



SAN DIEGO MESA COLLEGE

7250 Mesa College Drive
San Diego, California 92111-4998
619-388-2600

July 27, 2009

To: Student Club Officers and Faculty Advisors
From: Ashanti Hands, Dean of Student Affairs
Subject: Annual Club Registration

District Manual 3200, *Policies and Procedures for Student Organizations*, mandates annual registration for student organizations that wish to obtain an active status for the incoming academic year. Approved registration entitles student organizations and clubs to full benefits, including banking services provided by the Accounting Office, use of college facilities for authorized events, club meetings, and fund-raising activities on campus. Clubs that subsequently become recognized by Associated Students (A.S.) also become eligible for A.S. funding, as outlined in the **A.S. Club Funding Policy**.

To register for the Fall 2009 academic year, registration packets must be submitted to the Student Affairs Office no later than the following date September 25, 2009 by 12:00 p.m. New clubs and continuing club advisors and/or new club officers are also required to participate in the activities listed below:

Activity	Fall 2009
Club Officer Orientation	September 25, 2009 in H-117/118 @ 10:00–12:00 p.m.
Club Rush	September 9 th – 10 th , 2009 Quad Area
Club Packets due	September 25, 2009 by 12:00 p.m.

As noted above, participation in scheduled club orientation and timely submission of registration packets are required for official recognition and active status. To sign up for club orientation, please contact Carletta Middleton in the Student Affairs Office at 388-2699.

Withdrawal of funds from clubs accounts that were active in Spring 2009 will not be authorized until after a club's registration has been completed for the Fall semester and new officers/new advisors have attended orientation. Therefore, if your club is planning to withdraw funds as soon as the semester begins, it is imperative that your club registration is complete immediately and that your officers/advisors sign up for orientation.

We look forward to receiving your registration forms shortly. If you have any questions, please do not hesitate to contact the Student Affairs office at (619) 388-2699.

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CHECKLIST APPLICATION FOR RECOGNITION OF CLUB/ORGANIZATION

NAME OF CLUB _____ Semester _____,
200_____

Date (packet turned into The Student Affairs Office) _____

New club _____ Renewal _____ Club E-Mail Address _____ Phone _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
1. Advisor's signature. Pursuant to Manual 3200 Section 1.0, all clubs/organizations must operate with an Advisor identified by the student group and approved by the College President or designee...
 2. A copy of the organizations Constitution. Revisions or changes must be italicized or underlined. Place the date when your constitution was written or revised in the bottom left hand corner.
 3. Updated Student club membership list
 4. Current List of student club officers
 5. Acknowledgment Form: Regulation for fundraising and expenditure of student club funds
 6. Acknowledgment Form: Manual 3200.
 7. Signature card for withdrawal of funds
 8. Plans to attend club orientation: scheduled
 9. Club Funding Policy Agreement
- Yes____ No ____
- _____

Your club president and or your advisor will be notified of approval or denial of your application within ten (10) working days from the date application is submitted.

NOTE: SEPTEMBER 25, 2009 IS THE CLUB REGISTRATION DEADLINE FOR THE FALL 2009 CLUB PACKETS. PLEASE TURN IN YOUR CLUB REGISTRATION PACKET TO STUDENT AFFAIRS BY 12:00 pm. NO CLUB REGISTRATION PACKET WILL BE ACCEPTED AFTER THIS DATE AND TIME.

SAN DIEGO MESA COLLEGE STUDENT AFFAIRS OFFICE

Procedures for Recognition of Student Clubs and Organizations

San Diego Mesa College acknowledges the importance and benefits of student involvement in campus clubs and organizations. Thus, students are encouraged to participate, as much as time permits, in student clubs/organizations, promoting their interests and contributions to their personal, social and leadership development.

Outlined below are procedures for starting **New** student clubs or organizations, or for **Renewing** them. It is important to know that in order to be eligible to receive **Matching Funds** from the Associated Students, certain guidelines must be followed. Clubs/organizations **are not recognized until approved by the Dean of Student Affairs**. Club will be notified by letter of acceptance when the application for club recognition has been approved.

