Lead a Club Today!

2012-2013
Student Club Application and Constitution

Center for Student Life and Leadership Development
Cañada College
Building 5, Room 354
Phone: (650) 306-3364 Fax: (650) 306-3372
Email: Victoria Worch, Student Activities Coordinator, worchv@smccd.edu
Website: http://canadacollege.edu/studentlife/index.php

Club Application revised 8/12-1
Congratulations on taking the steps to establish a new club or reactive a club!

Cañada Perks for students who complete this paperwork and are approved to be an official Student Club at Cañada:
- Allowed to fundraise on and off-campus.
- Allowed to use Campus Facilities to host club meetings or events for free or at discounted rate.
- Allowed to request money from the Associated Students of Cañada College for travel to conferences and hosting events on campus.

Please take a moment to complete this application with your fellow club members and club advisors. Return to the Center for Student Life and Leadership Development, Building 5 room 354 within 6 weeks of picking up.

Date: ____________________________

Please check off:
☐ Establishing New Club
☐ Reactivate Club
☐ Establishing Local Student Chapter Name of State or National chapter: ____________________________

Collection of 10 Signatures
My name is _______________________________ and I am starting ____ or ____reactivating the following club: ___________________________________________ for the 2012-2013 school year. If you support my idea for this club, please sign below. Thank You! (ASCC hopes this helps you find club officers!)

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Constitution Section of Club Application

Article I
Section 1: The full name of our club is: ____________________________________________
Section 2: The name we want used to advertise us is: ________________________________
Section 3: The name of our Facebook Page: ________________________________________
Section 4: Write one sentence to describe your club (will be used to market your club on Student Life Web Page and office handout): __________________________________________________________

Article II
Section 1: The purpose for the existence of this club is:
1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________
Section 2: The Club goals for 2012-2013 are:
1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________
Section 3: Possible Club Activities for the Year:
1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________
Section 4: Will your club be collecting membership dues? Yes ___ No ___
If yes, amount: ______________________ how often? ______________________

Article III
Section 1: Club Meetings will be: (Before completing this part, please complete the Facilities Reservation form or check the availability of the Center for Student Life and Leadership Development Conference Room Bldg 5 Room 350. Facilities Reservation Form is available in the office or online under forms: http://canadacollege.edu/studentlife/index.php)
DAY: _________________________________________
TIME: __________________________________________
PLACE: __________________________________________
Weekly: ________ Monthly: ___________ other: __________________

Article IV
Section 1: How will club officers be elected: ________________________________
Section 2: What are the eligibility requirements for the officers of your club: (Example: g.p.a, # of units) *No student shall; on the basis of gender, race, religion, national origin, creed, ethnic background, economic status, disability, sexual orientation, or age be denied a position or office within a student club or organization.)
1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________
Section 3: Term of office for club officers: (Check off) ___Semester ___Year
Section 4: How will club officer vacancies be filled: ______________________________
Section 5: When will elections be held within your club: ___ End of semester ___Beginning of School Year

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Section 6: How will special meetings be called:
(Meetings that are conducted during different meeting time) _______________________________________________

Article V
Every club is required to have 4 club officers at all times.

Section 1: Club Officer Position: President
- Every club is required to elect a President. The President is responsible for:
  1. Scheduling and running club meetings. They are the “Official Spokesperson” for the club. They must be able to make every club meeting. They will need to work with secretary and advisor to develop meeting agendas.
  2. Understanding and following the Club Constitution and Cañada College Club Policy Handbook.
  3. Remember at Cañada, a student can only hold 3 club officer positions at a time.

Club President will be:
Name:_________________________________________________ # of Units enrolled at Cañada ______
Phone: _______________________________________________ E-mail: ______________________________

Section 2: Club Officer Position: Treasurer
- Every club is required to elect a Treasurer. The Treasurer is responsible for:
  1. Keeping track of the Club budget and processing and signing ASCC Requisition forms.
  2. Must be able to attend club meetings.
  3. Remember at Cañada, a student can only hold 3 club officer positions at a time.

Our Club Treasurer will be:
Name:_________________________________________________ # of Units enrolled at Cañada ______
Phone: _______________________________________________ E-mail: ______________________________

Section 3: Club Officer Position: ASCC Liaison
- Every club is required to elect an ASCC Liaison. They are responsible for:
  1. Attending ASCC 1st Board meeting each month: Fall Semester, 3:30-5pm, Bldg. 5-350: 9/4, 10/2, 11/6 and 12/4
  2. Be the liaison between the club and ASCC. You are responsible for reporting the status of the club to other clubs as well as reporting the content of the ASCC meeting back to club members.
  3. Be in charge of requesting money from ASCC.
  4. Remember at Cañada, a student can only hold 3 club officer positions at a time.

Our Club ASCC Liaison will be:
Name:_________________________________________________ # of units enrolled at Cañada ______
Phone: _______________________________________________ E-mail: ______________________________

Section 4: Club Officer Position: Secretary
- Every club is required to elect a Secretary. They are responsible for:
  1. Taking minutes at each meeting. They also keep track of agendas and minutes, preferably in a club binder.
  2. Remember at Cañada, a student can only hold 3 club officer positions at a time.

