Congratulations!! You have taken the first step towards making your idea for a new club a reality!! This process for recognition of student organizations has two phases: temporary recognition (approved by the Director of Student Activities, Assistant Director, or Graduate Assistant Program Advisor) and recognition (approved by the Student Government Association).

Student groups applying for recognition must meet the following criteria:

- **All** students registered at Castleton are eligible for membership.
- The majority of members shall be matriculated students at Castleton.
- Officers of the organization shall be students in good academic standing as defined by the college and not be disqualified by a current disciplinary action.
- The stated purpose of the organization shall support the mission of the University.

Here is how you get started:

1. Contact the Director of Student Activities (468-6085), Assistant Director (468-1465), or Graduate Assistant Program Advisor (468-1465) to schedule a meeting.
2. Complete the proper forms with Director of Student Activities, Assistant Director, or Graduate Assistant Program Advisor.
3. Understand and Accept your Rights and Responsibilities as a club (pg. 3).
4. Complete the Official List of Officers, Club Roster, and Constitution within 30 days of initial meeting/temporary recognition.
5. Meet with the Student Government Association when requested.
6. *Athletic Clubs will have to meet with Athletics Club Director as well.

For More Information or Questions Contact:

Matthew Patry  
Director of Student Activities  
Campus Center  
(802) 468-6085  
Matthew.Patry@castleton.edu

James Wolfe  
Assistant Director of Student Activities  
Campus Center  
(802) 468-1465  
James.Wolfe@castleton.edu

Chris Chapdelaine  
Athletic Club Liaison  
Castleton Hall  
(802) 468-6176  
Chris.Chapdelaine@castleton.edu
Now that you have decided to start a new club, get ready for the adventure of a lifetime!! Below is a checklist to help you get started!!

_____ Read ALL of the material in this packet

_____ Speak with Lori Phillips (468-6039) or Brigette Olson (468-1206) in the Conferences & Events Office to set up a location for your first meeting

_____ Advertise your meeting via email or using flyers (contact Victoria Angis about flyers)

_____ Make an appointment with the Student Government Treasurer within your first month as a club!

_____ Hold your meeting and elect officers (Up-to-date officer list required in the first month of school)

_____ Club Officers and Club Advisor should draft a constitution. (There is a Sample Constitution in this packet, but you must write your own)

_____ Don’t be afraid to ask questions!! Contact Matt, James, or Chris with any concerns or needs.

**Note:**
A club must have an Official Officer Roster, Club Roster, and Approved Constitution before requesting or receiving any funds from the Student Government Association.
Castleton University
Student Government Association
OFFICIAL CLUB RESOURCE GUIDE
Club Rights and Responsibilities

Your RIGHTS as a recognized student organization include:

- The right to use the name of the University in cooperation with the school handbook, branding offices, and Office of Student Activities.

- The right to reserve University facilities according to established procedures.

- The right to use University vehicles in accordance with existing vehicle use policies.

- The right to use University and Student Government Association services in accordance with established stipulations

Your RESPONSIBILITIES as a recognized student organization include:

- Ensure that officers are in good academic standing as determined by the University

- Keep a current list of officers and members (updated monthly) and a copy of your constitution (both hard and electronic copy) on file with the Director of Student Activities/Assistant Director/Graduate Assistant Program Advisor. *Athletics Clubs will also need a copy on file with Athletics Clubs Director.

- Comply with all Student Government Association, Castleton, and Vermont State College policies and procedures as well as local, state, and federal laws

- Deposit **ALL** funds promptly with the Student Government Association (Within 2 business days of attaining the funds)
A faculty or staff advisor, who is affiliated with Castleton University, can be a valuable resource to your organization. They can be a guide, a cheerleader, a motivator, a mentor, an advocate, a facilitator, or a mediator. Their job, however, is not to “do” for the organization, but to help the organization – its members and officers – “do” for themselves, and consequently learn from the experience.

