

*Club/Organization
Recognition
Packet*

Recognition of Student Club/Organization

A club/organization in which membership is limited to student, staff, and faculty may become a recognized club/organization by complying with the process established by El Paso Community College.

I. Club/Organization and Recognition Procedures.

- a. A club/organization shall be eligible for recognition if:
 1. Membership consists of five (5) or more students.
 2. Membership is not denied to anyone on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
 3. Full-time faculty member agrees to serve as an Advisor. A faculty member may serve as Co-Advisor on no more than two clubs/organizations or sole advisor on only one club/organization.
 4. Club/organization is in good standing.
 5. Affairs are conducted in accordance with District policies, procedures, rules and regulations.
 6. Membership is limited to students; however, staff or faculty of the District may participate with no voting privileges.
 7. Members cannot be charged local dues. Club/organization may charge for state or national dues affiliated and members are not required to join the national organization.
 8. Club/organization must meet at least twice a semester. Minutes from all meetings must be submitted to the Office of Student Leadership & Campus Life.
 9. Club/organization must send a representative to attend Student Organization Council (SOC) meetings.
- b. Application:

A club/organization shall apply for recognition as an official EPCC student club/organization by submitting the following to the Office of Student Leadership & Campus Life:

 1. Complete "Club/Organization Recognition Packet" form.
 2. One (1) copy of proposed club constitution.
 3. Name of Advisor, Officers and club members with their EPCC Student ID#'s and phone numbers.
 4. Local, state or national information if affiliated.
- c. Steps for Recognition:
 1. Director of Student Leadership & Campus Life reviews application for student eligibility & completeness.
 2. Student Organization Council (SOC) reviews application.
 3. Student Leadership & Campus Life Administrative Office Assistant will contact Advisor and club President with results.
- d. Approval of Club/Organization:

1. After club/organization has been approved as a recognized EPCC club/organization, the Director of Student Leadership & Campus Life will request an account to be opened for the new club/organization and the club/organization Advisor and will be notify of the assigned account number and approval.
2. All club/organization financial transactions must be handled through the college account number assigned. Violation of this will result in recognition being *revoked*.

II. Privileges of Official Club/Organization Recognition:

- a. Participation in the EPCC Campus Life programs and events.
- b. Use of college facilities for approved club/organization activities and functions, including mail room privileges.
- c. Access to college news media.
- d. Conduct fundraising activities at EPCC campuses.
- e. Support from the Student Government Association and the Student Organization Council.

III. Loss of Recognition:

- a. The SOC Chairperson may, for good cause, recommend to the Director of Student Leadership & Campus Life to revoke a club's/organization's recognition.
Example of good cause includes:
 1. Failure to comply with the college policies, regulations or procedures and those set forth by this packet, the Student Organization Council Constitution.
 2. Failure to abide by the club's/organization's own constitutional objectives.
 3. Insufficient membership and activity for one (1) year, demonstrates that the club/organization is not fulfilling its purpose.
 4. Failure to complete and submit appropriate request forms for renewal, proposed activities, travel, etc.
 5. Outstanding debt or financial reports.
 6. Club/organization fails to meet at least twice a semester; copies of all minutes must be submitted to the Office of Student Leadership & Campus Life.
 7. Failure to attend SOC meetings.
 8. Failure to acquire proper signature for expenditure.
- b. A club/organization which has lost its recognition may appeal the decision with the Director of Student Leadership & Campus Life.
- c. A club/organization for which recognition is revoked loses its privileges as an EPCC club/organization and is prohibited from using the college's name or facilities in any manner.
- d. Funds accrued in the account of the club/organization for which recognition is revoked will be held in trust for no longer than a two-year period after which they will be dispersed as part of the EPCC Student Government budget.

IV. Club Recognition Renewal:

- a. All recognized clubs/organizations are required to renew their recognition annually. Submit the "Renewal Form" which can be found in the Student Organization Manual or at the Student Leadership & Campus Life office in room C-107 at the Valle Verde campus **no later** than the **third Friday in September** of the current year. A club/organization will be considered active for the entire academic year, provided it operates within the policies and regulations of the college. If a club/organization revises its constitution, a copy of the revised constitution is not valid until approved by the Director of Student Leadership & Campus Life and SOC Chairperson. **No Late renewals will be accepted. Due date is the third Friday in September of current academic year, NO EXCEPTIONS.**
- b. Club/organization which fails to submit "Club/Organization Recognition Renewal" form will be considered inactive. No expenditure of funds or activities will be allowed.
- c. A club/organization which remains inactive for one year upon recommendation by SOC Chairperson to the Director of Student Leadership & Campus Life will be dissolved. Club/organization funds will be dispersed as part of the Student Government budget.
- d. A club/organization which has lost its recognition may apply as a new club/organization.
- e. A club/organization for which good standing has been revoked may apply as a new club/organization when all matters which necessitated revocation have been resolved.

