

Student Life Club Leadership Agreement

OFFICE OF STUDENT LIFE

Club Leadership Agreement

Congratulations on getting involved and leading a club!!!

Club Officer Eligibility Requirements:

Enrolled in a minimum of 3 credits

Cumulative 2.00 GPA; exception for first semester students

Be an officer for no more than two clubs i.e. be president for club A and treasurer for club B

Can only hold one position within the club i.e. cannot be president and treasurer simultaneously

Is not on academic probation or have any student code of conduct violations

Advisor Eligibility Requirements:

Must be a current MC faculty or staff member

Must be officially assigned on the campus where the club is registered i.e. if faculty is teaching a course at RV campus and GT campus, then can be an advisor at both campuses

If faculty/staff member is assigned college wide responsibilities, then can be an advisor at any campus

**Eligibility requirements may be subject to updates and amendments.*

Your next steps:

Each officer/advisor will be responsible for submitting their own e-form and information.

After submitting, you will receive instructions on how to enroll in your campus Student Life Blackboard community.

Each officer/advisor will be responsible for completing their leadership training module and submitting their quiz.

Club leadership will abide by the Club's Constitution, Advisor Agreement, Club Handbook, college procedures, and the policies in your campus Blackboard community.

This process must be completed each academic year and/or when there is a change in leadership i.e. the club has a new Treasurer. This agreement is effective for the academic year.

There is a rolling deadline.

For questions, please consult with your campus Student Life Specialist.

CLUB OFFICER INFORMATION

First Name *

Yalemzewed

Last Name *

Wodaje

MC ID Number *

M21137270

MC Email Address *

ywodaje@montgomerycollege.edu

Phone

240 726 9696

Semester

Fall

On which campus is the club active?

Rockville

Select new or returning club

Returning club

What is the name of the club?

Montgomery College Campus Ministry Mahibere Kidusan Ethiopian Orthodox Tewahedo Church (MC CM MK EOTC)

What will be your role?

Secretary

CLUB CONSTITUTION

ARTICLE I: NAME OF CLUB**ARTICLE II: MISSION & PURPOSE OF CLUB****ARTICLE III: MEMBERSHIP**

- Membership in this club is open to currently enrolled students of Montgomery College. Interested faculty, staff and administrators are welcome to attend open activities.
- An official club membership roster will be due to the Office of Student Life no later than the 10th week of the semester.

ARTICLE IV: OFFICERS

- Each officer shall serve a one-year academic term and must meet eligibility as stated by the Office of Student Life.
- The executive club officers shall consist of a President, Vice President, Secretary and Treasurer.

General responsibilities of official club officers (please submit an amendment to add to duties below) :

President:

- Provide supportive leadership for the club
- Preside over regularly scheduled meetings
- Ensure the planning and promotion of activities proceed in a timely manner

Vice President:

- In the absence of the President, preside over regularly scheduled meetings
- Assist the President in responsibilities related to that office
- Consult with President on a regular basis

Secretary:

- Maintain records and files of official meeting, minutes, and club roster
- Coordinate all club correspondence
- Submit the Monthly Activity Log

Treasurer:

- Manage all club financial responsibilities, resources, and paperwork
- Learn and follow protocol for accessing club funds through the Budget Panel
- Respond to all club funding and budget request inquiries and deadlines
- Prepare and present budget requests or prepare a designee

ARTICLE V: MEETINGS

- Club must establish at least one monthly scheduled publicized meeting on campus (or virtual).
- Minutes of meetings are to be recorded and kept on file by the executive officers.
- Meetings must have a quorum (50% plus 1 of the active membership) present in order to vote.

ARTICLE VI: DUES

- There are no dues required for club membership at Montgomery College.

ARTICLE VII: CLUB ADVISOR

- Advisor must be a faculty/staff member from the campus the club is hosted on.

ARTICLE VIII: STATEMENT OF CONFORMITY

- Section 1. The club shall maintain a calendar of activities.
- Section 2. The club shall be responsible for any damage or liability incurred at its activities.
- Section 3. The club shall recognize the authority of all campus officials.
- Section 4. The club shall recognize and abide by the rules and regulations of Montgomery College and the Office of Student Life.
- Section 5. There shall be no discrimination based on the basis of age, sex, race, color, gender identity, marital status, sexual orientation, religious belief, national origin, disability, or political affiliation.
- Section 6. Clubs do not have the authority to incur any debt or become affiliated with any business under the club name.

ARTICLE IX: RULES OF ORDER

- The rules of order shall be determined by the executive officers and the advisor(s).

ARTICLE X: AMENDMENTS

- Any amendments to the Club Constitution require a two-thirds vote at a general club meeting and it becomes official when approved by the Office of Student Life.

ARTICLE XI: RATIFICATION

Club Officer Agreement Statement

In accepting this club officer position, I agree to abide by the Club's Constitution, Advisor Agreement, Club Handbook, college procedures, and the policies in your campus Blackboard community; and will be responsible for completing my leadership training module and submitting my quiz.

Yes

Thank you. Your information has been submitted. You will receive a confirmation email momentarily.

Next Step: Please enroll in the Rockville Campus Student Life Club Officer Blackboard Community

Step 1: [Log into MyMC](#)

Step 2: Click on blackboard and type "Student Life" in the organization search field.

Step 3: Select the campus where your club is hosted i.e. Student Life Club Officer Community - Rockville Campus

Step 4: Go to the page, then click to enroll in red on the right column

Step 6: a new page will appear, then click enroll in green in the lower left-hand column

Step 7: once in Blackboard, click on your officer position training module page, (left hand side) to complete training and submit your quiz

Please contact your Student Life Specialist with any questions.