Our Club Secretary will be:
Name:_________________________________________________ # of Units enrolled at Cañada ______
Phone: _______________________________________________ E-mail: ______________________________

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Section 5: OPTIONAL Club Positions: Here is where a club can develop additional club officer roles.

Officer Position: ________________________________

Duties: __________________________________________

Name: ___________________________________________  # of Units enrolled at Cañada____

Phone: ________________________ E-mail: ________________________

Officer Position: ________________________________

Duties: __________________________________________

Name: ___________________________________________  # of Units enrolled at Cañada____

Phone: ________________________ E-mail: ________________________

Officer Position: ________________________________

Duties: __________________________________________

Name: ___________________________________________  # of Units enrolled at Cañada____

Phone: ________________________ E-mail: ________________________

Officer Position: ________________________________

Duties: __________________________________________

Name: ___________________________________________  # of Units enrolled at Cañada____

Phone: ________________________ E-mail: ________________________

Cañada College students who are not officers but are current members of club.

1. Name: ___________________________ Phone # ____________
   E-mail Address: ___________________________  # of units: ________

2. Name: ___________________________ Phone # ____________
   E-mail Address: ___________________________  # of units: ________

3. Name: ___________________________ Phone # ____________
   E-mail Address: ___________________________  # of units: ________

4. Name: ___________________________ Phone # ____________
   E-mail Address: ___________________________  # of units: ________
Purpose of Faculty and Staff Advisor

- An advisor serves as a guide and advocate for the club members.
- An advisor helps the club to achieve the purpose for which it was organized.
- An advisor understands college policies affecting such groups; and, hence, can assist students in realizing the objectives of their group.

Responsibilities and Advice for Club Advisor:

- An advisor must be a full-time staff or faculty member of Cañada College. An advisor can only advise 2 clubs at time.
- Advisors are required to attend all club meetings when the club meets on campus and when they meet off campus.
- Advisors must attend on and off-campus club sponsored activities and events.
- Advisors must sign all facilities and ASCC requisition forms.
- Advisors are welcome to consult with the Coordinator of Student Activities regarding any questions, concerns or problems regarding club activities or events.

Liability for Advisors

Club Advisors are liable for

- Club financials and making sure the students pay their bills on time.
- The safety of the club members when driving the college van.
- Student behavior during the use of college facilities during meetings, events and when traveling to conferences, tournaments, etc.

The Club President: ____________________________________________

(Club) ____________________________________________ respectfully requests that ______________________________

And ______________________________ Be designated advisors for the above-named organization for the

Period of time __________________________ to ________________________.

I have agreed to be the Advisor of the: ______________________________. I understand the responsibilities of
being an Advisor and understand my mandatory presence at the club’s set meeting time. Note: Only one advisor is
necessary for a club meeting. In the case of clubs with multiple advisors, attendance can rotate.

Advisor 1 Name: ____________________________________________

Signature: __________________________ DATE: ____________________

E-mail: __________________________ Phone: __________________

Advisor 2 Name: ____________________________________________

Signature: __________________________ DATE: ____________________

E-mail: __________________________ Phone: __________________

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Agreement of Responsibility for Financial Accounts and Facilities Use

DATE______________________

(Name of Club) __________________________________________ ______________________

Source of Club Income: (example: fundraising, donations, membership dues, etc.) __________________________

What will the club income be used for: ________________________________________________________________

We, the undersigned, do hereby understand that Cañada College approved clubs are only allowed to have Club Trust / Savings accounts through the college. We understand that when we raise money on or off-campus, that we must deposit our money into our Cañada College Trust Account. We also understand that when processing ASCC or facilities’ paperwork, the forms must be turned into the Center for Student Life and Leadership Development at least 14 days in advance.

We also read, signed and have a copy of the Cañada College Club Handbook.

We further understand that we will be held fully and personally responsible for any costs or damages incurred by the organization, in any of the club’s activities, authorized by our signatures.

PRINT NAME: _____________________ SIGNATURE ___________________ Date ________

(Club President) Phone __________________________

PRINT NAME: _____________________ SIGNATURE ___________________ Date ______

(Club Treasurer) Phone __________________________

(Additional names may be written on the back of this form if more than two people are designated by consent of the organization).

FACULTY and STAFF ADVISORS:

I acknowledge my intention to serve as advisor for the above stated club or organization. I have reviewed the meeting times of the club and am able to attend. I promise to do my best in advising the students of this organization in following the Cañada College Business and Facilities policies. I also have read, signed and have a copy of the Cañada College Club Handbook.

ADVISOR 1 ___________________ SIGNATURE: _____________________________ Date: ______

PHONE: ______________________ E-MAIL: ____________________________

ADVISOR 2 ___________________ SIGNATURE: _____________________________ Date: ______

PHONE: ______________________ E-MAIL: __________________________

This club or organization is _____ approved _____ not approved as a charter club and may request or withdraw funds from a Cañada Club Trust Account and use Cañada College Facilities.

Coordinator of Student Activities: ___________________________ Date: __________

Vice President of Student Services: ___________________________ Date: __________