



## 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 Contract 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 September 30th 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 the club status.**



**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). All existing clubs must update Club Packets in the Spring if there are changes to the advisor and/or executive officers from the original Fall club registration. 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 in M-200 or download and print it.  
**Completed Club Packets are due by 12 NOON ON FRIDAY, SEPTEMBER 30, 2016** in the Office of Student Affairs. It is advised that you also print your own copy of *District Policy, Manual 3200, Procedures and Operating Guidelines for Student Clubs/Organizations*, available on the Student Affairs/Student Club website: <http://sdcity.edu/CampusLife/StudentClubs>.
2. Organizations must have an advisor who is a full-time/contract San Diego City College faculty member; and may serve as advisor to more than one organization at a time if approved in writing by the Vice President, Student Services after receiving a written request from the faculty member to do so.
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/organization. Orientation is scheduled in M-201 on:
  - Tuesday, September 20, 2016 from 1:00 to 2:00 p.m. OR
  - Wednesday, September 21, 2016 from 2:00 to 3:00 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 M-201 on:

- Tuesday, September 20, 2016 from 12:00 to 12:30 p.m. OR
- Wednesday, September 21, 2016 from 3:30 to 4:00 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 30 days for the Office of Student Affairs to process and obtain the proper authorizations.

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

8. Submit completed Club Recognition Packets to the office of Student Affairs (M-200) no later than

**Friday September 30, 2016 at 12 noon.**

### **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, etc.



# 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.

<b>Faculty Advisor Signature</b>	<b>Date</b>												
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# 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:**

**SIGNATURE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**SIGNATURES:**

Student Affairs Staff: \_\_\_\_\_  
 Dean of Student Affairs: \_\_\_\_\_  
 Constitution / Bylaws: \_\_\_\_\_ On File \_\_\_\_\_ Attached  
 Faculty Advisor Form: \_\_\_\_\_ On File \_\_\_\_\_ Attached

**APPROVED**

**DENIED**

**DATE**

\_\_\_\_\_  
 \_\_\_\_\_

**CLUB OFFICERS' SIGNATURE SPECIMEN SHEET**

**ESTABLISH, CHANGE OR CLOSE A STUDENT CLUB CUSTODIAL ACCOUNT**

**INSTRUCTIONS:**

*Please have the appropriate people (Student Club Executives and Advisor) print and sign their names. Submit this completed form to the San Diego City College Accounting Office in Room B-203.*

**\*\*\*IMPORTANT\*\*\***

*Should any of the club officers or club advisor change during the school year OR upon transferring and/or graduating and/or exit of club advisor, be advised that it is the club's responsibility to update the club packet in Student Affairs (Room M-200) using this form. All necessary signatures are required. Failure to do so may result in delays up processing club funds.*

\_\_\_\_\_  
**NAME OF CLUB**

\_\_\_\_\_  
**SCHOOL YEAR**

**PRESIDENT:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**VICE PRESIDENT:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**SECRETARY:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**TREASURER:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

**ADVISOR:**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

The persons referenced above are authorized to conduct club business with the Accounting Office at City College.

Approved by: \_\_\_\_\_  
Dean of Student Affairs, Marciano Perez, Jr.

# CLUB MEMBERSHIP ROSTER:

Name: \_\_\_\_\_

Account No. \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Advisor: \_\_\_\_\_

Registered Club \_\_\_\_\_ Chartered Club \_\_\_\_\_

MEMBER NAME: (PRINT PLEASE)	STUDENT CSID #:	PHONE # / E-MAIL:	A.S. CARD #:	OFFICE USE

# CLUB MEMBERSHIP ROSTER:

MEMBER TITLE:	MEMBER NAME: (PRINT PLEASE)	STUDENT CSID #:	PHONE # / E-MAIL:	A.S. CARD #:	OFFICE USE



**CLUB MEMBERSHIP ROSTER:**

<b>MEMBER TITLE:</b>	<b>MEMBER NAME: (PRINT PLEASE)</b>	<b>STUDENT CSID #:</b>	<b>PHONE # / E-MAIL:</b>	<b>A.S. CARD #:</b>	<b>OFFICE USE</b>