



AS&F

Club President's Handbook

2011-2012



Club Name:

2010-2011 Officers

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Club Representative: _____

Please add an email address next to your name

Club Advisor's Name and Email Address:

Goals for the 2011-2012 Year:

Meeting time and place:

How can Senate help you become a better club this year?



Club Requirements

The following are the minimum requirements to petition for funding to generate a new club/organization at Adams State College for the Associated Students & Faculty Senate.

- Minimum of five members per organization
- Have a current club advisor and current constitution
- Accumulate at least 10 points in activities each budgetary year

*****It is up to the discretion of AS&F whether or not funding will be awarded to clubs/organizations that do not meet the above mentioned criteria.**



Club Representatives

- Qualifications and Requirements
 - Any active member of a club that receives funding
 - All representatives must attain a cumulative grade point average of:
 - No lower than 2.5 on a 4.0 scale
 - Shall be elected by club members
 - Representative is to attend all AS&F Government meetings



ITEMS THAT ARE TAKEN INTO CONSIDERATION WHEN FUNDING CLUBS AND THEIR ACTIVITIES

- I. What have they done in the past? How active have they been?
 - A. On Campus
 - B. Off Campus
 - C. Have they done any fundraising? The more the better.
 - D. When funding a convention: Will it be beneficial to the club and campus?
 - E. Have they done or have plans to do a campus wide club event?
 - F. Did they participate or have plans to participate in Homecoming,
 - G. How beneficial is the club to campus?
 - H. Do they advertise their club; its meetings, and events?
 - I. Do they recruit?
 - J. Are they visible and widely known?
- II. Guidelines considered for Club Funding/Supplemental
 - A. Is it beneficial to the campus/club?
 - B. Does it fit the travel guidelines?
 - C. How often do they ask for money?
 - D. What is the purpose?
 - E. Do they need to take that many people?
 - F. Have there been similar events?
 - G. How active is the club?
 - H. Are they asking for more than they need?
 - I. When did we receive the request?
 - J. When is the event?
 - K. How will it be used?



Standard Setup for Constitutions for AS&F Recognized Clubs

General Information and Terms:

The constitution should establish the fundamental framework of the organization.

The Bylaws supplement these fundamental provisions and are easier to amend. By-laws are the outline of its structure. They should be concise and arranged in outline form. The best by-laws are those that meet the particular needs of the organization.

Standing Rules- rules which stand until revoked

Special Rules- temporary and intended to meet a current and special situation

Policies- define the beliefs and philosophies formulated to meet reoccurring problems.

Standard Constitution Layout

ARTICLE I	NAME
ARTICLE II	PURPOSE OF CLUB/ORGANIZATION
ARTICLE III	MEMBERSHIP <ul style="list-style-type: none">A. Classes of membership with eligibility requirements, rights, and privileges of each class.B. Requirements of parent organization if group holds a charter from a higher organizationC. Procedure for membership application and certification
ARTICLE IV	OFFICERS <ul style="list-style-type: none">A. List of OfficersB. Method of SelectionC. Duties of each officerD. Terms of Office
ARTICLE V	ELECTION OF OFFICERS <ul style="list-style-type: none">A. Time and method of nominating

- B. Time and method of election
- C. Vote necessary (yes/no)

ARTICLE VI

CLUB REPRESENTATIVE

- A. Club Representative must meet all requirements as laid out by the AS&F Government Constitution.
- B. Election of Club Representative will be held in April of every school year.
- C. Elections will be held within the club. Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by the AS&F Election Commission, an election will be held within the club. All ballots must be submitted to the AS&F Election Commission for approval of Club Representative.

ARTICLE VII

MEETINGS

- A. Annual
- B. Regular
- C. Special

ARTICLE VIII

FINANCES

- A. Budget preparation and adoption
- B. Dues; how they are determined, when delinquent.

ARTICLE IX

SPONSORSHIP

- A. Specify that club will have a sponsor
- B. Specify that sponsor is a member of Faculty, Staff, or Administration

ARTICLE X

AMENDMENTS TO BY-LAWS

- A. Methods of consideration
- B. Vote required



Cost Break down

Organization Name: _____

Program: _____

Expenses:

Cost:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Attach any further budget information as necessary Total: _____

0

To be completed by VP of Finance

Points Earned: _____

Club Account #: _____

Percent funded: _____

Club Balance _____

Total Amount
Funded: _____

Period Q1__ Q2__ Q3__ Q4__
Other__

VP of Finance



Funding Request

Fill out all bordered boxes that apply

Number of People Traveling

Travel

Distance (If traveling by car)	<input style="width: 100%; height: 20px;" type="text"/>		
Airfare	Cost/person	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00
Vehicle			
State Vehicle	x .70/mile		\$0.00
Personal Car	x .45/mile		\$0.00

Registration Fee

Fee x 1/2 cost \$0.00

Meals

Days x \$46/day \$0.00

Room

Rooms x \$60/night \$0.00

Amount AS&F is able to fund	\$0.00
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Blank Bill Outline

Adams State College Associated Students and Faculty Legislature

Sponsorship Bill:

TITLE:

AUTHOR(S):

SPONSOR(S):

ORIGIN & PURPOSE:

ORGANIZATIONAL CONTACT:

DESCRIPTION:

I, _____, present this bill for consideration of and approval by the Associated Students and Faculty Senate, this ___ day of _____, 20__.

ADDITIONAL INFORMATION:

IMPLEMENTATION: Upon approval, be it enacted that:

- The proposed bill become adopted in favor of recognition by the AS&F Senate, and that:
-

VOTE: *Yeas* _____ *Nays* _____ *Abs* _____

Complete applicable sections:

- ADOPTED at _____ meeting of the AS&F Senate on _____.
- BILL did not pass at _____ meeting of the AS&F Senate on _____.
BILL will be reconsidered on _____.

Approved/Disapproved by AS&F President



Fundraiser

Club Name: _____

Date of the Fundraiser: _____

Please explain what your fundraiser was:

How much money did your club raise? _____

Did you advertise? And if so, where did you advertise?

How do you feel you could raise more?



Community Service

Club Name: _____

Date of the Service: _____

Please explain what your club did for your community:

Please list the names of the member who attended:

How do you feel this community service helped bring your club together?

Would you ever offer your services for the facility again?



AS&F Senate: Follow Up Report

Date: _____

Name of Club/Organization:

Event/Program:

Date of Event/Program:

Questionnaire:

1. Was the program/event attended beneficial? Explain.
2. How was the AS&F Senate sponsorship helpful to your club/organization?
3. Include receipts or proof of expenditures. (Use a separate sheet of paper and staple to form.)

Name of Preparer: _____ Phone/Email:

Person in charge of Budget: _____ Phone/Email:

AS&F USE ONLY:

Bill No: _____ **Date of Approval:** _____ **Amount Approved:** _____ **No Attending:**

Date of Event: _____ _____ **Date:** _____ _____ **Date:**

AS&F Senate VP of Finance

AS&F Senate President