PROCEDURES FOR THE REGISTRATION/CERTIFICATION OF STUDENT CLUBS & ORGANIZATIONS

San Diego City College recognizes the need, importance, and benefits of student involvement in campus clubs and organizations. Students are encouraged to participate in student organizations that promote their interests and contribute to their personal, social, and leadership development.

The following outlines the procedures for implementing a new club or organization, together with the procedures for re-certification of a club or organization. The benefits of becoming a recognized club include: holding meetings and other functions on campus free of cost, assigned mailbox in the Student Affairs Office, use of designated bulletin boards for publicity, and ability to recruit members on campus.

PROCEDURES:
To initiate and obtain certification for a new student club or organization on campus, the following procedures must be satisfied:

MEMBERSHIP LIST: All clubs and organizations must submit a list of all officers and members, including names, student ID number, phone number and office or position, to the Dean of Student Affairs. The list must be updated as changes occur.

CONSTITUTION & BY-LAWS: Each student club or organization must have a Constitution and by-laws. If you need assistance in drafting a constitution, please come to the Student Affairs Office.

ADVISOR: It is required that every student club and organization obtain a faculty Advisor. Advisor(s) must be in attendance at all official activities on and/or off campus.

MANUAL 3200: The Advisor(s) and a minimum of two officers of the club or organization must acknowledge receipt of the District Policies and Procedures for Student Organizations- Manual 3200.

STATEMENT OF NONDISCRIMINATION: The Advisor(s) and each officer must acknowledge the Statement of Nondiscrimination from Manual 3200.

REGULATIONS FOR FUND RAISING AND EXPENDITURE OF STUDENT CLUB FUNDS: The Advisor(s) and officers of the club or organization must read and follow the Fund Raising Accountability of the District Policy 3200.

RE-CERTIFICATION OF STUDENT CLUBS AND ORGANIZATIONS:
Student clubs and organizations recognized in previous years are required to register annually during the Fall semester by no later than September 30 of each year. All criteria listed above, except a new constitution, unless changes have been made, must be updated and submitted to the Dean of Student Affairs before recognition is granted to any club or organization.

Note: Registration is valid for one academic year (first day of Fall semester through the final day of the Spring Semester). Student organizations must register/certify annually with the Dean of Student Affairs. However, any changes in club leadership/members and/or advisor must be reported to the Student Affairs Office immediately to update club status.

Disclaimer: By filling out this Club Membership Roster, you agree to be contacted via phone or e-mail by the officers/advisors of the Club, A.S.G. and Student Affairs staff.
San Diego City College
Office of Student Affairs
CLUB RECOGNITION PACKET

Overview:
San Diego City College has a rich tradition of promoting student involvement in student clubs. Student club involvement offers many benefits to students including leadership, time management and team building skills. Complete the following process to register your new or continuing club on campus. As a recognized student club, you may use district facilities on a space availability basis consistent with district rules and regulations.

Types of Clubs:
There are two types of clubs on campus, A.S. Chartered Clubs and Registered Student Clubs. A.S. Chartered Clubs are eligible for A.S. funding and require 10 current City College A.S. cardholders as members. Registered Student Clubs must have a minimum of six currently enrolled students listed on its club roster. Registered student clubs must demonstrate an intention to become a chartered club when requesting A.S. funding.

Duration of Recognition:
All student clubs/organizations must register annually. Registration is valid for one academic year (from packet approval date in Fall). Clubs must update Club Packets in the Spring, if club registered in Fall. Clubs, who register in the Spring, are valid until the end of the Spring semester.

Steps to become a recognized club:
1. Pick up a Club Recognition Packet from the Office of Student Affairs. Applications are available Monday, August 18, 2014 at 8:00 a.m. and are due by Tuesday, September 30, 2014 no later than 3:00 p.m. in the Office of Student Affairs. You should also request a copy of District Policy, Manual 3200, Procedures and Operating Guidelines for Student Clubs/Organizations, available in the Office of Student Affairs.

