



Connect the Dawgs

Thank you for your interest in starting a student club here at Navarro College. Being a leader and/or sponsor on campus will bring you and your members great pride and joy. As a student club on campus, your group will have the opportunity and responsibility to positively impact the whole student body by your productivity. Also, as leaders on campus, you will have the responsibility of representing Navarro College on and off campus. With great leadership, comes great responsibility! Being a part of a club will no doubt be one of the most positive experiences that you will have here at Navarro College.

Student Club Formation

A Student Club may be formed at any Navarro College campus with signatures of at least ten (10) currently enrolled NC students who wish to operate within the college structure for an expressed purpose. The SGA Advisor may make an exception to reduce the minimum member requirement. Club registration and/or renewal is necessary before the services and facilities of the college campus are available to the club. A club must not represent, nor imply, in its contracts with the college community or public that it speaks for or in the name of the college or campus. The Student Government Association asks that you follow these steps.

- Talk to other students to see if there is a reasonable interest for the proposed group
- An Advisor is needed to help with the details of organizing the group (a list of Advisors will be provided if the club does not have one)
- Contact the SGA Parliamentarian to create a constitution for your club and By-laws
- Appear at scheduled SGA meetings to present your club
- Fill out the application!

Categories

All clubs are overseen by the Student Government Association. A club is made up of Navarro College students who share a common interest that falls into one of the approved categories for club formation, and whose primary activity and/or service is for the college. A club may be formed under the following categories:

Recreational | Cultural | Honorary/Service | Pre-Professional | Special Interest

Initial Registration

Students or Advisors may seek to register a new club at any time by submitting a completed Student Club Application and a copy of its constitution and bylaws to the Student Life Office. The petition to register as a club also must include:

- Name of the club
- Name and contact information of the student or Advisor wishing to register the club
- Name and contact information of the faculty/staff advisor
- Name, Student ID, and contact information of at least ten (10) NC student members. (Students must be enrolled in at least 1 course at Navarro College)
- Copy of the Proposed Goals, Objectives, and Activities Form (To be completed and updated each semester)



The recognition process consists of review and approval by the SGA Advisor and/or the Vice-President of Student Services. The Student Life office will notify the club's Advisor in writing of campus recognition when the review process has been completed. The decision of the (designee) is final.

Yearly Renewal/Updated Registration

Existing or returning student clubs are required to submit: Yearly Renewal registrations are at the beginning of each academic year. An update will be required in the Spring semester of any changes to the club. The deadline is September 15th.

Club Advisor

Each club must have an advisor who will assist it in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services and will monitor the club's account. The primary advisor must be a full-time faculty/staff of Navarro College. Exceptions are made by the SGA Advisor or the Vice-President of Student Services.

Membership

Club membership shall be limited to currently enrolled Navarro College students. To be eligible, a student must be enrolled in at least 1 course at Navarro College. At least one member of the club must attend regularly scheduled SGA General Assembly meetings. The following must be displayed on all flyers and posters. Navarro College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Risk Management Course

Clubs are required to take the risk management course in accordance with Texas Senate Bill 1138. Members and guests are subject to local, state, and federal laws, as well as Navarro College's regulations and its Student Code of Conduct. Violations will be handled in accordance with the Student Services office.

Social Media

All social media postings need to be appropriate. Student Life and Marketing reserves the right to remove postings that are inappropriate. All handles must be provided to the Student Life Office when an account is created. In addition, Student Life and Club Advisor need to be added as an "admin" of each account. When the club becomes inactive, the Student Life office has the right to deactivate the account. Provide passwords to the Student Life Office.

Evaluation

At the end of each year, every student club will be required to submit an "End of Year Report" that will include a summary of what new ideas were initiated, what worked and what did not, suggestions for the upcoming year, and next year's contacts. A suggested outline will be provided by the Student Life Office mid-Spring semester.



New Club Application

Yearly Renewal

Name of Club: _____

Location Establishing the Club/Organization

Corsicana

Waxahachie

Mexia

Midlothian

Adult Education

Online

Official Club Roster

This application must contain the names of at least 10 currently enrolled at Navarro College who agree to participate in club activities. Official roster will be used to verify membership for activities such as club travel and fundraising. The SGA Advisor may make an exception to reduce the minimum member requirement. Submit updated rosters to Student Life as membership changes or when requested.

We, the undersigned, do hereby apply for recognition of the club.

	Printed Name	Student ID	Email	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

(use additional paper if necessary)

Club Officers* Should be elected by the 2nd club meeting

President: _____ Signature: _____

Vice-President: _____ Signature: _____

Secretary: _____ Signature: _____



Proposed Goals, Objectives, and Activities Form

This form is to help Navarro Student Clubs plan their semesters to be the most productive and efficient, and to allow the Student Life Office to complement the efforts.

Purpose: What is the primary mission of this club?