- I. **ADVISOR.** Pursuant to Manual 3200 Section 1.0, all clubs/organizations must operate with an advisor identified by student group and approved by the College President or designee.
- II. **CONSTITUTION.** Every student club must have a constitution approved by the Dean of Student Affairs. If you need assistance in drafting a constitution, please come to the Student Affairs Office in H-500.
- III. **MEMBERSHIP LIST.** All organizations must submit a list of their members to the Student Affairs Office and must be updated as necessary.
- IV. **CLUB OFFICERS.** A list of all current officers of the organization must be on file at the Student Affairs Office.
- V. **REGULATIONS FOR FUND RAISING AND EXPENDITURE OF STUDENT CLUB FUNDS.** The advisor and at least three club officers, or organizers must acknowledge receipt of the Regulations for Funds Raising and expenditure of funds.
- VI. **MANUEL 3200.** The advisor/s and at least three club officers or organizers must acknowledge receipt of Manual 3200 (Policies and Procedures for Student Organizations).
- VII. **SIGNATURE CARD.** Clubs must designate the officers who will be authorized to request and receive withdrawal of clubs funds. No signatures, signatures, other than those on the signature card, will be honored by the Student Affairs Office.
- VIII. **CLUB ORIENTATION.** At least three club officers are required to participate in club orientation session. Advisors are also encouraged to attend.

NEW AND CONTINUING STUDENT CLUBS AND ORGANIZATIONS

Clubs/Organizations are required to turn in a **club registration packet no later than September 25, 2009 for the fall semester.**

ALL NECESSARY DOCUMENTS MUST BE SUBMITTED TO THE STUDENT AFFAIRS OFFICE AND APPROVED BY THE DEAN OF STUDENT AFFAIRS BEFORE RECOGNITION IS GRANTED TO ANY STUDENT CLUB OR ORGANIZATION.

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1.8 The advisor must sign each purchase order and deposit slip. The advisor ensures that the purchase is appropriate and appropriate receipts and documentation is submitted to the Student Affairs Office. Receipts are required for adults. The club/organization advisor will assist the treasurer in monitoring club/organization expenditures.

- extracted from Manual 3200, Section 1.0

After carefully reading Section 1.0 of Manual 3200, I/we agree to act as advisor(s) for the _____ for the Academic year _____ to _____
(Name of Student Club/Organization)

Advisor's Name (Print): _____

Advisor's Signature: _____ Date: _____

Advisor's Name (Print): _____

Advisor's Signature: _____ Date: _____

Advisor's Name (Print): _____

Advisor's Signature: _____ Date: _____

Advisor's Name (Print): _____

Advisor's Signature: _____ Date: _____

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ADVISOR(S) TO STUDENT CLUB AND ORGANIZATION

FACULTY/STAFF ADVISOR FOR STUDENT CLUBS/ORGANIZATIONS

ROLE

All clubs/organizations must operate with a club/organization advisor identified by the student group and approved by the President or designee. When a group of students seeks to form or continue a student club/organization, they must consult Manual 3200, Section 3.0, and follow procedures. There are no club/organization activities during Summer Sessions.

Each Fall Semester, the Administrator responsible for Student Affairs will submit to the Vice President, Student Services, a list of club/organization advisors for the academic year. The Vice President, Student Services will recommend the listed club/organization advisors to the President of the College for Final approval. An Orientation session for advisors will be provided annually.

- I. The faculty/staff advisor has a unique role with the club/organization which is very important and can be challenging and rewarding. This is an opportunity to help students develop critical like skills and promote student development.
- II. The faculty/staff advisor must be an employee of the community college district. The advisor provides leadership and supervises all activities of the club/organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board and for approval of all purchase requests.
- III. It is responsibility of the student group in consultation with the Administrator responsible for Student Affairs to identify and recommend a club/organization advisor (faculty or staff) who will accept the responsibility for assisting the club/organization with its objectives, events, meetings, and activities.
- IV. The administration requires that the club/organization advisor, or a substitute acceptable to the administration, attend each meeting and official activity of the club/organization.
- V. The club/organization advisor is a role model, a facilitator, and a college resource for policies, procedures and forms. The advisor should promote good planning, organization and inter personal relationships.
- VI. Advisors are responsible for proper care of college/center facilities and violations of rules and regulations that occur in connection with use of facilities.
- VII. Advisors are encouraged to work with one student club/organization at a time. Any requests for exception must be made in writing to the Vice President, Student Services

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GUIDELINES FOR DRAFTING CONSTITUTIONS FOR STUDENT CLUBS/ORGANIZATIONS

Outlined below are some basic guidelines for drafting a constitution for student clubs/organizations. In essence, all constitutions must include the following provisions.

