and answer questions that might be posed by them as they review your application.
- Step 7:** The ASG Executive Cabinet recommends approval to the Student Senate after which the club or organization is officially chartered and the Student Life Office will begin the procedures to set-up a club financial account and complete other processes to make the club active.
- Step 8:** A representative of the club is required to attend meetings of the Student Organizations Council (SOC) to allow for appropriate planning and the coordination of club and organizations programs, activities and efforts.



**Mt. Hood Community College
Student Club or Organization**

CHARTER APPLICATION
You can find the electronic version [here](#).

Organization Name: _____

Club Contact Person: _____

Email: _____ Phone: _____

Adviser Name: _____

Email: _____ Phone: _____

Club Purpose:

Do you plan to charge dues? Yes _____ No _____
If yes, how much per member and for what purpose?

The undersigned representatives acknowledge that the approval of this chapter application by the ASMHC is contingent upon:

1. Completion of this form
2. The receipt of a member roster of eight or more students
3. Approval of the organization's proposed constitution.

If the charter is approved, the members agree to adhere to MHCC policies and procedures, and all rules governing MHCC clubs established by the state of Oregon and MHCC Board of Education.

Club Contact Person Signature

Date

Club Advisor Signature

Date



**Mt. Hood Community College
Student Club or Organization**

Charter Application Support List

Name of Proposed Student Club or Organization: _____

The following students have committed to becoming members of this student club or organization and support its request to the ASMHCC for charter approval.

	Student's Name (please print)	MHCC Student ID	Student's Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				



**Mt. Hood Community College
Student Club or Organization**

Adviser Agreement

Responsibilities of Student Club & Organization Advisers

Advisers to student organizations at MHCC provide important assistance to student leaders. Advisers assist student groups to be effective in accomplishing organizational goals while helping enrich the personal and social development of students involved in student activities.

Each MHCC student organization must have an adviser who is an employee of MHCC to be chartered. Student organizations may have a co-adviser who is not an MHCC employee.

Advisers assist student clubs and organizations in the following ways:

1. Serve the organization as a resource person, helping outline strategies on how to successfully accomplish group goals and objectives.
2. Assist students in the development and implementation of programs, activities and/or events in order to achieve group goals and objectives.
3. Attend group meetings, scheduled events and trips.
4. Review and authorize travel requests.
5. Assist the Student Events Coordinator in supervising the financial activities of the group using procedures established by the college business manager. Approve expenditure requests submitted by student leaders when required.
6. Attend periodic club adviser training sessions held in the fall.
7. Review and become familiar with the material in the student club and organization manual published by the Office of Student Life.
8. Work closely with the Student Events Coordinator in resolving problems that may arise with specific organizations, student leaders, and/or student sponsored events.
9. Serve as a leadership role model and mentor to student members of the club or organization.

I, _____, accept the adviser responsibilities listed above for the
_____ Club or organization for the _____ academic year.

Adviser Signature: _____

Club Contact Person Signature: _____





Mt. Hood Community College

SAMPLE CLUB CONSTITUTION

ARTICLE I	Organization Name and Acronym (if any)
ARTICLE II	Purpose Organizations may have multiple purposes
ARTICLE III	Authority and Power Student organizations are chartered by the ASMHCC Executive Board, which has been granted this authority by the District Board of Education.
ARTICLE IV	Membership This section must include a sentence stating that the club does not discriminate on the grounds of race, color, sex, marital status, national origin, age or handicap
ARTICLE V	Dues (Omit if none.)
ARTICLE VI	Officers Organizations need to have at least one contact person identifiable as an officer. Position responsibilities should also be outlined in this section or in associated bylaws.
ARTICLE VII	Executive Committees Executive Committees, composed typically of major officers within the organization, are empowered frequently to make decisions for the organization. Omit this article if an Executive Committee is not desired.
ARTICLE VIII	Meetings Explain when regular and/or special meetings may be held.
ARTICLE IX	Elections/Selection Process for Leadership Explain how leaders are selected and replaced. Explain how you become a voting member.
ARTICLE X	By-Laws Bylaws define the articles of a constitution. This section should describe the process required to establish new bylaws or to revise established ones.
Article XI	Rules of Order <u>Roberts Rules of Order</u> , revised
ARTICLE XII	Amendments Procedures for changing the constitution. Must be approved through the ASMHCC Executive Cabinet.
ARTICLE XIII	Disbursement of Assets If a club becomes inactive for two or more years, assets deposited in club accounts revert to the ASMHCC, or other designated club/organization sanctioned by the ASMHCC.