

FIRST THINGS FIRST Steps to creating an official College of the Redwoods Club

You basically need 10 CR students with ASB cards, a faculty advisor and a constitution.

1. Fill out the attached "ASCR Request to: _____ Charter a Club" form.

Here are some pointers!

A) Select an advisor for your club. S/he can be any faculty member, support staff or administrator. They need to be present at all of your meetings and functions. (Make sure they can agree to this!)

B) Pick a name for your club.

C) Describe the purpose of your club. If there's already a club on campus that does similar things, you might want to consider joining that club!

D) Membership requirements: You need 10 people to form a club. Membership is open to ANY currently enrolled CR student.

E) Describe your club's activities.

F) Club roster: These are your 10 members. Yes, you need to include Datatel Student ID numbers.

G) Pick some officers from your list of members.

H) Attach a copy of your club's constitution. This is easy! There is a sample constitution included in this packet. Just fill in the blanks and add all the relevant info. You can feel free to add stuff too! Your constitution must conform to Federal, State, Count, City and College of the Redwoods' laws.

2. Go ahead and have your first official meeting with your members and your advisor. You will need to ratify, or approve, your constitution. Also, confirm the names of your officers. There is a paper attached to this packet that describes officers' roles that you may want to adopt.

3. Bring your club charter request and constitution back to the ASCR office (LS101). We will look them over and make sure all of your i's are dotted and t's are crossed. After verifying that you are in compliance with all Federal, State, City and Cr laws, we will approve your club charter at our next meeting.

4. Your club needs to meet at least once a semester and you have to announce your meetings publicly. Posting signs on the bulletin boards is the best way to announce your meetings!

5. Since it's a campus event, you do not need to have your signs pre-approved!

6. Every year (by June 15th) your advisor or president will need to file an end of the year report with the ASCR advisor.

7. Any funds that your club raises need to be deposited with ASCR. We will set up an account for you in the business office.

8. Be sure to have your club re-chartered every fall semester!

Good luck and have fun!

**Associated Students College of the
Redwoods**

Request to: __ Charter a Club __ Re-charter a Club

Date _____ Advisor Name _____ Phone ext. _____

Club Name _____

Purpose 1. _____

2. _____

3. _____

Membership requirements: _____

Description of Club Activities: _____

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

Club Officers:

President _____ Secretary _____

Vice Pres _____ Treasurer _____

Please attach a **copy** of your club's constitution.

Approved by:

Coordinator of Student Activities

Date

ASCR

Date

Duties of Officers (sample)

President:

(Chief executive officer) Serves as the official representative of the organization. May propose and vote upon legislation to the Board Chairs the executive committee. May veto some legislation. Appoints representatives

Vice President:

(Legislative assistant to the president) Chairs the Board and votes when it will effect the outcome of the vote. Receives information concerning appointments. Sits on the executive committee. In consultation with the Board will set the agenda for board meetings

Treasurer:

(Chief fiscal officer of the organization) Chairs the finance committee of the organization. Promotes organization's membership. Signs for expenditures of the organization. Records and verifies the organization's income and expenditures. Sits on the executive committee. Votes on the board

Secretary:

(Chief recording officer) Records and distributes the minutes of the meeting. Provides for the operation and staffing of the organization. Sits on the executive committee. Votes on the board

COLLEGE OF THE REDWOODS

Board of Trustees Policy No. 517

Administrative Regulation No. 517.01

STUDENT BODY ASSOCIATIONS

I. Associated Students of College of the Redwoods (ASCR)

The Board encourages students to form their own government and/or organization to represent the students at the Eureka campus, the Del Norte Center, and the Mendocino Center and to continue activities not in conflict with the authority and responsibility of the District and College. The ASCR organization must be voted upon by the members of the student body of each campus or center and must be approved by the President of each campus (the Associate Vice President at the centers) or designee. The governing board of the ASCR organization should provide for the sanction and coordination of student clubs and activity programs for students and should be financially responsible for all student activities.

II. Student Organizations

The Board encourages students to participate as members of official College clubs. Recognized student clubs are defined as follows:

- A. They must have a name.
- B. The purpose of the organization must be compatible with the policies and educational objectives of the College.
- C. A member of the college faculty, support staff, or administration must act as advisor and be present at all meetings or functions.
- D. The organization is open to all currently enrolled students who hold an ASCR membership and must number at least ten members.
- E. The organization must have an approved constitution or charter and organization by-laws and must maintain a current list of officers and members with the Vice President of Student Services or designee.
- F. Members must be selected without regard for race, religion, sex, or national origin.
- G. The club must meet at least once a semester and announce meetings that must be open to the general student body.
- H. All organization funds must be deposited with the ASCR, and college accounts can be established in the Business Office.
- I. No organization will become official until approved by the Associated Students of College of the Redwoods and the College President or designee.
- J. A year-end report shall be filed with the college Student Activities Coordinator or Education Center Advisor by the club advisor or organization president no later than June 15.