2. Organizations must have an advisor who is a San Diego City College faculty; and may serve as advisor to more than one organization at a time if approved in writing by the Vice President, Student Services.

3. Student Officers: At least one student member officer of the club must attend the San Diego City College Student Club Orientation in order to be Registered or Chartered as a campus club. Orientation is scheduled in D-121a on:
   - Tuesday, September 23, 2014, 1:00 to 2:30 p.m. OR
   - Wednesday, September 24, 2014, from 2:00 to 3:30 p.m.
Orientation attendance is MANDATORY for all clubs to be Registered or Chartered on campus.
4. **Advisors**: Advisors must also attend a **MANDATORY** Club Advisor Orientation; specific training to serve as advisors to City College clubs. This is scheduled in D-121a on:
   - Tuesday, September 23, 2014, 12:00 to 1:00 p.m. OR
   - Wednesday, September 24, 2014, 2:00 to 3:00 p.m.
   
   At this meeting, Advisors will be provided further information in regards to the responsibilities of an advisor in this role. **Orientation attendance is MANDATORY for all club advisors to be Registered or Chartered on campus.**

5. Submit a completed application packet which will include:
   a. Faculty Club Advisor Application, Club/Organization Recognition Application, and Club Roster (Club Packet).
   b. A copy of club’s Constitution and/or By Laws attached. The Constitution must include a statement of purpose; membership requirements; and national, state, off-campus affiliation, if any; and by-laws containing specifications for withdrawal or expenditure of funds. A sample copy is available in the Office of Student Affairs if you need assistance.

6. Once your application/packet is submitted and reviewed, it will take approximately 14 days for the Office of Student Affairs to respond.

7. If approved, your application will be recognized until the end of the Spring Semester.

8. Submit Club Membership Packets no later than **Tuesday, September 30, 2014 at 3:00 p.m. in the Student Affairs Office.**

**Important Notes:**

Student clubs/organizations which restrict membership on the basis of race, ethnic background, gender, age, religion, sexual preference, disability, or natural origin shall not be approved for registration. (District Policy – Manual 3200)

The District does not act as a legal agent for registered clubs/organizations and expressly disclaims any responsibility for any acts or obligations, contractual or otherwise. (District Policy – Manual 3200).

**District Policy, Manual 3200**

1.7 In the event an advisor cannot continue in their role, the activities of the club/organization shall be suspended until a replacement is identified.

**Sanctions**

Clubs and organizations, as well as individual members, may be subject to sanctions for failure to comply with district, local, state and federal laws. Student clubs should carefully review District Policies 3100 (the Student Code of Conduct), as well as Manual 3200 (Procedures and Operating Guidelines for Student Clubs and Organizations). Such sanctions may include, but are not limited to suspending a club, and/or imposing disciplinary action against specific members of the club.
CITY COLLEGE CLUB / ORGANIZATION RECOGNITION APPLICATION

CHECK APPROPRIATE SECTION:
Application for:  
☐ New Club  
☐ Re-register or Re-charter Existing Club  
☐ Reactivate Previously Chartered Club

Club Name: __________________________________________________ Account No. ______________________

Submitted by: ______________________________ Date: ______________________________

Faculty Advisor: ______________________________ Info Packet Obtained? ☐ Yes ☐ No

Club Type:
☐ A.S. Chartered Club / Organization
   Must have 10 current A.S. cardholders
   A.S. Chartered Club must register once a year (Fall) and update membership info in Spring semester.
   Chartered Clubs are eligible for A.S. funding.

☐ Registered Student Club / Organization
   Must have a minimum of 6 currently enrolled students listed on its official “Club Roster” (attached).
   Registered Clubs must register once a year in the Fall semester and update membership info in Spring semester.
   Registered Clubs requesting A.S. funding must demonstrate intention to become a chartered club.

