

Student Club Certification Packet

(Club Name)

Please ensure that you fill out and submit all registration forms to the Office of Student Affairs, in K1-210 or alternatively, you may email them to smarquez@sdccd.edu

SAN DIEGO MIRAMAR COLLEGE

Office of Student Affairs
10440 Black Mountain Road
San Diego, CA 92126
(619) 388-7313

SAN DIEGO MIRAMAR COLLEGE

Club Registration Checklist

Required Information

Club Type (Please check one club type):

- A.S. Chartered club:
 - Bound by the SDCCD Club operating guidelines (AP 5400 – Associated Students Organizations and Guidelines for Students Clubs and Organizations)
 - Required to designate an ASG representative who will attend the weekly ASG Meetings.
 - Can receive club funding (Vending 5000) at the end of the Semester which can be used for club activities and events.

- Certified Club:
 - Bound by the SDDCD operating guidelines (AP 5400 – Associated Students Organizations and Guidelines for Students Clubs and Organizations)
 - Not required to designate an ASG representative
 - Not eligible to receive ASG funding through Vending 5000.

Both sets of clubs need to adhere to all of stipulations set forth in the San Diego Community College District's AP 5400 – Associated Students Organizations and Guidelines for Students Clubs and Organizations.

- Club Officer List**
- Membership List**
- Advisor Verification**
- Constitution & By-Laws**
 - Policy/Procedure Acknowledgment**
 - SDCCD Policy 5400
 - Campus Policies & Procedures for Clubs
 - Statement of Nondiscrimination**
 - If voting in new officers please attach meeting minutes**
 - Title IX Training completion receipt**

SAN DIEGO MIRAMAR COLLEGE

Club Officer List

Please type or print legibly:

Name of Club/Organization: _____

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|--------------------------------------|
| Officer Position/Title: _____ |
| Name: _____ Student ID #: _____ |
| Address: _____ |
| Daytime Phone #: _____ E-Mail: _____ |
| Signature: _____ Date: _____ |

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|--------------------------------------|
| Officer Position/Title: _____ |
| Name: _____ Student ID #: _____ |
| Address: _____ |
| Daytime Phone #: _____ E-Mail: _____ |
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Club Officer List

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SAN DIEGO MIRAMAR COLLEGE

Advisor Verification

Name of Club/Organization: _____

The San Diego Community College District requires all registered student clubs/organizations to have an advisor.

As per SDCCD Manual 5400, the Advisor's role is as follows:

1. ADVISOR ROLE

All clubs and organizations with exception of the Associated Students, must operate with an advisor identified by the student group and approved by the college/Continuing Education President or designee. The advisor for the Associated Student Organization is designated by the college/Continuing Education President. When a group of students seeks to form or continue a student club or organization, they must consult Manual 5400, and follow the procedures as specified.

It is the responsibility of the student group, in consultation with the administrator responsible for Student Affairs, to identify and recommend a club organization advisor in accordance with college campus guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.

Each semester, the administrator responsible for Student Affairs will submit to the Vice President, Student Services, a list of club or organization advisors for the semester. The Vice President, Student Services will recommend the listed club or organization advisors to the President for final approval. An orientation session for advisors and club officers will be provided.

a. Responsibilities

1. The advisor has a unique role with the club or organization, which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
2. The advisor must be an employee of the community college district. The advisor provides leadership and supervises all activities of the club or organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board.
3. The administration requires that the club or organization advisor, or a substitute acceptable to the administration, attend ALL meetings and official activities of the club or organization.
4. The club or organization advisor is a role model, a facilitator, and a resource for college/campus procedures, policies, and business processes. The advisor should promote good planning, organization and interpersonal relationships.
5. Advisors are responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in the connection with the use of facilities.
6. In the event an advisor cannot continue their role, the activities of the club or organization shall be suspended until a replacement is identified.
7. The advisor or designee approved by the Dean responsible for Student Affairs must travel to and from all events with the students. All off-campus travel must be in accordance with the Board of Trustees Policy *BP 3120, Off-Campus Student Activities*.
8. Advisors are encouraged to work with one student club or organization at a time. Any requests for exception must

be made in writing to the Vice President, Student Services.

9. Advisors are responsible for all club organization expenditures. The advisor ensures the purchase is appropriate and that appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. The club or organization advisor will assist the treasurer in monitoring club or organization expenditures.

I agree to serve as advisor to the above named student club or organization. I have reviewed and understand that the club must adhere to SDCCD Manual 5400, Campus Policies & Procedures for Clubs, and the Constitutions & By-Laws which govern the Miramar College Associated Students. I intend to fulfill the responsibilities of the advisor to this club to the best of my ability.

