Student Clubs provide an opportunity for GCC students to gather, connect, discuss, and share experiences in their area(s) of interest. The Office of Student Activities & Community Service provides oversight and 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 roster
   c. Advisor Commitment Form
   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 & Community Service 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.*
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 C: Meetings

How often does/will this club meet? ___________________________________________
Meeting day and time: _______________________________________________________
Meeting location: ___________________________________________________________

Section E: 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? ____________________
___________________________________________________________________________
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 Law

*Student Activity Fee money can be requested annually, or as a one-time request, by clubs for programming purposes. This money must be used within the guidelines set forth by Greenfield Community College and The Commonwealth of Massachusetts. Please contact the Office of Student Activities & Community Service to learn more about this process.
# Club Membership Roster

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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 (insert club name here) 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: ___________________________

Office of Student Activities & Community Service on: ___________________________ Staff Initials: __________