

**Trinidad State Junior College**  
Office of Student Life  
600 Prospect St. Mailbox 321  
Trinidad, CO 81082

**Organization / Club Establishment Packet**

In order to form a new club or student organization, the following criteria must be met:

1. Fill out a Petition to Establish Organization
2. Obtain a faculty or staff advisor (preferably who is interested in your organization's purposes).
3. Obtain a minimum of five (5) charter members. If an organization has ten (10) or more charter members, it will get an extra vote in the Student Senate.
4. Write a set of by-laws or a constitution for your organization, and file it with the Office of Student Life or the Student Government Office (see page 3 for guidelines on writing your by-laws).
5. Elect officers to manage your organization, to include: President (required), Vice President, Secretary, and Treasurer.
6. Select delegates to represent your organization in the Student Senate. Senators do not need to be the same person, but each organization needs to be represented.
7. Set your first meeting date.

Completed petitions may be turned into the Office of Student Life or the Student Government Office.

# Petition to Establish Organization

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Name of Club or Organization

Intent of Organization: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization President: \_\_\_\_\_ Phone # \_\_\_\_\_

## Charter Members

1. \_\_\_\_\_ 6. \_\_\_\_\_

2. \_\_\_\_\_ 7. \_\_\_\_\_

3. \_\_\_\_\_ 8. \_\_\_\_\_

4. \_\_\_\_\_ 9. \_\_\_\_\_

5. \_\_\_\_\_ 10. \_\_\_\_\_

(Minimum needed to establish)

(Number needed to allow two votes in Senate)

Petition received by (Speaker of the Senate): \_\_\_\_\_

Date of Petition: \_\_\_\_\_

Executive Approval (SGA President): \_\_\_\_\_

Date of Approval: \_\_\_\_\_

## Organization Constitution and By-Laws

Each new organization will need to draft a constitution or set of by-laws describing its purpose and functions. These articles should include:

- Stated purpose of the organization, and who may join it
- Description of organization officers, their duties and election requirements (Required)
- Collection and amount of dues if necessary
- Meeting times and frequency
- Rules for club meetings

Any additional rules and guidelines for your organization's constitution or by-laws are up to your discretion. Keep in mind that your rules do not need to be detailed or restrictive, but simply give you a basic system to work with.

Each new organization will need to represent itself in the Student Senate. Your Senator may be the same person or it may be a different person for each meeting. An organization with five members is allowed one Senator; an organization with more than ten shall be allowed two.

If you cannot send a Senator to a meeting, please give the Speaker of the Senate advanced notice. He or she is reachable through the Student Government Office or the Office of Student Life.