



### Organization Formation

A Student Organization (hereafter referred to as club or clubs) may be formed at any Pima Community College campus with signatures of at least ten (10) currently enrolled PCC students who wish to operate within the college structure for an expressed purpose. A Student Life Coordinator may make an exception to reduce the minimum member requirement. Club registration and/or renewal is necessary before the services and facilities of the college campus are available to the club. A club must not represent, nor imply, in its contracts with the college community or public that it speaks for or in the name of the college or campus.

### Categories

All clubs are overseen by their respective Student Life Office on each campus. A club is made up of Pima Community College students who share a common interest that falls into one of the approved categories for organization formation, and whose primary activity and/or service is for the College. A club may be formed under the following categories:

- Recreation
- Cultural
- Honorary/Service
- Pre-Professional
- Special Interest

### Initial Registration

Students may seek to register a *new* club at any time by submitting a completed *Student Organization Application* and a copy of its constitution and bylaws to the respective Student Life Office. The petition to register as a club also must include:

- Name of the club
- Name and contact information of the student wishing to register the club
- Name and contact information of the staff/faculty advisor
- Name, Student ID numbers and contact information of at least 10 Pima Community College student members. (Students must be enrolled in at least 1 credit at Pima Community College.) A Student Life Coordinator may make an exception to reduce the minimum member requirement.
- Copy of the *Proposed Goals, Objectives, and Activities Form* (To be completed and updated each semester)

The recognition process consists of review and approval by the Student Life Coordinator and the Dean of Students and/or designee. The Student Life Coordinator will notify the club's advisor in writing of campus recognition when the review process has been completed. The decision of the Dean of Students and/or designee is final.

### Yearly Renewal/Updated Registration

Existing or returning organizations are required to submit: Yearly Renewal registrations are at the beginning of each academic year and updated registrations each Spring semester, and this requires the same processes as the initial registration. The deadlines for each are: **September 15** and **February 15**, unless otherwise provided by your Student Life Coordinator.

### Club Advisor

Each club must have an advisor who will assist it in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services, and will monitor the club's accounts. The primary advisor must be a full-time faculty or administrative appointment or full-time regular staff member of Pima Community College.

### Membership

Club membership shall be limited to currently enrolled Pima Community College students. To be eligible, a student must be enrolled in at least 1 credit at Pima Community College. At least one member of the club must attend regularly scheduled Student Advisory Board meetings.

In accordance with Pima Community College policy, the club must comply with all applicable federal and state laws and regulations prohibiting discrimination, club membership shall be extended, without regard to sex, race, age, religious beliefs, sexual orientation and disability.

### Conduct

Clubs, their members and guests are subject to local, state and federal laws, as well as Pima Community College's regulations and its Student Code of Conduct. Violations will be handled in accordance with the Student Discipline Code and Due Process Procedures set forth in the Student Code of Conduct. The Student Code of Conduct is available at <http://www.pima.edu/currentstudents/code-of-conduct/>.

### Social Media

All social media postings need to be appropriate, Student Life and Public Information reserves the right to remove postings that are inappropriate. All handles must be provided to the Student Life Office when an account is created. In addition, Student Life and club advisor need to be added as an "admin" of each account. When the club becomes inactive, the Student Life Coordinator has the right to deactivate the account. Provide passwords to Student Life at <http://bit.ly/SocialMediaPCC>.

### Evaluation

At the end of each year, every student organization will be **required** to submit an "End of Year Report" that will include a summary of what new ideas were initiated, what worked and what did not, suggestions for the upcoming year, and the next year's contacts. A suggested outline will be provided by the Student Life Office mid-Spring Semester. Evaluation available at <http://bit.ly/ClubEval>



New Application (new clubs only)

Yearly Renewal Application

Updated (mid-year) Application

Name of Club: \_\_\_\_\_

Location Establishing the Club or Organization

- East Campus
- Desert Vista Campus
- Downtown Campus
- Northwest Campus
- West Campus
- Adult Education
- Online

Official Club Roster

This application must contain the names of at least 10 students currently enrolled at Pima Community College who agree to participate in club activities. Official roster will be used to verify membership for activities such as club travel and funding requests. A Student Life Coordinator may make an exception to reduce the minimum member requirement.

Submit updated rosters to Student Life as membership changes or when requested.

We, the undersigned, do hereby apply for recognition of the aforementioned club.

	Printed Name	Student ID#	E-mail	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

(use additional paper if necessary to include all organizational members)

Organization President\*

Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

PCC ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

Organization Vice-President\*

Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

PCC ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

Organization Secretary\*

Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

PCC ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

Organization Treasurer\*

Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

PCC ID#: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_



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### Proposed Goals, Objectives & Activities Form

This form is to help Campus Student Organizations (clubs) plan their semesters to be the most productive and efficient, and to allow the Student Life Office to complement the efforts.