Signature of Advisor: _____ Date: _____

Print Name: _____

Advisor's Department _____

Title: _____ Campus Building/Office: _____

Is the Advisor full time? Yes No

Daytime Phone: _____ E-Mail: _____

SAN DIEGO MIRAMAR COLLEGE
Model Constitution for Student Clubs

Article I

Name of Organization

Article II

Purpose of Organization

The Purpose of this organization is: _____

Thus organization is categorized as one or more of the following:

- Academic Service Social Educational
 Creative/Artistic Career Self Improvement

Article III

Membership

Membership in this organization shall be open to all persons regardless of race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin who have an interest in participating in this club. There shall be no barrier or unequal treatment based upon the above listed affiliations. An active Club member is a student enrolled in at least one unit at Miramar College who has attended all club meetings. Club members are allowed to miss up to 3 meetings or 75 % if your club does not meet weekly.

Article IV

Organization

Section 1 This organization is affiliated with _____

(list national, state, or other affiliation, if applicable. Attach related information).

Section 2 The Executive Board

A. The governing body of this organization shall be known as the Executive Board of _____
(Club Name)

B. The Executive Board shall be comprised of:
(List officer titles, i.e. President, Vice-President, Secretary, Treasurer and Associated Student Council Representative, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

C. Each member of the Executive Board shall have one (1) vote, regardless of the number of positions held in the club.

Section 3 The position titles and duties of Executive Officers shall be:

1. President

Represent the Club

Work with Club Advisor to schedule meetings. (Advisor must be present at all meetings)

Develop agendas

Run meetings and ensure that meetings are organized, fair, on time

Ensure that there is good communication, collaboration and coordination with club officers, members and at all club meetings and activities

Hold meetings with their Executive Board

Review and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel forms

In conjunction with the Advisor, oversee the performance of duties by the other Executive Board Officers

Keep a binder of all transactions related to this position for purposes of transition from one year to the next

Uphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and procedures

Always represent the club in a professional manner

2. Vice President

Assume the duties of the President at meetings should the elected President steps down, if the President is unable to fulfill their duties or not in attendance at meetings

Support the President in the establishment and development of the club and all of its activities

Support the President in assuring that there is good communication, collaboration and coordination with club officers. Members and at all club meetings and activities

Uphold the Club Constitution and By-laws

Assist the President with any duties or projects when needed

Support the Treasurer in the execution of their duties

Review and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel forms

Keep a binder of all transactions related to this position for purposes of transition from one year to the next

Uphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and procedures

Always represent the club in a professional manner

3. Secretary

Send reminders to the club executive officers, members and advisor as to date, time and location of all meetings

Type Agendas and send to the full club membership including the Advisor 72 hours prior to the meetings

Take accurate and comprehensive minutes of all meetings, especially important transactions relative to budgetary transactions, club activities and all voting items. Minutes should be signed and dated by the Secretary

Make copies of agendas and minutes and disseminate to all meeting attendees

Provide a sign in sheet to track attendance at club meetings and functions

Review and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel forms

Keep a binder of all transactions related to this position for purposes of transition from one year to the next

Uphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and procedures

Always represent the club in a professional manner

4. Treasurer

Prepare a monthly budget report and share this at club meetings

Maintain all financial records of the club

Help originate and organize all club events and fundraisers

Prepare deposits of monies within 48 hours of any fundraiser with the Student Accounting office

Keep and maintain a current balance of all club deposits and expenditures and reconcile with Student Accounting Office in order that records are accurate and consistent

Always have the most current standing available for review by club executive officers, members, advisor, Student Accounting Office and the public for audit purposes

Oversee and handle all monies raised or collected at any club event

Keep a binder of all transactions related to this position for purposes of transition from one year to the next

Review and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel forms

Uphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and procedures

Always represent the club in a professional manner

5. Associate Student Representative

Attend all ASC meetings

Review and utilize the important documents listed on the Student Affairs Website relative to Club Certification materials, on and off campus activities and travel forms

Report Club activities at the ASC meetings

Report back to the club a summary of what took place at the ASC meetings

Represent the position of the club at ASC meetings when asked to weigh in on a matter of importance as determined by ASC

Uphold the Club Constitution and By-laws, Manual; 3200, as well as all SDCCD District policies and procedures

Always represent the club in a professional manner

Section 4 The Executive Board shall have the power to:

- A. Enact all ordinances binding upon all members of the club.

- B. Fill, by appointment, any vacancy of the Executive Board's elected members on an "acting" basis until such time as the position is filled due to a special election within thirty (30)
- C. Call for a meeting of the Executive Board or of the club at the request of the members of the Executive Board.

