



# Club Starter Kit

Western Nevada College  
Student Life Office  
775-445-3218

Student clubs/organizations involve people getting together because of a common interest. The Office of Student Life is committed to assisting with the formation of new clubs and organizations.

To start a club or organization at WNC, please follow this general outline of the steps involved:

## **Research and Planning:**

- Identify your interests: Determine the purpose and focus of the club or organization you want to start. Consider your passions, hobbies, or causes that you want to promote on campus.
- Assess campus interest: Gauge if there is a demand or existing similar clubs on campus. Research whether there are any specific requirements or restrictions for starting a new club.

## **Find Potential Members:**

- Promote your idea: Spread the word about your club idea through flyers, social media, or class announcements to attract potential members who share your interests.
- Host an informational meeting: Organize a meeting to discuss your club idea, its purpose, and the benefits of joining. Encourage interested students to attend and gauge their level of commitment.

## **Find an Advisor:**

- Identify a faculty or staff advisor: Seek out a faculty or staff member who is willing to serve as an advisor for your club. The advisor should have knowledge or expertise related to your club's focus and be willing to support and guide your activities.

## **Develop a Constitution:**

- Create a club constitution: A constitution outlines the purpose, structure, and rules of your club or organization. Include details such as the club's name, mission statement, membership criteria, officer positions, and meeting frequency.
- Determine club requirements: Decide if there will be any membership dues, community service obligations, or other requirements for members to fulfill.

## **Gain Official Recognition/Charter:**

- Attend a club chartering workshop: Attend this mandatory training, provided by the Office of Student Life, prior to requesting club charter through ASWN. Attendance is required for the club Advisor, President, and Treasurer prior to the approval of the club charter. Other members are encouraged to attend.
- Submit required paperwork: Complete the organization/club recognition forms including a constitution, bylaws and membership roster. Submit the documents to the Coordinator of Student Life.
- Present your proposal/renewal: Attend a scheduled ASWN meeting to explain your club idea, its purpose, and how it aligns with WNC's mission and policies and request charter approval.

## **Organize Club Activities:**

- Plan events and activities: Once your club is officially recognized, start planning meetings, events, and activities aligned with your club's purpose. Consider guest speakers, workshops, community service projects, or social gatherings to engage club members and the broader campus community.
- Promote your club: Advertise your club's activities through various channels like social media, campus bulletin boards, and email lists to attract more participants and raise awareness.
- Remember to stay engaged, communicate effectively with your members, and collaborate with other clubs and campus organizations to maximize the impact of your club or organization.



# Club Check List

**Below you will find the criteria and steps for getting a club/organization started:**

	Review the WNC Club/Organization Manual – manual can be obtained from the Student Life Office.
	Meet with the Student Life Coordinator to discuss procedures on how to start a new club/organization.
	Find at least 5 students interested in forming this club/organization.
	Secure a Faculty/Staff Advisor.
	Attend a Mandatory Club Chartering Workshop provided by the Office of Student Life. Attendance is required for the club Advisor, President, and Treasurer prior to the approval of the club charter. Other members are encouraged to attend.
	Hold an organizational meeting with the club advisor and interested members to determine the club’s purpose and objectives and develop a constitution.
	Complete the Club Starter Kit with members and advisor.
	Submit the completed Club Starter Kit to the Coordinator of Student Life and request to be added to an upcoming ASWN meeting to present your club proposal/renewal.
	Present your proposal/renewal: Attend a scheduled ASWN meeting to explain your club idea, its purpose, and how it aligns with WNC’s mission and policies.
	ASWN Meeting Date: <span style="margin-left: 200px;">Time:</span> <span style="margin-left: 150px;">Location:</span>

DOCUMENT CHECKLIST			
	Club/Organization Application		Club Member List
	Club Advisor Agreement Form		Club Constitution
	Club Description		Club By-Laws (Optional)
	Club Meeting Information		Club Semester Requirements



# Club Recognition Application

Recognition Type:  New  Renewal

Date: \_\_\_\_\_

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

## Club/Organization Leaders:

### President (required)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Vice President (optional)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Secretary (required)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Treasurer (required)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Primary Advisor (required)

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Secondary Advisor (optional)

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

## Agreement:

I have read and understand the WNC Club and Organization Manual in its entirety.