Acknowledgement of Principal Officers (Principal Officers are defined by the club/organization or authorized representatives of the club/organization.)
Pursuant to District Policy, Manual 3200, we, the below mentioned principal officers, hereby acknowledge that the rules and policies of San Diego Community College District and San Diego City College have been read, understood and upheld.

PRINT NAME & POSITION:  

1. _______________________________________ ______________________________

2. _______________________________________ ______________________________

3. _______________________________________ ______________________________

4. _______________________________________ ______________________________

5. _______________________________________ ______________________________

FOR OFFICE USE ONLY:

SIGNATURES:  

Student Affairs Staff: ___________________________ APPROVED ☐ DENIED ☐ DATE __________

Dean of Student Affairs: ___________________________ APPROVED ☐ DENIED ☐ DATE __________

Constitution / Bylaws: _____ On File _____ Attached

Faculty Advisor Form: _____ On File _____ Attached  

Revised 11/13

Disclaimer: By filling out this Club Membership Roster, you agree to be contacted via phone or e-mail by the officers/advisors of the Club, A.S.G. and Student Affairs staff.
San Diego City College

CLUB/ORGANIZATION RECOGNITION
APPLICATION

I, ___________________________, consent to function as Advisor for
__________________________________________ (name of club). As Advisor to this club, I will become knowledgeable
of relevant rules and regulations of the San Diego Community College District and City College.

Roles and Responsibilities:
An Advisor position is both a rewarding and challenging role. An Advisor, who motivates and provides solid advisement to
student organization leaders, assists them in their personal growth and development. Clubs and Organizations are active
contributors to life on campus, and the Advisor’s role is to contribute their time to promote this effort. To that end, the
Office of Student Affairs encourages you to carefully consider the following roles and responsibilities in agreeing to serve
as an Advisor.

As Faculty Advisor, I will:
1) Attend a Mandatory Advisor Orientation (scheduled dates are attached in this packet). Your attendance is necessary in
order for a club to be registered on campus.

2) Help students develop critical life skills and promote student development, as well as civic responsibility.

3) Provide leadership and supervise all activities of the club or organization. I am responsible for the implementation of all
policies and procedures prescribed by the governing board.

4) Attend all meetings and official activities of the club/organization. It is required that the club or organization advisor, or
a substitute acceptable to the administration, attend each meeting and official activity of the club or organization.

5) Provide leadership to the organization and implement policies and procedures for approval of funds requisitions and
purchase requests (see Guidelines for Withdrawal of Club Funds).

6) Serve as a role model, facilitator and a resource to promote the correct use of college procedures, policies and business
processes. I will promote good planning, organization and interpersonal relationships.

7) Be responsible for proper care of college facilities and ensure that all rules and regulations are adhered to in connection
with use of facilities.

8) Travel to and from all events outside of San Diego County with the students. All off-campus travel must be in
accordance with Board of Trustees Policy BP3120, Off Campus Student Activities.

9) Be responsible for all club or organization expenditures. I will ensure that the purchase is appropriate and that the
appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. I will
assist the Club Treasurer in monitoring club or organization expenditures.

10) Carefully review the Procedures and Operating Guidelines for Student Clubs/Organizations, Manual 3200, published
June 2011.

I will uphold and accept all of the responsibilities as outlined above and consent to be the Faculty Advisor for the above
named Club/Organization. I also understand that in the event an advisor cannot continue in their role, the activities of the
club or organization shall be suspended until a replacement is identified. I also recognize that Policy 3200 addresses club
sanctions, in the event that a club does not adhere to policies and procedures of the college and district at all times. I realize
that in accordance with Manual 3200, I will be recommended by the Dean of Student Affairs, the Vice President of Student
Services and selected by the President of the City College.

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# CLUB MEMBERSHIP ROSTER:

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Account No. ________________

Submitted by: ________________________________  
Date: ________________

Faculty Advisor: ________________________________  
Registered Club ___  Chartered Club ___

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