**Purpose:** What is the primary mission of this club?

**Goals:** What is a large goal that the club will strive for this year? (e.g., increase membership to X, create a conference, attend a national conference)

What are some short-term goals of the club to engage with the PCC campus community? (e.g., fundraising for a goal, put on an educational program, participating in service projects)

**Objectives:** How do these goals match up with the values, objectives and mission of the club?

**Activities:** List 3 different types of activities that your club would like to plan. (e.g. community service event with Ronald McDonald House, fundraising event at your campus, etc)

**Fundraising:** How does the club plan to fund activities? Will there be fundraising? Will there be dues; if so, for what?

**Meetings:** When does the club plan to meet? How often and where? (List initial meeting & planned regular meetings.)

**Social Media:** List all social media platforms and handles used by the club. You must provide Student Life with "owner" rights, and the password for each account. Provide passwords to Student Life at <http://bit.ly/SocialMediaPCC>.

**Attach a copy of the club or organization's Constitution and By-Laws.**



### Club Advisor Information

Each club must have an advisor who will assist in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services, and will monitor the club's accounts. The primary advisor must be a full-time faculty or administrative appointment or full-time regular staff member of Pima Community College. Students have the ability to choose their club advisor as well as the ability to remove the advisor if necessary. If there is a problem with the club advisor and the students wish to end the advisor relationship with the club their needs to be communication with the Student Life Coordinator to determine what steps are necessary.

#### Role of the Student Club Advisor

- **Inform:** Serve as an informational resource to help members come together as a group, learn how to work together, and to set and accomplish goals. The advisor should serve as a communication bridge between the students and the campus by getting to know the involved students and offering information that will help them succeed.
- **Support:** Provide support and guidance to the students as they learn how to balance the new skills and abilities they are developing through activities, and their academic goals. Advisors are in a unique position to encourage the development of initiative, responsibility and leadership in the club's members.
- **Guide:** Ensure that club members are informed about and are properly using the campus and college policies and procedures required to conduct local business. Advisors should also be familiar with the Constitution and Bylaws of the club and be prepared to help the students follow and interpret these as needed. The effective and wise advisor is one who will render advice when it is requested and offer counsel when it is required.
- **Listen:** A primary purpose of student clubs is to give the students a voice. Listen to the students and help them discover their voice. What are their interests? Their concerns? How can the club assist them and other students to pursue their interests? What can they do to begin turning their concerns into positive action?
- **Maintain Accountability:** The students are learning about teamwork, accomplishing goals and the essentials of running a club. Support them in maintaining high levels of professionalism, integrity and respect for themselves and others. Help the students learn and practice personal accountability. Accountability includes budgeting, financial controls and following through on tasks.
- **Provide Signature Authority:** Each club may establish a club account through the College and maintain a budget and cash flow. The advisor can work with the club's leadership on maintaining financial records and supervise financial transactions and the handling of club funds. The club's advisor has signature authority on club accounts; two authorized signatures are required for the expenditure of club funds.
- **Represent Campus/Pima Community College:** As a representative of the Campus and Pima Community College, the advisor has an opportunity to help the students demonstrate the mission and ideals of the campus and the college in their purpose and goals. Advisors can play an active role in assisting students to set up a meaningful program that is consistent with the purposes of the group and the aims of student success.
- **Supervise:** Advisors are responsible for proper supervision of meetings and activities planned by the club's members. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisors. Although the students should be encouraged to provide their own momentum, they are often the first to point out that they need a guiding hand from time to time.
- **Co-curricular Assessment:** Pima Community College and Student Life are committed to educational achievement and improvement through ongoing assessment of student learning.



- **Student Club Travel:** If the club is interested in traveling as a group for a purpose in line with Student Life’s mission, the club advisor and club president (or other designated officer) will schedule a meeting with the Student Life Coordinator to learn about and understand the Student Travel Application and processes.

**Advisor Duties**

- Complete annual club/advisor training and evaluation.
- Ensure club co-curricular assessment paperwork is completed, as necessary.
- Attend club meetings and activities.
- Review and approve club goals and objectives for submission each year.
- Work closely with the Student Life Coordinator to ensure that all college policies are followed and that all club activities are communicated to the appropriate authorities.

*Support and training for club advisors is available through the Student Life Office. Feel free to discuss ideas and club issues with the Student Life Coordinator or designee. Campus Administration is committed to an effective Student Life program, and is supportive of student clubs and their role in a dynamic neighborhood community college.*

**Club and Organization Handbook:** <http://bit.ly/ClubHandbook>

**I understand and accept the advisor roles, responsibilities, and duties; and I have read the Club and Organization Handbook.**

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

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

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

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

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

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



Name of Club: \_\_\_\_\_

Location Establishing the Club or Organization

- East Campus
- Desert Vista Campus
- Downtown Campus
- Northwest Campus
- West Campus
- Adult Education
- Online

Approval Signatures:

Club Advisor

Approved:  Denied:

Printed Name: \_\_\_\_\_

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

Club Co-Advisor (if applicable)

Approved:  Denied:

Printed Name: \_\_\_\_\_

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

STUDENT LIFE USE ONLY

Student Life Coordinator

Approved:  Denied:

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Dean of Students (or designee)

Approved:  Denied:

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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