

STUDENT CLUB CERTIFICATION PACKET FOR NEW CLUBS

CAMPUS LIFE OFFICE

Room M-115

campuslife@lagcc.cuny.edu

(718) 482-5190



Campus Life

TABLE OF CONTENTS

Section 1:	Campus Life	
	Who We Are	Page 3
	Our Mission	Page 3
Section 2:	Clubs & Organizations Certification	
	Overview	Page 4
	Certification Process for New Clubs	Page 4
Section 3:	Recertification Documents	
	Certification Cover Page	Page 5
	Club Description & Mission Statement Form	Page 6
	Mentor Agreement	Page 7
	Club Officers Election Certification Form	Page 8
	Club/Organization Certification Roster	Pages 9 – 10
	Club Constitution Template	Pages 11 – 15

CAMPUS LIFE

WHO WE ARE

The Office of Campus Life at LaGuardia Community College oversees student clubs and organizations, including the Student Government Association (SGA) and the Student Advisory Council (SAC). Campus Life also oversees mentoring programs the Black Male Empowerment Cooperative (BMEC) and Crear Futuros, as well as, student leadership development programs and initiatives, New Student Orientation (My First Day), and Commencement.

Location(s):

M-115 Main Suite
M-112 Crear Futuros
M-114 BMEC

Hours:

Mondays – Thursdays 9:00AM – 6:00PM

Fridays 9:00AM – 5:00PM

Spring II & Fall II hours may vary

Telephone:

(718) 482-5190

Email:

campuslife@lagcc.cuny.edu

Fax:

(718) 609-2096

MISSION

The mission of Campus Life is to empower students by providing programs and services that strengthen and encourage self-advocacy, analytical thinking and a commitment to social responsibility. We are committed to developing training that enhances the student experience and builds a vibrant community.

OVERVIEW

In order to be recognized and function on campus, student clubs and organizations must go through the **certification (New Clubs)** or **re-certification (Established/Returning Clubs)** process with the Office of Campus Life at the beginning of **the Fall 1 semester**. Clubs submit **election notification forms at the end of the Fall 1 semester or at the start of the Spring 1 semester** to the Office of Campus Life to indicate any changes in leadership and/or any additions to their club rosters.

Clubs & organizations at LaGuardia Community College must be formally chartered by the Student Government Association (SGA) to be eligible to use Student Activity Fee funds and have club budgets.

Any student interested in starting a new club will need to make an appointment to speak with the Campus Life Specialist for Clubs & Organizations, Dannery Minaya, by emailing dminaya@lagcc.cuny.edu. After meeting with the Clubs & Organizations Specialist, **complete pages 5-15 of this packet** and **submit the completed forms via email** to the Campus Life Specialist for Clubs & Organizations or drop off at the Campus Life front desk in room M-115.

CERTIFICATION PROCESS

The club certification process consists of a series of steps that need to be completed by student organizations in order to be officially recognized by the Office of Campus Life and be able to effectively operate on campus. After a completed certification packet for new clubs is submitted to the Office of Campus Life, the proposed organization's certification documents are forwarded to the Student Government Association (SGA) to review and officially charter the club. Finally, the Office of Campus Life requires that club **Presidents and Treasurers attend a Club Officers/SAC Leadership Training Workshop**. See Certification steps below:

CERTIFICATION STEPS FOR NEW CLUBS

1. Fill out a **Club Certification Packet for New Clubs**.
2. Recruit a LaGuardia Staff or Faculty Mentor affiliated with the club's mission (assistance will be provided by Campus Life if needed).
3. Create a club Description and Mission Statement (page 6).
4. Recruit a minimum of 15 students into the club (see Club/Organization Certification Roster). All students must be currently matriculated at LaGuardia (pages 9-10).
5. Conduct elections for an Executive Board: President, Vice President, Treasurer, and Secretary. Please note E-Board members can only serve for a maximum of 2 terms (2 full semesters, unless approved otherwise by the Office of Campus Life). Elections must be overseen by Club Mentors in order to be certified as valid (page 8).
6. Create a club Constitution, include club's mission statement, E-Board signatures, and Mentor's signature (see Club Constitution Template) (pages 11-15).
7. Submit completed Student Club Certification Packet for New Clubs via email to dminaya@lagcc.cuny.edu or drop off at Campus Life front desk, room M-115.
8. Student Life Specialist for Clubs & Organizations submits certification packet to Student Government Association (SGA) for final review and official charter. Once club is formally approved, the Club President and Treasurer must attend a Club Officers/SAC Leadership Training Workshop.