ARTICLE:

- I. Name and Purpose of the Organization.
- II. Requirements for Membership and Means of Selection of Members and Non-Discrimination Statement.
- III. Officers (names, term of office, whether elected or appointed, duties, etc.)
- IV. Dues.
- V. Rules for Amending the Constitution
- VI. Frequency of Meetings.
- VII. Provisions for Board of Directors of Executive Council, and the Means of Selecting.
- VIII. Committees (Standing).

BELOW IS A MORE COMPREHENSIVE OUTLINE FOR A CONSTITUTION

MEMBERSHIP PROVISIONS: What are the qualifications of being a member?
Types of membership
Methods of admitting new members
What constitutes “good standing?”

OFFICERS: Duties and Powers
Provisions for filling unexpired terms
Rules of Election
Procedure for Recall

DUES: Amount: annual membership
When payable
Initiation fees
To whom all dues are payable

AMENDMENTS TO
CONSTITUTION & BY-LAWS Notice to membership of proposed amendments
Type of notice required
Vote required to effect amendment
Procedure for proposing amendment: Petition & Motion
Policies and procedures for requesting withdrawal and expenditure of funds

MEETINGS: Types: Regular and Special
Procedure for calling Special Meetings
Quorum (designate a percentage of the membership)
Parliamentary authority
Provision for notification of membership if no regular meeting date is

Established
Who shall preside over Special Meetings?

BOARD OF DIRECTORS:

Eligibility for membership to Board
Duties
Frequency of meetings
Delegation of authority to act between regular meetings of the
Organization
Who is designated to speak for the emergencies in emergencies?
What constitutes a quorum (usually a majority of members?)
How to recall members

COMMITTEE (Standing)

Names (Finance, Membership, Constitution, By-Law, etc.)
How selected or elected
Term of Office
Quorum (usually a majority of members) & Meeting (number and how
called)

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III. STUDENT CLUB/ORGANIZATION MEMBERSHIP LIST

- I. Name of Student Club/Organization: _____
II. Semester: _____ Year: _____
III. Student Members (Print) – List must be updated at least once every semester.

NAME	CSID#	NAME	CSID#
1. _____		21. _____	
2. _____		22. _____	
3. _____		23. _____	
4. _____		24. _____	
5. _____		25. _____	
6. _____		26. _____	
7. _____		27. _____	
8. _____		28. _____	
9. _____		29. _____	
10. _____		30. _____	
11. _____		31. _____	
12. _____		32. _____	
13. _____		33. _____	
14. _____		34. _____	
15. _____		35. _____	
16. _____		36. _____	
17. _____		37. _____	
18. _____		38. _____	
19. _____		39. _____	
20. _____		40. _____	

(Note: Please supply extra sheets if necessary)

IV. LIST OF STUDENT CLUB/ORGANIZATION OFFICERS

San Diego Mesa College

I. NAME OF STUDENT CLUB/ORGANIZATION_____

II. SEMESTER_____ YEAR_____

III. CLUB OFFICERS (Pursuant to District Policy 3200)

A. NAME_____

ADDRESS_____

PHONE_____ E-MAIL_____

B. NAME_____

ADDRESS_____

PHONE_____ E-MAIL_____

C. NAME_____

ADDRESS_____

PHONE_____ E-MAIL_____

D. NAME_____

ADDRESS_____

PHONE_____ E-MAIL_____

E. NAME_____

ADDRESS_____

PHONE_____ E-MAIL_____

NOTE: Add names and addresses as necessary. Please supply extra paper if needed. This list must be updated as changes occur.

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V. POLICY & PROCEDURES FOR FUNDRAISING

5.0 FUNDING A CLUB/ORGANIZATION

Associated Student Body Club/Organization Funds:

- Must be reviewed and authorized by the Associated Student Advisor,
- Shall be exclusively used for programs and purposes which are of benefit and interest to the student body.
- May not be expended for programs or purposed in violation of the law.
- May not be used, directly or indirectly, for partisan, political, or religious purposes.
- Shall be subject to normal district business and accounting procedures and practices.
- Shall be referenced in a financial code in the By-laws of all Constitutions.

5.1 An officially registered student club/organization may apply for funding to help carry out programs and operational activities. One source for funding on campus is the Associated Students. Additional sources include fund raising events or membership dues.

5.2 All funds requested by a student club/organization must be consistent with the regulations stated in Section 5.0.

5.3 Fund Raising: Current college/center regulations state that registered campus clubs/organizations may raise funds on the college/center campus. Fund-raising activities are defined to include the collection of donations, the sale of materials, and the imposition of admission changes. Admission charges may be required for on-campus events **only** if such events are sponsored by the

district or registered campus clubs/organizations, and **only** if funds are directed through district accounts.

