



STARTING A NEW CLUB

STUDENT ACTIVITIES & STUDENT ORGANIZATIONS

The Office of Student Activities oversees programs designed to enhance students' college experience through social, cultural, spiritual, educational, athletic, student government and recreational co-curricular experiences. Student Activities is committed to helping students connect with one another and to facilitating involvement in a wide variety of activities.

The Student Activities team provides support for more than 120 student organizations and advises students in producing hundreds of programs a year. The Office of Student Activities is located on the first floor of Smith Union (behind the Smith Union Information Desk). The Student Activities Office is open Monday-Thursday from 8:30am-6pm and Fridays from 8:30am-5pm.

STUDENT ORGANIZATIONS OVERSIGHT COMMITTEE (SOOC)

The Student Organizations Oversight Committee is the Bowdoin Student Government (BSG) committee tasked with guiding and supporting club life on campus. Paired with the Student Activities Office, the SOOC ensures that clubs are able to function easily and effectively. If you have any questions that aren't answered below by this Manual please don't hesitate to contact SOOC Chair Kelsey Scarlett '17 (kscarlet@bowdoin.edu) or any member of the Student Activities Office.

The Bowdoin Club Leaders Manual, a comprehensive guide that covers the necessary steps for planning your organization's events, assisting you in making purchases, advertising events and much more. Use this manual to access information on any given topic, but remember that the members of the SOOC and the staff in the Student Activities Office (located behind the Smith Union Information Desk) are always available if you need additional help of any kind.

PEOPLE YOU NEED TO KNOW

There are many people on campus who are interested in supporting your student organization efforts. A few of them are listed below.

Student Activities Office Staff

Nate Hintze – Director of Student Activities
nhintze@bowdoin.edu
207-798-4244

Silvia Serban – Associate Director of Student Activities
sserban@bowdoin.edu
207-798-4338

Laurel Varnell - Assistant Director of Student Activities
lvarnell@bowdoin.edu
207-798-4167

Karla Nerdahl – Administrative Assistant
knerdahl@bowdoin.edu
207-798-4262

Kelsey Scarlett '17 -VP for Student Organizations/Chair of the Student Organizations Oversight Committee (SOOC)
kscarlet@bowdoin.edu

Irfan Alam '18- VP for the Treasury/Chair of the Student Activities Funding Committee (SAFC)
[The SAFC meets every Monday starting at 5:30pm in Sargent 204]
ialam@bowdoin.edu

CHARTERING

If you'd like to start a new club on campus and would like funding from the SAFC, you must request a charter from the Student Organizations Oversight Committee (SOOC). The SOOC will provide charters to groups based on the amount of interest from the student body, the functioning costs of the club, and the logistic ability for the campus to support your needs (practice space, storage space, etc). For example, if a club proves to have very little interest from the student body and an extremely high cost-per-student, it is unlikely that the SOOC can provide the club the support it needs without sacrificing the SOOC's support of other already-chartered clubs. If you'd like to begin the chartering process, please take the following steps to apply:

1. Review the club requirement guidelines

In order for your club to be considered for a charter, it must:

- Admit all students regardless of race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation
- Abide by the Bowdoin Social and Academic Honor Code
- Have a mission distinct from all other clubs on campus
- Provide a leadership structure that will ensure the continuity of the club from year to year
- Benefit the Student Body

2. Find interested people

Develop a roster of interested students and include their email aliases and class years. This is best done via advertising on class groups on Facebook or at the Student Activities Fair that occurs each semester. Please maintain this list in an Excel file to upload it into the Proposal Form later.

3. Find an advisor

Select a potential faculty/staff advisor for your organization who truly cares about the goals and aims of the group. An advisor may be excused by the SOOC on a case-by-case basis, but is often necessary to ensure leadership continuity from year to year.

4. Complete the Proposal Form

When live, the proposal form can be found online on Blink, the new Student Engagement Portal. Once you've gone through all of the above, fill out this form to submit a proposal to the SOOC. This proposal will be sent straight to the committee, and they'll deliberate on your charter at their next meeting.

If you have any questions or concerns regarding the process, please don't hesitate to email SOOC Chair, Kelsey Scarlett '17, kscarlet@bowdoin.edu.