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary Signature \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Club Advisor Agreement

Thank you for dedicating your time to support the co-curricular lives of students at Western Nevada College by accepting the role of advisor for a student organization on campus. We greatly appreciate your commitment and believe that your experience will be both enjoyable and valuable.

To ensure a positive and productive advising relationship between you, the Office of Student Life, and your student organization, we kindly request you review and sign the Advisor's Agreement. This agreement outlines the expectations and responsibilities that the Office of Student Life and your specific student organization have of you as their advisor. By establishing clear expectations from the outset, we can foster a collaborative and successful partnership between you and the club.

The Office of Student Life and the Associated Students Western Nevada extend their best wishes for a successful and fulfilling year ahead. Your contribution as an advisor plays a vital role in enriching the college experience for our students, and we are grateful for your dedication and support.

At WNC, club advisors play a vital role in supporting and guiding student-led organizations or clubs. The primary responsibilities of a club advisor include:

- **Guidance and Mentorship:** A club advisor serves as a mentor and provides guidance to club members. They assist in formulating or revising the club's constitution and bylaws, developing the club's goals, objectives, and activities, and help students navigate any challenges or conflicts that may arise.
- **Organizational Support:** The advisor assists with the administrative aspects of running a club, such as helping with paperwork, budgeting, event planning, and logistics. They may also help students access campus resources or facilities required for club activities.
- **Policy Compliance:** The advisor ensures that the club operates within the policies and guidelines set by WNC. They help students understand and comply with campus regulations related to club activities, finances, and risk management.
- **Oversee club/organization finances:** The advisor is responsible for overseeing the financial matters of the club or organization. They should approve and sign all financial requests, including funding requests using the required forms, and complete financial reports.
- **Educational Enrichment:** Advisors often promote educational and learning opportunities for club members. They may suggest workshops, seminars, or guest speakers to enhance members' knowledge and skills related to the club's focus area.
- **Networking and Connections:** Club advisors can help students establish connections with professionals, alumni, or other relevant individuals or organizations in the field related to the club's interests. They may provide networking opportunities or connect students to potential mentors.

- **Conflict Resolution:** If conflicts arise within the club, the advisor may mediate or facilitate discussions to find resolutions that are fair and inclusive. They promote a positive and collaborative environment among club members.
- **Sustainability and Succession Planning:** Advisors often guide students in developing long-term strategies for the club's sustainability and success. This may include helping with leadership transitions, recruitment, and knowledge transfer from one generation of club members to the next.

Overall, the club advisor serves as a valuable resource and support system for students involved in the club. They contribute to the students' personal and professional development, fostering a vibrant and engaging extracurricular experience on campus.

**Agreement:**

I have read and understand the WNC Club and Organization Manual in its entirety. I understand and agree with the club advisor responsibilities listed above:

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

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

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Advisor Name: \_\_\_\_\_

Co-Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_







# Club Member List

Member Name and Email (print only)	Member ID# and Signature
1. Name: _____ Email: _____	1.  Student ID # _____ Copy of Student ID Card Attached
2. Name: _____ Email: _____	2.  Student ID # _____ Copy of Student ID Card Attached
3. Name: _____ Email: _____	3.  Student ID # _____ Copy of Student ID Card Attached
4. Name: _____ Email: _____	4.  Student ID # _____ Copy of Student ID Card Attached
5. Name: _____ Email: _____	5.  Student ID # _____ Copy of Student ID Card Attached
6. Name: _____ Email: _____	6.  Student ID # _____ Copy of Student ID Card Attached
7. Name: _____ Email: _____	7.  Student ID # _____ Copy of Student ID Card Attached
8. Name: _____ Email: _____	8.  Student ID # _____ Copy of Student ID Card Attached
9. Name: _____ Email: _____	9.  Student ID # _____ Copy of Student ID Card Attached
10. Name: _____ Email: _____	10.  Student ID # _____ Copy of Student ID Card Attached

Use additional Forms as Needed





# Club Semester Requirements

Semester:  Fall

	Submit semester meeting schedule to the Coordinator of Student Life prior to the start of each semester.
	Provide the Student Life Office with any contact information updates for the club President, Vice President, Treasurer, Secretary and Advisor.
	Designated Club Officer(s): Attend at least one scheduled ASWN per month and report on club activity, membership and financials.
	Submit an end-of-semester club report to the Coordinator of Student Life during the last week of each semester.

