

Interested in starting a new club at FVCC?

Contact Wendy Jeschke, FVCC's Student Engagement Coordinator, at wjeschke@fvcc.edu or 756-3908 for assistance with planning and advertising the first few meetings.

Read Article III. Student Clubs from the ASFVCC Bylaws (Appendix A), which outlines the steps for becoming an official student organization. Also read [Chapter VII, Section 40](#) of the FVCC Board Policy Manual.

After you have held four successful meetings, you may complete the "New Student Organization Application for Charter" and submit it to the Student Engagement Coordinator. The Dean of Students and President will review the application.

With final approval from the FVCC President, you may proceed to Student Government for their determination for recognition as a student organization on campus.

Once your club has been officially recognized, you may request up to \$300 for each semester from student government to help fund your new club for its first year. Plan on sending a representative from your club, preferably an officer, to the monthly Interclub Council meeting. Prepare a budget and submit a request for allocations from the student government. The allocations meeting is in February and determines how much money each official club will receive for the following year.



Name of organization: _____ Date: _____

Mission Statement (purpose and objective):

NAME OF OFFICERS AND ADVISOR(S):

Officer	Name	E-mail	Phone #
President			
Vice President			
Secretary			
Treasurer			
Advisor(s)			
Advisor(s)			

Please attach to this application:

1. List of members.
2. Proposed operating budget
3. Petition to form a club
4. Bylaws

Club President _____
Print Signature

Club Advisor _____
Print Signature

Club Secretary _____
Print Signature

Club Advisor _____
Print Signature



New Student Organization Approval



Name of Proposed Student Organization _____

Club Advisor (Print)

Signature Advisor Signature

Date

Student Engagement Coordinator Signature

Date

Dean of Students Signature

Date

FVCC President Approval

In an effort toward the promotion, proper direction, and support of student activities which enrich the intellectual and social growth of a student, consistent with goals of Flathead Valley Community College, as President approval is given to the above proposed student organization to proceed to Student Government for their determination for recognition as a student organization on campus.

FVCC President's Signature

Date



We, the undersigned, support the creation of _____ club.

#	Printed Name	Signed Name	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			



Bylaws should include:

1. Student organization name
2. Purpose-Objectives
3. Memberships-include any student currently enrolled at FVCC
4. How elections are completed
5. Officers and their responsibilities/duties.
6. Special committees within the organization
7. Positions to be held
8. How meetings are scheduled
9. Advisor name



1. Support the existence of the student organization.
2. Serve as liaison for the organization to the administration as needed.
3. Attend organization meetings.
4. Guide, supervise, and support organizational activities.
5. Presence and participation is essential for maintaining objective up-to-date awareness of all situations.
6. Ensure compliance with college policies and procedures.
7. Be available to student organization members.
8. Assure each new member is well educated in leadership and officer transition.
9. Monitor organization finances and ensure appropriate spending practices are followed.
10. Be familiar with the organization's bylaws. Make certain that organization bylaws are followed.
11. Mediate group conflicts.
12. Develop and maintain a working relationship with organization's national affiliations (if necessary).

Appendix A

ASFVCC BYLAWS

ARTICLE III. STUDENT CLUBS

Section 1. Definition

A club is an association or organization dedicated to a particular interest or activity.

Section 2. Purpose

The purpose of a student organization or club shall be to provide engagement, intellectual growth, well-being of students and recreational and educational activities and services to students to enhance and further their education.

Section 3. Charters

Any group of students wanting to be recognized as a FVCC Student Club shall fill out the application for charter and submit it to the Student Government for consideration. All applications shall include the following information:

- Name of proposed club.
- Purpose and objective of club.
- Names and positions of officers.
- Names of advisor(s).
- Membership requirements.

A proposed operating budget.

Organization's Bylaws. If Club is affiliated with a State or National organization, a copy of affiliated organization's bylaws must also be included.

Petition with minimum of twenty-five (25) signatures of currently enrolled students.

Signed New Student Organization Approval form.

A request to be placed on a Student Government meeting agenda to receive FVCC Student Government approval for the organization.

Section 4. Recognition

Any club wishing to be recognized and/or operate as a FVCC club shall comply with FVCC Board Policy (Chapter VII, Section 40) and operate in accordance with the Bylaws of this Constitution.

Section 5. Club Membership

Membership in student organizations shall be open to all of the FVCC student body pursuant to State/Federal laws.

Section 6. Affiliation

All chartered student organizations shall be authorized to use the name of the college, in accordance with any policies and/or procedures governing use of the name of the college, and the facilities of the college, and to administer programs, activities and events on behalf of the FVCC Student Government.

Appendix A

Section 7. Financing

Chartered clubs shall be eligible for funds from the Student Activity Fees and shall be authorized to conduct student activities on behalf of its organization and the FVCC Student Government.

To be considered an active club and be eligible for funding from the Student Activity Fees, each club will be required to do the following

Hold a minimum of one regularly scheduled meeting per month.

Submit an updated contact list with officers' names, phone numbers, and email addresses to the FVCC Student Government at the beginning of each semester.

Select one member to represent the club in the Interclub Council. This representative shall be required to attend and participate in a minimum of one Interclub Council meeting per month.

Participate in Week of Welcome each semester in order to introduce your club to new students.

Submit a calendar of meetings and events for the year to the Student Government through the Interclub Council. This must be done by the end of the fourth week of classes each semester.

Provide the Student Government with any materials requested through the Interclub Council for the allocations process.