IMPORTANT NOTE:

While clubs will be chartered at various times throughout the year, new clubs are **required** to attend a Club Leader Training with the Student Activities Office and the chair of the Student Activities Funding Committee. These trainings will take place monthly* and your club must attend the meeting immediately after being chartered. Please be sure to complete, sign and return the Club Contract (sample attached pg. 6-9) to the Student Activities Office **before** the training. At the Club Leader Training you will learn about the resources that are available to you as a club leader and you will receive the project number for your organization at this time.

Please note that your club does not have funding immediately after receiving a charter, but must attend the Club Leader Training to learn how to gain access to funding through the Student Activities Funding Committee (SAFC). Only after the club has placed a request for funding with the SAFC, attended an SAFC meeting and received a funding allocation will the club be able to spend the money allocated.

**Dates of training vary each year and will be communicated to new club leaders via e-mail.*

CLUB RULES AND REGULATIONS

All clubs and organizations on the Bowdoin College campus will adhere to the following requirements:

The Student Handbook

This handbook as put down by Bowdoin College will remain as the parameters and framework of each and every club at Bowdoin College. The Student Handbook may be found at the following link:
<http://www.bowdoin.edu/studentaffairs/student-handbook/>

By-Laws of the BSG and Rules and Regulations of the SOOC

Outside Organizations

No group, if part of a greater local, regional, national, or international organization, will allow said group's guidelines to supersede College and BSG policy.

Nondiscrimination Policy

As precaution and reminder, the SOOC reminds students of the Bowdoin Student Handbook Discrimination Policy: Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status or against qualified individuals with disabilities on the basis of disability has no place in our intellectual community. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine or Federal Law, criminal prosecution may be pursued. This policy is all encompassing and will be enforced by the BSG and the SOOC Chair without apology. Any reason for concern will result in a meeting with the Chair of the SOOC to resolve the issue in conjunction with the Assembly and action the College administration deems necessary and appropriate.

Leadership

- All clubs will vote exactly two members to top leadership positions. These position names may be supplemented by the club, and may be Co-Presidential, Presidential-Vice Presidential, or any other combination or terminology that the club thinks appropriate. These positions MAY NOT be liaison positions to the BSG. This will serve to establish quick, effective, and direct communication between club leaders, the BSG, and the College.
- New leadership will be voted on and names submitted to the SOOC and SAFC by the end of a fortnight period following the return from Spring Vacation every year. Continued negligence of the election of new leadership positions for a period over one week past this deadline will result in a serious examination of the merits of rechartering a club.
- The SOOC reserves the right to suspend a club's charter if it is noncompliant with the above rules and regulations. Inability to comply with these regulations may result in immediate suspension of a club's Charter.
- The SOOC reserves the right to remove individuals from leadership positions, call for elections within a club, and establish a new leadership in the case of violations of the SOOC Rules and Regulations. Club members may petition the SOOC to commence an inquiry to evaluate the effectiveness of the current leadership.

Membership

If a club has not attained sufficient membership, is experiencing funding difficulties, etc., the SOOC reserves the right to examine the benefits of rechartering a club. This may be due, among a variety of reasons, to the following:

- The cost of a club, especially if the cost is high and student membership low.
- The existence of another club that has greater membership and fulfills the same or a similar mission statement as the club in question. The SOOC reserves the right to make exceptions if and only if the student body will benefit from the existence of multiple clubs with similar mission statements.

- Lack of interest in a club from the student body. Because “sufficient membership” and “funding difficulties” are subjective, clubs are assured that the BSG and SOOC understand that each club is different. Majority vote from the SOOC and the opinion of the SAFC Chair will be taken into account when making final decisions.

Meetings

Meetings should be held at least once during the following months: September, October, November, February, March, and April. Inability to accomplish this will result in a serious consideration of not rechartering a club. No events, meetings, or programming of any kind by SOOC-chartered clubs may take place after the first two days of Reading Period each semester.

Advertising

- No advertisements may be placed on glass or painted surfaces that may be damaged by the removal of the advertisement.
- Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the express permission of the Communications Office.
- Club posters and advertisements must have the full name of your organization easily visible.
- Online conduct by all organizations through social media must still abide by the College’s Social and Academic Honor Code.

