|  |  |  |
| --- | --- | --- |
|  | Student Club Certification Packet Fall 2017 & Spring 2018Please complete and submit all registration forms to the Office of Student Affairs in K1-210 no later than,Friday, February 28th, 2018, by 12:00 p.m.Office of Student Affairs 10440 Black Mountain Road San Diego, CA 92126(619) 388-7313 |  |
|  |  |  |

Rev. 11/15 /2017

|  |  |  |
| --- | --- | --- |
|  | Club Registration Checklist*Required Information* Club Officer List Membership List Advisor Verification Constitution & By-Laws Policy/Procedure Acknowledgement* SDCCD Policy 3200
* Campus Policies & Procedures for Clubs

 Statement of Nondiscrimination If voting in new officers please attach meeting minutes Title IX Training completion receipt |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Club Officer ListPlease type or print legibly:Name of Club/Organization: Academic Year: 2017/ 2018Officer Position/Title: Name: Student ID #: Address: Daytime Phone #: E-Mail: Signature: Date: Officer Position/Title: Name: Student ID # Address: Daytime Phone #: E-Mail: Signature: Date: Officer Position/Title: Name: Student ID # Address: Daytime Phone #: E-Mail: Signature: Date: Officer Position/Title: Name: Student ID # Address: Daytime Phone #: E-Mail: Signature: Date:  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Club Officer ListPlease type or print legibly:Name of Club/Organization: Academic Year: 2017/ 2018Officer Position/Title: Name: Student ID #: Address: Daytime Phone #: E-Mail: Signature: Date: Officer Position/Title: Name: Student ID # Address: Daytime Phone #: E-Mail: Signature: Date: Officer Position/Title: Name: Student ID # Address: Daytime Phone #: E-Mail: Signature: Date: Officer Position/Title: Name: Student ID # Address: Daytime Phone #: E-Mail: Signature: Date:  |  |
|  |  |  |



Name of Club/Organization: Academic Year: 2017/ 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Student ID # | Phone Number | E-mail | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



Name of Club/Organization: Academic Year: 2017/ 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Student ID # | Phone Number | E-mail | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Advisor VerificationName of Club/Organization: Academic Year: 2017/ 2018The San Diego Community College District requires all registered student clubs/organizations to have an advisor.As per SDCCD Manual 3200, the Advisor’s role is as follows:1. ADVISOR ROLEAll clubs and organizations with exception of the Associated Students, must operate with an advisor identified by the student group and approved by the college/Continuing Education President or designee. The advisor for the Associated Student Organization is designated by the college/Continuing Education President. When a group of students seeks to form or continue a student club or organization, they must consult Manual 3200, and follow the procedures as specified.It is the responsibility of the student group, in consultation with the administrator responsible for Student Affairs, to identify and recommend a club organization advisor in accordance with college campus guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.Each semester, the administrator responsible for Student Affairs will submit to the Vice President, Student Services, a list of club or organization advisors for the semester. The Vice President, Student Services will recommend the listed club or organization advisors to the President for final approval. An orientation session for advisors will be provided. |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | 1. Responsibilities
	1. The advisor has a unique role with the club or organization, which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
	2. The advisor must be an employee of the community college district. The advisor provides leadership and supervises all activities of the club or organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board.
	3. The administration requires that the club or organization advisor, or a substitute acceptable to the administration, attend ALL meetings and official activities of the club or organization.
	4. The club or organization advisor is a role model, a facilitator, and a resource for college/campus procedures, policies, and business processes. The advisor should promote good planning, organization and interpersonal relationships.
	5. Advisors are responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in the connection with the use of facilities.
	6. In the event an advisor cannot continue their role, the activities of the club or organization shall be suspended until a replacement is identified.
	7. The advisor or designee approved by the Dean responsible for Student Affairs must travel to and from all events with the students. All off-campus travel must be in accordance with the Board of Trustees Policy *BP 3120*, *Off-Campus Student Activities*.
	8. Advisors are encouraged to work with one student club or organization at a time. Any requests for exception must
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | be made in writing to the Vice President, Student Services.9. Advisors are responsible for all club organization expenditures. The advisor ensures the purchase is appropriate and that appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. The club or organization advisor will assist the treasurer in monitoring club or organization expenditures.I agree to serve as advisor to the above named student club or organization. I have reviewed and understand that the club must adhere to SDCCD Manual 3200, Campus Policies & Procedures for Clubs, and the Constitutions & By-Laws which govern the Miramar College Associated Students. I intend to fulfill the responsibilities of the advisor to this club to the best of my ability.Signature of Advisor: Date: Print Name: Advisor’s Department Title: Campus Building/Office: Is the Advisor full time? □ Yes □ NoDaytime Phone: E-Mail:  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Model Constitution for Student Clubs*Article I**Name of Organization**Article II**Purpose of Organization*The Purpose of this organization is: Thus organization is categorized as one or more of the following: ( ) Academic ( ) Service ( ) Social ( ) Educational ( ) Creative/Artistic ( ) Career ( ) Self Improvement*Article III**Membership*Membership in this organization shall be open to all persons regardless of race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin who have an interest in participating in this club. There shall be no barrier or unequal treatment based upon the above listed affiliations. An active Club member is a student enrolled in at least one unit at Miramar College who has attended all club meetings. Club members are allowed to miss up to 3 meetings or 75 % if your club does not meet weekly. |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | *Article IV**Organization*Section 1 This organization is affiliated with (list national, state, or other affiliation, if applicable. Attachrelated information).Section 2 The Executive Board1. The governing body of this organization shall be known as the Executive Board of

