

Cleveland Community College

Student Club and Organization Guidelines

Club and Organization Expectations

The following expectations must be considered by clubs seeking recognition as a student organization at Cleveland Community College:

- The club must be related to the vocational or academic goals of the students, or may serve civic or other special interests of students.
- The club must agree to abide by the regulations and policies of the College.
- The club's purposes must be compatible with the philosophy and educational goals of the College.
- The club must reflect positively on the College.
- Clubs should make it clear their views are not necessarily the views of the student body, faculty, staff, administration, or the College.
- The club's letters of intent and constitutions/bylaws will be kept on file in the Student Activities Office.
- Any amendment to the club's constitution must be completed through the process outlined in the constitution and copies must be sent to the SGA Advisor.
- A non-discrimination statement must be included in the club's constitution. Refer to the CCC [Academic Bulletin and Student Handbook](#) for an approved non-discrimination statement. No club shall discriminate in its membership based on any of the stated criteria.
- The club advisor will exercise supervision over membership, operation, and activities of the club.
- The club will maintain a current roster of officers and members and submit a copy to the SGA Advisor at the beginning of each academic year.
- The club officers shall have a cumulative grade point average of 2.5 or higher.
- Each club's elected President is required to be a representative on the Inter-Club Committee.
- All club meetings and activities should be planned in consultation with the advisor. All meetings should be held on campus unless off-campus facilities are arranged for and approved through the SGA Advisor and Vice President of Student Services.
- All posters, emails and/or publicity materials must be approved by the SGA Advisor.

Establishing Clubs and Organizations

The following criteria must be considered by clubs seeking recognition as a student organization at Cleveland Community College:

- Verify with SGA Advisor if proposed club/organization (referred to hereafter as club) has already been established.
- Establish club's name and educational purpose.
- Prepare a typed letter of intent signed by all prospective officers and members that includes:
 - a. Name of Organization
 - b. Purpose of Organization
 - c. Objectives
 - d. Membership/Eligibility
 - e. Faculty Advisor
- Write a constitution/bylaws which states the following:
 - a. Name and purpose of the organization
 - b. Membership requirements and non-discrimination statement
 - c. Election process for officers
 - d. Details of how financial matters are managed
 - e. Establishment of an account in the CCC Business Office. Clearly state all funds are on deposit with CCC and spate accounts are prohibited.
 - f. Meeting requirements
 - g. Method to amend constitution
- Submit the following items to the SGA Advisor:
 - a. Letter of intent
 - b. Prepared constitution/bylaws
- The letter of intent and constitution/bylaws will be reviewed by the SGA, and upon approval will go to the SGA Advisor and Vice President of Student Services for final approval.
- For continued recognition, clubs must complete and submit the appropriate form to the SGA Advisor by June 1 of the subsequent academic year.

Funding for Clubs and Organizations

The following criteria must be considered by the SGA to determine funding for student clubs and organizations:

- A line item for funding of clubs will be included in the annual SGA budget. Clubs will be allotted funds according to their activities, needs, and participation in the SGA.
- The club should submit the appropriate form to the SGA Advisor to renew club status and request funds by June 1 for the upcoming academic year. This form includes a tentative calendar of activities and budget.
- The SGA Advisor will check form for completeness, and place the budget on the SGA agenda for review and approval. If the SGA denies the proposed budget, the SGA Advisor will forward all paperwork back to the club for revision and re-submission.
- The allocation is not to exceed the designated amount approved by the SGA per fiscal year. The disbursement of these funds shall be at the beginning of Fall semester upon approval of the previously mentioned form.
- Start-up funds for each new club may be allocated after SGA sponsorship is approved by the SGA, SGA Advisor, and Vice President of Student Services. Funds may not exceed half of club's yearly allotment.
- The allocation for a club will not exceed \$500 in an academic year.