



Student Senate is always interested in helping students bring their ideas to fruition, and helping students start new clubs is just a small part of that mission. What you have before you is a packet containing most of the information you will need to start a club.

This process is a collaboration with the Coordinator of Senate Affairs and his/her committee. The Coordinator of Senate Affairs can always be reached at [senateaffairs@hartwick.edu](mailto:senateaffairs@hartwick.edu). The Coordinator will act as your primary resource in creating a new constitution, completing all the requirements set forth by the College, and eventually offering a recommendation to pass your club through the general Senate.

Before you begin, we as Senate would like to remind you that this is a very slow process that can not be completed in one week's time. Yet, if you work with Senate you can become a recognized club in essentially no time. In addition, groups that are unrecognized by Senate are not entitled to SMR Senate to seek a budget, and they do not receive the same privileges and protections of other recognized clubs. Groups that are in the process of becoming clubs should be holding interest meetings in order to get students excited about making this club a reality; however, until your club is recognized, it is strongly suggested you hold off any events as you are not covered under Senate (explained further on).

In conclusion, on behalf of Senate we would all like to thank you for taking the time to bring such a wonderful activity to Hartwick. Your continued interest in making Hartwick a better place is much appreciated and we look forward to attending your events.

Sincerely,

Your Student Senate

## How to Start an Organization

What you will need to start?

- Interest meetings are an effective way to find potential members. Although you can hold interest meetings unrecognized clubs cannot hold events as they are not covered under Student Senate. You'll need to begin by filling out the attached petition that requires no less than 50 signatures. It is recommended that at least 25 of those signatures should be students who would like to join your club and the others are students who support the creation of your club.
- All clubs are required to have a constitution and it must be consistent with the policies of Student Senate and Hartwick College. Attached you'll find a mock constitution which acts as a template upon which may base your club's constitution. A constitution similar to this must be created for your club. Constitutions are required to have all the clauses and provisions outlined in the template constitution.
- All new organizations are also required to complete the attached Student Life consultation form. This form requires all new clubs to meet with a staff member from Student Life to coordinate any additional risk management, insurance, facility, or special activity requirements. Clubs will not become recognized until this form is completed. Please see attached form for more information.
- A copy of the constitution **must** be emailed and submitted in paper format to the Coordinator of Senate Affairs at [senateaffairs@hartwick.edu](mailto:senateaffairs@hartwick.edu), and the Student Senate Office 3<sup>rd</sup> Floor Dewar Union. The Coordinator of Senate Affairs will be in contact with you when s/he has reviewed the constitution with the Senate affairs committee and Student Senate.
- If you have any questions please contact the Coordinator of Senate Affairs or any other Senate Member.

### ***Important notes***

- \* The constitution **must** consist of all of the articles below.
- \* Include supplementary articles to the constitution if the club wishes to do so.
- \* Phrases in quotes may be used as a guideline and modified to fit the needs of the club if necessary.

# SAMPLE CLUB CONSTITUTION

## Article 1. **Name**

“The organization shall be known as\_\_\_\_\_.”

## Article 2. **Objective and Purposes**

- “The purposes for which (name of club) is to be organized shall be consistent with the aims and objectives of a liberal arts education as pursued by Hartwick College. No purpose or objective of (name of your club) shall be in conflict with applicable state or federal laws presently in force or hereafter enacted.”

## Article 3. **Membership**

- “Membership in (name of club) shall be open to all members of the Hartwick Community without regard to age, race, color, creed, sex, physical ability, sexual orientation, or national origin. All officers must be Hartwick College undergraduates.”

## Article 4. **Officers and Duties**

- “The Officers of (name of club) shall consist of a President, one or more Vice Presidents, a Secretary, and a Treasurer who, with the Advisor to the Organization, shall constitute the Executive or Steering Committee (herein so-called) of (name of club).”
- Include a description of each officer and their duties.

## Article 5. **Process for Removal**

- A clause for the removal of members. Mention here what grounds will render a member to be up for removal. Discuss voting terms for removal (will it be a vote of no confidence? A three-fourths? You decide).
- A clause for the removal of officers and advisors.

### Article 6. **Advisor(s)**

- “The (name of club) shall have an advisor who, with the officers of the (name of club) will constitute the Executive Board of this organization. “
- (Please do not include any specific names here)

### Article 7. **Elections**

- “Must happen before April 15, 20xx.” (This must be written as “20xx”)
- **You must add:** Requirements for running for executive board positions and the process by which they are nominated.
- Voting should be discussed here as well.

### Article 8. **Amendments to the Constitution**

- **You must add:** who can propose an amendment, how it is proposed, when it can be made, and what kind of vote is necessary to pass it.
- “The Coordinator of Senate Affairs of Student Senate will be notified of any new amendments to this constitution immediately, as well as be provided with an updated version of this constitution via one of the club officers.”

### Article 9. **Ratification**

- “Ratification is the final approval of the constitution. The Coordinator of Senate Affairs along with his/her committee has the authority approve/disapprove this constitution before it is brought before the Student Senate for a vote.”

### Article 10. **Bylaws**

- “The Coordinator of Senate Affairs of Student Senate will be notified of any changes to the bylaws immediately, as well as be provided with an updated version of the bylaws via one of the club officers.”

# Club Petition Form

I, the undersigned, do hereby support \_\_\_\_\_ to become officially recognized by Student Senate.

(Name of Organization)

**Printed Name:**

**Signature:**

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	

34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	