DEFENITION OF TERMS:

Loss of good standing results in loss of club/organization privileges such as use of facilities, fundraising authorization, etc.

Loss of recognition indicates the club/organization is no longer a part of El Paso Community College and therefore cannot function under the auspice of a recognize club/organization.

Petition of Recognition

The _____ Club/organization, would like petition for College recognition. Attached please find one (1) copy of our proposed constitution plus additional documents requested.

Club/Organization Advisor Campus/Room Extension Date

*****OFFICE USE ONLY*****

Student Organization Council Chairperson Recommendation (SOC)

Approved Disapproved Changes needed

Reason: _____

Director of Student Leadership & Campus Life Recommendation:

Approved Disapproved Changes needed

Reason: _____

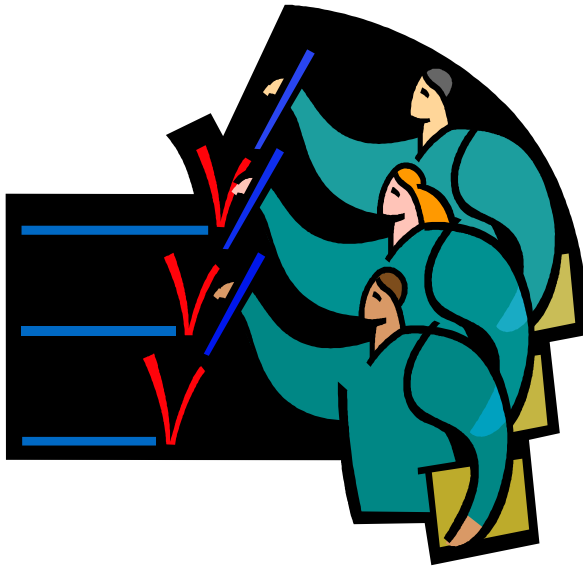
Documentation Check List

Club/Organization Name

Club/Organization Advisor

Campus/Room

Extension



*****OFFICE USE ONLY*****

Document	Received by	Date
Petition for Recognition		
List of Club Members		
Proposed Constitution		
External Affiliation		

Recognition of Student Club/Organization

To continue as an official EPCC recognized club/organization, you must complete a **"Club/Organization Recognition/ Renewal"** form at the beginning of each school year, this must be submitted to the Director of Student Leadership & Campus Life, no later than the **THIRD FRIDAY in SEPTEMBER** of the current academic year, unless granted extension by the Director of Student Leadership & Campus Life.

Examples of how a recognized student club/organization may have its recognition revoked:

1. Failure to comply with college policies, regulations and procedures as set forth in this manual.
2. Failure to abide by its constitutional objectives.
3. Allowing membership to drop below five (5) active students.
4. Failure to complete and submit appropriate request forms for recognition, proposed activities, travel, etc.
5. Outstanding debts/reports.
6. Club/Organization fails to meet at least twice a semester; copies of **ALL minutes** must be submitted to the Director of Student Leadership & Campus Life.
7. Club/Organization fails to attend SOC Meetings.
8. Failure to acquire proper signatures for expenditures.

A student club/organization whose recognized status has been canceled, may appeal to the Director of Student Leadership & Campus Life within four (4) months following the date of cancellation.



CLUB RECOGNITION

_____ request recognition to be renewed _____ for the
(Club's/Organization's Name) (Academic Year)
academic year. Our faculty advisor is _____

Semester recognized Fall 20__ Spring 20__ Club Recognition is due third
(Advisor's Name)
Friday of September for fall and the first Friday of February for Spring semester. The last day to
add new members is **ten (10)** business days after dead line.

Organization Information

Please Complete only what is Applicable

Club/Organization Name: _____

Club/Organization E-mail: _____

Club/Organization Website: _____

Number of current Members: _____

Officers

President: _____	Vice President: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Secretary: _____	Treasurer: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Members

(If you are an officer and signed on the first page DO NOT SIGN AGAIN)

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____	Position: _____
Name: _____	Name: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Student ID: _____	Student ID: _____
Signature: _____	Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
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Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Position: _____
Name: _____
Phone #: _____
E-mail: _____
Student ID: _____
Signature: _____

Club Advisor: I am willing to serve as the Club Advisor for this club. I certify this club consists of at least five (5) members. **THE CLUB ADVISOR IS RESPONSIBLE FOR KEEPING THIS LIST ACCURATE AND CURRENT.**

Advisor:

Printed Name: _____ Ext: _____

E-mail: _____ Campus/RM _____

Signature: _____ Date _____

Co-Advisor: **(Only one allowed per club)**

Printed Name: _____ Ext: _____

E-mail: _____ Campus/RM _____

Signature: _____ Date _____

Departmental Approval to Serve as Advisor:

Instructional Dean: _____ Date _____

Approvals:

SOC Chairperson: _____ Date _____

Director, Student Leadership & Campus Life: _____ Date _____

*Sample
Constitution &
By-Laws*

How to Write a Constitution

A constitution contains the basic rules of the club/organization. It is important to be clear and precise, but not overbearing. The constitution should be broad, while the by-laws should contain specific regulations. The constitution should contain all the elements included in the format shown over the next few pages. This is just a sample and each club/organization is free to adjust the contents to meet the needs of the club/organization.

