

# How to Start a NEW Club at MassBay

*It is easy to start a student organization at MassBay!*

Student Organizations provide an opportunity for students to gather, meet, discuss, and debate issues in their areas of interest.

The steps to starting a Student Organization are as follows:

- STEP 1:** Find five or more students who are registered for classes at MassBay who would like to start a club with you.
- STEP 2:** Create a constitution for your organization (a fill-in-the-blank constitution is attached)
- STEP 3:** Find a Faculty or staff advisor: Have he or she sign the constitution.
- STEP 4:** Have the founding members of the club sign the constitution
- STEP 5:** Create a club list with all members' names, positions in the club, address, email, and telephone numbers.
- STEP 6:** Submit a copy of the **Club Proposal Packet** (a copy is attached) to the Office of Student Activities in Wellesley Room 130.
- STEP 7:** Approval (*once approved by the Student Activities Office, the Student Government Association will approve, deny, or modify your club, and notify you*).

***If you have any questions about this process please contact The Coordinator of Student Activities, Julie Schleicher at 781-239-3053 or [JSchleicher@massbay.edu](mailto:JSchleicher@massbay.edu)***



# MASSBAY

COMMUNITY COLLEGE

## Club/Organization Constitution

**Article I: Name of Organization**

The name of the organization shall be \_\_\_\_\_ MassBay Community College.

**Article II: Affiliations**

\_\_\_\_\_ (club name) is affiliated with \_\_\_\_\_ (state name of group if any)

**Article III: Purpose**

The purpose of this organization is to unite students for the common goal of \_\_\_\_\_

**Article IV: Members**

- Section 1. Any currently registered student at MassBay is welcome to become a member of this organization. Any student wishing to become a member of this organization may do so by providing the organization's secretary or president with the student's name and current mailing address, email, or phone number. Once this information is received, the student shall become a member with the same privileges that are held by all members. A student maintains member status as long as the student is registered at MassBay.
- Section 2. All voting members of \_\_\_\_\_ (club name) must be currently enrolled students at MassBay Community College and pay student fees.
- Section 3. Membership shall not be denied to any student on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.

**Article V: Elections/Officers**

- Section 1. Elections, officer positions, and election process may be determined by majority vote of members present at any meeting.
- Section 2. All officers of \_\_\_\_\_ (club name) must be currently enrolled students at MassBay Community College and pay student fees.
- Section 3. Officers must be MassBay students, in good academic standing, and enrolled in at least one credit hour.

**Article VI: Meetings**

Meetings may be called by the President and will be held as needed.

**Article VII: Quorum**

Quorum consists of 3 or more members.

**Article VIII: Referendum, Recall, and Impeachment Procedures**

Referendum, recall, and impeachment procedures may be formed when a majority of members deem it necessary.

**Article IX: Amendments**

This constitution may be amended by a majority vote of all membership \_\_\_\_\_ (club name). The Student Government Association Constitution Committee and the Coordinator of Student Activities must approve all amendments.

**Article X: Ratification (requirements for adopting this constitution)**

This constitution is ratified on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the charter members below:

\_\_\_\_\_  
Member #1 (President)

\_\_\_\_\_  
Member #4

\_\_\_\_\_  
Member # 2

\_\_\_\_\_  
Member #5

\_\_\_\_\_  
Member # 3

\_\_\_\_\_  
Coordinator of Student Activities

\_\_\_\_\_  
MassBay Faculty or Staff Advisor

\_\_\_\_\_  
Other Advisor(s)



**NEW CLUB AND ORGANIZATION PROPOSAL PACKET**

*Please submit this packet with your club constitution to the Office of Student Activities.*

*Once approved by the Student Activities Office, the Student Government Association will need to approve, deny, or modify your club and notify you. The Student Government Association meets every Wednesday afternoon. Your club proposal will be voted on at the Student Government meeting the week following when the packet was turned in. You will be contacted within two days of the Student Government Meeting to let you know whether your club has been approved, denied, or modified.*

By becoming an approved registered club:

- You are given a club mailbox
- You are included in our club listing on the website, bulletin boards, and brochures which helps advertise your club
- You can participate in club fairs
- You are able to reserve space on campus
- You are able to request funding from The Student Government Association

**Section A: General Club Information**

**Name of Organization:** \_\_\_\_\_

**President's Name:** \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Alternate Student Contact:** \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Club Description:** *(This description will be used on the MassBay website and for any publications that include club information.)*

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**Section B: Membership**

Number of members signed up for the organization: \_\_\_\_\_

How will you recruit more members? \_\_\_\_\_  
\_\_\_\_\_

**PLEASE FILL OUT ATTACHED MEMBERSHIP ROSTER AND HAZING POLICY!**

**Section C: Meetings**

How often will club/organization meet? \_\_\_\_\_

Meeting day and time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

**Section D: Goals and Objectives**

What is your club/organization's purpose or mission? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does your club/organization serve students and the MassBay Community?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your general goals for this year? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section E: Events and Activities**

What events are you planning for this club? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What community service activities are you planning on doing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What fundraising activities are you planning on doing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to advertise your events and activities? \_\_\_\_\_  
\_\_\_\_\_

# Club/Organization Membership Roster

Name	E-mail Address	Phone #
1		
2		
3		
4		
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## **MassBay Community College Policy on Hazing**

Massachusetts State Law prohibits the practice of hazing. In conjunction with the Commonwealth of Massachusetts, MassBay Community College prohibits "hazing" in any form. Students involved in any form of hazing will not only be disciplined by the college but will be held responsible under state law.

In compliance with Massachusetts State law, all clubs and club members need to have received a copy of sections 17-19 of the said law.

### Massachusetts Hazing Law

#### **COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS 269:17, 18, 19**

#### **269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.**

##### **Section 17.**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **269:18 FAILURE TO REPORT HAZING.**

##### **Section 18.**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### **269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report**

##### **Section 19.**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

**On behalf of the \_\_\_\_\_ club/organization, I as President/Advisor have read and understand the above regulations and presented them to all the club members. I understand that hazing is against College regulations and policy and is illegal under the laws o Massachusetts.**

**Club President's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Advisor's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_