(Club Name).1. The Executive Board shall be comprised of: (List officer titles, i.e. President, Vice-President,

Secretary, Treasurer and Associated Student CouncilRepresentative, etc.) 1.2.3.4.5.6.7.8.1. Each member of the Executive Board shall have one
	1. vote, regardless of the number of positions held in the club.

Section 3 The position titles and duties of Executive Officers shall be:1. PresidentRepresent the ClubWork with Club Advisor to schedule meetings. (Advisor must be present at all meetings)Develop agendas |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Run meetings and ensure that meetings are organized, fair, on timeEnsure that there is good communication, collaboration and coordination with club officers, members and at all club meetings and activitiesHold meetings with their Executive BoardReview and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel formsIn conjunction with the Advisor, oversee the performance of duties by the other Executive Board OfficersKeep a binder of all transactions related to this position for purposes of transition from one year to the nextUphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and proceduresAlways represent the club in a professional manner2. Vice PresidentAssume the duties of the President at meetings should the elected President steps down, if the President is unable to fulfill their duties or not in attendance at meetingsSupport the President in the establishment and development of the club and all of its activitiesSupport the President in assuring that there is good communication, collaboration and coordination with club officers. Members and at all club meetings and activitiesUphold the Club Constitution and By-lawsAssist the President with any duties or projects when neededSupport the Treasurer in the execution of their duties Review and utilize the important documents listed on theStudent Affairs Website relative to Club Certification materials, on and off campus activities and travel formsKeep a binder of all transactions related to this position for purposes of transition from one year to the next |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Uphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and proceduresAlways represent the club in a professional manner1. Secretary

Send reminders to the cub executive officers, members and advisor as to date, time and location of all meetingsType Agendas and send to the full club membership including the Advisor 72 hours prior to the meetingsTake accurate and comprehensive minutes of all meetings, especially important transactions relative to budgetary transactions, club activities and all voting items. Minutes should be signed and dated by the SecretaryMake copies of agendas and minutes and disseminate to all meeting attendeesProvide a sign in sheet to track attendance at club meetings and functionsReview and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel formsKeep a binder of all transactions related to this position for purposes of transition from one year to the nextUphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and proceduresAlways represent the club in a professional manner1. Treasurer

Prepare a monthly budget report and share this at club meetingsMaintain all financial records of the clubHelp originate and organize all club events and fundraisersPrepare deposits of monies within 48 hours of any fundraiser with the Student Accounting office |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Keep and maintain a current balance of all club deposits and expenditures and reconcile with Student Accounting Office in order that records are accurate and consistentAlways have the most current standing available for review by club executive officers, members, advisor, Student Accounting Office and the public for audit purposesOversee and handle all monies raised or collected at any club eventKeep a binder of all transactions related to this position for purposes of transition from one year to the nextReview and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel formsUphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and proceduresAlways represent the club in a professional manner1. Associate Student Representative

Attend all ASC meetingsReview and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel formsReport Club activities at the ASC meetingsReport back to the club a summary of what took place at the ASC meetingsRepresent the position of the club at ASC meetings when asked to weigh in on a matter of importance as determined by ASCUphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and proceduresAlways represent the club in a professional mannerSection 4 The Executive Board shall have the power to:* 1. Enact all ordinances binding upon all members of the club.
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | 1. Fill, by appointment, any vacancy of the Executive Board’s elected members on an “acting” basis until such time as the position is filled due to a special election within thirty (30)
2. Call for a meeting of the Executive Board or of the club at the request of the members of the Executive Board.

Section 5 Limitations of the Powers of the Executive Board The Executive Board is not empowered to:1. Enact any ex post-facto (after the fact) ordinance (statute, authorization or code).
2. Execute any penalty not authorized by lawfully enacted ordinance.