Goals: What is a large goal that the club will strive for this year? (e.g., increase membership, create a conference, attend a national conference)

What are some short-term goals of the club to engage with the Navarro College community? (e.g., fundraising for a goal, put on an educational program, participating in service projects)

Objectives: How do these goals match up with the values, objectives, and mission of the club?

Activities: List 3 different types of activities that your club would like to plan. (e.g., community service event, meet and greet, fundraising event)



Fundraising: Will there be fundraising?

Meetings: When does the club plan to meet? How often and where? (List initial meeting & planned regular meetings)

Social Media: List all social media platforms and handles used by the club. Please provide Student Life all information pertaining to the platforms.

Attach a copy of the club's Constitution and Bylaws

Club Advisor Information

Each club must have an advisor who will assist in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services and will monitor the club's accounts. The primary advisor must be a full-time faculty or staff of Navarro College. Students do have the ability to choose their club advisor as well as the ability to remove the advisor if necessary. Please communicate with the Student Life Office to determine the proper steps to removing the advisor.

Role of the Student Club Advisor:

Inform: Serve as an informational resource to help members come together as a group, learn how to work together, and to set and accomplish goals. The advisor should serve as a communication bridge between the students and campus by getting to know the involved students and offering information will help them succeed.

Support: Provide support and guidance to the students as they learn how to balance the new skills and abilities they are developing through activities, and their academic goals. Advisors are in a unique position to encourage the development of initiative, responsibility, and leadership in the club's members



Guide: Ensure that club members are informed about and are properly using the campus and college policies and procedures required to conduct local business. Advisors should also be familiar with the Constitution and Bylaws of the club and be prepared to help the students follow and interpret these as needed. The effective and wise advisor is one who will render advice when it is requested and offer counsel when it is required.

Listen: A primary purpose of student clubs is to give the students a voice. Listen to the students and help them discover their voice. What are their interests? Their concerns? How can the club assist them and other students to pursue their interests? What can they do to begin turning their concerns into positive action?

Maintain Accountability: The students are learning about teamwork, accomplishing goals and the essentials of running a club. Support them in maintaining high levels of professionalism, integrity and respect for themselves and others. Help the students learn and practice personal accountability. Accountability includes budgeting, financial controls and following through on tasks.

Provide Signature Authority: Each club may establish a club account through the College and maintain a budget and cash flow. The advisor can work with the club's leadership on maintaining financial records and supervise financial transactions and the handling of club funds. The club's advisor has signature authority on club accounts; two authorized signatures are required for the expenditure of club funds.

Represent Navarro College: As a representative of Navarro College, the advisor has an opportunity to help the students demonstrate the mission and ideals of the campus and the college in their purpose and goals. Advisors can play an active role in assisting students to set up a meaningful program that is consistent with the purposes of the group and the aims of student success.

Supervise: Advisors are responsible for proper supervision of meetings and activities planned by the club's members. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisors. Although the students should be encouraged to provide their own momentum, they are often the first to point out that they need a guiding hand from time to time.

Co-curricular Assessment: Navarro College and Student Life are committed to educational achievement and improvement through ongoing assessment of student learning.

Student Club Travel: If the club is interested in traveling as a group for a purpose in line with Student Life's mission, the club advisor and club president (or other designated officer) will schedule a meeting with the Student Life Office to learn about and understand the Student Travel Application and processes.

Advisor Duties

- Complete annual club/advisor training and evaluation.
- Ensure club co-curricular assessment paperwork is completed, as necessary.
- Attend club meetings and activities.
- Review and approve club goals and objectives for submission each year.
- Work closely with the Student Life Office to ensure that all college policies are followed and that all club activities are communicated to the appropriate authorities.



Support and training for club advisors is available through the Student Life Office. Feel free to discuss ideas and club issues with the Student Life Office. Campus Administration is committed to an effective Student Life program and is supportive of student clubs and their role in a dynamic neighborhood community college.

I understand and accept the advisor roles, responsibilities, and duties.

Advisor Printed Name: _____

Advisor Signature: _____

Date: _____

Co-Advisor Printed Name: _____

Co-Advisor Signature: _____

Date: _____

Constitution: Each club must complete a constitution providing an outline of club activities.

Club Constitutions should include the following:

- Article I: Name of Club (Name should be representative of purpose)
- Article II: Purpose of Club (Include vision statement, mission statement, goals, and objectives of the club. Also include how the club will benefit the students, school, and/or community)
- Article III: Powers (Include how the constitution may be changed and voting procedures to approve proposals to the club)
- Article IV: Meetings (Include the location, day, time, and frequency of club meetings. Also include managing attendance for club meetings and expectations of attendance)
- Article V: Membership (Include membership expectations, attendance expectations, and financial requirements. Include reasons for including and excluding members from the group, replacing an officer, and mandatory club requirements.)
- Article VI: Officers and Duties: (Include the club officer titles and duties of each officer. Also include process by which officers are determined.)
- Article VII: Activities, Projects, and Community Service: (List activities and projects of the club. All clubs are encouraged to participate in at least one community service project per semester.)

Each club constitution must be approved and signed by the teacher advisor.