### **ASWN Meeting Dates:**

Semester:  Spring

	Submit semester meeting schedule to the Coordinator of Student Life prior to the start of each semester.
	Provide the Student Life Office with any contact information updates for the club President, Vice President, Treasurer, Secretary and Advisor.
	Designated Club Officer(s): Attend at least one scheduled ASWN per month and report on club activity, membership and financials.
	Submit an end-of-semester club report to the Coordinator of Student Life during the last week of each semester.

### **ASWN Meeting Dates:**



# End-of-Semester Club Report

Submit an end-of-semester club report to the Coordinator of Student Life during the last week of each semester.

Semester:     Fall    Spring

The end-of-semester club report should include the following information:

1. Introduction and Executive Summary:
  - Club name and purpose
  - Period covered by the report (e.g., Fall Semester 20XX)
  - Recap of the club's goals and objectives set at the beginning of the semester
  - A brief overview of the club's activities, achievements, and challenges during the semester
2. Activities and Events:
  - Description of the major activities, events, and initiatives organized by the club during the semester
  - Highlights of successful events and their impact on the club and its members
  - Attendance numbers, participant feedback, and any notable outcomes
3. Membership:
  - Number of new members recruited during the semester
  - Current total membership count
4. Financial Report:
  - Overview of the club's financial activities, including income and expenses
  - Summary of any fundraising efforts and their outcomes
  - Budget allocation and expenditure details
5. Collaborations and Partnerships:
  - Summary of any collaborations or partnerships with other clubs, organizations, or external entities
  - Description of joint events, shared resources, or cooperative initiatives
6. Community Engagement:
  - Outline of the club's involvement in community service or volunteer activities
  - Impact on the local community or specific projects undertaken
7. Challenges and Lessons Learned:
  - Identification of any challenges or obstacles faced by the club during the semester
  - Strategies employed to overcome these challenges
  - Lessons learned and recommendations for improvement
8. Future Plans:
  - Outline of the club's goals, events, or activities planned for the upcoming semester or academic year
  - Any changes or adjustments to the club's structure, leadership, or focus
9. Acknowledgments:
  - Recognition of individuals, advisors, or organizations that have supported the club during the semester
10. Appendix:
  - Supporting documents such as event flyers, photographs, participant feedback, or financial statements



# Club Contact Information Update Request

Provide the Student Life Office with any contact information updates for the club President, Vice President, Treasurer, Secretary and Advisor.

Date: \_\_\_\_\_

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

## Club/Organization Leaders:

### President (required)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Vice President (optional)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Secretary (required)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Treasurer (required)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Primary Advisor (required)

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

### Secondary Advisor (optional)

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Telephone \_\_\_\_\_

## FOR STUDENT LIFE OFFICE USE ONLY

Date Request Received:

Club File Updated:

Staff Initials:

Staff Initials:



# Sample Constitution

## ASWN Guidelines for Writing a Constitution for Recognized Organizations

This document serves as a model for you to follow when writing the constitution for your Club/organization. Student clubs can modify and add amendments as long as the group abides by the rules and regulations of Western Nevada College, the Office of Student Life, and the Student Code of Conduct. Keep in mind that an organization's constitution outlines the basic rules governing an organization, allows for continuity, and addresses situations that may arise within a club/organization.

The sections in **yellow** must be included.

### PREAMBLE

**We the members of (name of organization), and subscribing to the regulations and policies of Western Nevada College, establish this Constitution to govern the matters within our organization.**

### Article I - Name

**Section 1** The name of this organization shall be...

(Provide complete, official name, specific and variations on the name which the organization might use in the business it conducts.)

**Section 2** Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

### Article II – Purpose

**Section 1** The purpose of this organization shall be to...

- Consider questions such as:
  - What is your overarching mission?
  - Why are you establishing this organization?
  - What are the goals of the club?

(Be as detailed as possible since your group will be limited to the purpose listed here. Use action words such as: Promote, Recognize, Serve, Advocate, Educate, etc.)

## Article III – Membership

### Section 1 **Membership** (Note: Membership in a registered student organization must be open only to WNC students and any student is welcome to join.)

All constitutions must include and abide by the following clauses:

**Clause 1:** WNC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans' status; genetics; or religion in its programs and activities and provides equal access to facilities to all.

**Clause 2:** Student organization membership is open to any WNC students in good academic standing who expresses interest WNC Student Life.

