

Date received: \_\_\_\_\_

**Mission College  
Student Affairs  
Statement of Intent to Organize**

*(To be completed and returned to the Student Activities Office within one (1) month after first organizational meeting.)* Date: \_\_\_\_\_

Proposed name of club, organization or association:

\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, agree to the following:

- a. To have as part of the purpose of our club, organization, or association, service to the student and college community.
- b. To cooperate with the other clubs, organizations, or associations in working for the good of the total college.
- c. To inform ourselves of school policies as they relate to clubs, organizations, or associations and to observe these policies in all activities of our club, organizations, or associations.

Signatures of eight (8) proposed charter members and Social Security/Student Identification numbers:

| <b>Name</b> | <b>Student ID Numbers</b> |
|-------------|---------------------------|
| _____       | _____                     |
| _____       | _____                     |
| _____       | _____                     |
| _____       | _____                     |
| _____       | _____                     |
| _____       | _____                     |
| _____       | _____                     |
| _____       | _____                     |

Name of person making the request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Proposed advisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Mail Stop#: \_\_\_\_\_

## STUDENT CLUBS AND ORGANIZATIONS

1. In general, college clubs will be recognized as authorized college clubs if they conform to the following conditions:
  - a. Are composed entirely of currently enrolled students of the college.
  - b. Have an approved full time faculty advisor.
  - c. Hold the majority of their meetings at the college during the regular college day or evening operating hours unless otherwise approved by the club advisor.
  - d. Select members without regard for race, religion, sex or national origin.
  - e. Establish aims which are educational and compatible with college and/or community interest.
  - f. Have had the club constitution by student governing and by the college administration.
  
2. Upon the verification of conformity to the conditions listed above, clubs may receive official authorization from the administration of the college. Once officially recognized, clubs and organizations must comply with the following conditions:
  - a. The approved club structure and lists of current officers and members shall be on file with the college administration.
  - b. A faculty advisor shall attend all official meetings and activities.
  - c. All receipts and expenditures shall be handled in accordance with the Finance-code of the Student Body Constitution and be subject to the accounting of the WVMCCD District business office.

All funds must be handled through the Student Accounts office and credited or charged to the club's account. There must be a written understanding whenever two or more organizations are involved as to financial responsibilities of each organization (percentages, collection, etc)
  - d. The program of activities, both on and off campus, shall be cleared in advance with the Student Activities office/ASG.
  - e. Dues and initiations fees shall not be excessive.
  - f. There will be no hazing as stated in the Education Code of the State of California.
  - g. All officers must have and maintain at least a 2.0 grade point average.
  - h. All members must have a current ASG sticker for clubs to receive office space or funding from Associated Students Government.
  - i. Meetings must be held on campus unless otherwise approved by the Director of Student Activities Office, the Advisor and be open to any official of the college or student association.
  - j. All social activities must have faculty sponsor/sponsors present.
  
3. Political Clubs: The California Education Code Section 76067 which deals with political clubs read as follows:

"Any student political organization which is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a junior college campus and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of such organization by the school authorities and no interference with the regular educational program of the school."

In compliance with Section 76067 which, according to County Counsel, automatically excludes all other political groups, the following policies are established to govern the conduct of such organizations:

- a. General Policies:
    - i. Freedom to speak and to hear shall be maintained for students and faculty.
    - ii. Exploitation of the name of the college shall not be permitted.
    - iii. Participation in campus political clubs shall be permissive, not obligatory.
    - iv. Only one student political club for each political party on the California state ballot shall be permitted.
    - v. Student political clubs are under control of the college, not of outside organizations, and must act in accordance with the college and district regulations governing other student clubs and organizations.
  - b. Programs of Political Clubs:
    - i. A balanced program of ideas and speakers should be presented.
    - ii. Emphasis should be on the study of government and political action, its problems and issues.
    - iii. All programs and speakers must have the advance approval of the advisor.
    - iv. All factions of recognized political clubs may support their candidates on campus and may distribute literature in support of those candidates during primary and general elections.
4. Religious Clubs: Campus clubs which are affiliated with church group must have a college adviser and must conform to all existing college and district regulations. Religious clubs may not use the campus for any proselyte, religious indoctrination, or conducting worshipful services. In general, campus religious clubs should complement, not substitute for, off-campus churches.

# CLUB ADVISOR

*(Please read and sign Advisor contract on next page)*

Club and organization advisors are volunteer full-time faculty who, out of interest and dedication, give their time and talents to the out-of-class program. Student should realize advisors are not assigned, nor are they compensated for their participation. Every effort should be made to arrange meetings and events so that advisors can attend without undue hardship. The advisor's role is a special and rewarding one. It is also full of headaches and frustrations. Most of all it is an experience of growth for the students and the advisor both.

