



Contra Costa College Inter-Club Council

APPLICATION FOR NEW CAMPUS CLUB (OR RE-START AN OLD ONE!)

Establishing a New Club Guidelines:

1. Find **5 students** who are interested in forming a club.
2. Find a member of the College Staff or Faculty to act as **Advisor**. Be sure to secure an advisor who will be actively involved in assisting your club's goals. (**Student workers are not allowed to be club advisors**).
3. Complete an **Application for Campus Club**.

** Once you have finished these 3 simple steps, please have your Advisor submit, via email, your application to the Student Life Coordinator Kelly Ramos at kramos@contracosta.edu and a meeting will be arranged with the ICC Advisor (Kelly Ramos) and the ASU VP of Clubs.

Table of Contents

Club Information.....Section I

- Advisor(s)
- Officers and Members

ICC and Club Advisor(s) AgreementSection II

(Do not fill-out this document.)

CCC Student Club Advisor Agreement.....Section III

- This section provides useful information about advisor duties and responsibilities.

Membership and Club Responsibilities.....Section IV

-**This is the most important section of this packet** because it provides information about Club and Membership duties and responsibilities. **(PLEASE REVIEW ALL THE REQUIREMENTS AND DUTIES CAREFULLY)**

Club Officers Duties and Responsibilities.....Section V

- This section provides useful information about Club Officers duties and responsibilities.

General Outline for Club Constitution.....Section VI

- This section includes an outline for a club constitution.
- Use this outline to create your **own constitution**. You **CANNOT just fill in the blanks** and turn this form in.
- You **must have a drafted constitution** when you submit this packet to the Student Life Office.

Organization Member Roster.....Section VII

- Please fill-out this document if you have more than 8 petitioning members, otherwise you may leave it blank.

I. Information

Name of Club/ Organization: _____

Date of Submission: _____ - _____ - _____ (MM-DD-YYYY)

Statement of Purpose/ Goals of the club or organization: _____

Petitioning Members:

1. _____

Student ID#: _____

Position: _____

Phone: ()- _____

Email: _____

2. _____

Student ID#: _____

Position: _____

Phone: ()- _____

Email: _____

3. _____

Student ID#: _____

Position: _____

Phone: ()- _____

Email: _____

4. _____

Student ID#: _____

Position: _____

Phone: ()- _____

Advisor/s:

1. _____

Phone: ()- _____

Email: _____

Term Serving as Advisor: _____

2. _____

Position: _____

Phone: ()- _____

Email: _____

Term Serving as Advisor: _____

Meeting Information:

Date: _____

Time: _____

Location: _____

Club advisors are responsible for ensuring that the college fulfills its obligations to students. Club advisors also ensure that club meetings and activities conform to the State Education Code, and District and College guidelines, policies and procedures.

(All officers must be enrolled in 6 units)

Email: _____

Petitioning Members:

5. _____

7. _____

Student ID#: _____

Student ID#: _____

Position: _____

Position: _____

Phone: ()- _____

Phone: ()- _____

Email: _____

Email: _____

6. _____

8. _____

Student ID#: _____

Student ID#: _____

Position: _____

Position: _____

Phone: ()- _____

Phone: ()- _____

Email: _____

Email: _____

(All officers must be enrolled in 6 units)

We, who wish to petition to start this club agree to the following:

- *Club membership will be open to all Contra Costa College Students regardless of race, religion, sex, national origin, age, or physical limitations.*
- *To have a student representative at the Inter-Club Council meetings upon approval of the club/organization*
- *To cooperate with other clubs and the Associated Students in working for the good of the campus community*
- *To inform ourselves of school policies as they relate to clubs and organizations, and to observe these policies in all official activities of our club/ organization.*
- *My Signature below releases my telephone number and email address to the ASCCC Inter-Club Council Coordinator who will use it for ASCCC business.*

II. ICC and Club Advisor(s) Agreement

Establishment Agreement

Statement of Club Advisor(s):

In agreeing to be advisor for this organization, I realize I am assuming the responsibility for being present at all official meetings and functions of the organization and I have familiarized myself with the policies governing student organizations.

In agreeing to serve as an advisor for this club, I commit to working with the club members, attempting to help them achieve their goals, and upholding all State, District, and College requirements. I understand that serving as club advisor is voluntary and that I will not receive compensation, loan credit, release time or other benefits from the College for doing so. I agree to contact the Director of Student Life if I have any problems or concerns.

