

# Student Organizations at the Claremont Colleges

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**This document will provide a step-by-step guide to:**

- Understanding policies & procedures as they apply to student organizations at the Claremont Colleges
- Writing or updating your organization's Constitution & Bylaws
- Registering your organization on campus
- Requesting Funding

## Policies & Procedures:

**All student organizations that are open to students at several of the Claremont Colleges' schools or just to Pomona students are required to be registered with the Smith Campus Center & Student Programs Office at Pomona College. By doing so you gain access to the following privileges and services:**

- ➔ The use of the appropriate facilities of the Claremont Colleges when available and when used in accordance with the regulations pertaining to individual and joint facilities.
- ➔ The ability to schedule events regularly on the College calendars and to publicize activities on the various campuses or at joint facilities (e.g. Honnold Library) in accordance with the regulations pertaining to these.
- ➔ The ability to request & receive funding from the 5C Student Governments and their funding committees.
- ➔ The use of the financial system and resources of the ASPC Business Office: If funding is received as stated above, your organization can have on-campus expenses charged directly to your ASPC account number (ie, duplicating, catering, etc.) and have checks written to pay for or reimburse members for organization expenses.

**In exchange, organizations must agree to these requirements:**

- ➔ Submit a constitution and bylaws stating the purpose and membership qualifications of the organization. A group must indicate any affiliation with an organization outside of the Claremont Colleges and make explicit in the constitution any financial obligation to or funds received from an external organization. It must also be able to certify that the purposes of the external organization are in accord with the principles stated herein. Constitutions and bylaws remain in effect until revisions are filed with the Smith Campus Center Office.
- ➔ Maintain membership qualifications, which shall not restrict membership on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status or disability (referred to as a Non-Discrimination Clause).
- ➔ Maintain membership requirements that voting members and officers be students, faculty, or staff of the Claremont Colleges.
- ➔ All organizations must have a faculty/staff advisor who is on campus (i.e., not on sabbatical or leave) for the academic year.
- ➔ All organizations must agree to report annually to the Smith Campus Center at Pomona College the name of the president of the organization and the name of the faculty advisor (for those organizations having advisors) and report within fifteen days any changes in constitution or bylaws of the organization.
- ➔ Establish banking and accounting procedures with the ASPC Business Office (if the annual cash flow of the organization is \$50.00 or more), which shall include provision for an annual audit of organization's funds and a provision for the disbursement of assets in the event that the organization should become inactive.
- ➔ Assume responsibility for the activities of the organization for maintaining general conduct of members and guests in keeping with the policies and standards established either individually or jointly by the Claremont Colleges.

- If your organization falls under one of the following categories, you will also be responsible for adhering to some additional, group-specific policies.
- Religious/Spiritual: Interfaith Chaplaincy of the Claremont Colleges Guidelines for Student Organizations
  - Athletic/Sports: Pomona-Pitzer Athletics and/or CMS Athletics policies for club sports
  - Greek Letter: Inter-Fraternity Council & College Fraternity Policies
  - Honor Society: Academic performance requirements
  - Outdoor Activities: Outdoor Education Center guidelines for student activities

Failure to adhere to the above policies and procedures may result in any of the following consequences: loss of event privileges for a set period of time, loss of funding for the year or for a given event, organization probation up to one year, organization suspension for up to one year, loss of organization recognition

