

NEW CLUB APPLICATION

We're excited that you want to be part of Cuesta College's clubs program and Student Life and Leadership!

The process begins with the new club application. Once you submit the completed paperwork, club constitution, and bylaws to the Student Life and Leadership Office, the club application will be reviewed and and/or approved by the department.

This **NEW CLUB** application includes the following forms:

1. New Club Application (Part I)*
2. Advisor Consent Form (Part II)*
3. Clubs Brochure and Website Listing (Part III)*
4. Resources Listing
5. Sample constitution*

* These items must be completed and/or created, and on file in the Student Life and Leadership Office, before we consider your club for official recognition for the academic year.



CLUB ORIENTATION

After approval, the club president and/or vice president and advisor are required to schedule and attend an orientation with the Faculty Coordinator of Student Life and Leadership.

A club may not plan events or have access to its club funds until this orientation is completed.

Please **schedule your orientation** with the Faculty Coordinator, Student Life and Leadership

After approval and club orientation, your club is eligible to:

1. Apply for student government funds.*
2. Use college facilities free of charge, including facilities for club meetings, activities, and events. **NOTE:** Major events may require facility charges. .**
3. Use college equipment free of charge (e.g., projectors, TV/DVDs, etc.) **
4. Participate in Club Day(s).

*Must attend ICC meetings to be eligible

CLUB MEETINGS

We urge all clubs to schedule their weekly meetings at times OTHER THAN Thursdays, 11:00am-12:30pm. ASCC holds its Senate meetings on Thursday at this time and encourage club representatives to attend. Inter-Club Council (ICC) meetings are held monthly. Please contact the ASCC Clubs Director for additional information on ICC.

QUESTIONS

If you have any questions after reading these instructions and completing all necessary paperwork, please email studentlife@cuesta.edu.



SOCIAL MEDIA GUIDELINES

Purpose:

This guideline applies to the use of the college's name, likeness, logo, and information about Cuesta College on social media platforms such as or similar to Facebook, You Tube, Twitter and Instagram. The intent of this guideline shall remain intact although the platform may change over time.

Responsible Parties:

The Advancement/Marketing Department is the registrar of the college's social media pages. Those who wish to start a social media account that has the name or logo of Cuesta College must register the site with the Advancement/Marketing Department.

Examples of those who need to register their site:

- Those who wish to use the college's name, likeness, or logo on any social media sites
- An employee or student group on campus that seeks to create a social media site affiliated with an official college group

Athletics: The college will maintain one official college athletic team social media site, per the California Community College Athletic Association Bylaws. The site will identify as the college's official site, with a disclaimer regarding the existence and accuracy of the information about their athletic program.

Content:

Although the college encourages lively discussion, the College is not responsible for content created by students or employees on unofficial social media sites. However, if a situation involving offensive or unlawful content arises, the college reserves the right to remove content from the official college pages or require the site that bears the college name and logo to remove content.

Content created by site administrators on Cuesta College-affiliated social media sites must relate directly to college business, programs, services or related interests. Content placed by site administrators cannot promote nor link out to individual opinions or causes. If an officially affiliated site is established, it must adhere to existing college policies governing employee and student behavior, in addition to any and all policies required by the social media site. Users must comply with all federal copyright regulations, including the [TEACH Act](#).

College social media sites that do not follow these guidelines will be required to remove the site.

See also:

- 1500 Public Affairs and Community Relations
- BP 5500 Standards of Conduct
- AP 3720 Computer and Network Use

Reminder:

If clubs have social media pages (ie facebook, icrosoft, etc.) you must register using the Social Media Registration form found at <https://www.cuesta.edu/student/campuslife/studentlife/sllforms.html>

PART I: NEW CLUB APPLICATION

ACADEMIC YEAR FALL SPRING 20__

NAME OF PROPOSED CLUB _____

STUDENT CONTACT NAME _____ Phone _____ Email _____

We, the undersigned club members, will:

1. Allow membership to all Cuesta College students including but not limited to race, religion, sex, gender identity, national origin, or disability.
2. Delegate a member to attend monthly Inter-Club Council (ICC) meetings.
3. Include in our club purpose a philosophy of service to the students and the Cuesta College community.
4. Work in cooperation with other clubs for the good of the entire Cuesta College community.
5. Inform members of school policies pertaining to clubs and honor those policies in all official club activities.