Section 5 Limitations of the Powers of the Executive Board

The Executive Board is not empowered to:

- A. Enact any ex post-facto (after the fact) ordinance (statute, authorization or code).
- B. Execute any penalty not authorized by lawfully enacted ordinance.

Section 6 Powers of the Members of the Club

The members of the club, being lawfully convened, shall have the power to:

- A. Amend this Constitution or its Bylaws, by indicating the old language that is replaced with new language for review and approved by the club, the club advisor and approved by Student Affairs Office, in order to ensure compliance with District policies and procedures. Furthermore, the revision to the Constitution should be dated on the cover page. A listing of sections and articles must be clearly identified with dates of amendments
- B. Dismiss from office by a 2/3 vote of its entire voting membership any officer of the Executive Board of the Club.
- C. Call a general meeting of the club upon presentation of a petition, signed by 2/3 of the membership

Section 7 The Faculty Advisor (Required for all clubs) shall:

- A. Be appointed by the club and shall be subject to approval of the Executive Board.
- B. Be appointed for one academic-year term.

Article V

Candidates for Office and Elections

All candidates for elected office of the Executive Board of the Club and all others must be members of the club and must have qualified themselves for full participation in the activities of the club and must be enrolled in at least 1 unit of coursework at San Diego Miramar College

If an office is vacated, an election must take place within 30 days, with the exception of the President position. In this case, shall the President resign, the Vice President will automatically assume the role of President and elections for the Vice President shall take place within 30 days.

Election for all officer positions shall take place by the end of March in order for successful transition planning and training to take place for the following year.

Article VI

Passage of Legislation

Section 1 A quorum shall consist of a simple majority

- A. A simple majority shall be necessary for the passage of legislation, with the exception of special legislation, which shall be voted upon by the members of the club who shall be present at a general meeting of the club called by the Executive Board.
- B. A simple majority vote consists of 50% plus one of the executive officers and active club members present at the time of the election. See Article III for definition of "Active Club Member"

Article VII

Amending the Constitution

This constitution or its Bylaws can be amended in the following way:

- A. Any member of the club who is entitled to full participation in its activities may, at a general meeting of the club, submit to the club a proposed amendment or:
- B. Any member of the Executive Board may, at a meeting of the Executive Board, submit to the Board a proposed amendment.
- C. The Executive Board must approve the proposed amendment by a simple majority vote of its Board.
- D. The Club Secretary (or equivalent) must then prepare copies of the portion of the Constitution or its Bylaws to be amended, and the proposed amendment, to be submitted to the members of the club at the next general meeting of the club after the amendment has been approved by the Executive Board.
- E. The proposed amendment must be before the club for a period of 30 days and no later than March of the year in which a vote is to take place
- F. A Simple majority of votes cast shall be necessary for the adoption of an amendment to this Constitution.
- G. Amended constitutions shall be notated and provided to Student Affairs for review and approval, following District Policies. See article IV, Section 6

By-Laws

Specifications for Withdrawal/Expenditure of Funds

- Section 1 All purchases, services, contracts, or projects must follow the guidelines and policies adopted by the Board of Trustees of the San Diego Community College District pursuant to pertinent sections of the Education Code.
- Section 2 Purchase of supplies and equipment involving club funds shall follow the same procedures as the Miramar College Business Office.
- Section 3 All expenditures must be approved by a majority vote of the Executive Board and club membership. See Article IV and Article VI, Section I B for references to Club membership.
- A. The approved expenditure must be reflected in the minutes of the official meeting during which the vote took place.
- B. An Associated Student requisition must be completed and submitted to the Office of Student Affairs. Signatures of the following must be obtained:
1. The Club President or Treasurer
 2. The Club Advisor
 3. The Dean of Student Affairs
- Please allow at least 7 business days for all check requests.
- C. All payments must be justified by an invoice or original receipt accompanied by a San Diego Miramar College Associated Students Check Requisition Form with original signatures.
- D. For all activities, where the cost of the function is uncertain, a requisition may be drawn for part or for the full amount anticipated. A complete and fully detailed report signed by the Advisor, together with verifying receipts. Any unused cash balance, must be returned to

the Student Accounting Office to complete the record. Promptness in returning the receipts is essential. Failure to make such a report shall forfeit the right of any further drawing of funds by the violating organization and/or person.

- E. The approved expenditure must be reflected in the minutes of the official meeting during which the vote took place.
- F. The club will assume no responsibility for expenditures made by individuals without proper authorization. Individuals who make purchases or expend funds without advance authorizations do so at their own risk.

SAN DIEGO MIRAMAR COLLEGE

(Sample of Cover Page for an Amended
Constitution for)

Jewelry Making Club
Constitution and By-Laws

Date: August 2023

Amended: September, 17, 2023
Amended Article III, Section 2 F