

Chabot College ASCC /ICC Club Registration

2010-2011

(Please print clearly)

I. _____
Full Name of Student Organization and Initials (if applicable)

II. Check Status: New Club Returning Club

III. Purpose of the Organization: _____

III. Circle your Category *(Please Choose Only One)*

Social Cultural Political Religious Recreational Academic Other _____

IV. Club Officers:

(Office use only)

President: _____ W#: _____ Y N

Phone # _____ E-mail: _____

Vice President: _____ W#: _____ Y N

Phone # _____ E-mail: _____

Secretary: _____ W#: _____ Y N

Phone # _____ E-mail: _____

Treasurer: _____ W#: _____ Y N

Phone # _____ E-mail: _____

ICC Rep: _____ W#: _____ Y N

Phone # _____ E-mail: _____

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

President and Treasurer Signatures for Business Office Use

President's Signature _____

Treasurer's Signature _____

Advisors Name: _____ **Signature** _____

Phone # _____ **Office #** _____ **E-mail:** _____

Meetings: *(please read carefully)*

You must complete a "Request for Use of Facilities Form"

In order to reserve a room. Completion of one does not guarantee your

Request. You will receive confirmation from the Office of Student Life. Approval may take up to one week.

To be completed by the Office of Student Life:

Meeting Day(s) _____ **Meeting Times:** _____

**The President, Vice- president Secretary, Treasure and ICC
Representatives 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 student 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's regulations and local and state 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 colleges' regulations on time place and manner.
7. Have student representative at all Inter Club Council (ICC) meetings

Officers Signatures' of Agreement:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

ICC Representative _____

(To be completed by OSL and ASCC)

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.

Advisor 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 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: _____ Ext. _____

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 limed to registered Chabot College students only.

Article IV – Qualifications and Election of Officers

Section 1 Officers are President, Vice President, Secretary, Treasurer 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

- Preside over all meetings
- Call general and special meetings
- Carry out the provisions of the constitution
- Appoint committees and the chairperson
- Oversee all committee activity

Section 2 Vice President

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

Section 3 Secretary

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

Section 4 Treasurer

- Handle funds and finances for club
- Keep financial records and collect dues and fees
- Pay bills and release funds as voted upon by the general membership
- 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 VI Advisor

Section 1 The role of the advisor is:

Article VII Responsibilities

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

Article VIII Amendments to the Constitution

Section 1 Any amendment to this constitution requires a 2/3 vote at a general meeting.

Sample