III. Ad Hoc Student Organizations

An ad hoc student organization is a group that is organized for a specific, yet temporary, purpose compatible with the policies and educational objectives of the College; it is not a group that is ordinarily an ongoing organization. It is defined as follows:

- A. It may not operate for more than 30 days.
- B. Organizers must file a statement of purpose and have the approval of the Student Activities Coordinator or Education Center Advisor.
- C. The ad hoc organization will be granted all the privileges of a recognized student organization.
- D. All funds must be deposited with the College Business Office.

IV. Curriculum-related Activities Other Than Approved Field Trips

Class or class-originated activities not meeting at a designated time and/or place must have written permission from the Vice President of Student Services and have the approval on file in the Student Activities Office with the Student Activities Coordinator.

V. Privileges

Recognized student organizations will enjoy the following privileges:

- A. The use of the College name in conjunction with the club name.
- B. The use of buildings, grounds, equipment, and services of the College when available and officially scheduled.
- C. Publicity through College channels.
- D. The club will be listed on the current club roster.

VI. Loss of Charter

Organizations that fail to comply with the previously mentioned regulations will have their charter suspended or canceled, and any club funds will revert to the Associated Students of College of the Redwoods general fund on June 30. Meetings held without advisors, monies handled outside the normal College procedures, or failure to submit a year-end report are typical examples of why many organizations are canceled. The Vice President of Student Services or designee will be responsible for enforcing all organization regulations.

VII. Appeal Loss of Charter

Any club that loses its charter may appeal to the ASCR. Such appeals must be filed within 30 school days. If no appeal is filed, the action becomes effective.

Approved: June, 1980

Revised: September 12, 1994

Web Guidelines for Student-Oriented Clubs

Here are the guidelines and policies for web-content, hosting, and access for the student clubs/organizations affiliated with College of the Redwoods.

Who is Eligible?

Only officially sponsored clubs will be allowed to use the College's server to store their websites. A list of the official clubs follows :

How Much Space Do We Get?

Due to the number of clubs on campus, each club will be limited to 2-10 megs of server space on the CR servers. Depending on the usage of graphics and sound files (which tend to be large), this should equate to anywhere between 20-60-pages-(screens)-of information.

Who Has Access, Or, How Do We Update The Site?

Club websites will be on the main college server, so access to the server will be limited. Updates to the site will be handled between the Faculty Advisor for the club, and the Web Development Specialist. Updates should be given to the Faculty Advisor for approval, and then the Advisor will pass the material on the Web Development Specialist, who will then update the website.

How Will Visitors Find Our Site?

The College website will have a page dedicated to the clubs on campus, and their advisors. We will link your website directly to your club listing on this page.

What Kind Of Information Can We Put On Our Website?

The content of your website is up to you, and subject to approval from the Faculty Advisor, who is responsible for the website.

Will We Get E-mail Accounts With Our Site?

CR does not supply email accounts at this time.

We suggest using one of the free mail services, such as Hotmail.

Who Will Build Our Site When We Are Ready To Go For It?

That will be up to you. You can have anyone you like design the web site, and then pass it through the Faculty Advisor, to the Web Development Specialist for posting. The Web Development Specialist will not build or maintain club websites.

SAMPLE CONSTITUTION

PREAMBLE

This is an introduction stating the general purpose of your organization-

ARTICLE I

Name of the organization

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

ARTICLE II

Purposes of the organization

Section 1. This is a paragraph specifically stating the purposes of the organization.

ARTICLE III

Qualifications for membership

Section 1. This is a statement of membership eligibility. Remember the guidelines for membership stated earlier!

ARTICLE IV

Officers of the organization

Section 1. The elected officers of this organization shall consist of _____

Section 2. Terms of office shall be _____

Section 3. The duty of the president shall be _____

Section 4. Add sections to describe the duties of the other officers stated above (Section 1).

ARTICLE V

Executive Committee

Section 1. The executive committee shall consist of the elected officers and the advisor.

(Others may be added.)

Section 2. A _____ (state vote majority required) vote of the executive committee, with the approval of the advisor, shall be necessary to pass any business which is referred to executive committee.

ARTICLE VI

Meetings

Section 1. State the frequency of your meetings.

Section 2. Procedure for calling special meetings...

ARTICLE VII

Quorum

Section 1. State the exact minimum number or % of members who must be present at a meeting, in order to conduct business.