- 5.3.1 Registered student clubs/organizations may raise funds to support their activities subject to the following provisions:
- a. All fund-raising activities must be in accordance with District Policy 3925, Posting and Distribution of Literature, Political and Vending Activities, and Food Handling on Campus.
 - b. All fund-raising activities must be related to the purposes of the sponsoring club/organization and must clearly specify the uses to which the proceeds are to be committed.
 - c. Registered student clubs/organizations raising funds through either paid admission or voluntary donations at events under their sponsorship must have numbered tickets and file a completed financial statement with the designated Accounting Office within 48 hours of the event.
 - d. All revenue generated through fundraising activities must be deposited in the Accounting Office within 48 hours of the event.
 - e. Fund-raising activities on indefinite duration or which extend beyond a semester's end shall be subject to the filing of semester-ending financial reports. All such reports will indicate the sum collected, expenses incurred, and disposition, if any, of the proceeds. All financial statements shall be available for examination by any interested member of the campus community.
 - f. Registered student clubs/organizations may use tables and stands to raise funds **only** in designated areas approved by the Administrator responsible for Student Affairs.
 - g. Registered student clubs/organizations may raise funds through their membership by the collection of dues; they may solicit voluntary donations from others at their own programs or meetings and in the same places and manner in which literature is distributed.
 - h. Registered student clubs/organizations may not raise funds which contribute to the personal benefit or gain of individual members.

- i. Registered student clubs/organizations may sponsor off-campus commercial enterprises desiring to see their products on campus with the permission of the administrator responsible for Student Affairs in accordance with Policy 3925. This activity should be entered in the master calendar and should be scheduled in a place, time and manner so it does not interfere with the normal functions of the campus.

- j. Registered student clubs/organizations may reach contractual agreements with individuals or groups on or off-campus to perform on campus only under approval of the Administrator responsible for Student Affairs.

- k. Violation of the rules and regulations governing fundraising activities are subject to disciplinary action in accordance with district Policy 3100 Section 3.0 Code of Conduct.

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REGULATION FOR FUND RAISING & EXPENDITURE OF STUDENT CLUB/ORGANIZATION FUNDS

Outlined below are regulations governing fund raising and expenditure of student club funds.

1. Fund raising activities sponsored by recognized student clubs and organizations must be submitted for approval by properly completing the "Club Sponsored Activity Application & Permit" form. After completion of this form your request will be placed on the Student Affairs Master Calendar and must be submitted at least 80 hours prior to the event/activity. All fundraising must be approved by the Dean of Student Affairs or designee.
2. Funds collected from fund raising activities must be deposited with the Accounting Office in I-400 **by the next working day.**
3. Request for expenditure of any funds from accounts deposited in the Accounting Office must be submitted for consideration of approval properly completing a "Requisition Form" The requisition form must be submitted at least 48 hours from the date the funds are needed. All expenditure of funds must be approved by the Club advisor and the dean of Student Affairs designee.
4. Withdrawals will not be authorized unless adequate deposits have been made and/or appropriate receipts have been submitted.

----- (Please detach here) -----

We hereby acknowledge that we have received, carefully read, and fully understand the "Regulations for Fund Raising and Expenditure of Student Club/Organization Funds."

Name of Student Club/Organization: _____

Advisor's Name (Print): _____

Advisor's Signature: _____ Date: _____

STUDENT OFFICERS/ORGANIZERS

Name (Print) _____ Signature _____ Date _____
Position/Title _____

Name (Print) _____ Signature _____ Date _____
Position/Title _____

Name (Print) _____ Signature _____ Date _____
Position/Title _____

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V. MANUAL 3200: POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS

We hereby acknowledge that we have received, for our use and reference, a copy of Manual 3200: Policies and Procedures for Student Organizations.

Name of Student Club/Organization: _____

Advisor's Name (Print): _____

Advisor's Signature: _____

STUDENT OFFICERS/ORGANIZERS

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

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VII. SIGNATURE CARD

We all certify that the officers/organizers whose name(s) and signature(s) appear below are authorized to submit requisitions for expenditure of funds on behalf of our student club/organization.

