

CHABOT COLLEGE

2004 ASCC/ICC 2005

CLUB REGISTRATION

All clubs must register **annually** with Chabot College and the Associated Students of Chabot College. This packet includes all information needed to register a club. Please review and complete each step as follows, and submit the fully completed packet to the Office of Student Life, Student Center, Building 2300, Room 2355.

If you need assistance with any portion of this packet, please contact the Director of Student Life at (510) 723-6914 or the Inter-Club Council (ICC) Chair at (510) 723-6924.

APPLICATION STEPS 1-4

- STEP 1: Complete the ASCC/ICC Registration Form.**
All four (4) Officers' names must be included with "W" Number, phone number and email address (if available). Your club advisor (a fulltime Chabot College faculty, staff or administrator must agree to be your advisor) is also included.
- STEP 2: Complete the Chabot College Student Organization Registration.**
- STEP 3: Advisor's Responsibility Form completed and signed.**
- STEP 4: CLUB CONSTITUTION**
Review and update the existing Constitution OR write a constitution for your club. A sample club constitution outline is included.

® ® UPON ASCC RECOGNITION

- STEP 5: REQUEST TO OPEN COLLEGE ACCOUNT**
Please complete this three-part NCR form. If you know your account number, please write it next to your club name. New Account request forms must be completed and filed within 4 weeks from approval date.
- STEP 6: REQUEST FOR USE OF COLLEGE FACILITIES**
Complete this three-part NCR form to request classroom space for club meetings. List all dates you will need for the year. A club officer, your club advisor, and the Director of Student Life must sign this. Request forms must be completed and filed within 4 weeks from approval date.

When the first four (4) steps are completed, return your entire packet to the Office of Student Life. After ASCC recognition, complete the final two (2) steps in the Office of Student Life. The club's Facilities Requests and Account Requests will be forwarded to the Business Office. ASCC/ICC will then assign a club mailbox in Rm. 2311. Check your mailbox regularly for correspondence.

Chabot College - Office of Student Life Campus Club Information

Guidelines for club formation and/or renewal:

1. Clubs complete Club Registration Packet. The Director of Student Life or Inter-Club Council Chair, can meet with club officers to make sure that they are clear on all facets of completing the form.
2. When complete, packet should be turned into the Director of Student Life. Packet is reviewed, checking the club officers are registered students in good standing, advisor is aware of his/her role and all information is complete and correct.
3. The Director of Student Life maintains a roster with club name and date of submission.
4. Completed packet goes to Director of Student Life for signature.
5. Copy of packet goes to ASCC Inter-Club Council Chair. It is then placed on the next Senate agenda for recognition and \$300 start-up funds (if requested). Request forms must be completed and filed within 4 weeks from approval date.
6. When approved by Senate, applicants become "Recognized ASCC Club". (This takes two Senate meetings)

With completed/submitted packet:

Once completed packet is submitted to the Director of Student Life, a club can reserve table for recruiting on first floor of Bldg. 2300. The Office of Student Life will do posting of fliers for free and a club can also submit a request for facility usage to reserve a meeting space and time.

With ASCC Recognition:

- Eligible to apply for \$300 annual start-up costs
- Eligible to use ASCC Art Room to make posters
- Use of mailbox in ASCC office
- Must send representative to bi-monthly ICC meeting, or club will be considered inactive

Other Information:

- For all meetings and on-campus events, club advisor must be present.
- Clubs may not use Chabot College stationary. Need to have their own or use ASCC'S (When recognized by ASCC). If there is an exception (ex: club seeking donation from business who needs a letter on a college stationary) Director of Student Life must approve.
- Clubs who have events off campus are not sponsored by the college, and are not "College sanctioned events". They are not covered by the college liability insurance. Because these events are not college related, advisors are not required by the college to attend.
- All facility and space reservations for registered and/or recognized clubs, must be signed by the Director of Student Life.
- Clubs may not reserve college facilities for other groups, or to sponsor other group's events.

The ICC Chair should keep an updated list of active recognized clubs available for distribution.

ASCC/ICC Club Registration

Please Print Clearly

Name of the Club: _____

Club Officers

President _____ W Number _____

Phone _____ Email _____

Vice Pres. _____ W Number _____

Phone _____ Email _____

Secretary _____ W Number _____

Phone _____ Email _____

Treasurer _____ W Number _____

Phone _____ Email _____

Advisor's Name _____

Phone _____ Email _____

Planned Meeting Room _____

Meeting Day(s) _____ Meeting Time _____

Please check status:

New Club

Returning club

Chabot College
Student Organization Registration

Please Print Clearly

I. _____
Full name of student organization and initials (if any)

II. **Purpose of Organization:** _____

III. **Circle Your Category** (Please Choose One):

Social Cultural Political Religious Recreational Academic Other _____

Club Officers

President _____ Phone _____

Vice-President _____ Phone _____

Secretary _____ Phone _____

Treasurer _____ Phone _____

Inter-Club Council Rep. _____ Phone _____

Note: If your club does not function with the above officers, please change the titles according to what is specified in your constitution.