Campus Life / Division of Student Affairs

RECERTIFICATION

New Clubs ONLY

1. Fill out a Club Certification Packet for New Clubs.
2. Recruit a LaGuardia Staff or Faculty Mentor.
3. Create a club Description and a Mission Statement.
4. Recruit a minimum of 15 students into the club and provide their contact information.
5. Conduct elections for an Executive Board.
6. Create a club Constitution and have the E-Board and Club Mentor sign it.
7. Submit completed Certification Packet for New Clubs to Campus Life for SGA's final review and charter.
8. Club President and Treasurer must attend a Club Officers/SAC Leadership Training Workshop.

Deadlines to submit applications for New Clubs

- Fall 2019 – Thursday, October 24th
- Spring 2020 – Friday, April 17th

FOR OFFICE USE ONLY: BELOW	CLUB ROOM & NOTES:	PLACE DATE STAMP HERE
RECEIVED BY: _____ CAMPUS LIFE STAFF		
_____ PRINT FULL NAME		



Campus Life / Division of Student Affairs

CLUB DESCRIPTION & MISSION

DESCRIPTION (Please provide your proposed club's name & a brief description below)

MISSION STATEMENT (Please provide your proposed club's purpose & mission below)



Campus Life / Division of Student Affairs

MENTOR AGREEMENT

I have read and understand the policies and procedures for the establishment, chartering, and functioning of a student club within LaGuardia Community College. I agree to fulfill the responsibilities of a Club Mentor, as outlined by the Office of Campus Life. By accepting the designation of mentor, I understand that I am expected to:

- Mentor the _____ Club's Officers and Members in the development, planning and operations of the organization, with attention to the holistic development of each student.
- To actively participate in mentor orientation (training) efforts, including networking with other mentors and encouraging positive inter-club communication, interaction, cooperation and support. Demonstrate an understanding of the critical role that mentoring has in the success and overall development of our students and their effective functioning in a multi-cultural society.
- Be knowledgeable about all Campus Life policies and procedures pertaining to student clubs and organizations, as well as, general University policies and procedures found in the LaGuardia Community College Student Handbook.
- Provide advisement on College mission and Campus Life policies and procedures as they are made available to me by the Office of Campus Life. Provide for faculty/staff coverage at club functions on and off campus (this applies to special club meetings but is not applicable to general meetings). To be present, monitor, and certify the election of club officers for the year and to supervise club certification documentation.
- To be proactive in relevant communications and interactions with the students. To assist the students in recognizing the importance of a developmental perspective while planning events and activities in their clubs.
- To encourage learning/skill building experiences for students, through specially chosen and well-developed events. To assist students in identifying and making use of resources available to the College and the clubs, as made known through the Office of Campus Life.
- To keep abreast of changes in procedures and work with the club leaders to ensure adherence to established College processes, as they are made known to me through the Office of Campus Life.
- To review student requests for space and funding allocations culminating in approval for the next step in the budget and event requests process. To meet with College officials, when needed, to mediate, advice, and assist the Campus Life designee with student challenges as they impact clubs functioning and College events and programs.
- To prepare a report at the end of each semester or academic year, outlining the club's accomplishments. The final report should also include recommendations, and suggestions for further development and enhancements, as well as suggested future plans for the mentor role.

