Greenfield Community College
New Club Information Packet
2014-2015

Student Clubs provide an opportunity for GCC students to gather, connect, discuss, and share experiences in their area(s) of interest. GCC Student Senate oversees the direction for clubs on GCC’s campus.

Club recognition, by a new club, involves the following steps:

1. Identify and/or recruit at least 5 interested students that are currently enrolled in at least 1 academic credit at GCC
2. Identify a faculty or staff advisor that can attend regular meetings/events
3. Complete all sections of the Club Information Packet including the following:
   a. Club constitution
   b. Club overview
   c. Club roster
   d. GCC Anti-Hazing Policy
4. Submit the completed packet to the Office of Student Activities & Community Service, C216 for approval. New clubs will first be reviewed by the Coordinator of Student Activities and then voted on by Student Senate. Club advisors and leaders are strongly encouraged to attend the Student Senate meeting when their new club request is being reviewed. Notification of club status will be emailed to the club advisor and leader(s) within one week following the Student Senate vote.

*Please be sure to complete all sections. Failure to do so will delay the review process.*
Sample Constitution

An effective constitution should reflect the purpose and goals of the club you are forming. It should be simple, use concise language, be composed by several members of the group, and include appropriate guidelines to govern your organization with clear purpose. The Student Activities & Community Service staff members are available to assist you in the composition of your document. The outline below will help you get started. (More detailed samples can be found in the Office of Student Activities & Community Service C216)

ARTICLE I  Name, Purpose and Affiliation
  Section 1  Name of Club
  Section 2  Purpose/objectives of Club
  Section 3  Affiliation with local, state, national, or international organizations
             (if necessary)

ARTICLE II  Membership
  Section 1  Membership Requirements
  Section 2  Membership Privileges
  Section 3  Said organization does not discriminate based on race, religion,
             national origin, handicap, sexual orientation, age, veteran status or
             gender.

ARTICLE III  Officers
  Section 1  Officer Directory (list of titles)
  Section 2  Qualifications
  Section 3  Duties

ARTICLE IV  Election and Removal of Officers
  Section 1  Time of Election
  Section 2  Procedure of Election
  Section 3  Procedure for Removal of Officers

ARTICLE V  Meetings
  Section 1  Frequency of Regular Meetings
  Section 2  Provision for Special Meetings

ARTICLE VI  Quorum
  Section 1  What Quorum Consists of (i.e. 2/3 majority, 50%, etc.)
  Section 2  When a Quorum is Necessary

ARTICLE VII  Amendments and By-laws
  Section 1  Provisions for Amendments
  Section 2  Provisions for By-laws

ARTICLE VIII  Committees
  Section 1  Will there be any standing committees

ARTICLE IX  Adherence to College Policies
  Section 1  Statement of Adherence to College Rules, Regulations and Policies
  Section 2  Statement of Adherence to all Local, State and Federal Laws
Club Overview

Section A: General Information

Club Name: ________________________________________________________________

Primary Student Contact: _____________________________________________________
Phone#: ____________________________ Email: ________________________________
Signature: _________________________________________________________________

Alternate Student Contact: _________________________________________________
Phone#: ____________________________ Email: ________________________________
Signature: _________________________________________________________________

Advisor: ________________________________ Department: __________________________
Phone#: ____________________________ Email: ________________________________
Signature: _________________________________________________________________

Section B: Meetings

How often does/will this club meet? ____________________________________________
Meeting day and time: _________________________________________________________
Meeting location: _____________________________________________________________

Section C: Events and Activities

What events do you hope to plan for this year? __________________________________
____________________________________________________________________________

What fundraising activities, if any, are you hoping to do this year? ________________
____________________________________________________________________________

How will you advertise your events and activities to students? ______________________
____________________________________________________________________________
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Club Advisor Commitment and Responsibilities Form

The Advisor is the club’s primary contact with the College. The advisor should:

1. Schedule regular meeting times with students
2. Reserve meeting rooms and event spaces
3. Place catering orders on behalf of student leaders
4. Attend club meetings regularly
5. Help club officers run effective meetings
6. Know what programs and activities are being planned, and ensure that those events are legal, safe, and approved by the College
7. Work with the club’s treasurer to handle all money and budget matters
8. Communicate with the Coordinator of Student Activities & Community Service about club activities via phone and email

We expect that Advisors will know about and approve all activities of the club. Clubs have a responsibility to keep their advisor informed about activities in an honest and timely manner. If advisors have doubts about any part of a club’s proposed activities they should consult with the Coordinator of Student Activities before the event.

An Advisor is NOT a member of the club. An advisor should act as a support and resource to the club but does not vote, make decisions apart from the student leadership, or steer the club away from the students’ goals and objectives. An advisor should be neutral in election processes.

If you would like to commit to serving as a Club Advisor, please provide the following information:

Club Name:__________________________________________________________

Advisor’s Full Name:____________________________________________________

Position at GCC:_____________________________________________________

Office Location:_________________________ Office Phone:______________________

Email Address: _________________________________________________________

Best time to Contact you:_______________________________________________

Comments or suggestions for the Coordinator:________________________________

______________________________

Advisor Signature:______________________________________________ Date:____________________
Greenfield Community College Policy on Hazing

Massachusetts State Law prohibits the practice of hazing. In conjunction with the Commonwealth of Massachusetts, Greenfield Community College prohibits “hazing” in any form. Students involved in any form of hazing will be subject to disciplinary action pursuant to the College’s Student Code of Conduct and prosecution under Massachusetts State Law.

In compliance with Massachusetts State Law, all clubs, club members and club advisors must receive a copy of sections 17-19 of said law.

Massachusetts Hazing Law
COMMONWEALTH OF MASSACHUSETTS
GENERAL LAWS 269:17, 18, 19

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.
Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING.
Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report
Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations.
shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

On behalf of the ________________________
__________________________________, I as Student Leader and/or Advisor
have read and understand the above regulations. On ________________________ this information
(List date and time document was reviewed with club) was presented to all members of the above mentioned club. I understand that hazing is against Greenfield Community College policies and is illegal under the laws of the Commonwealth of Massachusetts.

Primary Student Contact: __________________________________________ Date: __________

Signature: ______________________________________________________

Club Advisor: ____________________________________________________ Date: __________

Signature: ______________________________________________________

Received in the Office of Student Activities & Community Service on: __________________________

Staff Initials: __________