## Steps to Start A New Organization:

- 1) Make sure there isn't already a club like yours on campus.** There are many clubs already existent at the Claremont Colleges. Check the list of clubs and organizations on Engage to see if your idea for a club coincides with an already existent 5C or Pomona club. The Claremont Colleges will not register redundant or competitive clubs. Clubs with similar ideas may be started if there is a demand for it, i.e. clubs with limited membership, such as acapella groups.
- 2) Make sure there is enough interest.** You have a great idea, but do others think so? Put together a tentative list of students who have voiced interest in joining. Include their first and last name, college, and year of graduation.
  - You must have a minimum of 10 pending members to be registered.
- 3) Choose a faculty/staff advisor.** It is a requirement for all organizations to have a faculty or staff member from one of the Claremont Colleges as an advisor. A faculty or staff member, sympathetic to the purposes of an organization or interested in its particular activities can contribute greatly to a student organization. They can assist by serving as a link between the organization and the staff and faculty of the colleges. Their knowledge of the facilities and services available to student organizations may prove helpful to the group. They may also be able to provide the personal endorsement, which may be required of an organization regarding certain legal or financial activities. No faculty/staff member, on the other hand, should be expected to assume either the authority or responsibility for the policies of the organization or its activities.
- 4) Choose a name for your organization and assign two or more officers.**
- 5) Meet with the Assistant Director of the Smith Campus Center & Student Programs (at Pomona), John Lopes, to discuss your club's unique needs.** ([john.lopes@pomona.edu](mailto:john.lopes@pomona.edu)) If your club is sports/athletic in nature, you will also need to meet with the Club Sports coordinator from either Pomona-Pitzer Athletics (Brandon Johnson – [brandon.johnson@pomona.edu](mailto:brandon.johnson@pomona.edu) or CMS Athletics (Adam Pruett - [adam.pruett@cms.claremont.edu](mailto:adam.pruett@cms.claremont.edu)). If your club is religious/spiritual in nature, you will also need to meet with one of the campus Chaplains before approval (909-621-8685).
- 6) Write a Constitution and Bylaws for your organization.** These are the documents that will guide the purpose and operation of the group after you have graduated. The Constitution of an organization contains the fundamental principles, which govern its operation. The By-Laws establish the specific rules of guidance by which the group is to function. The process of writing a constitution will serve to clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

### **What should be covered by a Constitution?**

- Article I The name of the organization
- Article II Purpose, aims, and functions of the organization
- Article III Membership (who can join, who is the target audience, any qualifying characteristics) An open membership clause is required for any approved group to receive funding.  
Open Membership – membership in the group is open to all interested students of Pomona College or the Claremont Colleges (or a specific, defined set of colleges, i.e., C-M-S or Pomona-Pitzer, etc.)
- Article IV Non-Discrimination Clause (required for all organizations)  
A statement that declares your organization will not discriminate on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status or disability
- Article V Officers (term of office, duties, and how elected for each position listed)
- Article VI Advisor (term of service, how selected)
- Article VII Meetings (frequency, special meetings and who calls them)
- Article VIII Quorum (the number of members required to transact business)
- Article IX Successor organization (should this organization fail, what organization is entitled to receive its assets, usually this is ASPC and must be an on-campus organization)
- Article X Amendments (means of proposal, notice required, voting requirements) Article XI Ratification (requirements for adopting this constitution)
- Article XII Removal of Officers

An officer may be removed only after every effort has been made by all parties involved to resolve the situation. If the situation cannot be resolved, then an officer can be removed from their position by a 2/3 vote of all club members. Approval to hold such a vote must first be obtained from the Smith Campus Center Assistant Director in charge of student organizations.

The Smith Campus Center Assistant Director may, at their discretion, remove an officer from their role should circumstances require such action. Grounds for removal of an officer include, but are not limited to:

- Inappropriate behavior and/or language
- Behavior that violates College policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students

#### Removal of Members

In very rare cases, a student may be removed from membership for violating college policies or organization bylaws. A 3/4 vote of all officers is required to remove a student from membership. All request to remove a student from membership must be presented to and approved by the Smith Campus Center Assistant Director prior to removal.

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**What should be included in the By-Laws?**

Dues/Fees (amount, when payable)

Executive Board (composition and authority)

Committees (standing, special, how formed, chairpersons, meetings, powers, duties) Order of Business (standard agenda for conducting meetings)

Parliamentary Procedure (provisions for rules of order)

Amendment Procedures (means of proposals, notice required, voting requirement)

Other specific policies and procedures unique to your organization and necessary for its operation.

**7) Finally, Complete the New Organization Registration process.**

- ➔ New Organizations may be registered any time between the first day of classes in the fall and the last day of classes in the spring.
- ➔ Go to the Organizations tab on Engage and click the “Register a New Organization” button (left side) and follow the directions.
- ➔ Upload your Constitution/Bylaws document when asked to do so. This must be one single Word or pdf document.
- ➔ After submitting all of the required information, you will receive an email letting you know the status of your organization. If you are denied, you will be told what information you need to add or change in order to be approved.
- ➔ Once approved, you will be given an account number in the ASPC Office (SCC 244) and you are then welcome to apply for funding.

**Requesting Funding:**

**Once approved and registered, you can request funding from the ASPC Budget committee and the other 5C Student Government bodies. Each school has their own procedures for new club funding. For ASPC, please see the ASPC website ([aspc.pomona.edu](http://aspc.pomona.edu)) for more information or email the ASPC Vice President for Finance at [vpfinance@aspc.pomona.edu](mailto:vpfinance@aspc.pomona.edu).**