**Purpose:** The purpose of having a club advisor is to insure the college fulfills its obligation to students and to conform to both the Education Code and District policy. An advisor is there to insure students have the opportunity to grow and learn from activities outside the classroom and to make sure the club functions within the District's guidelines and procedures. An advisor serves as a counselor and guides; their mature judgment is invaluable to a student group. An advisor helps the group to achieve the purpose for which it was organized, and assists students in realizing the objective of their group.

Much of the success enjoyed by the activity program at Mission College is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to and continuity for the club program. In a two-year college where the student body turnover is extremely high, the clubs and organizations are dependent on the advisor to provide knowledge, guidance, and direction as the new members try to carry on the activities, traditions and services of the group.

## **Responsibilities of the Advisors:**

1. **Supervision.** Advisors are responsible for the proper supervision of any meeting and/or activity staged by the group with which they are working. Experience has shown the most effective campus groups are those whose meetings are regularly attended by the advisors. Although the students should be encouraged to provide their own momentum, they are the first to point out the need for a guiding hand from time to time.

All meetings, events, programs, etc. (on-campus and/or off campus) must be properly supervised by the advisor.

- a. Supervision may be shared by invited faculty members.
  - b. Responsibilities for supervision extend from the beginning to the end of each events including decorating and set-up time.
2. **Purpose.** Advisors should play an active role in helping the students set up a meaningful program consistent with the purposes of the group and with the aims of higher education.
  3. **Leadership.** Advisors should encourage the development of initiative, responsibility, and leadership in the student members. Holding a club office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.
  4. **Finance.** Advisors shall supervise financial transactions, the handling of club finds, and maintenance of financial records. The District Finance Office assists by maintaining all accounts for clubs and organizations. Expenditures cannot be made without the approval of the advisor.
  5. **Responsibilities to the college.**
    - a. To insure that the members observe regulations governing club/organization and activities.
    - b. To attend scheduled meetings and recognized events or to arrange for a substitute.



# FORMATION OF CLUBS

## Your Constitution must include:

1. Statement that dues and initiation fees shall not be excessive.
2. Statement that membership will be by majority vote, and not restricted by race, color, sex, or creed.
3. Statement that there will be no hazing as stated in the Education Code of the State of California.
4. All officers must have and maintain a minimum 2.0 grade point average.
5. Five (5) members must have a current Mission College Student Body Card for club to receive office space or funding from Associated Students Body.
6. Meeting must be held on campus and be open to any official of the college or student association.
7. All funds must be handled through the Student Accounts office and credited or charged to the club's account. There must be a written understanding whenever two or more organizations are involved as to financial responsibilities of each organization (percentages, collection, etc).
8. All social activities must have faculty sponsor/sponsors present.

*(This is providing as a framework from which you can create your constitution. This form is not meant to be a constitution.)*

## **WHAT A CONSTITUTION CONTAINS**

|               |  |
|---------------|--|
| ARTICLE I.    | Name and purpose of the organization   |
| ARTICLE II.   | Requirements for membership and means of selection                                   |
| ARTICLE III.  | Officer: names, term of office, elected or appointed and duties                      |
| ARTICLE IV.   | Dues   |
| ARTICLE V.    | Rules for amending the constitution  |
| ARTICLE VI.   | Frequency of meetings  |
| ARTICLE VII.  | Provision for board of directors or executive council and the means of selecting it. |
| ARTICLE VIII. | Committees (standing)  |

### **This is a more comprehensive outline for a Constitution:**

#### Membership Provisions:

- Who can be a member?
- Types of membership
- Methods of admitting new members
- Methods of dropping members
- What constitutes "good standing"?

#### Officers:

- Duties and powers
- Provisions for filling un-expired terms (someone leaves the position)
- Rules for elections
- Procedure for recall

#### Dues:

- Amount: semester or annual membership
- Payable by what date
- Initiation fees
- To whom all due are payable

#### Amendments to Constitution and By-Laws:

- Notice to membership of proposed amendments
- Type of notice required
- Vote required to effect amendment?
- Procedure for proposing and amendment: petition, motion

# NEW CLUB INFORMATION

Membership Provisions:

Who can be a member:

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Types of memberships: (circle one)

*Boards of Directors*

*Executive Council*

*Committee*

Methods of admitting new members:

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Officers:

Means of selecting members and officers: (circle one)

*Elected*

*Appointed*

List Position:

List Duties:

|       |       |
|-------|-------|
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What constitutes 'good standing'?

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Methods of dropping members:

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Procedure for recall:

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Dues:

Amount: \$ \_\_\_\_\_

Memberships: (circle one)

*Semester*

*Annual*

When payable: \_\_\_\_\_

Dues are payable to: \_\_\_\_\_

Located in: \_\_\_\_\_

Club Structural Changes:

Required length to give notice to membership of proposed structure changes:

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Type of notice required: (circle one)

*Written*

*Verbal*

Vote required to effect structure changes: \_\_\_\_\_

Procedure for proposing a change: (circle one)

*Petition*

*Motion*

