



Lead a Club Today!



2012-2013

Student Club Application

and Constitution

Center for Student Life and Leadership Development
Cañada College
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2012-2013
Student Club Application and Constitution

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!)

Student Name	# of Units Currently enrolled in.	G#
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

**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: _____

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: _____

Request for Club Advisor

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: _____ of _____

(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: _____

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: _____