President and Treasurer Signatures for Business Office Use

President's Signature _____

Treasurer's Signature _____

Advisor's Info

Advisor's Name _____ Signature _____

Office # _____ Phone# _____ Email _____

Meeting Dates

Meeting Room _____

Meeting Days _____ Time _____ to _____

Have you filled out a "Request for Use of College Facilities" Form? Yes () No ()

If you have not, please obtain this form from the Office of Student Life.

The President, Vice-President, Secretary, Treasure and ICC Representative must read, sign and agree to the following guidelines:

1. Abide by all the organizational constitution or code that will be kept on file at the Office of Student Life.
2. Have open membership to all students regardless of race, sex (in accordance with Title IX), sexual orientation, national origin, religion, political affiliation or disability.
3. Open voting membership only to students, faculty and staff of Chabot College.
4. Submit in writing a statement defining the nature of any affiliation with a local, state, or national organization, recognizing that an affiliate must be allowed autonomous response to the College policies, trustee regulations, and local, state and federal laws.
5. Adhere to the financial procedures as prescribed by Chabot-Las Positas Community College District, implemented by the Office of Student Life.
6. Open all on-campus events and meetings to interested persons within the limitation of room capacity, safety, and fire regulation, and within the college's regulations on time, place and manner.
7. Have a student representative at all Inter Club Council (ICC) meetings.

Officer's Signatures

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

ICC Representative: _____

(To be completed by OSL Staff and ASCC)

Approved by:

ICC Chairperson _____ Date _____

Director of Student Life _____ Date _____

Advisors Responsibilities

Behind almost every successful student organization is an effective advisor. An effective advisor has a belief in the organization, a desire to help students succeed, a willingness to share expertise and a commitment to spend time with the group. An advisor is there to insure that students have the opportunity to grow and learn from activities outside of the classroom and to make sure that the club/organization conforms to the District Policies and Regulations.

Advisors Duties

1. Serve as the official representative of the organization.
2. Work closely with the club to insure a cooperative relationship.
3. Help each officer of the organization to understand his or her duties according to the clubs constitution.
4. Help each officer of the organization to understand that the continuity of the organization is preserved through constitutions, minutes and traditions.
5. Give advice to the officers of the group about the financial activities in order to effectively manage club funds.
6. Help the officers and the club members to understand and apply democratic principles within their own organization.
7. Read and understand the ICC Constitution and By-Laws so that he/she can give advice to the organization on what responsibilities it has.
8. Insure that appropriate College policies are upheld.
9. To sign all club/organization facility request form before submitting to the Director of Student Life.
10. To sign all club/organization forms (RFDs) before submitting to the Director of Student Life and make sure that:
 - a. the club treasurer signs it
 - b. the expenditure is correct within all existing policies.

Advisor's name : _____ **Dept.:** _____

Signature : _____ **Date :** _____

ASSOCIATED STUDENTS OF CHABOT COLLEGE
Inter-Club Council
Club Constitution Outline

Please type your constitution (sample provided below)

Article I- Name of Organization

The name of this organization shall be _____

Article II- Purpose of Organization

The purpose of this organization shall be _____

Article III- Membership

Any member of the ASCC is eligible to join any club.
Membership is limited to registered Chabot College students only.

Membership fees shall be \$ _____ per _____ (optional)

Article IV- Qualifications And Election of Officers

Section 1 Officers are President, Vice-President, Secretary, Treasure and ICC Representative.

Section 2 Executive Council consists of President, Vice President, Secretary, Treasurer and ICC Representative.

Section 3 Club elections will be held on _____

Article V- Duties Of Officers

Section 1- President (or Chapter Coordinator)

- a. Presides over all meetings
- b. Call general and special meetings
- c. Carry out the provisions of the constitution
- d. Appoint committees and the chairperson
- e. Oversee all committee activity

Section 2- Vice President

- a. Assume the duties of the President in her/his absence.
- b. Perform any duties delegated to her/him given by the President

Section 3- Secretary

- a. Keep accurate minutes of all meetings
- b. Act as correspondence clerk
- c. Type up and distribute agendas for all meetings

Section 4- Treasurer

- a. Handle funds and finances for club
- b. Keep financial records and collect dues and fees

Club Constitution Outline-continued

- c. Pay bills and release funds as voted upon by the general membership
- d. Make financial reports when called upon to do so by the general membership

Section 5- Inter-Club Council Representative

- a. Attend ALL ICC meetings
- b. Report the results of ICC meetings to the organization

Article IX- Advisor

Section 1- The role of the advisor is:

Article X- Responsibilities

Section 1- This organization accepts full financial responsibilities for all activities bearing its name as official sponsor and will adhere to all College regulations. All publicity for an event must bear the name of the sponsoring organization.

Article XI- Amendments to Constitution

Section I- Any amendment to this constitution requires a 2/3 vote at a general meeting.