PRESIDENT <i>Printed Name</i>	PRESIDENT <i>Signature</i>	Date	900 Cuesta ID#
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VICE PRESIDENT <i>Printed Name</i>	VICE PRESIDENT <i>Signature</i>	Date	900 Cuesta ID#
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ADVISOR <i>Printed Name</i>	ADVISOR <i>Signature</i>	Date	Extension
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Three (3) additional, required student club members (attach a separate sheet if more than 3):

1. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ Date	900 Cuesta ID#
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2. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ Date	900 Cuesta ID#
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3. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ Date	900 Cuesta ID#
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ASCC will consider club approval only if all items below are included with your application:

- | | |
|--|--|
| <input type="checkbox"/> New Club Application–Part I | <input type="checkbox"/> Constitution and Bylaws |
| <input type="checkbox"/> Advisor Consent Form–Part II | <input type="checkbox"/> High-Risk Club Insurance Policy (if applicable) |
| <input type="checkbox"/> Clubs Brochure/Website Listing–Part III | |

Upon club approval, the club president and/or vice president and the club advisor will schedule and attend a Club Orientation with the coordinator of Student Life and Leadership.

<p>APPROVAL: NEW CLUB APPLICATION</p> <p>Faculty Coordinator, Student Life/Leadership _____ Date _____</p> <p>Vice President, Student Services* _____ Date _____</p> <p><small>*Required only if club meets high-risk definition</small></p>	<p style="text-align: center;">SLL Date Stamp HERE</p>
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PART III: CLUBS BROCHURE AND WEBSITE LISTING

Active Cuesta College clubs are listed in the clubs brochure and on the Student Life and Leadership department website: http://cuesta.edu/student/forstudents/studentlife/activities_clubs.html

Please keep in mind the following when completing the information for your listing:

- Maximum 25 words for your club summary. We reserve the right to edit your summary based on text limitations in the brochure.
- Before listing a student as your club's contact person, consider that strangers may call about the club. This information is available to anyone; you may want to think twice before giving a home number. If you're uncomfortable sharing private information, we suggest using your club advisor as your officially-listed contact person.
- If you have a logo, please email it to studentlife@cuesta.edu. The file should be in .jpg format and will not be used if the quality is inadequate. *We will not accept printed logos (hard copies).*

OFFICIAL CLUB INFORMATION	
Club name _____	
Student Contact person _____	Position (president, etc.) _____
Phone (____) _____	MyCuesta Email: _____
Summary: Club purpose and goals _____	

<input type="checkbox"/> Club logo has been emailed to shannon_piper@cuesta.edu .	

<p style="text-align: center;"><u>FOR OFFICE USE ONLY</u></p> <p>Received by _____ <i>SL&L Staff initials</i></p> <p>Brochure and clubs board updated _____ <i>SL&L Staff initials</i></p>	<p style="text-align: center;">SLL Date Stamp HERE</p>
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Guidelines for Creating Your Club Constitution

EXAMPLE CLUB CONSTITUTION

NOTE: Text shown in **BOLD** (other than '**Suggestion:**') must be included in your constitution.

Constitution of _____
Club Name

ARTICLE I Name of Organization

Section 1. The name of the organization shall be _____.

ARTICLE II Purpose of Organization

Section 1.

Provide a general statement of the purposes and the scope of the organization, itemizing the purposes if there is more than one main point.

ARTICLE III Qualifications for Membership

Section 1. Membership

*State eligibility and standards for membership. **Must be a Cuesta College student**, carry _____ units per semester, and hold a 2.0 GPA each semester.*

Section 2. Honorary Membership

State eligibility and standards for honorary membership, if applicable.