MENTOR NAME: _____ DEPARTMENT: _____
PLEASE PRINT NAME

MENTOR SIGNATURE: _____ EMAIL & EXTENSION _____



CLUB OFFICERS ELECTION CERTIFICATION

I, _____, am the mentor to _____.
PRINT MENTOR'S NAME PRINT FULL CLUB'S NAME

On _____ the club/organization held its meeting for the election of
DATE OF ELECTION

Club Officers written below. I was in attendance and the following people were voted in by a majority of the membership present as the newly elected executive board. **(Please provide all requested information below)**

OFFICER	FULL NAME	EMPL ID	LAGUARDIA EMAIL	PHONE NUMBER
PRESIDENT				
VICE PRESIDENT				
SECRETARY				
TREASURER				

By signing this notification, I certify that the election took place and that the above named students were duly elected as the members of the executive board. **I further certify that each of the above named students meet the minimum required 2.0 G.P.A for club executive officers (Mentors are responsible for checking all executive board members' GPA's in order to determine their eligibility to hold the positions).**

 Signature(s) of Club Mentor(s)

 Signature of Club President



Campus Life Office / Division of Student Affairs CLUB/ORGANIZATION CERTIFICATION ROSTER

1. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
2. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
3. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
4. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
5. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
6. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
7. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
8. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
9. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
10. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
11. PRINT NAME _____	EMPL ID. _____
SIGNATURE _____	Email: _____
12. PRINT NAME _____	EMPL ID. _____

SIGNATURE _____

Email: _____

13. PRINT NAME _____

EMPL ID. _____

SIGNATURE _____

Email: _____

14. PRINT NAME _____

EMPL ID. _____

SIGNATURE _____

Email: _____

15. PRINT NAME _____

EMPL ID. _____

SIGNATURE _____

Email: _____

**CONSTITUTION OF
REPLACE WITH NAME OF ORGANIZATION
AT LAGUARDIA COMMUNITY COLLEGE OF THE
CITY UNIVERSITY OF NEW YORK**

ARTICLE I – NAME (Required)

The official name of this organization shall be **Replace with name of Organization** at LaGuardia Community College. **Hereinafter referred to as (insert shortened name, acronym if applicable)**. No other name will be used in the advertisement or representation of the organization.

Affiliation: [Required only if your group is a local chapter that has a regional, national and/or international structure]

- Identify, if any, affiliations with a regional, national and/or international structure and specify what the relationship is.
- List names, address, phone number and e-mail addresses of parent or affiliated organization at the regional or national level.
- Charter of the affiliated outside group or fraternal ties that are to exist must accompany this constitution.

ARTICLE II – PURPOSE (Required)

The purpose of this organization shall be ...

Replace with Organization's purpose:

Reminder: The purpose and function shall not duplicate that of any other existing organization at LaGuardia Community College.

ARTICLE III – MEMBERSHIP (Required)

Section 1 – Qualifications

- A. All members must be matriculated students of LaGuardia Community College and must subscribe to or be interested in the purpose of the organization.
- B. **No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.**

Section 1 – Officers

All officers of this organization must be matriculated, degree seeking students of LaGuardia Community College, have a minimum overall grade point average of 2.0, and must be registered for at least one course for the term during which they are to serve.

Note: No one can serve as the President of one organization while simultaneously serving as Treasurer of another, nor can anyone serve as President or Treasurer of more than one organization.

A. There shall be a **President** who shall ...

- i) Preside at all meetings of the club.
- ii) Call special meetings of the club.
- iii) Prepares and files any report required.
- iv) Create and distribute agendas for each meeting of the organization.
- v) Represent the club at official functions.
- vi) Maintain contact with club Mentor(s) and Campus Life Specialist for Clubs/Orgs.
- vii) Remain fair and impartial during organization decision making processes.

B. There shall be a **Vice-President** who shall...

- i) Assume the duties of the President as needed.
- ii) Serve as an ex-officio member of standing committees.
- iii) Coordinate organizational recruitment efforts.
- iv) Represent organization at official functions.
- v) Coordinate organization election in liaison with club mentor.
- vi) Remain fair and impartial during organizational decision making processes.

