



See www.greenriver.edu/campus-life for more information.

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2. Find a Staff or Faculty member who is willing to advise your club, attend all club events, and assist with paperwork for your student group (more details on advisor requirements later on in guide!)
3. Complete a **Student Life New Club Proposal Form**, for students starting new student clubs on campus
 - a. [Forms can be found on the clubs webpage](#)
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within one week of submitting your form. We first email your listed advisor to confirm they

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5. Once you have received official GRC club status,

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Clubs will access funding by submitting either an event request or a supplies/materials request linked from the [clubs webpage](#). The request will be reviewed by the ASGRC Finance Committee and submitted to the weekly ASGRC Senate meeting for a vote. The requesting club may be asked to attend either a committee or senate meeting to answer questions regarding the request. The deadline for consideration for the following week's ASGRC meeting is Friday at 5pm for both events and supplies.

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Attend Mandatory Club Council Quarterly Meetings: All clubs must have one representative attend Student Life's quarterly Club Council meeting. Your advisor is not required to attend but is welcome. If there is no representative at a Club Council meeting, your group may face limited access to 522 student funds. Club Council meetings serve as a platform for club representatives to express concerns, share ideas, learn key updates, and collaborate with others.

All clubs must submit a Club Proposal or Renewal Form to be recognized. This recognition runs through Spring Quarter of 2023. Clubs meeting over Summer 2023 or for the 2022-23 academic year will need to renew their paperwork. Paperwork will be made available in June 2023.

Clubs must maintain a current officer/leader list in order to be recognized. If any changes to this list are made, the leaders must report the changes to Student Life staff so we have correct contact information for your group

Clubs must have a Green River College staff/faculty member to serve as advisor.

Membership in the club must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, or economic status.

Some clubs are chapters of national associations whose by-laws require certain limitations on members. These limitations must be present within the national association's bylaws and can only limit members on GPA and/or major.

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The following will result in a club receiving a warning email regarding their active status:

- Failure to complete the requirements to maintain active club status.
- Lack of student involvement.
- Inappropriate use of College resources.
- Loss of an advisor/inability to replace an advisor.
- Approved events or activities held without a designated advisor present.
- Misuse of the College Credit Card (i.e. purchasing unapproved items, keeping the card beyond allowed time).
- Holding unsanctioned events or activities.
- No club representation at mandatory Club Council meeting, which occurs each quarter

If a club receives 2 warning emails within a quarter, the third violation will result in probation for the following full quarter. The terms of probation will be determined by the type of violation by the ASGRC Governance Committee.

Clubs meeting in-person for meetings, activities, events or gatherings in a club or org capacity unless otherwise directly approved by Student Life. This is in accordance with COVID-19 safety regulation and will be updated by Student Life directly as we are able to safely do so

Student code of conduct violations by the club membership at an event or meeting.

Violation of State or Federal Laws

Discriminatory practices

Committing act(s) of violence

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Warning—a formal notice of violation, with no penalties imposed.

Probation—notification of violation may result in loss of some privileges. Further violations may result in suspension.

- o Duration: minimum one quarter

Suspension—as a result of serious, intentional, or repeated violations, recognized status maybe revoked. The loss of all privileges is revoked, including use of S & A 522 funding.

- o Duration: dependent upon severity of the violation(s). May result in permanent loss of status.

1. A club may appeal disciplinary actions by providing a written rationale for the appeal to the ASGRC Judicial Board within 10 business days following the written notification of the action. A meeting will then be scheduled with the Judicial Board to review the appeal. Within 10 working days following this meeting, the appealing club will be notified, by email, of the decision by the Judicial Board.
2. If a club whose recognition has been revoked or has been denied use of certain Green River College facilities for disciplinary reasons wishes to appeal the decision by the Judicial Board, the group may request a meeting with the Director of Student Activities and Engagement. Such requests are to be made to the Director, in an email, within 10 business days following the written decision by the ASGRC Judicial Board. A meeting with the Director will be scheduled to hear the appeal. Within 10 business days of this meeting, the Director will notify the group of the final decision.

Student leaders for clubs set the tone, intention, and culture of student groups. For many club/org leaders, this may be your first time leading a group, which can be an exciting and nerve-wracking time.

Your advisor and Student Life staff are here to help you navigate learning new skills as you support your club/org's goals, members, and overall mission. Check out our new Leadership Development Series for more information as well!

Club Officers/Leaders are expected to:

Have knowledge of the clubs' purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of the clubs manual and of Green River College.

Complete and submit Quarterly Club Reports by the last week of fall, winter, and spring quarters.

Be responsible for notifying the Student Life Office when there is a change in any club information.

Maintain a club membership of actively enrolled Green River students.

Participate in all club trainings, including Club 101, Event Planning Training, and Club Council Meetings. These trainings must be completed before your student group can access its budget.

Read and review all emails sent by the Student Life office and forward to club members (all correspondence will be sent to officers and advisor).

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