



## Club Recognition Packet Coversheet

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

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)
6. \_\_\_\_ Meeting Place Details \_\_\_\_\_

\_\_\_\_ 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 (drop the hard copy or send it as an attachment via e-mail. to [marodrig@sdccd.edu](mailto:marodrig@sdccd.edu)). 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.



## 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 or send an email to marodrig@sdccd.edu.

**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.**



**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 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.**

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, based on 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.

# 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.

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 or by emailing this form to marodrig@sdccd.edu. All necessary wet signatures are required.

\_\_\_\_\_  
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

# 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 in the 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:**

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

**APPROVED**

**DENIED**

**DATE**

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

Revised 08/24



# 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.

|   |                                    |  |     |    |             |
|---|------------------------------------|--|-----|----|-------------|
| <b>Faculty Advisor Signature</b>  | <b>Date</b>                        |  |     |    |             |
| <b>Recommended</b>  | <b>Student Affairs Coordinator</b> |  |     |    |             |
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| Yes   | No                                 |  |     |    |             |
| <b>Recommended</b>  | <b>Dean of Student Affairs</b>     |  |     |    |             |
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| Yes   | No                                 |  |     |    |             |
| <b>Approved</b>   | <b>Date</b>                        |  |     |    |             |
| <b>Not Approved</b>   | <b>President of City College</b>   |  |     |    |             |

# CLUB MEMBERSHIP ROSTER:

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

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

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

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

Faculty Advisor: \_\_\_\_\_

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

| OFFICER TITLE: | MEMBER NAME:<br>(PRINT PLEASE) | STUDENT CSID #: | PHONE # / E-MAIL: | A.S. G<br>CARD #: | OFFICE<br>USE |
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## **CLUB MEMBERSHIP ROSTER:**

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

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

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

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

Faculty Advisor: \_\_\_\_\_

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

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