### Section 2 **Members**

States the requirements, if any, while working within the non-discrimination clause mentioned above. The majority of active members must be the persons officially connected with the College (students, faculty, and staff).

List:

- Qualifications, requirements, and all other conditions for active membership in the organization
  - Example:
    - Clause 1. The conditions for active membership shall be:
      - Being an enrolled student at Western Nevada College
      - Attendance at 1 general body meeting
- Include rights and privileges of membership
  - Ex. Voting in executive board elections
- How and why membership may be resigned or terminated
  - Is there an appeal process?
- Whether there are dues associated with being a part of the organization. If no dues, then you must state that. If you do charge dues, organizations must clearly state the amount and purpose, this includes national dues as well.

## Article IV - Officers

### Section 1 **The officers of this organization shall consist of...**

State the:

- Number of officers
- Their titles (President and Treasurer are Required)
- Their general duties and responsibilities for each position

### Section 2 **Term of office shall be...**

State the:

- Period of time that the office will be held
  - Ex. 1 academic year (August- May)

### Section 3 **Executive Board shall be...**

State the:

- Officers that make up the Executive Board including the Club Advisor

## Article V – Duties of Officers

### Section 1 The President shall...

- Be the official representative of the \_\_\_\_\_.
- Call together and preside over all meetings of the \_\_\_\_\_.
- Implement all legislation, duties, and decisions approved by this organization.
- Be the chairperson and a voting member of the Executive Committee.
- Shall appoint any other special committees as deemed necessary.
- Shall be the Chairman and voting member of the Executive Committee.

### Section 2 The Vice-President shall...

- Assume the responsibilities of the President in case of absence, resignation, or impeachment.
- Be a voting member of the Executive Committee.
- Execute any and all duties assigned by the President and/or voting membership.

### Section 3 The Treasurer shall...

- Be the keeper of all financial records.
- Submit financial reports at each meeting.
- Be the signer of vouchers.
- Be a voting member of the Executive Committee.
- Execute any and all duties assigned by the President and/or voting membership.

### Section 4 The Secretary shall...

- Keep all records, with the exception of financial records.
- Handle all written correspondences of this organization.
- Record minutes of meetings, which shall be read at the beginning of the following meeting.
- Be a voting member of the Executive Committee.
- Execute any and all duties assigned by the President and/or voting membership.

## Article VI - Elections

### Section 1 Election of officers shall be...

State the:

- Requirements or other conditions that members must meet before becoming candidates for office
  - *All officers must have at least a 2.5 GPA and be in good disciplinary standing with the College*
- Process of elections
  - Questions to consider:
    - How will members become candidates?
    - How are candidates elected?
      - ❖ *The general body of the organization must elect the president.*
    - How are candidates appointed?
    - How will the general body be notified of the newly elected officers?
- Frequency of elections

### Section 2 The procedures for voting shall be...

(List any other provisions, if there is a secret ballot or hand/verbal vote, the quorum necessary to vote, aka the number of members that must be present for a legal election 2/3, or 1/2 etc.).

**Section 3 Provisions for filling vacancies.**

Specify:

- When elections are held
- If there are special elections
- How positions are posted
- Who is eligible to vote

**Section 4 Provisions for removal of an officer shall be...**

State the:

- Reasons why an officer would be removed
  - Ex. Not in good disciplinary standing with the College
- How an officer is removed
  - When?
  - Who initiates?
  - What type of vote is required and by who?
  - What is the appeal process?

**Article VII - Meetings**

**Section 1 Regular meetings of this organization shall be held...**

(Monthly, bimonthly, etc.)

Specify:

- Executive Board Meetings vs. General Body Meetings
- The person responsible for notifying members of upcoming meetings
- Method of notification
- Rules of order or procedure to utilize during meetings. Cite the specific source or authority to for deciding questions of parliamentary procedure
  - Ex. Robert's Rules

**Section 2 Voting Eligibility...**

State the:

- Eligibility Requirements to be an eligible voter

**Section 3 Quorum...**

State the:

- **Number of (X) voting members or a percentage of voting members present at any meeting shall make a quorum.**
  - (A quorum is the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization.)

