

# **STUDENT GOVERNMENT ASSOCIATION**



**2017-2018  
CLUB AND ORGANIZATION  
NEW CLUB REGISTRATION**

# STUDENT GOVERNMENT ASSOCIATION CLUB/ORG REGISTRATION

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## 2017-2018 ACADEMIC YEAR

Recognition as a chartered club requires 1) completion of a re-charter form each academic year, 2) an active membership of at least five currently enrolled and 3) a cumulative GPA of 2.0 for all officers. Only campus recognized clubs/organizations may use campus facilities and request funding from the appropriate Student Government Association. Petitions for exceptions and/or provisional chartering information may be obtained via the club handbook, which is located online, or from a member of the Student Life Staff.

### REGISTERING NEW CLUBS/ORGANIZATIONS

1. Any group interesting in maintaining current active status as an organization or club must first submit an application for Student Government Association Club/Org Registration Form. This must be filled out with all supporting documents and submitted to the following individuals:
  - a. Malone Campus:
    - i. Campus Coordinator
  - b. Saranac Lake campus:
    - i. Assistant Director of Student Life
  - c. Ticonderoga Campus:
    - i. Campus Coordinator
    - ii. Dean of Students
2. Current clubs/organizations must have a minimum of five (5) charter members, all of whom must be currently enrolled students with a minimum cumulative GPA of 2.0
3. At least four student leaders, known as club officers, and an advisor must be identified
4. A current club member/officer must be identified to sit on the SGA Advisory Board, which will meet a minimum of monthly during each academic semester.
5. In addition, a Statement of Purpose, and a Constitution must be submitted with the application.
6. The request will be reviewed by the appropriate Student Life Team member, and if complete and accurate, the paperwork will be forwarded to the SGA for review, and then voted on during the next available SGA meeting.
7. The Student Government action, and vote will be communicated to the individual and advisor who submitted the registration form, by the appropriate SGA Advisor depending on the campus in which the club/organization is requesting recognition within 3 Business days of the SGA decision.

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8. Once officially recognized, an organization may request a budget from SGA through the student government budget process.
  - a. If a club wishes to request a budget for an entire academic year, they are to submit a budget request in April by the date established by the SGA to obtain funds for the following academic year.
  - b. If a club wishes to request a budget for a semester at a time, they will be required to submit a budget request by either September 15<sup>th</sup> or January 31<sup>st</sup> of the semester in which the funds are being requested.
  - c. If a club wishes not to request a budget, they have the right, and are encouraged to submit a written request for special funding from SGA.
9. In support of the North Country Community College mission to support academic excellence, all student leaders are encouraged to have and maintain a minimum cumulative 2.0 GPA or higher as designated by the club/organization constitution, in consultation with the Club Handbook. All GPAs may be checked each semester by the campus specific SGA Advisor for all club and student organization leaders to ensure that this standard is being upheld.
10. All clubs and organizations must abide by the rules and procedures as stated in the NCCC catalog, NCCC Student Code of Conduct, Club Handbook, and Student Government Association Constitution.
11. Memberships in clubs and organizations are open to ALL currently enrolled students. No organization or club may limit their group membership based on age, race, religion, gender, sexual orientation, or other arbitrary variable. Honors/Professional groups may have limited membership based on GPA or major as outlined by national, regional, or state organizations, AND under the approval of the Assistant Director of Student Life, under the supervision of the Dean of Students.
12. Please note, that current student clubs and organizations need to submit all paperwork that has been requested, and is required per the SGA. In addition, until a club or student organization receives acknowledgement and recognition from the SGA on the home campus in which the club resides, access to clubs funds, both SGA provided and special/fundraising accounts will be restricted.

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## STUDENT INFORMATION

(Please Print or type in black ink):

Name: \_\_\_\_\_

NCCC ID # \_\_\_\_\_ Gender: \_\_\_\_\_

NCCC e-mail \_\_\_\_\_

(Your NCCC email will be our only means of communication via email)

Local Address: \_\_\_\_\_

Local Phone # \_\_\_\_\_ Major: \_\_\_\_\_

Current Class Year \_\_\_\_\_ Anticipated Grad. Year / Semester: \_\_\_\_\_

## CLUB/ORGANIZATION INFORMATION

Proposed Name of Club/Organization: \_\_\_\_\_

Location/Home Campus of Club/Organization?  Malone  Saranac Lake  Ticonderoga

Proposed Classification of Club:  Academic  Cultural  Service  Social

Proposed Meeting day, time, and location: \_\_\_\_\_

Role within the Club/Org:  President  Vice-President  Treasurer  Secretary

What is your Recruitment Plan to Get Students Interested? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How Will this Club/Organization Positively Contribute to the NCCC Community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## REQUIRED DOCUMENTATION

Please attach the following documentation to the Club/Organization Registration form:

- Proposed Club/Organization Constitution
  - There are guidelines attached to this packet, as well as an electronic template which can be used and modified as needed. Please request this if you would like to utilize it.
- Copy of Interest Flyer/Advertisement
- Advisor Agreement(s)
- Member who will serve on the SGA Advisory Board: \_\_\_\_\_

## VERIFICATION OF CLUB/ORG REGISTRATION FORM

This statement certifies that the applicant above seeks recognition by the Student Government Association (SGA) to be an officially recognized student organization of North Country Community College. Official recognition is issued with the understanding that the organization agrees to participate in all required Student Leader trainings/retreats as established by both the SGA, and Student Life Office; and will remain in regular communication with the SGA as well as the Student Life Office. In addition, will abide by all regulations officially established by North Country Community College, the SGA, and the State University of New York (SUNY) System.

I willingly assume responsibility for the above named organization's activities and the appropriate use of college property and funds as stated via the Club Handbook, and any communication from the SGA, Student Life Campus Coordinators, the Assistant Director of Student Life, or the Dean of Students. In addition, I understand that the Student Life Office will conduct a GPA check to ensure that I am eligible to hold a leadership position within the proposed club/organization.

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICIAL OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
All officers meet 2.0 cumulative GPA requirements:  YES  NO Constitution on file:  YES  NO  
Organization has at least 5 members currently enrolled:  YES  NO Approved by SGA:  YES  NO