THIS DOCUMENT IS NOT VALID UNLESS SIGNED IN THE PRESENCE OF THE STUDENT LIFE DIRECTOR.

Club Advisor: _____ Date: _____

Co-Advisor: _____ Date: _____

ICC Advisor: _____ Date: _____

ICC Chair: _____ Date: _____

Notes:

Approved: ___/___/___ (ICC ADVISOR)

Establishment of Club: ___/___/___ (ICC ADVISOR)

THIS DOCUMENT SHALL BE SIGNED IN THE PRESENCE OF THE INTER-CLUB COUNCIL ADVISOR AND CHAIRMAN.
(CLUB ADVISORS SHALL MEET WITH ICC ADVISOR AND CHAIR TO ESTABLISH THE NEW/ OR REINSTATING CLUB).

III. C.C.C. Student Club Advisor Agreement

Serving as an advisor to a Contra Costa College Club is a very rewarding experience. It provides an opportunity to interact with students and to help them have a fulfilling and well rounded college experience. Advisors are an essential part of CCC club program and can make significant contributions to student success and retention.

Club advisors are responsible for ensuring that the college fulfills its obligations to students. Club advisors also ensure that club meetings and activities conform to the State Education Code, and District and College guidelines, policies and procedures.

Club advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. *Advisors provide guidance and direction to students.* Their mature judgment is invaluable to a student group. Advisors help the club members to achieve the purpose for which it was organized and provide continuity and support for the organization from year to year.

You will also receive a copy of the CCC Club Handbook. Please take the time to read the documents so you will be aware of the guidelines and procedures the clubs are required to follow. Acquainting yourself with policies and procedures should prevent problems from occurring.

DUTIES AND RESPONSIBILITIES:

1. Serve as the official representative of the college and liaison with the Student Life Office.
 2. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
 3. Be present at all official club meetings and activities. (Official club meetings and activities must be scheduled at times that are mutually agreed upon by the club advisor(s) and club members.) Co-advisors are encouraged.
 4. Advise students of the policies and procedures that they must follow as a club.
 5. Help each officer of the organization to understand his or her duties.
 6. See that the continuity of the organization is preserved through constitutions, minutes, and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
 7. Help students to understand and apply democratic principles within the organization and in working with others.
 8. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
 9. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited and account for (*see Club Handbook*). All funds collected by the club must be turned in to the Student Life Office to be deposited into the club account. **No off campus accounts are permitted.**
 10. Sign all check requisitions for the club and ensure that:
 - a. The club president or treasurer also signs the form.
 - b. The expenditure is appropriate within all existing policies and club approval.
 - c. Supporting evidence (original receipts or invoices AND club minutes) is attached.
 - d. The club minutes reflect approval of the funds request.
 11. Assist club members in completing necessary paperwork (Activities Request form, Application for Club, Club Status Update, ICC Funds Request, etc.) and submitting the completed forms in a timely manner. *Your signature on the Activities Request Form indicates that you or a co-advisor will be present for the activity.*
 12. Ensure the club designates an Inter Club Council (ICC) representative to attend the ICC meetings.
-

IV. Membership and Club Responsibilities

*All officially chartered clubs of Contra Costa College shall be members of this organization.
To become a chartered club the following requirements must be met:*

1. The club must meet the requirements as set forth by Contra Costa College and the Student Life Center
 2. Club membership is open to all Contra Costa College students.
 3. Club membership can only be comprised of Contra Costa students
 4. All clubs must have at least 1 advisor
 5. The club advisor must be a CCC staff or faculty and must be present at all club meetings and activities.
 6. The club must have 5 members
 7. All Club Members and Officers must be currently enrolled CCC students
 8. Club Officers must have a 2.0 GPA and should maintain 3 or more units.
 9. All club officers and members should hold a CCC identification card for each semester of membership.
 10. Each club must state in their Constitution any required dues and when they must be paid.
 11. Each club must submit the Club Update form no later than the 2nd scheduled ICC meeting each fall semester.
 12. All club executives must attend a meeting with the Advisor, ICC Advisor and ICC Chair during the first ICC meeting of each semester.
 13. No club will have an initiation process or participate in hazing.
 14. Clubs must hold meetings at least once a month. Which includes:
 - a. Preparing an agenda
 - b. Secretary must record the minutes and submit all meeting minutes to the Student life office of upon request of the Student life Office or the ICC Chairman.
 15. Clubs must have a representative at every ICC meeting (schedule decided by the ICC board).
 16. Each club must prepare an agenda for each meeting and submit the agenda and meeting minutes to the Student Life office and or the ICC Chair upon request
 17. By Thursday of the 16th week of the semester each club must
 - a. Participate in 2 ICC sponsored activities or
 - b. Participate in one ICC sponsored activities and sponsor one campus event or,
 - c. Sponsor 2 campus events or,
 - d. Participate in one CCC or ASU sponsored event and one ICC event.
-

