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, educations, 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 Sonia Shah ’22 (sshah@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 & The David Saul Smith Union
nhintze@bowdoin.edu
207-798-4244

Silvia Lorrain – Associate Director of Student Activities
slorrain@bowdoin.edu
207-798-4338

Miriam Fraga - Assistant Director of Student Activities
mfraga@bowdoin.edu
207-798-4167
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.

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.
   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, Sonia Shah ’22 (sshah@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. 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.

• Banners, decorations or signs not permitted on the outside of buildings or in any of the campus quads. Exceptions require the approval of the Office of Student Activities.

• All campus buildings may have their own rules regarding the placement of advertisements.