

Club Procedure for Recognition Checklist

- Attain approval from Divisional Dean.
- Choose a club or organization name.
- Select an advisor (must be a full time CCC faculty or staff).
- Have five or more CCC students interested as petitioned members.
- Proposed club/organization must create and present a constitution to the Student Government Association (SGA). A petitioned member of the club/organization must present the constitution at an SGA board meeting. The proposed club/organization must receive 2/3 vote for the proposed club/organization to be sanctioned.
- Once sanctioned, proposed club/organization must hold first official meeting and select or elect officers, by the end of the fall semester.
- Once officers are elected, club/organization must complete club contact information paperwork:

O Advisor and officer's names and addresses

Further Information:

- Contact the Assistant Director of Student Engagement for club/organization charter consultation.
- Club/Organization is chartered by the Division of Student Engagement.