

Club and Organization Advisor Handbook



Gaston College
Opportunities for Life

Developed by the Office of Student Activities

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Inter-Club Council Mission Statement (ICC)

The Inter-Club Council is an organization consisting of representatives from each of the clubs on campus. The purpose of the ICC is to foster discussion and cooperative projects between the various student organizations on campus. The ICC may recommend impeachment procedures against any club for not abiding by its constitution, for failing to send a representative to the ICC or for being a discredit to Gaston College. **It is very important that a representative be present as all ICC meetings.** Details concerning ICC meetings are announced to advisors. If you cannot send a representative to an ICC meeting, please notify the ICC chair and/or the Coordinator of Student Activities. The ICC must approve all fund-raising activities on/off campus. One of the important functions of the ICC is to select the Club of the Year. This club is honored at the awards day, which is held at the close of the academic year.

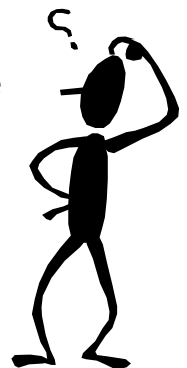
The mission of the Inter-Club Council is to involve and support students in extracurricular activities which will help develop life skills such as critical thinking, effective leadership, problem solving, goal setting, cultural appreciation and the ability to relate with people who are different from oneself.

The mission is accomplished through the exchange of information and participation in experiential activities that ensure:

- An opportunity to participate in student organizations that represent a multitude of student interests.
- An opportunity to participate in student governance.
- An opportunity to participate in all campus activities and initiatives.
- A challenge to attain advance levels of performance of those which are learned in the classroom.

Suggestions for Club Officers

- The success of any student organization depends on the selection of the best possible officers.
- Officers should possess such qualities as leadership and willingness to work with fellow students.
- Before accepting positions, officers should be thoroughly informed about the duties and requirements of these offices.
- They should have enough time available to fill the needs of the position.
- Procedures for the removal of students should be clearly stated in the individual club's constitution or bylaws.



Recruitment of New Members

- Ask each member to bring at least one friend or potential member to a meeting.
- Obtain a list of students eligible for membership from Student Services.
- As an incentive, provide a worthwhile award to the student who recruits the most members. Personally contact new members.
- Keep club materials prominently displayed in student lounges and on bulletin boards.
- On a regular basis encourage the students in your classroom to join or visit the club you advise.

Club Finances



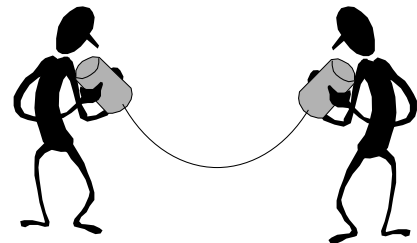
- The club account should be with the Gaston College Business Office.
- Use sound, responsible methods of accounting for funds, receipts, etc.
- Persons such as the club treasurer, president or advisor are the only eligible individuals to sign a college requisition for funds.
- Please have at least two signatures on each requisition.
- It is always best to have a planned budget and an actual budget.

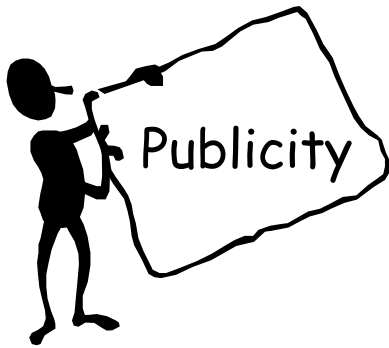
Meetings

- Clubs at Gaston College usually meet twice monthly.
- The day and time should be in agreement with a majority of club members.
- Effective meetings require planning in advance. Do not have a meeting unless necessary.
- Listen to what others at the meeting have to say.
- Make sure you understand the reason for a meeting and do your homework in accordance with this understanding.
- Actively engage in the discussion.
- Be sure the purpose of each meeting and each item on the agenda is clear to the members.
- Start each meeting on time and keep the discussion to the topic.
- Be sensitive to the physical, informational, and social needs of others.
- Meetings should be conducted by parliamentary procedure.

The order of business for meetings is as follows:

1. Call to order
2. Roll call of members present
3. Reading & approval of minutes of the last meeting
4. Officers' reports
5. Committee reports
6. Special orders--Important business previously for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment





- Good publicity should provide information on special activities, and publicize the objective of the club.
- It may also recognize outstanding members.
- Publicity comes in many forms.
- Some possibilities are radio spots on the campus radio station, large posters, handout announcements mailed to members.
- Above all, good publicity benefits the club, the College and the individuals involved.

Procedures for Starting New Student Organizations

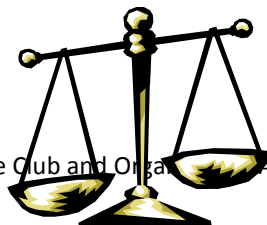
When a group of students recognize a common interest that they wish to strengthen through formal organization, a written proposal should be submitted to the Coordinator of Student Activities. The Proposal should consist of the following:

- Need for organization
- Purpose
- Goals/Objectives
- Number of persons interested
- Name of advisor
- Constitution/Bylaws
- Contact information for executive council

If the Coordinator of Student Activities agrees to the formation of the organization, a constitution will be submitted through channels. The constitution will go to the Inter-Club Council and then to the Student Government Association for final approval.

Constitution and By-Laws

Constitutions and by-laws for any club give continuity to that organization. As membership changes, the constitutions and by-laws remain and guide the students so the original purpose and principles of the club are not forgotten or lost. The constitution should lay down the fundamental principles on which the organization is to operate. The by-laws establish the rules of guidance by which it is to function. The by-laws may be more easily amended than the constitution. The constitution should fit the needs of your organization. Outdated constitutions may need to be revised. The revised constitution must then be approved by a vote of the membership and forwarded to the Inter-Club Council for its approval.



When is it Time to Step In?

Student organizations and clubs should be just that, run and managed by the student executive council. However, the following is a list of times when the advisor **SHOULD** intercede:

- A student's safety is in jeopardy
- Final repercussions could ensue
- The reputation of the group could be damaged with community college and/or other students

The times should be few and far in between. If qualified and mature executive council members are elected these situations should not be an issue.



Additional Comments

- As an advisor, help the student leadership of your club to think ahead and anticipate activities and plan accordingly.
- Encourage club officers to meet during the summer.
- Plan at least one or two social events where no business is discussed.
- Make a calendar of events for the year as early as possible.
- Communicate often with your executive officers and if numbers permit, with the membership at large.
- Good personal relationships are necessary if the club is to succeed.
- Be enthusiastic; it is contagious!
- Advise rather than dictate. Your purpose as an advisor is to assist students in developing a useful organization on campus and help them mature as individuals into leadership responsibilities.
- If difficulties arise, please inform the Coordinator of Student Activities.