

# APPLICATION/CONSTITUTION FOR HCC CLUBS

FORM MUST BE TYPED OR NEATLY PRINTED

*Illegible Forms Will Be Returned*

**Please Note:** New form must be filed *each* semester. All parts **must** be filled out, in order to be approved.

**Semester/Year:** (*circle one*) Fall / Spring 20\_\_\_\_

This form should be completed and returned to Student Government Association Office by: **Thursday, September 22, 2011.** The club must be recognized and approved by the Student Government Association and Office of Student Life in order to receive funding.

**Article I-** Name of Organization \_\_\_\_\_

**Article II-** Purpose of Organization

1. Overall Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Objectives for Current Semester: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Article III-** Membership

1. Active membership is open to all registered students of Howard Community College who are willing to subscribe to the organization's stated purpose. All clubs must have five (5) members to receive recognition and funding.

2. List names of members (*you may continue on the back of page if additional space is needed*):

Name	ID#	Phone#

3. List Officers of the Organization (*must have a presidential position*):

**\*Officers MUST maintain at least a 2.0 GPA per semester.** Officers who do not maintain the required GPA will be terminated as an officer until their GPA reaches the requirements.\*

Office	Name	ID#	Phone#	E-Mail

**Article IV- Club Advisor(s)**

1. The Advisor(s) to the club must be a budgeted employee or adjunct faculty member of Howard Community College. If multiple advisors, one must be designated as the primary contact.

2. List Advisor(s) to the club:

	Name	Department	Phone#
<b>Primary Advisor</b>			
<b>Secondary Advisor</b>			

**Article V- Meetings**

1. Regular meetings of the organization shall be held: \_\_\_\_\_  
Day

\_\_\_\_\_ Time \_\_\_\_\_ Location

2. Officer's meetings shall be held: \_\_\_\_\_  
Day

\_\_\_\_\_ Time \_\_\_\_\_ Location

3. Special meetings may be called by the: \_\_\_\_\_

4. Representative of organization who will meet bi-weekly with the Student Government Association will be: \_\_\_\_\_  
Name Phone Number

**Article VI- Funding**

1. The funds of the organization will be handled by: \_\_\_\_\_  
Name Phone Number

2. At the end of the semester, the above officer will provide the Student Government Association with a “**Club Report**” detailing the status of club funds and a summary of monetary activity during the semester. This report will include: (1) Initial Funding, (2) Generated Funding, (3) Expenses, and (4) Final Account Balance.

**Article VII- By-Laws**

1. On a separate sheet, please type the organization’s by-laws; which must include but are not limited to:

- a. Powers and responsibilities of President.
- b. Powers and responsibilities of Vice-President.
- c. Powers and responsibilities of Treasurer.
- d. Power and responsibilities of all other officers.
- d. Process for replacement of officers.
- e. Process for amending by-laws.

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Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of SGA President: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Student Life Director: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE STUDENT GOVERNMENT ASSOCIATION OFFICE  
(SA 201B) BY THE DEADLINE: Thursday, September 22, 2011.**