SAMPLE CLUB CONTRACT

Contract

Club Name

I. Preamble: This club agrees to abide by and respect the policies of Bowdoin College, the Student Handbook, and the Rules and Regulations of the Student Organizations Oversight Committee. It acknowledges its responsibility to offer a service to all members of the Bowdoin community and its duty to represent Bowdoin College on and off campus with conduct becoming of Bowdoin students.

II. Mission Statement:

III. Leadership

A. This club will vote exactly two members to top leadership positions. These position names may be amended by the group, and may be Co-Presidential, Presidential-Vice Presidential, or any other combination or terminology that this club thinks appropriate. These positions **WILL NOT** be reduced to liaison positions to the BSG. This will serve to establish quick, effective, and direct communication between club leaders, the BSG, and the College.

i. Leader/Title 1:

ii. Leader/Title 2:

B. This club agrees to vote on new leadership and submit these names to the SOOC and SAFC by the end of a fortnight period following the return from Spring Vacation every year. This club understands that continued negligence of the election of new leadership positions for a period over one week past this deadline will result in a serious examination of the merits of rechartering a group.

C. This club understands that at least one member of the leadership of every group is strongly encouraged to attend the Student Activities-BSG-run Leadership Development Series (LDS). This club acknowledges that if the SOOC strongly believes a certain group should be in attendance, the SOOC reserves the right to include a mandatory attendance article for the leadership in a group's constitution.

i. Representative to the LDS:

D. This club acknowledges that the SOOC reserves the right to suspend the club charter if it is noncompliant with the above rules and regulations. This club acknowledges that the inability to comply with these regulations may result in immediate suspension of the charter.

E. This club acknowledges the right of the SOOC to remove individuals from leadership positions when they are in violation of the SOOC's Rules and Regulations. Club members will be made aware of their right to petition the SOOC for an inquiry to evaluate the effectiveness of the current club leadership.

F. If applicable: **ALL** leadership, current and newly voted for the next year, will be present at SAFC operating budget meetings at the end of the academic year.

G: Other Club Leaders:

- i. Leader/Title 3:
- ii. Leader/Title 4:
- iii. Leader/Title 5:
- iv. Leader/Title 6:

IV. Membership

A. This club recognizes and will abide by Bowdoin's Nondiscrimination Policy:

Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status or against qualified individuals with disabilities on the basis of disability has no place in our intellectual community. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine or Federal Law, criminal prosecution may be pursued.

B. This club agrees to fill out the online form provided by the SOOC to document attendance of its first three meetings, rehearsals, and/or non-event gatherings.

V. Meetings

A. This club agrees to hold meetings at least once during the following months: September, October, November, February, March, and April. Inability to accomplish this will result in a serious consideration of not rechartering a group.

B. This club acknowledges that it may not program events, hold meetings, or conduct programming of any kind by during Reading Period as dictated by the Student Handbook.

VI. Advertising

A. This club agrees to abide by the SOOC's Rules and Regulations regarding advertising:

- i. No advertisements may be placed on glass or painted surfaces that may be damaged by the removal of the advertisement.
- ii. Official Bowdoin logos and wordmarks (i.e. the Bowdoin seal) may not be placed on any advertisements without the express permission of the Communications Office.
- iii. Club posters and advertisements must have the full name of your organization easily visible.
- iv. Online conduct by all organizations through social media must still abide by the College's Social and Academic Honor Code.

VII. Rechartering Process

A. This club agrees to submit recharter forms by April 15th of every year. By this time, a fortnight period should have passed from the end of Spring Vacation, and new leadership will have been elected. If this is not the case, April 20th will be the date appointed for this deadline in years applicable. *Because the recharter form includes vital details necessary for the rechartering process, including the names of the new leadership, this club understands that negligence of this deadline will result in the suspension of its charter for one semester. If this club is on its probation period, this club understands that it will not be given a full charter during the Rechartering season.*

VIII. Additional Club-Specific Constitutional Articles

**Note: All additional articles will abide by Bowdoin College policies, the Student Handbook, and the SOOC's Rules and Regulations. The SOOC reserves the right to edit and/or remove additional articles before ratifying a club constitution.*

- A.
- B.

C.

D.

Signed:

Leader/Title 1: _____

Leader/Title 2: _____

SOOC Chair: _____

SAMPLE