V. Club Officer Duties and Responsibilities

PRESIDENT

1. To preside over the club and club meetings; he/she is the official representative for the club.
2. To understand and follow Robert's Rules of Order, club Constitution and by-laws. Know campus policies and regulations. The president has no vote, except to break ties.
3. Keep your club advisor informed of all club meetings and activities. THE COLLEGE REQUIRES YOUR ADVISOR TO ATTEND ALL OFFICIAL CLUB MEETINGS AND ACTIVITIES.
4. Appoint committees and others to assist in getting things done, to help spread the burden of work among all club members, and to give others and opportunity to participate.
5. Call regular, executive, or cabinet meetings. Consult with your Advisor before all meetings so he/she can attend.
6. Prepare a master plan for the semesters activities early. Each club should have a project or goal for the semester.

Be an effective presiding officer:

- Know procedures for conducting a meeting. Have knowledge of basic parliamentary procedure
- Be impartial, fair, and courteous. Carry out the group's decisions and wishes.
- Prepare an agenda for each meeting. Check the minutes of the previous meeting to include business that should be discussed again or finished.
- Do not try to do all the work by yourself. Assign responsibilities to others. Total participation by all members makes for a strong organization.

VICE PRESIDENT

1. Take over the president's responsibilities when the president is unable to carry out his/her duties.
2. Be ready to assist the president in any possible way
3. Assume and carry out special duties that may be assigned to you by the constitution/by-laws, the president, executive committee, or members.
4. Attend all executive committee meetings and meetings of the organization
5. Know and understand your organization's constitution and/or by-laws.

SECRETARY

1. Record and keep accurate permanent records (minutes, documents, etc.)
2. Record and read minutes and correspondence
3. Keep an accurate, up-to-date list of members, their addresses and telephone numbers
4. Keep in the secretary's book a copy of the constitution and/or by-laws and have it available for easy reference during meetings.
5. Take motions down accurately and be prepared to read them back almost immediately

SUGGESTED OUTLINE FOR THE WRITING OF MINUTES

- Give the hours, day, month, place of the meeting and the presiding officer
- State whether the minutes of the last meeting were
Approved as read
Approved and corrected (If there were corrections, list them)
- Give a statement concerning all reports read and the action taken on them
- Record items discussed under old business
- Record items discussed under new business
- Every motion, lost or carried, should be included under the appropriate item of business.
- State the adjournment time of the meeting
- Sign the minutes

TREASURER

The treasurer is responsible for the accounting of club funds

1. All college clubs are required to deposit all money THE DAY OF collection. Detailed instructions/guidelines on required documentation of monies collected, deposits, and fundraisers, are available in the SLC and in the club handbook.
2. **No off campus accounts may be kept**
3. The *Director of Student Life* must sign all campus Requisition for Funds forms along with the club advisor and club officer for the withdrawal of funds. Attach all supporting evidence to check request form. No monies will be allocated without back-up documentation.
4. Prepare a budget and have it approved by the executive committee and membership
5. Make certain the organization expends money in keeping with the approved budget and within school policy and guidelines. The *Director of Student Life* will help you with policies.

6. Make a treasurer's report each business meeting of the club. List receipts, expenditures, and balance on hand.
 7. See that all bills are paid promptly.
 8. Keep records of all money. Copies of deposits made by club members as well as copies of payments will be put in the club mailbox for your information. Keep a record of both incoming and outgoing and indicate their purpose.
 9. Have records available and in a condition for examination at any time.
-

VI. General Outline for a Constitution

Use this outline to create your own constitution. You CANNOT just fill in the blanks and turn this form in.

