



## Student Organization Application Houston Community College-Northwest

Student organizations are for students to promote, advocate and champion issues of interest within the collective student population.

**Only Houston Community College students are permitted to form student organizations. Outside entities not directly affiliated with Houston Community College CANNOT start a student organization.**

These organizations must adhere to HCCS policies, procedures and the institutions education mission.

The Student Life office at Northwest is designed to assist the needs of these student organizations.

Below is the contact information for the organizations coordinator that can assist you in forming your student organization:

Dominique Brown  
Student Life Coordinator  
Office of Student Life

**Office Location:**  
1010 W. Sam Houston Parkway N.  
Suite, SL3 (Spring Branch)  
Houston, Texas 77043

2811 Hayes Road  
D-100  
Houston, Texas 77082

713-718-5702  
[Dominique.Brown@hccs.edu](mailto:Dominique.Brown@hccs.edu)

## Student Organization—Application Process

Below are a few general guidelines that can assist you in forming your student organization.

1. Make an appointment with the Student Life Coordinator to discuss the proposed student organization. At this meeting, you will discuss the proposed organization mission, learn about required documentation and discuss how the application process works.
2. Find at least five (5) students who want to join and serve as founding members.
3. Secure an HCC employee, along with his/her supervisor's permission, to serve as the primary advisor. {Advisors can only be full-time employees. **Advisors are not compensated** and because of this, the advisor's supervisor is required to grant approval of the employee's additional commitment to HCC business.}
4. **Write a constitution and have the Student Life Coordinator review it prior to its official submission.** Although a sample constitution is provided as a guide (within reason) each student organization is at liberty to construct a document which best suits the needs of the organization.
5. After your constitution has been reviewed by the Student Life Coordinator, you can submit it along w/the entire Application Packet together.

**PLEASE NOTE:** It can take up to six (6) weeks to complete the approval process considering, there are no objections from the administration. If there are issues/concerns/questions with the application packet submitted, the organization President will be contacted.

6. Once the administration approves the petitioning student club/organization as "Official," the Student Life Coordinator will contact the President and Advisor to inform them of the next steps.

**\*\*if revisions to organization documents are required, please make sure that the application paperwork is updated. (For example, if you begin the process in the Fall semester but don't submit the paperwork until the Spring—all documents should be dated for the Spring and the roster of student members should be from the current semester.)**

During the application process, once a draft of the paperwork has been submitted, you are permitted to; conduct organization interest meetings and advertise meetings on campus. The Student Life Coordinator is always available to assist you during the process should you have any questions. It is common practice for the Campus Administration Office require the signature of the Student Life Coordinator on reservation paperwork. However, it is not always required.

**Application for Official HCC Student Organization Recognition**

Name of Organization: \_\_\_\_\_

Affiliation with External Organization or Association? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, name of affiliating organization: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
**Student Life Coordinator—Dominique Brown, M.S.M**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean of Student Services—Rima Adil**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**College President—Dr. Zachary Hodges**

\_\_\_\_\_  
**Date**



## CHARTER FOR NEW STUDENT ORGANIZATION

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*(Name of Student Organization)*

In accordance with the Policies and Procedures of Houston Community College, Houston, Texas, and the Regulations Governing Student Organizations, the aforementioned student organization does hereby receive official recognition as a student organization of the Houston Community College.

The student officers and the organization's advisor(s) have been made aware of and fully understand the Regulations Governing Student Organizations and the Policies and Procedures of the Houston Community College as they relate to the formation and administration of student organizations.

**CHECKLIST:** All necessary forms for recognition are attached to this application. These include:

- {1} The organization constitution \_\_\_\_\_
- {2} Advisor Agreement \_\_\_\_\_
- {3} Roster \_\_\_\_\_
- {4} organization event/activity planning calendar and \_\_\_\_\_
- {5} any other pertinent organization documents (including if applicable, affiliation with a National organization documents) \_\_\_\_\_

**Congratulations! Your student organization is an official student organization of Houston Community College- Northwest.**

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Student Life Coordinator—Dominique Brown, M.S.M

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Date

**Advisor Agreement****(PLEASE PRINT LEGIBLY)**

I have read and understand the regulations governing Student Organizations and the Policies and Procedures sections of the Student Leadership Handbook as they pertain to the formation and administration of student organizations at the Houston Community College. I have read, understand, and agree to the responsibilities of advisors as outlined in the handbook. As an institution employee, I agree to serve as an advisor to the student organization named below.

**Should I decide that I no longer wish to assume this responsibility, I will notify the organization's President and/or Student Life Coordinator.**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Department/Division/College of Employment: \_\_\_\_\_

Check One:    ☐ Faculty                      ☐ Staff                      ☐ Administrator

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Mail Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Advisor's Supervisor Signature\_\_\_\_\_  
Date

**(ADVISORS: Your supervisors are REQUIRED to approve your request to serve as an advisor because this is considered an additional assignment with additional institution responsibilities in which you will not be financially compensated for.)**

**Student Organization  
Officers and Advisors List**

Date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

The following list of officers is valid for the following dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

**President/Chair:** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

**Vice President/Co-Chair:** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

**Secretary/Recorder:** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

**Treasurer:** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

**Parliamentarian:** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

**Other Position (Please list):** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

**Advisor:** \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Address, City, State, Zip Code

Department: \_\_\_\_\_ College: \_\_\_\_\_

*If additional space is needed, please attach a separate attached sheet.*



**Student Organization  
Membership List**

**As an advisor, I hereby certify that the following individuals are all currently enrolled students in good academic standing at the Houston Community College.**

**Organization Name:** \_\_\_\_\_

**Organization President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Names of Organization Members (Use additional sheets if necessary)**

_____	_____
Name	Student ID #
_____	_____
Name	Student ID #
_____	_____
Name	Student ID #
_____	_____
Name	Student ID #
_____	_____
Name	Student ID #
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Name	Student ID #

(please feel free to make additional copies of this document if necessary)