

Cuesta College Student Life and Leadership Office



## 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 completing paperwork that's in compliance with California Education Code requirements for approving clubs on a community college campus.

The ASCC Senate is responsible for all clubs on campus and has the authority to approve new clubs. Once you submit the completed paperwork, club constitution, and bylaws to the Student Life and Leadership Office, your application will be submitted to ASCC for approval.

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\*
6. Club Advisor Checklist▲

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

▲ Your club advisor keeps these.



## CLUB ORIENTATION

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After ASCC approval, the club president and/or vice president and advisor are required to schedule and attend an orientation with the 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 Coordinator, Student Life and Leadership: **546-3289**.

After ASCC 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., overhead projectors, TV/DVDs, etc.)
4. Participate in Club Day(s).

## CLUB MEETINGS

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We urge all clubs to schedule their weekly meetings at times OTHER THAN Thursdays, 10:30-11:50am. ASCC holds its Senate meetings each 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

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If you have any questions after reading these instructions and completing all necessary paperwork, please call the Student Life and Leadership Office on the San Luis Obispo campus (805) 546-3289. Office hours for the fall and spring semesters when school is in session are as follows:

Monday – Thursday	8:00 am–5:00 pm
Friday	8:00 am–3:00 pm



## 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 regardless of race, religion, sex, 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><b>APPROVAL: NEW CLUB APPLICATION</b></p> <p>ASCC Clubs Director _____ Date _____</p> <p>Coordinator, Student Life/Leadership _____ Date _____</p> <p>Approved at Student Senate Meeting    <input type="checkbox"/> Yes    <input type="checkbox"/> No    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](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 you'd like us to use on the website, please email it to [shannon\\_piper@cuesta.edu](mailto:shannon_piper@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).*

<b>OFFICIAL CLUB INFORMATION</b>	
Club name _____	
Contact person _____	Position (advisor, president, etc.) _____
Phone (____) _____ ext. ____	Email: _____
Club Website: _____	
Summary: Club purpose and goals _____	
_____	
_____	
<input type="checkbox"/> Club logo has been emailed to <a href="mailto:shannon_piper@cuesta.edu">shannon_piper@cuesta.edu</a> .	

<b><u>FOR OFFICE USE ONLY</u></b>	<b>SLL Date Stamp HERE</b>
Received by _____ <small>SL&amp;L Staff initials</small>	
Brochure and clubs board updated _____ <small>SL&amp;L Staff initials</small>	



## 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 per cent 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 the approval of the Student Senate.**

### 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**  
<http://www.cuesta.edu/student/documents/ascc/clubhandbook.pdf>
2. **Student Activity Request**  
Available in the Student Center, the ASCC offices and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/StudentActivityRequest\\_fall12.pdf](http://cuesta.edu/student/documents/ascc/clubforms/StudentActivityRequest_fall12.pdf)
3. **Request for Service/Technology/AV Equipment**  
Available in the Student Center, the ASCC offices and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/Request\\_for\\_ServiceITS\\_AV\\_S12.pdf](http://cuesta.edu/student/documents/ascc/clubforms/Request_for_ServiceITS_AV_S12.pdf)
4. **Campus Publicity Guidelines**  
Available in the Student Center, the ASCC offices and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/campus\\_publicity\\_guidelines.pdf](http://cuesta.edu/student/documents/ascc/clubforms/campus_publicity_guidelines.pdf)
5. **Publicity Tools Request**  
Available in the Student Center, the ASCC offices and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/pubtools\\_request.pdf](http://cuesta.edu/student/documents/ascc/clubforms/pubtools_request.pdf)
6. **Expense Requisition**  
Available at the Student Center front desk, the ASCC offices and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/expense\\_req\\_mar2011.pdf](http://cuesta.edu/student/documents/ascc/clubforms/expense_req_mar2011.pdf)
7. **Money Proposal**  
Available at the Student Center front desk, the ASCC offices and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/money\\_proposal\\_nov2010.pdf](http://cuesta.edu/student/documents/ascc/clubforms/money_proposal_nov2010.pdf)
8. **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:  
<http://cuesta.edu/student/forstudents/studentlife/sllforms.html>
9. **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:  
[http://academic.cuesta.edu/instserv/Student\\_Participation\\_Form.pdf](http://academic.cuesta.edu/instserv/Student_Participation_Form.pdf)
10. **High-Risk Clubs and Activities Policy**  
Available in the Student Life and Leadership Office and online at:  
[http://cuesta.edu/student/documents/ascc/clubforms/high\\_risk\\_club\\_policy.pdf](http://cuesta.edu/student/documents/ascc/clubforms/high_risk_club_policy.pdf)

### ADDITIONAL FORMS ARE LOCATED AT

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



## CLUB ADVISOR CHECKLIST

Congratulations on your decision to become a club advisor at Cuesta College. We use this checklist in conjunction with the Clubs Handbook (produced by the Student Life and Leadership Office). This checklist is intended to help you in your role as advisor and should be kept with your club files.

<b>Getting Started</b>	<b>Date Completed</b>
1. Schedule Club Orientation with Student Life and Leadership coordinator.	_____
2. Attach this checklist to a file folder with the current club paperwork.	_____
3. Meet with the ASCC advisor to go over club advisor responsibilities.	_____
4. Meet with five students who are interested in being involved in this club.	_____
5. Determine who will be the direct contact with ASCC.	_____
6. Complete Student Activity Request for on or off-campus meeting place.	_____
7. Turn in required forms, constitution, and bylaws for to the Student Life and Leadership Office.	_____
8. Discuss with club leaders the rights and privileges of being a recognized club at Cuesta College.	_____
9. Discuss with club leaders the responsibilities of being a club at Cuesta.	_____
10. Hold a membership meeting to elect officers.	_____
11. Appoint one student to attend Inter-Club Council (ICC) meetings.	_____
12. Open an <i>on-campus</i> ASCC Club account by meeting with the ASCC Financial Liaison in Fiscal Services, building 8000.	_____

**When planning any club activity, please reference the ASCC Clubs Handbook online:**  
<http://www.cuesta.edu/student/documents/ascc/clubhandbook.pdf>