ARTICLE IV Officers and Advisor

Section 1. Officers

The officers of this organization shall be *List all officers' titles: president, vice president, secretary, treasurer, etc.)*

Section 2. Duties

- A. The president shall** *state the duties.*
- B. The vice president shall** *state the duties.*
- C. The secretary shall** *state the duties.*
- D.** *Add more to describe the duties of all officers.*

Section 3. Term of Office

State the terms of office for each officer. **Suggestion:** One semester or one academic year.

Section 4. Eligibility**A. Eligibility for Office**

State requirements. **Suggestion:** A student must have a minimum 2.0 GPA from the previous semester or quarter. A student who has completed fewer than ____ units of college credit shall be ineligible for office.

B. To Continue in Office State requirements to continue in office. **Suggestion:** An officer must maintain enrollment in 5 or more units at Cuesta College with a 2.0 GPA or better throughout the term of office.**Section 5. Selection/Elections****A. All members of (name of organization) who meet the eligibility requirements of Section 4 of this Article shall be eligible to seek and hold office.****B. State selection/election procedures.****Section 6. Vacancies**

State procedures for filling a vacancy.

Section 7. Removal from Office

State resignation and impeachment procedures.

Section 8. Advisor

The advisor shall:

A. Serve in an advisory capacity in matters of concern to the organization, and**B. Be present at all club meetings and club-sponsored functions.****ARTICLE V Quorum**

Section 1. State the minimum number of members which must be present at a meeting in order to transact business legally. **Suggestion:** Fifty percent of the total membership or 20 people, whichever is less.

Section 2: State quorum for a special or committee meeting.

ARTICLE VI Amendments

Section 1. The constitution may be amended by a 2/3, 3/5, club's choice vote of the members present at a meeting of the organization at which a quorum is present.

The amendments shall then be submitted to the Senate, which represents the ASCC, before being incorporated into the constitution.

ARTICLE VII Enacting Clause

Section 1: The constitution shall become effective upon approval

ARTICLE VIII Authority

Section 1: The authority for the establishment of this organization shall be the Associated Students of Cuesta College Constitution. Said constitution shall take superiority over any or all parts of this document in conflict with the same. If any provision of this document is contrary to the laws and regulations established by said constitution, the remainder of this document shall become null and void.

RESOURCES LISTING

1. ASCC Clubs Handbook

https://www.cuesta.edu/student/documents/ascc-docs/clubs_handbook.pdf

2. Student Activity Request

Available in the Student Center, the ASCC offices and online at:

https://www.cuesta.edu/student/documents/ascc-docs/Student_Activity_Request.pdf

3. Campus Publicity Guidelines

Available in the Student Center, the ASCC offices and online at:

https://www.cuesta.edu/student/documents/ascc-docs/clubforms/campus_publicity_guidelines.pdf

4. Publicity Tools Request

Available in the Student Center, the ASCC offices and online at:

https://www.cuesta.edu/student/documents/ascc-docs/clubforms/pubtools_request.pdf

5. Expense Requisition

Available at the Student Center front desk, the ASCC offices and online at:

https://www.cuesta.edu/student/documents/ascc-docs/ASCC_Club_Expense_Req.pdf

6. Money Proposal

Available at the Student Center front desk, the ASCC offices and online at:

https://www.cuesta.edu/student/documents/ascc-docs/Money_Proposal_Fall_18.pdf

7. Request for Approval of Field Trip, Alternate Class Site, Special Off-Campus Project

Available at the Student Center front desk, the ASCC offices and online at:

https://www.cuesta.edu/about/documents/vpaa-docs/Request_for_Approval_of_Field_Trip_and_Other_FORM.pdf

8. Student Participation Form for Field Trip, Alternate Class Site, Special Off-Campus Project

Available at the Student Center front desk, the ASCC offices and online at:

https://www.cuesta.edu/about/documents/vpaa-docs/Student_Participation_Form.pdf

ADDITIONAL FORMS ARE LOCATED AT

[HTTP://CUESTA.EDU/STUDENT/FORSTUDENTS/STUDENTLIFE/SLLFORMS.HTML](http://cuesta.edu/student/forstudents/studentlife/sllforms.html)

When planning any club activity, please reference the ASCC Club Handbook:

https://www.cuesta.edu/student/documents/ascc-docs/clubs_handbook.pdf