



New Student Club

How to start a club at Grays Harbor College

2016-2017



Student Life

Hillier Union Building, Room 171
360-538-4078 | activities@ghc.edu

The Office of Student Life - Contact List

The Office of Student Life		HUB 171	360-538-4078
Aaron Tuttle	Director of Student Life	aaron.tuttle@ghc.edu	360-538-4078
Lindsey Coulson	Student Life Specialist	lindsey.coulson@ghc.edu	360-538-2527
Executive Board		HUB 171	360-538-4087
Yulisa Morelia	President	as.president@chokermail.ghc.edu	
Savannah Burbank	Vice President	as.vicepresident@chokermail.ghc.edu	
Sierra Cummings	Executive Officer of Budgets	as.budgets@chokermail.ghc.edu	

About Student Life at Grays Harbor College:

Successful students are involved in their education both in and out of the classroom. Research has shown that involved students have a better chance of reaching their academic and personal goals. At Grays Harbor College, there are a variety of ways that students can be involved. Supported by the Services and Activities (S&A) fee collected from every student's tuition, The Student Life Office provides events, trips, lectures, intramural, concerts, clubs, multicultural programs, leadership opportunities and more.

The Associated Students of Grays Harbor College (ASGHC) funds over 20 programs and services across campus. The Office of Student Life encourages students to have a voice in how their S&A fees are spent. Currently, ASGHC funding supports performing arts, readership program, clubs, lectures, trips, athletics and many other programs and services.

Mission Statement: To promote activities which embrace the diversity of each student's unique interests by providing co-curricular experiences that enrich and enhance their academic experience.

Steps to Starting a New Club on Campus

Preparation and Club Registration Form

1. Students who wish to start a new club on campus must first review the current recognized clubs on campus to identify if there is already a similar club.
2. Students interested in starting a club should read the updated Club Handbook for policies and procedures that clubs must abide by.
3. To start a new club there needs to be five interested students and a club advisor that is a full-time staff or faculty member. The club advisor needs to read the Club Handbook to understand the responsibilities expected of them for a ASGHC recognized club and sign the advisor agreement.
4. Once 5 students are recruited and an advisor secured, a club recognition form needs to be completely filled out. The form can be found online at ghc.edu/clubs. The form requires information of five students who are the officers of the club, advisor information, meeting information, a purpose statement, and complete the application questions.
5. Turn in completed form to the Office of Student Life (HUB 171) for consideration of ASGHC approval.

Procedure for ASGHC approval

1. Submit completed registration form to the Office of Student Life (HUB 171). The Form will be given to the Associated Students of Grays Harbor College.
2. The VP will contact the advisor and President listed on the registration form to invite the potential club and its members to the next available ASGHC meeting (occurring on a weekly basis during the academic year).
3. At the ASGHC meeting, anyone on the registration form can attend, students will present the mission and purpose of the club and how it will benefit students and the GHC community. Members of Student Government will ask questions about the proposed club. After all questions are answered, students will be dismissed for the Student Government to approve or deny the club.
4. The President and Advisor will receive an email from the Vice President with the Student Governments decision. This will also include any money allocated to the new club.
5. Once approved, the new club will have 30 days to create a constitution and bylaws. An example/outline can be found at the end of this packet.

6. Provide a complete club roster 30 days after club recognition or start of quarter.

Writing a Constitution and Bylaws

Each new club needs to write a constitution and bylaws that is approved by the club, advisor, and Office of Student Life. This is the document that determines the purpose of the club, and the rules and regulations of club operations. It should be detailed and descriptive for how the club will run, how decisions will be made, and any additional expectations of members, officers, and advisor(s) within the club that aren't already outlined in the club handbook. Any changes to club operations need to be decided and voted on based on the club's current constitution and bylaws. These changes need to be recorded as an amendment to the original constitution and approved by the Office of Student Life.

Attention: It is recommended after approval to re-read the Club Handbook (provided online and in hard copy in the Office of Student Life). The New Club packet only briefly outlines information on maintaining and running an ASGHC approved Club. If you have any questions please stop by the Office of Student Life (HUB 171) or contact Aaron Tuttle, Director of Student Life, at aaron.tuttle@ghc.edu.

Grays Harbor College Disclaimer

By recognizing a club, the college does not assume responsibility for the club's action or activities, nor does it imply that the college in any way endorses the club's stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

General Policies for Clubs

1. Clubs must maintain at least five members to be recognized as an official club of ASGHC. Without five members, a club may lose their certified status and funding.
2. A club must have a full-time Grays Harbor College employee (faculty, staff or administrator) serve as an advisor.
3. The club must submit a completed Club Renewal Form (list of officers, emails, & advisor info) to the Office of Student Life in the fall of the academic year (or at any time any leadership changes).
4. Clubs are required to have all officers and the club representative attend club training sessions with Student Life Staff at the beginning of each year and when new officers are voted in.
5. Membership in the club/organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability,

age, religion, marital status, or veteran status. (See GHC Students Rights & Responsibilities, WAC 132x-60-040), except in cases where the Vice President for Student Services determines there exists “reasonable justification for exceptions directly related to the purpose of the organization.” The membership of student clubs and organizations must be composed solely of students enrolled in credit bearing courses at Grays Harbor College.

6. When a club becomes recognized, it agrees:
 - a. To abide by the ASGHC constitution and policies;
 - b. Not to present a demonstrated danger, act of violence, or disruption of any ASGHC activity or any college facility;
 - c. Not to violate state or federal laws;
 - d. That no individual member of the club will personally profit from any activity affiliated with the club, or use approved, budgeted ASGHC funds for any expenses unrelated to club needs, nor solicit funds for personal use from other club members.
 - e. If a student leader who receives a stipend is found in violation of these guidelines or has violated the GHC Student Rights & Responsibilities they will automatically be removed from office.
7. Guests (anyone who is not enrolled in GHC credit) are welcome to club meetings as an invitee by the club. He or she cannot hold office, vote, or do any of the regular ongoing leadership duties required to keep a club running.
8. Clubs are required to keep the following records, which may be requested for review by the ASGHC.
 - a. Minutes of each meeting- Submit to the Office of Student Life to be posted online.
 - b. Current member roster with phone numbers and email
 - c. Copies of all receipts (Business Office and otherwise)
9. **Failure to abide by Grays Harbor College policies and procedures, the ASGHC Constitution, and Executive Board Policies, will result in review and possible loss of ASGHC club charter status. (See “Revoking ASGHC Club Recognition Status” for details.)**