**Section 3 Majority...**

State the:

- Definition of what is considered a voting majority

**Article VIII - Advisors**

**Section 1 There shall be at least one full time faculty/staff advisor at all times in the organizations.**

*Note: Student Life requires each registered student organization to have a full-time faculty or staff person as an advisor for a registered student organization.*

Include:

- Selection process of advisor

- Removal process of advisor

## **Section 2 Duties or responsibilities of advisor...**

Include the groups' expectations for club involvement

### **Example Advisor Expectations/Duties**

- Assist in the development of the organization and its members
- Interpret College policies and regulations
- Attend as many organizational meetings and functions as possible
- Meet with organization officers or membership to discuss the progress and direction of the group
- Be available to the officers and membership
- Aid in leadership transitions
- Ensure accountability to governing documents by organization leadership
- Act as a liaison to The Office of Student Life
- Support student programs and activities

## **Article IX: Committees**

*(Only if applicable to your student organization)*

### **Section 1 Establishment of Committees...**

- The Club may establish committees as needed to carry out specific tasks or projects related to its purpose. Committees shall be created and dissolved by a majority vote of the Club's members.

### **Section 2: Committee Structure...**

- Each committee shall have a chairperson appointed by the Club President or elected by committee members. The committee chairperson shall be responsible for leading and coordinating the committee's activities.

### **Section 3: Committee Responsibilities...**

- Each committee shall have specific responsibilities as outlined by the Club or assigned by the Club President. These responsibilities may include, but are not limited to, the following:
  - Planning and organizing events or activities
  - Conducting research or gathering information
  - Developing proposals or recommendations
  - Collaborating with external organizations or individuals
  - Reporting progress and outcomes to the Club

### **Section 4: Committee Membership...**

- Membership in a committee is open to all Club members. Any Club member interested in serving on a committee may express their interest to the Club President or committee chairperson. The committee chairperson, in consultation with the Club President, shall determine the composition and size of the committee.

### **Section 5: Committee Meetings...**

- Committees shall hold regular meetings as determined by the committee members. The committee chairperson shall be responsible for scheduling and facilitating these meetings. Committee meetings may be conducted in person, virtually, or through any other suitable means of communication.

### **Section 6: Reporting and Accountability...**

- Each committee shall provide regular progress reports to the Club. These reports shall include updates on activities, achievements, challenges, and any recommendations for



action. Committee chairs shall also maintain records of committee meetings and submit them to the Club Secretary for record-keeping purposes.

**Section 7: Dissolution of Committees ...**

- A committee may be dissolved by a majority vote of the Club's members or by the Club President. Upon dissolution, the committee's responsibilities shall be reassigned or terminated as deemed appropriate by the Club.

**Article X - Amendments**

**Section 1 The constitution may be amended by a vote of...**


(Be specific – majority, 2/3, etc.)

Include:

- Any requirements for the form or manner in which the amendment is written
  - Ex. Who can propose an amendment and how?
- Any limitations for the presentation or ratification of an amendment
- What margin of votes an amendment shall be required to receive for passage

*The Articles above are listed as guidelines for writing your organization's constitution. You might have more information that you have included (extra Articles, etc.). If you have questions or need assistance in drafting a constitution, feel free to contact the Office of Student Life.*

# FOR STUDENT LIFE USE ONLY:



## Club Charter Approval

Recognition Type:  New     Renewal                      Semester:                       Fall     Spring

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

Date Approved: \_\_\_\_\_                      Coordinator of Student Life Signature: \_\_\_\_\_

DOCUMENT CHECKLIST			
	Club/Organization Application		Club Member List
	Club Advisor Agreement Form		Club Constitution
	Club Description		Club By-Laws (Optional)
	Club Meeting Information		Club Semester Requirements



## Club Semester Requirements

Semester:     Fall

Semester Meeting Schedule Received	Date:	Initials:
Club Officers and Advisor Contact Updates Received	Date:	Initials:
End-of-Semester Club Report Received	Date:	Initials:
Attended At Least One Scheduled ASWN Per Month	Date:	Initials:
September Meeting Date: _____	October Meeting Date: _____	November Meeting Date: _____
		December Meeting Date: _____

Semester:     Spring

Semester Meeting Schedule Received	Date:	Initials:
Club Officers and Advisor Contact Updates Received	Date:	Initials:
End-of-Semester Club Report Received	Date:	Initials:
Attended At Least One Scheduled ASWN Per Month	Date:	Initials:
February Meeting Date: _____	March Meeting Date: _____	April Meeting Date: _____
		May Meeting Date: _____