Club Recognition Packet Coversheet

Received by: ____________   Date and Time: ____________

1. ___ Application page filled out and completed by student

2. ___ Advisor page completed and signed by Club Advisor

3. ___ Club Officers’ Signature Specimen Sheet completed and signed

4. ___ Club Membership Roster with at least 6 signatures and CSI#'s

5. ___ Club Constitution and By-Laws (new clubs only)

___ Packet Complete    ___ Packet Incomplete

Upon Club Packet submission, please staple this cover sheet, check off all areas that apply and submit it to the Student Affairs Office for processing. An e-mail would be sent to the club president and advisor as to their status in the application process, e.g., In Approval Status, Sent Back for Completion, or Denied.

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.
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.

BOARD POLICY 3200: It is essential to review Board Policy 3200 with advisor and club membership to gain a greater understanding of the District Policies and Procedures for Student Organizations.

STATEMENT OF NONDISCRIMINATION: The Advisor(s) and each officer must acknowledge the Statement of Nondiscrimination from Board Policy 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 Board 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 and Spring semesters by no later than the last business day in September and February respectively. 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.

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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 or print it from our website. Applications are due by 3:00 P.M. on the last business day of September during the fall semester or the last business day of February during the spring semester in the Office of Student Affairs. You should also print your own a copy of Board Policy, 3200, Procedures and Operating Guidelines for Student Clubs/Organizations, available on the Student Affairs/Student Club website: http://www.sdcity.edu/CampusLife/StudentClubs.

2. Organizations must have an advisor who is a full-time 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 and Advisors: Must view the Club Orientation online. For your convenience the orientation can be accessed at http://www.sdcity.edu/CampusLife/StudentClubs. Should you have any questions after review, please contact (619) 388-3412 to coordinate a meeting. Online Orientation viewing is MANDATORY for all clubs to be Registered or Chartered on campus.

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.
4. 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.

5. Once your application/packet is submitted, it may take up to 30 days for review process and authorization. The Office of Student Affairs will contact you regarding the final status of your club.

6. If approved, your club will be recognized for the entire academic year. However, if there are any changes to the advisor or executive club roster an updated Faculty Club Advisor Recognition Form or Organization Roster Form and a Club Officers’ Signature Specimen Sheet should be submitted for approval.

**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. (Board Policy 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. (Board Policy 3200).

**Board Policy 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 Board Policies 3100 (the Student Code of Conduct), as well as Board Policy 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.
INSTRUCTIONS:
Please have the appropriate people (Student Club Executives and Advisor) print and sign their names.
Staff: Submit this completed form to the San Diego City College Accounting Office who maintains the financial records of the clubs.

***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.

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.
CITY COLLEGE CLUB / ORGANIZATION ROSTER FORM

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: _____________________________                    Club President: _____________________
E-mail: ____________________________________                                         E-mail: ____________________________
Phone: ____________________________________      Phone: ____________________________

Club Type:
☐ A.S. Chartered Club / Organization
   Must have a minimum of 10 current A.S. cardholders listed on its official “Club Roster” (attached).
   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 provided there is club representation at 5 consecutive ICC meetings.

☐ 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 may be eligible to request A.S. funding upon becoming a chartered club.

Acknowledgement of Principal Officers (Principal Officers are defined by the club/organization or authorized representatives of the club/organization.)
Pursuant to Board Policy 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:  APPROVED  DENIED  DATE
Student Affairs Staff: ______________________  _____  _____  _______ 
Dean of Student Affairs ______________________  _____  _____  _______ 
Constitution / Bylaws: _____ On File _____ Attached
Faculty Advisor Form: _____ On File _____ Attached

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

ADVISOR RECOGNITION FORM

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) To view the Mandatory Advisor Orientation online which may be access at: http://www.sdcity.edu/CampusLife/StudentClubs;
   viewing the Orientation online is necessary in order for a club to be recognized as a registered club 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 BP 3120, 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, BP 3200, published November
    2015.

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 BP 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 BP 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.

Faculty Advisor Signature          Date

Student Affairs Coordinator          Date

Dean of Student Affairs          Date

Vice President of Student Services          Date

President of City College          Date

Recommended ______ ______   _________________________________   _____________
Yes  No   Dean of Student Affairs     Date

Recommended ______ ______   __________________________________   _____________
Yes  No   Vice President of Student Services    Date

Approved  Not Approved   _________________________________   _____________
_________________  ________________________________  Approved  Not Approved   _________________________________   _____________
Recommended ______ ______   __________________________________   _____________
Yes  No   President of City College     Date

Revised July 2018
CLUB MEMBERSHIP ROSTER:

Club Name: _____________________________________   Account No. ______________
Submitted by: ___________________________________   Date: ___________________
Faculty Advisor: _________________________________   Registered Club ___ Chartered Club ___

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