



**2011-2012  
Student Club  
Application and  
Constitution  
Commit to Lead Today!**

Please take a moment to complete this application with your fellow club members and club advisors. Print and return to the Student Activities Center, 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:** \_\_\_\_\_

**Constitution Section of Club Application**

**Article I**

**Section 1: The full name of our club is:** \_\_\_\_\_

**Section 2: The name we want used to advertize us is:** \_\_\_\_\_

**Section 3: The name of your Facebook Page:** \_\_\_\_\_

**Section 4: Write one sentence to describe your club for marketing purposes:** \_\_\_\_\_

\_\_\_\_\_

**Article II**

**Section 1: The purpose for the existence of this club is:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Section 2: The Club goals for 2011-20112 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 Student Activities Center Conference Room Blg 5 Room 354)

DAY: \_\_\_\_\_

TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_

Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_ Other: \_\_\_\_\_

**Article IV**

**Section 1: How will club officers be elected:** \_\_\_\_\_

**Section 2: What will be the eligibility requirements be 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 the position or office within a student club or organization)*

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Section 3: What will be the term of office these individuals will serve?** \_\_\_\_\_

**Section 4: How will club officer vacancies be filled?** \_\_\_\_\_

**Section 5: When will elections be held within your club?** \_\_\_\_\_

**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: 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. The best person for club president is a student who can make every meeting.
2. Understanding and following the Club Constitution and Cañada College Club Policy Handbook.
3. Working with the club secretary and advisor to develop an agenda for each meeting

**Our Club President will be:**

Name: \_\_\_\_\_ # of Units enrolled at Cañada \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section 2: Treasurer-Every club is required to elect a treasurer. The treasurer is responsible for:**

1. Keeping track of the Club budget.
2. Processing and signing ASCC Requisition forms.
3. Must be able to attend club meetings.

**Our Club Treasurer will be:**

Name: \_\_\_\_\_ # of Units enrolled at Cañada \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section 3: ASCC liaison- Every club is required to elect an ASCC Liaison. They are responsible for:**

1. Attending the first ASCC Board Meeting of the month and/or Club Mixers.
2. Be the liaison between the club and the ASCC. You are responsible for reporting the status of their 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 the ASCC.

**Our Club ASCC Liaison will be:**

Name: \_\_\_\_\_ # of units enrolled at Cañada \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section 4: Secretary-Every club is required to elect a Secretary. They are responsible for:**

1. For taking minutes at each meeting. They also keep track of agendas and minutes, preferably in a club binder.

**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 our 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 Student Representative: \_\_\_\_\_ of

(Club) \_\_\_\_\_ respectfully requests that \_\_\_\_\_

and \_\_\_\_\_ Be designated advisors for the above-named organization for the

period of time \_\_\_\_\_ to \_\_\_\_\_.

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**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)** \_\_\_\_\_

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 Student Activities Office at least 14 days in advance. **We also read, signed and have a copy of the Cañada College Club Policy 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 Policy Handbook.

**ADVISOR 1** \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**ADVISOR 2** \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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This club or organization is 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: \_\_\_\_\_

Information and form adapted from Sonoma State University's Office of Student Life.