

HOW TO START A NEW CLUB

Northland Community and Technical College

Achieving **ACTIVE** Club Status:

Active club status enables student clubs to sponsor events and activities which are appropriate to the special interests of their club under the auspices of NCTC.

- *The Student Senate is responsible for the recognition of all student clubs.*
- *Once a club achieves active status for the first time, they are officially a recognized club.*
- *Recognized clubs must be granted active status for that given academic year/term to be approved to operate.*
- *If a club does not achieve active status, they are classified as **INACTIVE** and cannot sponsor events, activities, or meetings.*
- *Once a club is classified inactive, they must follow the process for obtaining active club status to become active again.*
- *Any club which remains inactive for according to the respective campus student senate guidelines will lose its recognition and must follow the process of establishing a new club if it ever seeks to be a club again.*

PROCEDURES FOR OBTAINING ACTIVE CLUB STATUS

1. *In order to be considered for active club status a new group must submit the following items to the Student Senate.*
 - a. *Copy of the organization's **constitution and by-laws**. If the group is affiliated with a national organization, a copy of the national constitution and by-laws must also be submitted.*
 - b. *Copy of the **Club Recognition Request** form.*
 - c. *The Student Senate may also request a proposed club budget in some instances.*