

# Mount Wachusett Community College Student Government Association (SGA)

## Procedures for Establishing a Student Club

The following handout details a step-by-step process to be followed in order to form a new student group. This process is also outlined in the MWCC Student Government Association Bylaws which can be found on iconnect at <http://mwcc.edu/studentlife/files/2015/10/SGA-By-Laws-Amended-September-24-2015-final.doc.pdf>. Please follow the steps exactly and keep in regular contact with the Student Life Office.

**Step 1:** Announce your intention to form a new club or organization to the Student Life Office.

**Step 2:** Hold a preliminary meeting and establish a tentative organization.

**Step 3:** Submit a petition letter (see *Petition to Establish a New Student Organization*) to the SGA signed by 25 MWCC students who support the existence of this club.

The petition letter should contain the following:

- The name of the organization
- The purpose of the organization
- The name of a staff/faculty advisor

**Step 4:** Draft a Constitution or Bylaws for your club and ratify this document with a vote of the majority of its members. The Student Life Office and the SGA Constitution Committee are available to help you in this process. This process must be completed in advance in order to receive SGA funding.

**Step 5:** Submit your Constitution or Bylaws to the SGA for review by the Constitution Committee and then ratification by the SGA after a recommendation for acceptance has been made to them by the Constitution Committee. The Committee will then contact you concerning how to proceed.

## Privileges of MWCC Club Status

- Use of MWCC facilities for meetings and events.
- The opportunity to petition for Student Government funds.
- Use of MWCC state vehicles for club trips.
- Advisement and leadership training opportunities sponsored by the Student Life Office.
- Official permission to recruit members and use the MWCC name and college logo.

We recommend that you read over the Club and Organization Handbook on the Student Life web page at: <http://mwcc.edu/studentlife/student-clubs-organizations/handbook/>