Submitted by: _____ **Date Submitted:** _____

Effective Date: FROM _____ **TO** _____

Name of Student Club/Organization: _____

Account Number: _____

STUDENT OFFICERS/ORGANIZERS

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

Name (Print) _____ Signature _____

Date _____ Position/Title _____

ADVISOR'S NAME (Print): _____ **ADVISOR'S NAME (Print):** _____

Advisor's Signature _____ Date _____

Advisor's Signature _____ Date _____

San Diego Mesa College Associated Students

Club Funding Policy

Section I. General Terms

1. All funding will be in accordance with Article XIV, Section 4, of the Associated Student Government By-Laws.
2. All organizations seeking funding from the Associated Student Government must be chartered in accordance with the Associated Student Government Constitution, By-Laws, and "Campus Rules and Policies Affecting Student Organizations."
3. In order to be eligible for any funding from the Associated Student Government, the club must be an active member of ICC, with at least one (1) representative from the clubs attending all Inter Club Council meetings. An active member is defined by ICC constitution and By-Laws.
4. In order to be eligible for funding, every officer, as well as one hundred percent (100%) of the general membership (at least 10 members' total or up to 50 members) must posses a current Associated Student membership in the semester that funds are requested.
5. The club must help in raising the "general" student body's school spirit in some way. (For example: Festival of Colors, Cinco de Mayo, Asian Pacific Heritage Celebration, Black History Month, Health Services Fair, and Associated Student activities, etc.)
6. The Club must make some sincere effort to raise their own funds and attain financial responsibility, and must be able to provide proof and/or adequate records of their efforts.
7. Clubs are required to meet with an Associated Student Senator that will request funding approximately three (3) weeks before the funds need to be allocated. **The Senator and the club** will be accountable for providing necessary documents and presenting it at the scheduled Associated Student meeting.
8. The Associated Student Government must be recognized in all publicity dealings with any function where the Associated Students funds are used, unless otherwise deemed by the Associated Student Government. (E.G. Logo)
9. A copy of this policy is to be signed by the President, Treasurer, and Advisor in agreement to its terms. And turned in with the Club Packet. The signed original will remain on file in the Student Affairs office on a semester-to-semester basis.
10. The Club shall receive no more than section, II, III and IV.
11. Exceptions to this policy shall be made under extenuating circumstances as defined by a two-thirds (2/3) majority vote of the Associated Student Executive Council and the Senate.
12. Amendments to this policy must be approved by a two-thirds (2/3) majority vote of both the Associated Student Government Executive Council and Senate, and shall take effect the following semester.

Section II. Funding for Campus Activities

1. The Associated Student Government may provide funds up to fifty percent (50%) of the total cost needed to support club involvement with campus activities, not to exceed five hundred dollars (\$500.00) per club per semester.
2. Funds shall be determined with consideration of the following:
 - a. The value of the specific event to the “general” study body.
 - b. The total amount of funds needed to hold the specific event.
 - c. The present balance in the club’s treasury, and therefore what amount they are able to expend for the event.
 - d. The club has utilized club matching funds at least partially for that semester.
3. All funds will be dispersed on a first come first serve basis..

Section III. Funding for Conferences

1. The Associated Student Government may provide funds up to fifty percent (50%) of the total cost needed for transportation, registration, and lodging for no more than five (5) members with current Associated Student membership and one (1) faculty advisor from the club, not to exceed one thousand dollars (\$1000.00) per club per semester.
2. Requests for funding can be made as often as necessary throughout the semester or until the limit of \$1000.00 has been met.
3. The Associated Student Government requires a written conference report from each person attending the conference. Due date for the reports will be ten (10) days from the date of return. Failure to comply will result in suspension of Associated Student funding for the semester and the clubs will be required to pay back 50% of what the Associated Student funding had given.
4. The Associated Student Government reserves the right to request a workshop pr presentation to be given to the Senate Board within 15 days of the returning date.
5. All funds will be dispersed through the Club Conferences account until funds are exhausted. At the time, no further requests for funding will be accepted.
6. All funds will be dispersed on a first come first serve basis.

Section IV. Matching Funds

1. The Associated Student Government may match up to five hundred dollars (\$500.00) based on money earned through a club’s legitimate fundraising efforts.
2. Money accumulated through member dues, vendor fees and other various donations shall not qualify as legitimate fundraising efforts, and will not be considered for matching funds. (Note: See General, Term, and Item 6).
3. All monies being used to request matching funds must have been raised in the same semester that matching funds are being sought.
4. Requests for funding can be made as often as necessary throughout the semester until the limit of \$500.00 has been met.

Signature

Date