Title

Constitution for the _____

Preamble

Article I

Name of Club/Organization

Article II

Objectives or Purpose of Club/ Organization

Article III

Membership

Article IV

Meetings

Article V

Amendments

Date of Ratification or Revision

Club/Organization President

Club/Organization Advisor

Director of Student Leadership & Campus Life

SOC President

SAMPLE CONSTITUTION

Constitution for the _____ Club/Organization

PREAMBLE

We, the members of the _____ club/organization, do establish and function with the purpose of furthering the _____ profession and our educational goals with respect to the rights of all students, enjoying liberties regardless of race, color, national origin, religion, gender, age, disability, veterans status, sexual orientation, or gender identity and conforming to the rules and regulations set forth by El Paso Community College.

ARTICLE I - NAME

The name of this club/organization shall be _____

ARTICLE II - PURPOSE

The purpose of this club/organization shall be to _____

ARTICLE III – MEMBERSHIP

Section 1: Membership:

- a. Membership shall be open to all interested students of El Paso Community College. EPCC does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
- b. There shall be no membership fee.
- c. EPCC staff and/or faculty members may participate in club/organization activities as a non-voting member of the club.

Section 2: Officers:

The Elected officials of the club/organization shall be President, Vice-President, and Secretary and Treasurer.

- a. Election officers shall be announce at least two (2) weeks in advance and shall be conducted according to democratic procedures. The elections shall be held approximately two (2) weeks before the end of the Spring Semester.
- b. Newly-elected officers shall assume office immediately on the verification of the election results and will serve a term of one year, until the next election.
- c. Officers shall give regular reports to the club regarding their areas of responsibility.
- d. Any officer of the club/organization may be removed from the club by the due process for failing execute his/her duties or for violating the constitution.

Section 3: Meetings:

All meetings shall be conducted by the President or Vice President in the absence of the President. The meetings will be conducted in an orderly manner and will follow well-established guidelines of parliamentary procedures.

- a. Meetings may be called by the President or by a petition of two-thirds (2/3) of the club membership.
- b. The club shall meet on a regular basis, with the dates to be determined by the officers of the club/organization, so long as there shall be minimum of two (2) meetings during the Fall Semester and two (2) meetings during the Spring Semester.
- c. The officers shall announce the specifics regarding the meetings.
- d. A quorum shall exist when two-thirds (2/3) of the club membership is present.

Section 4: Student Organization Council (SOC):

The Student Government Association requires that every club/organization send a club/organization representative to the SOC meetings and stay in good standing with the Council. This includes retaining voting status. The club/organization shall designate a person or persons to attend these meetings.

ARTICLE V - AMENDMENT

This constitution may be amended by two-thirds (2/3) affirmative vote of the membership of the club/organization provided that the proposed amendment shall have been presented in writing to the officers and advisors two weeks prior to the ratification election and the election shall have been at least two (2) weeks in advance.

This constitution was (adopted, revised, passed) on the ___ day of _____, 20__.

Club/Organization President

Club/Organization Advisor

Director of Student Leadership & Campus Life

SOC President

Sample of By-Laws

Article I - Duties of the Officers

- Section I: President
- Section II: Vice President
- Section III: Secretary
- Section IV: Treasurer

Article II - Nomination of Officers

- Section I: Nomination of Individuals
- Section II: Qualification of Officers

Article III - Election of Officers

- Section I: Date of Election
- Section II: Manner of Election
- Section III: Counting of Votes
- Section IV: Impeachment Procedures

Article IV - Meetings

- Section I: A quorum shall consist of at least one officer and ____ percent of the active membership in good standing.
- Section II: Meetings shall be held date/time/place.
- Section III: Emergency meetings shall be called when deemed necessary by a majority of the executive officers.

Article V - Committees

- Section I: Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.
- Section II: Authority of appointment or commission
- Section III: Duties and responsibilities

Article VI - Finances

Article VII - Amendments

- Section I: Origin
- Section II: Voting procedures

Club/Organization President

Club/Organization Advisor

Director of Student Leadership & Campus Life

SOC President