

START YOUR OWN CLUB

Joining clubs and participating in activities is a great way to make friends and enjoy your college years! But what if you want to do something other than Intramurals, Band, SGA, Science Club..... What if you are passionate about something, but a club doesn't exist for that? Simple: make your own club!

It seems daunting to make your own club, but it's a very rewarding experience. You also meet people who have the same interests as you. Starting your own club is actually a lot easier once you break down the steps:

- **Talk to your Student Engagement Office.** This is the office that oversees all the organizations on campus. There is someone there whose job it is to help students get clubs started. After they know about your club, they can approve it. (Usually the one reason why they would NOT approve a club is if there is one similar that already exists, or if it seems to be in conflict with university standards.) After your club is approved, discuss what is required to be official. Usually, to be official, the club has to establish a constitution, bylaws, and rules of procedure. There are templates for this so don't worry! Contact Jennifer Fugate fugateji@roanestate.edu for more information. Visit www.roanestate.edu/studentlife
- **Decide the purpose of your club.** Will it be focused on spreading awareness or education, or will you want to emphasize service and community engagement? For example, I created a club focused on animal welfare. We do various activities ranging from holding fundraisers to donate proceeds to local animal rescues to volunteering at animal shelters. At our meets we discuss the details of these engagements as well as additional ways members can improve the lives of animals (i.e. signing petitions, animal activist groups, etc.).
- **Advertise your club to the student body.** How is anyone supposed to join your club if they don't know about it? Getting the word out is tricky and successful procedures vary by schools and their students. A great place to start is social media, it seems like virtually every student uses it these days. Therefore, post basic club details on social media outlets, such as the college's Facebook page and in online bulletins. We have Welcome Back Week for freshmen at the beginning of semester, which are tables where organizations can set up and promote themselves. This is a great way to get email addresses of interested students so that you can follow up with information at a later time. Reach out to clubs that are already established.
- **Time for your first meeting!** Your first meeting is very important! First meetings should not be used to jump right into activities. Discuss the important information of the club, purpose, and plans for the semester, as well as get input from the students who are there. If there are requirements that need to be met (such as GPA or active member points) then be sure to cover those, as well as benefits of being in the club (such as fulfills scholarship service hours, great resume additional, professional development, etc.)
- **Elect Officers** You cannot run the whole thing on your own. There are many ways that students can apply to be an officer. You can have the general body vote, but YOU have the final say. It's great to hear out your general body, but remember that you're the president and you still have final say.

Application for Student Organization

We request the official registration of the following organization:

Organization name _____

Purpose and or
Objective: _____

Affiliations: _____

Offices to be Filled: _____ President _____ Vice-President
 _____ Secretary _____ Other
 _____ Treasurer

Approval Faculty Sponsor (s) (1) _____
(SIGNATURES)
(2) _____

Students Seeking Approval:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Note: This form must be completed in detail prior to official college action. All Financing or other fiscal matters must clear the Business office. All money collected must be deposited within 72 hours. Approved bills or invoices will be paid by the Business Office. Contracts are not valid unless signed by the President of the College. Organization Secretary should maintain a complete file of meeting minutes and financial reports. A copy of the club constitution should be on file in the Office of Student Activities.

College Action: _____ Approved _____ Disapproved _____

Campus Activities Student Organization Grants

Each school year all recognized clubs and organizations are given a chance to request funding. Below are the rules governing request for activity funding.

- Each club or organization may make **one** request for a **maximum of \$500**. (if a club or organization is multicampus in nature they may make only one request)
- To apply for funding the club or organization must complete and submit the Student Activities Student Organization Grant application. A copy of the grant template can be found on the Clubs and Organizations web page at <https://www.roanestate.edu/?5474-Clubs-and-Organizations>.
- In addition to the grant application, each club or organization must submit a copy of the club constitution as well as a copy of the RSCC Student Organization Compliance Agreement (SOCA) signed by the club sponsor and officers. The SOCA and a constitution template can be found on the clubs and organizations web page at www.roanestate.edu/?5474-Clubs-and-Organizations. If a copy of the club bylaws or constitution is already on file with the Office of Student Engagement, only an updated SOCA must be submitted.
- Grant applications must reach Jennifer Fugate in the Office of Student Engagement by 11:59pm September 20, 2021 Request may be sent by e-mail to fugatejj@roanestate.edu Please send as an attachment in pdf format
- Money is limited, so all requests may not be granted.
- **No late or incomplete applications will be considered. Submissions that do not include a SOCA and if needed an updated Constitution/Bylaws by the deadline will not be considered.**
- All decisions are final.

2021 Campus Activities Student Organization Grant Application

Organization Name	
Faculty/Staff Sponsor	
Account # (required)	
Amount Requested	

- Organization Description:

- Need:

- Intended use for money:

- Other fundraising efforts:

SAMPLE

Campus Activities Student Organization Grant Application

Organization Name	<i>Please include full name of org</i>
Faculty/Staff Sponsor	
Account # (required)	<i>Without an account number money cannot be deposited</i>
Amount Requested	<i>\$500 or less</i>

- **Organization Description:** *(Briefly describe your organization, its purpose and goals)*
- **Need:** *(Describe the need your organization has for requesting funds from the Student Activities Fee.)*
- **Intended use for money:** *(Provide a detailed description of how your organization plans to use the money. If the money is being used for a conference or training, attach promotional literature and/or program schedule. If the money is being used to purchase equipment or supplies, please include a list of items and/or attach product information sheets)*
- **Other fundraising efforts:** *(List and provide a brief description/explanation of all other fundraising efforts made by your organization)*

**CONSTITUTION OF THE [Organization Name]
[Est. date]**

**ARTICLE I
PURPOSE**

Section I:

[Statement of official organization name]

Section II:

[Organization purpose and scope]

Section III:

[Statement of responsibility to rules of organization, i.e. "All member are subject to the statements of the constitution..."]

**ARTICLE II
MEMBERSHIP AND STRUCTURE**

Section I:

[Membership eligibility]

Section II:

[Organization structure]

Section III:

[Organization officer structure and selection process]

**ARTICLE III
CONSTITUTIONAL ADMENDMENTS**

Section I:

This constitution may be amended

Section II:

[Amendment procedures]

ARTICLE IV
RESIGNATION

Section I:

[Procedures for resignation]

Organization Name:

Campus:

Sponsor:

Date:

To Whom It May Concern:

As a student organization affiliated with Roane State Community College, we the _____
_____ agree to comply with all policies and
procedures of Roane State Community College and its governing body, the Tennessee Board of Regents.
As an organization and as individual members and representatives of the college, we understand that
failure to abide by these policies and procedures will result in censure, suspension and possible
disbandment.

Signed

Club Sponsor

Club President or Chairperson