Section 6 Powers of the Members of the ClubThe members of the club, being lawfully convened, shall have the power to:1. Amend this Constitution or its Bylaws, by indicating the old language that is replaced with new language for review and approved by the club, the club advisor and approved by Student Affairs Office, in order to ensure compliance with District policies and procedures. Furthermore, the revision to the Constitution should be dated on the cover page. A listing of sections and articles must be clearly identified with dates of amendments
2. Dismiss from office by a 2/3 vote of its entire voting membership any officer of the Executive Board of the Club.
3. Call a general meeting of the club upon presentation of a petition, signed by 2/3 of the membership

Section 7 The Faculty Advisor (Required for all clubs) shall:1. Be appointed by the club and shall be subject to approval of the Executive Board.
2. Be appointed for one academic-year term.
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | *Article V**Candidates for Office and Elections*All candidates for elected office of the Executive Board of the Club and all others must be members of the club and must have qualified themselves for full participation in the activities of the club and must be enrolled in at least 1 unit of coursework at San Diego Miramar CollegeIf an office is vacated, an election must take place within 30 days, with the exception of the President position. In this case, shall the President resign, the Vice President will automatically assume the role of President and elections for the Vice President shall take place within 30 days.Election for all officer positions shall take place by the end of March in order for successful transition planning and training to take place for the following year.*Article VI**Passage of Legislation*Section 1 A quorum shall consist of a simple majority1. A simple majority shall be necessary for the passage of legislation, with the exception of special legislation, which shall be voted upon by the members of the club who shall be present at a general meeting of the club called by the Executive Board.
2. A simple majority vote consists of 50% plus one of the executive officers and active club members present at the time of the election. See Article III for definition of “Active Club Member”
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | *Article VII*Amending the ConstitutionThis constitution or its Bylaws can be amended in the following way:1. Any member of the club who is entitled to full participation in its activities may, at a general meeting of the club, submit to the club a proposed amendment or:
2. Any member of the Executive Board may, at a meeting of the Executive Board, submit to the Board a proposed amendment.
3. The Executive Board must approve the proposed amendment by a simple majority vote of its Board.
4. The Club Secretary (or equivalent) must then prepare copies of the portion of the Constitution or its Bylaws to be amended, and the proposed amendment, to be submitted to the members of the club at the next general meeting of the club after the amendment has been approved by the Executive Board.
5. The proposed amendment must be before the club for a period of 30 days and no later than March of the year in which a vote is to take place
6. A Simple majority of votes cast shall be necessary for the adoption of an amendment to this Constitution.
7. Amended constitutions shall be notated and provided to Student Affairs for review and approval, following District Policies. See article IV, Section 6
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | By-LawsSpecifications for Withdrawal/Expenditure of FundsSection 1 All purchases, services, contracts, or projects must follow the guidelines and policies adopted by the Board of Trustees of the San Diego Community College District pursuant to pertinent sections of the Education Code.Section 2 Purchase of supplies and equipment involving club funds shall follow the same procedures as the Miramar College Business Office.Section 3 All expenditures must be approved by a majority vote of the Executive Board and club membership. See Article IV and Article VI, Section I B for references to Club membership.1. The approved expenditure must be reflected in the minutes of the official meeting during which the vote took place.
2. An Associated Student requisition must be completed and submitted to the Office of Student Affairs. Signatures of the following must be obtained:
	1. The Club President or Treasurer
	2. The Club Advisor
	3. The Dean of Student Affairs

Please allow at least 7 business days for all check requests.1. All payments must be justified by an invoice or original receipt accompanied by a San Diego Miramar College Associated Students Check Requisition Form with original signatures.
2. For all activities, where the cost of the function is uncertain, a requisition may be drawn for part or for the full amount anticipated. A complete and fully detailed report signed by the Advisor, together with verifying receipts. Any unused cash balance, must be returned to
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | the Student Accounting Office to complete the record. Promptness in returning the receipts is essential. Failure to make such a report shall forfeit the right of any further drawing of funds by the violating organization and/or person.1. The approved expenditure must be reflected in the minutes of the official meeting during which the vote took place.
2. The club will assume no responsibility for expenditures made by individuals without proper authorization. Individuals who make purchases or expend funds without advance authorizations do so at their own risk.
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Policy/Procedure Acknowledgement*We the members of , have received for our use and reference a copy of SDCCD Manual* 3200*, Procedures and Operating Guidelines for Student Clubs/Organizations.*Advisor’s Name (Print): Advisor’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date:  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Statement of Nondiscrimination *shall be open to all*(Name of Student/Club/Organization)*interested Miramar College students, regardless of race, ethnic background, gender, age, religion, sexual preference, disability, or national origin.*Advisor’s Name (Print): Advisor’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date: Officer’s Name/Title (Print): Officer’s Signature: Date:  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | (Sample of Cover Page for an Amended Constitution for)Jewelry Making Club Constitution and By-LawsDate: August 2013Amended: September, 17, 2014 Amended Article III, Section 2 F |  |
|  |  |  |