



St. Clair County Community College

Student Activities: Process for Starting a New Club

1. Once a student has an idea for a club, create a club charter to include:
 - a. Club's name
 - b. Club's mission
 - c. Club's goals
 - d. A statement on how the club's mission and goals can be tied back to the curriculum at SC4.
 - i. Per the Student Government By-laws (*Article V*, Section 2), "new clubs wishing to be affiliated with Student Government will need to have, as their focus, activities tied to instruction or college sponsored programs."
 - e. The names and signatures of at least four students who are interested in starting the club and who are also willing to serve as officers. These students will serve as the club's founding members. Guest students may not serve as founding members or officers.
 - f. Club sports must provide a detailed plan which includes the following (list is not all-inclusive): league team plans to play in, projected game schedule, uniforms procurement, where games will be played, how referees and playing fields will be reserved and paid for, etc.
 - i. Particularly for club sports, team members may have out-of-pocket fees to participate.
2. The club must also have a club advisor. Most advisors serve on a voluntary basis. The advisor has to be an employee of the college (i.e., full-time staff or faculty, part-time staff or adjunct faculty). A signed memo stating his/her willingness to serve as an advisor must be received by the Student Activities Coordinator before club activities can commence.
3. Once the charter and advisor are secured, the Student Activities Coordinator will review the documents and determine whether the club has met the criteria to begin activity as an approved SC4 club.
4. New clubs are on probation for their first semester in existence. During probation:
 - a. Newclubs must attend all regularly scheduled Student Government all-club meetings.
 - b. New clubs are not eligible for Student Government appropriations. They may, however, request funds from Student Government's Appropriation Fund. Contact the Student Activities Coordinator for details.
5. New clubs will work with the Student Activities Coordinator and Marketing to set up a club Web page. The new club's advisor will work with the Student Activities Coordinator to learn purchasing, fund-raising and travel processes.
6. After the semester-long probation period is over, new clubs become eligible for Student Government appropriations and will be assigned a club account by the Business Office.