

## PROCEDURES FOR THE REGISTRATION/CERTIFICATION OF STUDENT CLUBS & ORGANIZATIONS

San Diego Miramar College recognizes the need, importance, and benefits of student involvement in campus clubs and organizations. Students are encouraged to participate in student organizations that promote their interests and contribute to their personal, social, and leadership development.

The following outlines the procedures for implementing a new club or organization, together with the procedures for re-certification of a club or organization. The benefits of becoming a recognized club include: holding meetings and other functions on campus free of cost, assigned mailbox in the Student Affairs Office, use of designated bulletin boards for publicity, and ability to recruit members on campus.

### PROCEDURES:

To initiate and obtain certification for a new student club or organization on campus, the following procedures must be satisfied:

- **MEMBERSHIP LIST:** All clubs and organizations must submit a list of all officers and members, including names, social security number, phone number and office or position, to the Dean of Student Affairs. The list must be updated as changes occur.
- **CONSTITUTION & BY-LAWS:** Each student club or organization must have a Constitution and by-laws. If you need assistance in drafting a constitution, please come to the Student Affairs Office in S101.
- **ADVISOR:** It is required that every student club and organization obtain a faculty Advisor. Advisor(s) must be in attendance at all official activities on and/or off campus.
- **MANUAL 3200:** The Advisor(s) and a minimum of two officers of the club or organization must acknowledge receipt of the District Policies and Procedures for Student Organizations-Manual 3200.
- **STATEMENT OF NONDISCRIMINATION:** The Advisor(s) and each officer must acknowledge the Statement of Nondiscrimination from Manual 3200.
- **REGULATIONS FOR FUND RAISING AND EXPENDITURE OF STUDENT CLUB FUNDS:** The Advisor(s) and officers of the club or organization must read and follow the Fund Raising Accountability of the District Policy 3200.
- **RE-CERTIFICATION OF STUDENT CLUBS AND ORGANIZATIONS:** Student clubs and organizations recognized in previous years are required to register annually during the Fall semester by no later than September 30 of each year. All criteria listed above, except a new constitution, unless changes have been made, must be updated and submitted to the Dean of Student Affairs before recognition is granted to any club or organization.

**Note:** Registration is valid for one academic year (first day of Fall semester through the final day of the Spring Semester). Student organizations must register/certify annually with the Dean of Student Affairs.