1. Before you ask a faculty member to be your club advisor, the club members and officers should discuss the following questions and come to a consensus on your choice.
   - Do you expect your advisor to attend all meetings?
   - Do you expect your advisor to attend all events sponsored by your club?
   - How much responsibility will your advisor have for decision making?
   - What other responsibilities do you expect your advisor to assume?
   - Does your advisor need any particular expertise?
   - What qualities are you looking for in a good advisor?
   - Are there any potential conflicts of interest?

2. Develop a short list of potential advisors. Meet with those potential advisors.

3. When you meet with the potential club advisor, discuss the questions above and go over the job description you have created. Listen and Learn.

4. When you have made your decision fill out that portion on your Official Officer Roster and notify the Director of Student Activities, Assistant Director, or the Graduate Assistant Program Advisor, and the Executive Vice President.

*The Director of Student Activities, the Assistant Director, the Graduate Assistant Program Advisor, and the Athletics Club Liaison may not be Club Advisors due to conflict of interest.
Advisors are REQUIRED for every club at Castleton. The advisor’s degree of involvement may vary amongst clubs, but they are a required position of your roster. All advisors are to be a member of the Castleton University community, and can be either a Faculty or Staff member.

**An advisor can serve many purposes, some of which are:**

- Assist with your organization’s growth and development
- Contribute to the continuity and consistency of your club
- Provide guidance on programming and events
- Serve as a resource, as well as liaison between your club and national offices and affiliates and the University administration
- Provide knowledge of school policies that may affect your organization's plans or programming
- Step in to assist in a time of crisis

**How You Can Best Utilize Your Advisor:**

- Meet with your advisor the day before your meetings to review the agenda and topics for discussion. Use your advisor's knowledge and experience to help with questions you may have about running the meeting or dealing with the potential situation.
- After each meeting, review what happened with your advisor. Be willing to ask for advice and be open to constructive criticism.
- Keep your advisor updated on events, group dynamics, and progress of your organization.
- Include a section on your agenda for your advisor to speak/comment.
- Remember your advisor is a volunteer too! Don’t take advantage or waste their time.
What needs to be done before the meeting?
- Get organized! Have paper and a writing utensil (or laptop)
- Have a prepared list of committee members. This makes attendance so much easier.

What needs to be done during the meeting?
- Make sure you get the full names and proper spelling of any guests or proxies present
- If you don't understand the discussion or need clarification, ask for it.
- Record all motions and votes carefully.
  The correct format is: Motion to _______ made by (name of person). Seconded by (name of person). Motion (approved or not approved) by vote (for)/(against)/(abstaining).

What needs to be done after the meeting?
- Type a draft of the minutes as soon after the meeting as possible while the discussion is still fresh in your mind.
- Share your draft minutes with the President of your club. Make corrections, if needed.
- Distribute to all members and guests as soon after the meeting as feasible. Don’t forget to give a copy of the minutes to your advisor.
- Keep a copy of the minutes in a permanent file
- Send a copy of your minutes to the SGA Secretary to keep a running record for all interested individuals and your club if you need a copy.

How should the minutes be formatted?
There is no one “right” way to format minutes. It depends on your style and the preference of the group and the group’s President. At the very least minutes, need to include who was there and what decisions were made.

*ALL SGA MINUTES ARE ON FILE WITH THE SECRETARY IF YOU’RE CLUB IS INTERESTED IN KEEPING UP WITH STUDENT GOVERNMENT*
Student Activities and Athletics are always happy to help a club be as successful as possible; it’s kind of our job. 😊 So, in order to help you best figure out how to get what you need, never be afraid to contact us. Below are some things your club needs to do, so we are more prepared to help you rock your year as a club!!