C. There shall be a **Secretary** who shall ...

- i) Keep a record of all members and events of the organization.
- ii) Keep and distribute minutes of each meeting of the organization.
- iii) Notify all members of meetings.
- iv) Prepare organization's calendar of events.
- v) Represent organization at official functions.
- vi) Remain fair and impartial during organization decision making process.

D. There shall be a **Treasurer** who shall ...

- i) Keep all financial records of the organization.
- ii) Prepare budget proposals/appeals and other budget-related forms to be submitted to SAC and/or SGA.
- iii) Create and maintain internal budget management systems.
- iv) Advise club members on financial matters (vendors list, purchasing procedures).
- v) Represent their organization at biweekly Student Advisory Council (SAC) meetings.
- vi) Represent organization at official functions.
- vii) Remain fair and impartial during organization decision making processes.

Section 2 – Elections

- A. All officers shall serve [one term, one year] and maybe re-elected for [one] additional term.
- B. General elections & Election Process:
 - i) Shall be held once a semester.
 - ii) The candidates shall campaign.
 - iii) The candidates shall have an opportunity one (1) week prior to voting to present a speech to the general membership and have a question and answer session as outlined by the current executive board.
 - iv) Candidates win by majority vote.
- C. Special elections:
 - i) Shall be called by the President of the club who must notify their Club Mentor.
 - ii) The candidate shall win by a majority vote.

Section 3 – Removal of an Officer

- A. A win two-thirds majority vote of the active voting membership is required for the impeachment proceedings to be activated. Club Mentors must be notified in advance to participate.
- B. The officer in question must be notified of the charges in writing.
- C. A special meeting must be set up to discuss the charges; all parties must be allowed to respond.
- D. Should a decision be made, a win two-thirds majority vote of the active voting membership will result in the removal of the officer to be impeached.
- E. Determine how a replacement will be selected and when the new person takes office.
- F. A copy of the typed minutes from both, the meeting when the impeachment proceeding was enacted, and the meeting when the voting for removal in order for the officer to be impeached must be submitted to the Office of Campus Life.

ARTICLE V - EXECUTIVE BOARD (Required)

Section 1 -The Executive Board shall consist of the elected officers of the organization.

Section 2 - The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

Section 3 -The Vice-President shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, they shall be filled by presidential appointment until a special election is held.

Section 4 – The Executive Board shall attend functions as required by the LaGuardia Community College Office of Campus Life.

Section 5 - The Executive Board shall know the *Fiscal Guidelines for Expenditure of Student Activity Fees* as established by the Board of Trustees of The City University of New York & by the LaGuardia Community College Association, Inc.

ARTICLE VI – Faculty/Staff Mentor (Required)

Section 1 – The Executive Board must choose a Faculty/Staff Mentor at LaGuardia Community College

ARTICLE VII – MEETINGS (Required)

Section 1 - This organization shall hold regular meetings...
Replace with meeting frequency:

Section 2 -A quorum consisting of two officers plus a majority of duly registered members is necessary for the transaction of any business.

Section 3 -The rules contained in Robert’s Rules of Order - Newly Revised shall govern this organization in all cases in which they are not inconsistent with the constitution and the by-laws of this organization.

ARTICLE VIII – AMENDMENTS (Required)

Section 1 -Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.

Section 2 -The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

Section 3 –A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

Section 4 –A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Campus Life with the revised constitution of the organization.

ARTICLE IX – DISSOLUTION (Required)

In the event of the dissolution of this group, all accrued funds and assets shall revert to the LaGuardia Community College Association, Inc.

BYLAWS (Optional)

- Standing Committees of the organization, structures/purposes of the committees...
- Amendments to the Bylaws shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.
- The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.
- A win two-thirds majority vote of the active voting membership is required for the passage of an amendment.

ENACTMENT OF CONSTITUTION: (Required)

This constitution is now enacted on this Day: of Select Month, 20

Signed by:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Club Mentor: _____