



Dickinson

## Starting a Student Club for Senate Recognition

### Senate Recognition Process

All student clubs must be recognized by the Student Senate in order to be eligible for Senate funding. The process for obtaining Senate recognition is overseen by the Senate Club Consulting Committee (CCC). Obtaining recognition may seem like a daunting process, but these standards are in place to assure that Senate recognized clubs are strong, viable, and carefully thought out.

To get started you should gather people interested in the kind of club you want to organize and begin discussing the club's purpose. In addition, the club must draft a constitution, which will add structure to your club's leadership, membership, and how it accomplishes its goals and deals with certain internal issues. When you are ready to move forward with your proposed club, please contact Director of Club Consulting to discuss your club. It will be helpful to have the following required items at that time:

- A typed constitution that follows the guidelines as established by the CCC;
- A digital version of the constitution emailed to the Director of Club Consulting;
- A letter of intent from the club's leadership elaborating on the purpose and goals of the new club;
- A completed Club Membership Database form with a **minimum of 15** student entries;
- The Senate Recognition Agreement, signed by each club officer and the faculty adviser, agreeing to comply with the responsibilities and expectations of Senate-recognized clubs;
- A detailed plan of what the club hopes to accomplish and the events it hopes to host in its first semester of existence.

All proposals for new clubs are reviewed and upon approval, the CCC will make a recommendation to the Student Senate for official recognition. In order to be a fully recognized club, a prospective club will have to receive CCC approval (achieved by simple majority vote) as well as Senate approval (also achieved by a simple majority vote).

Any club that has submitted all required materials to the CCC and does not receive the committee's approval may appeal directly to the Student Senate body, which can approve the club by a 2/3 vote of the senators present.

### The CCC's Club Constitution Guidelines

The following is a sample outline of a student club constitution. Each club's constitution will vary based on particular club needs. Please ask the Director of Club Consulting if you would like to see a sample constitution.

**Article I: Name of the club.** The name "Dickinson College" cannot be used in the name of the club; however it can be used as a descriptor when referring to the club.

**Article II: Affiliation.** Connection to Dickinson College, or to other clubs, like national clubs, where applicable.

**Article III: Purpose, aim and function of the club.** Describe the purpose of the club, what makes it unique from other clubs, and why it's valuable to the Dickinson community. Include a sense of the kinds of programs the club will sponsor.

**Article IV: Membership requirements and limitations.** Discrimination against any member of the Dickinson community is not allowed.

**Article V: Officers and Advisers.** Provide the title, length of term, roles, and responsibilities of each position. Include information regarding the elections and filling vacant positions.

**Article VI: Business.** Include information about how the club conducts business: meetings (when, where, who calls meetings, agenda, Robert's Rules of Order), committees, quorum for voting, definition of active and inactive members, etc.

**Article VII: Recall.** Describe the procedure and rules for impeaching an officer.

**Article VIII: Amendments.** Provide the procedures for amending the constitution and include how an amendment may be brought forward, who is eligible to vote on amendments, and the quorum of members necessary for approval of an amendment.

**Article IX: Ratification.** What are the requirements for adoption of the new constitution?

# Senate Recognition Agreement

## Dickinson College Student Senate

### I. Duties of Student Senate Recognized Clubs

- a. The leadership of any student club recognized by the Student Senate of Dickinson College shall abide by all rules and standards of the College.
- b. They shall promote and uphold the values of Dickinson College, which include, but are not limited to, leadership, service, community participation, the pursuit of knowledge, commitment to diversity in all its forms, and cultivation of skills and interests.
- c. Recognized clubs shall not discriminate against other clubs.
- d. Clubs shall not schedule meetings while Senate is in session (Tuesdays from 6:30 -8:30 pm, **clubs which meet at this time shall have their recognition suspended**).
- e. Senate recognized clubs must credit Student Senate with sponsoring or funding all events, ("Sponsored by Student Senate" should appear on all club posters).
- f. Senate recognized clubs shall refrain from using the Dickinson College name, logo and seal on any document or article. This includes, but is not limited to, posters, flyers, tickets, transactions, apparel, etc.
- g. The club President and Treasurer must attend budgeting workshops conducted by the Student Senate, regardless of the club's intention to request funds.
- h. Submission of an annual budget request is required for all clubs. Where funding is not requested, clubs will submit an agenda detailing the activities the club will sponsor in the following year and a statement officially declining Senate funding. These will be submitted in lieu of a budget request during the annual budget cycle.
- i. Recognized clubs will uphold the values and policies specified in their Constitution.

### II. Duties of Faculty Advisers to Student Senate Recognized Clubs

- a. The main duty of the Faculty Adviser is to serve as a faculty resource for the leadership of the club.
- b. Where possible, it is preferred that the adviser shares a personal or professional interest in the club's goal.
- c. Where conflict arises between the leadership of the club and the faculty, administration or staff of Dickinson College, or with clubs outside the College, the Faculty Adviser will serve to represent and mediate.
- d. Contact between the Faculty Adviser and the student leadership of the club is expected. This will be achieved through forwarding the annual budget request or agenda to the Faculty Adviser. This is the minimum contact required. It is strongly recommended that Advisers attend club events and meetings and maintain correspondence with the club's leadership.

**\*Signed agreement on the next page**

***The following must be signed by the club president and the faculty adviser. All signers below swear to abide by the aforementioned duties, responsibilities, and expectations. Failure to comply will result in immediate termination of Senate recognition.***

Club Name \_\_\_\_\_

President \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Adviser \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved  Rejected

Director of Club Consulting \_\_\_\_\_ Date \_\_\_\_\_

# Club Membership Database

| Name (Printed) | Class Year | E-mail | HUB Box | Signature |
|----------------|------------|--------|---------|-----------|
| 1.             |            |        |         |           |
| 2.             |            |        |         |           |
| 3.             |            |        |         |           |
| 4.             |            |        |         |           |
| 5.             |            |        |         |           |
| 6.             |            |        |         |           |
| 7.             |            |        |         |           |
| 8.             |            |        |         |           |
| 9.             |            |        |         |           |
| 10.            |            |        |         |           |
| 11.            |            |        |         |           |
| 12.            |            |        |         |           |
| 13.            |            |        |         |           |
| 14.            |            |        |         |           |
| 15.            |            |        |         |           |
| 16.            |            |        |         |           |
| 17.            |            |        |         |           |
| 18.            |            |        |         |           |
| 19.            |            |        |         |           |
| 20.            |            |        |         |           |