Article I NAME OF ORGANIZATION

The name of this organization shall be _____

Article II PURPOSE OF ORGANIZATION

Social service, Honorary, Political, or Special Interest

Article III MEMBERSHIP

Membership is limited to Contra Costa College students only, regardless of race, religion, sex, national origin, age, sexual orientation or physical limitation.

Basis of membership shall be: _____

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

Article IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1

President must have at least a 2.0 GPA. Must be enrolled in at least 5 units. Any higher GPA or unit is determined by the club. *What are your clubs qualifications?*

Section 2 Officers are usually President, Vice President, Secretary, Treasurer, and Inter Club Council. *Which officers will you have? What will they be titled?*

Section 3 Executive Council is optional, but should consist of President, Vice President, Secretary and Treasurer. *Will your club use an Executive Council?*

Section 4 Club Elections will be held _____ (Remember Update Form must be filed no later than the fourth week of the Fall Semester for continuing clubs.)

Article V DUTIES OF THE OFFICERS

Section 1

President Typical duties include:

- a) Shall preside over all meetings
- b) Call special meetings
- c) Carry out the provisions of the constitution
- d) Appoint committees and chairman
- e) Oversee all committee activities
- f) Represents the club on public occasions

Section 2 **Vice President** Typical duties include:

- a) Assume the duties of the President in their absence
- b) Act as publicity chairman (membership etc.)
- c) Perform any duties delegated to her/him by the President

Section 3

Secretary

- a) Keep accurate minutes of all meetings
- b) Act as correspondence clerk
- c) Print and distribute agendas for all meetings

Section 4 **Treasurer**

- a) Handle funds and finances for club
- b) Keep financial records and collect dues
- c) Pay bills and release funds as voted by the general membership
- d) Make financial reports when called on to do so.

- e) Work with Club Advisor to see that funds are properly collected, deposited and accounted for.

Section 5 Inter Club Council Representative

- a) Attend all ICC meetings
- b) Report the results of ICC meetings of the club

Section 6 Executive Council

The executive council shall meet as often as the membership decides

- a) Formulate policy of the club between regular meetings and in case of emergencies subject to approval by the general membership
- b) To execute policies determined by the general membership
- c) To compile agendas for general meetings.

THIS IS AN OUTLINE. DO NOT SIMPLY FILL-IN THE BLANKS.

ARTICLE VI

IMPECHEMENT AND REPLACEMENT OF OFFICERS

Section 1

Impeachment of officers is based on *(state grounds)*

- An officer can be impeached only under the following conditions:
- There must be a quorum present during impeachment
- 2/3 of the membership must vote
- Prior to the impeachment there must be one week's notice of intent publicized.
- The Director of Student Life must have a copy of the grounds in writing, two weeks prior to the vote.

Section 2

Replacement of officers shall be filled in the following manner

Article VII

MEETINGS

Section 1 Meetings shall be held twice a month (weekly, monthly) unless otherwise ordered by the club. *When will your club meet?*

Section 2 Special meetings may be called through the president upon the request of five members of the club.

Article VIII

ADVISOR *(You MUST include reference to the advisor in this section)*

Section 1

All recognized clubs must have a Contra Costa College staff or faculty member as an Advisor, who functions with the Club at all official meetings and events.

Article VIV

RESPONSIBILITIES (Must include this section)

Section 1

This organization accepts full financial responsibility for all activities, which bears its name as official sponsor, and will adhere to all College regulations.

Article IX AMENDMENTS TO CONSTITUTION (Must include this section)

Section 1 Any amendment change requires a 2/3 vote at a general meeting.

President's Signature: _____

Club Advisor Signature: _____

VII. ORGANIZATION MEMBERSHIP ROSTER

CLUB/ORGANIZATION: _____

ADVISOR(S): _____

MEMBERS: MUST BE CCC STUDENTS

REGULAR MEETINGS ARE HELD IN : _____ (BLDG AND ROOM)

TIME: _____ DAY: _____

OUR CONSTITUTION HAS NOT BEEN CHANGED THIS YEAR ()

ATTACHED IS A COPY OF OUR UPDATED CONSTITUTION ()

ADVISOR/S SIGNATURE: _____ **DATE:** _____