



Student Club Recognition Form

Students wishing to form a new campus club should complete the attached application. The following information must be provided:

- Name of club
- Description of club
- Qualification for membership, to whom open, and eligibility requirements
- Financial obligations of members
- Election and qualifications of officers
- College advisor/sponsor information (must be full-time WSC faculty or staff or spouse of a staff/faculty)
- Student Club Registration Information Form (10 interested students are required for approval)
- Club's constitution

The completed application and related information should be submitted to the Director of Student Activities. After review and action by the Student Senate, the VP of Student Services, notification of approval or non-approval will be communicated.

Student Club Application for Recognition

1. Name of Club:

2. Description of Club:

3. Qualifications for Membership:

a. To whom open:

b. When eligible:

4. Financial Obligation of Members:

5. Election and Qualification of Officers:

6. College Advisor or Sponsor/ Campus Office Location/Campus Extension:

7. Constitution – attached as a document

Please attach petition signed by students desiring recognition of club as well as a copy of the constitution established for the club.

Approved

Disapproved

Director of Student Activities: _____ Date: _____

Approved

Disapproved

President of WSC Student Senate: _____ Date: _____

Approved

Disapproved

VP for Student Affairs: _____ Date: _____

Student Club Registration

Student Activities 20____-20____

Official name of club:

List local/state/national/international affiliations:

Official club meeting time and location:

What type of club are you? (Circle one)

- Art
- Athletics, PE and Sports
- Business
- Campus Programming
- Communications and English
- Education and Counseling
- Family/Consumer Sciences
- Foreign Languages and Culture
- Greek
- Industrial Technology
- Math and Science
- Miscellaneous
- Multicultural
- Music
- Political
- Religious
- Residence Halls
- Service/Volunteer
- Social Science
- Theatre

Student Club Officers:

Officer	Name	WSC Email Address	Phone
Advisor			
President			
VP			
Treasurer			
Secretary			

Wayne State College Sample Club Constitution

Constitution (your club name)

Article I

Name

*The name of this student club shall be (your club name)

Article II

Purpose

*The purpose of this club is (list your club purposes).

Article III

Members

- *Section 1 Active members shall be students of Wayne State College with a minimum GPA of 2.0.
- Section 2 Associate members shall be faculty or staff. They shall not be eligible to hold office or vote.
- Section 3 Annual dues of \$_____ shall be paid by _____ each year.
- *Section 4 Membership shall not be denied to any individual on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, etc. (except for sex qualifications that are directly relevant to the club purpose).

Article IV

Officers

- Section 1 The officers of the club shall be named:
These officers shall perform the duties as prescribed by the constitution and by the parliamentary authority adopted by the club.
- Section 2 Officers shall be nominated at the first meeting of April with elections held the following meeting. Elections shall be done by secret ballot and candidates receiving the most votes shall be named to their respective offices.
- Section 3 Officers shall serve a term of one year.
- Section 4 Vacancies in offices shall be filled by nomination and voting of a quorum of members.
- Section 5 Officers must have compiled at least _____ credit hours at Wayne State College.
- Section 6 Officers must be full time students at Wayne State College.
- Section 7 Officers shall not be on disciplinary or academic probation.

Article V

Meetings

- Section 1 The regular meetings of the club will be held on the first and third Wednesdays of each month.
- Section 2 Special meetings may be called by the President or the Executive Committee and shall be called with at least three days' notice.
- Section 3 Fifty-one percent (51%) of the members of the organization constitute a quorum.

Article VI

Relationship

(Club name) shall have no relationship or be controlled by any other local, state, or national club.

Article VII

Activities

The Club shall hold regular business meetings with invited topics of interest.

Article VIII

Committees

- Section 1 The Executive Committee shall include the officers of the club and shall be considered a standing committee. They shall supervise affair of the club between its business meetings, make recommendation to the club and perform duties as specified by in the constitution.
- Section 2 Other committees, standing or special shall be appointed by the President.

Article IX

Advisor

*One or more advisors affiliated with Wayne State College as a faculty, staff, or administrator will be selected to work with the club.

Article X

Parliamentary Procedure

The rules contained in the current edition of the Robert's Rules of Order will be followed in each meeting.

Article XI

Amendments

This constitution may be amended at any regular meeting of the club by a two-thirds vote, provided that the amendment was submitted in writing at the previous regular meeting.

*All items denoted with this symbol must be included in your club's constitution.