**Things you must have on file with us**
- A current and correct Official Officers Roster
- A monthly updated Official Castleton Club Member Roster
- An up-to-date Club Constitution that has been approved by the Student Government Association

**Things you have to do**
- Attend every President/Treasurer Meeting called to order (contact: Executive Vice President of SGA, Director of Student Activities, the Assistant Director, or Graduate Assistant Program Advisor with issues)
- Reserve your own spaces for meetings with Brigette Olson (468-1206) or Lori Phillips (468-6039)

**Things you should do**
- Advertise your meetings (properly: see below)
- Meet with your advisor as needed
- Meet with Executive Vice President of SGA, Director of Student Activities, the Assistant Director, Graduate Assistant Program Advisor, or Athletic Club Director as often as you need.
- Keep your club **ACTIVE!!**

**Things Student Activities can do to help your club**
- Show you how to reserve meeting spaces
- Teach you how to develop a budget
- Negotiate with your club advisor
- Conflict resolution amongst your club members or other clubs
- Help update information on our website
- Teach you how to properly publicize for your club/club events
- And MUCH MORE!!

*For all advertising ideas (i.e. posters/flyers, chalking, window displays, etc.): All clubs must contact, Victoria Angis, Assistant Dean for Campus Life to discuss all Handbook Policies regarding publicity and for approval of all media. She can be reached at 468-1231 or via email at Victoria.Angis@castleton.edu*
Matthew Patry  
Director of Student Activities  
Office: Campus Center  
(802) 468-6085  
Matthew.Patry@castleton.edu

James Wolfe  
Assistant Director of Student Activities  
Campus Center  
(802) 468-1465  
James.Wolfe@castleton.edu

Chris Chapdelaine  
Athletic Club Director  
Office: Castleton Hall  
(802) 468-6176  
Chris.Chapdelaine@castleton.edu

Victoria Angis  
Assistant Dean for Campus Life  
Office: Campus Center  
(802) 468-1231  
Victoria.Angis@castleton.edu

Ryan Boeke  
Student Government Association Executive Vice President – Works with ALL clubs  
Office: Campus Center  
(802) 468-1228

Student Government Association Treasurer – Works with SGA Funding  
Office: Campus Center  
(802) 468-1228

Olivia Barber  
Student Government Association Secretary – Notifies clubs about requests  
Office: Campus Center  
(802) 468-1228
(IMPORTANT: Fill-in-the-blank copies of this DO NOT suffice as a proper constitution. Any club submitting a constitution of that nature will have to meet with the Director of Student Activities/Assistant Director/Graduate Assistant Program Advisor about the status of your club.)

ARTICLE I – NAME
The name of the organization shall be (insert club name here).

ARTICLE II – PURPOSE
The purpose of this organization shall be to (insert purpose here, do not be too specific as the club will be bound to this purpose).

ARTICLE III – MEMBERSHIP
Membership is open to (insert who is open to membership). (Define who is eligible for membership. For instance, “matriculated Castleton students”. Membership MUST be open to all interested people.)

ARTICLE IV – OFFICERS, DUTIES, & ELECTIONS
What is the governance structure of the organization? Include each officer, required duties, and the procedures of how each office is nominated and elected. Organizations will be required to have at least two officers – a President and a Treasurer. Qualifications for officer must be specified. Officers must be in good academic standing as determined by the College.

ARTICLE V – MEETING
The authority for calling a meeting lies in (insert authority here). Define: the regularity of meetings, the notice time, which must be given to membership for proposed meetings, what rules of order will be followed, and what is needed for the quorum. Organizations must have at least one meeting per month; the minutes shall be filed with the Director of Student Activities/Assistant Director/Graduate Assistant Program Advisor.

ARTICLE VI – RECALL
State the procedure and under what condition a member or officer may be recalled.

ARTICLE VII – FINANCE
State how the organization will procure monies for its functions and/or activities. State whether the monies will be obtained through dues or other sources. Also state whether or not the organization has the power or right to raise funds by contribution, subscription, or the accepting of money or property. All funds shall be deposited with the Student Government Association Treasurer.

ARTICLE VIII – AMENDMENTS
State the manner in which the constitution may be amended or ratified.

ARTICLE IX – OTHERS
This space is available for anything else the club feels should be included in their constitution. Remember, this article will be binding for your organization.
Castleton Clubs Official Roster
Academic Year ____/____

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