

Student Club  
Certification Packet  
Fall 2011 & Spring 2012

San Diego Miramar College  
Office of Student Affairs  
10440 Black Mountain Road  
San Diego, CA 92126  
(858) 536-4313

**Miramar College**  
**Club Registration Checklist**  
*Required Information*

- ❑ Club Officer List
  
- ❑ Membership List
  
- ❑ Advisor Verification
  
- ❑ Constitution & By-Laws
  
- ❑ Policy/Procedure Acknowledgement
  - SDCCD Policy 3200
  - Campus Policies & Procedures for Clubs
  
- ❑ Statement of Nondiscrimination

Please complete and submit all registration forms to the Office of Student Affairs in S101  
no later than, February 29, 2012, at 4pm.

**San Diego Miramar College  
Club Officer List**

**Please type or print legibly:**

Name of Club/Organization: \_\_\_\_\_ Year: \_\_\_\_\_

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

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

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

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

**San Diego Miramar College  
Club Officer List**

**Please type or print legibly:**

Name of Club/Organization: \_\_\_\_\_ Year: \_\_\_\_\_

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

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Signature: _____ Date: _____

Officer Position/Title: _____
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Address: _____
Daytime Phone #: _____ E-Mail: _____
Signature: _____ Date: _____

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



**San Diego Miramar College  
Advisor Verification**

Name of Club/Organization: \_\_\_\_\_ Year: \_\_\_\_\_

The San Diego Community College District requires all registered student clubs/ organizations to have an advisor. As per SDCCD Manual 3200, 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 3200, 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 or 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 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 each meeting and official activity of the club or organization.
4. The club or organization advisor serves as 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 connection with use of facilities.
6. In the event an advisor cannot continue in 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 outside of San Diego County with the students. All off-campus travel must be in accordance with 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 or organization expenditures. The advisor ensures that 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/organization. I have reviewed and understand that the club must adhere to SDCCD Manual 3200, Campus Policies & Procedures for Clubs, and the Constitutions & By-Laws which govern the Miramar College Associated Students. intend to fulfill the responsibilities of the advisor to this club to the best of my ability.**

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Campus Building/Office: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**San Diego Miramar College**  
***Model Constitution for Student Clubs***

***Article I***

Name of Organization

The name of this organization shall be \_\_\_\_\_

***Article II***

Purpose of Organization

The Purpose of this organization shall be \_\_\_\_\_

\_\_\_\_\_ In its orientation and activities;  
this organization shall be primarily (You may check more than one if necessary):

Academic     Athletic     Service     Social     Educational

***Article III***

Membership

Membership in this organization shall be open to those persons who: \_\_\_\_\_

\_\_\_\_\_

***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 composed of: (List officer titles, i.e.  
President, Vice-President, Secretary & Treasurer)
  - 1.
  - 2.
  - 3.
  - 4.
- C.      No person shall hold more than one (1) position on the Executive  
Board.
- D.      Each member of the Executive Board shall have one (1) vote.

Section 3 The Duties of the Officers shall be (list each office title and its duties):

- 1.
- 2.
- 3.
- 4.

Section 4 The Power of the Executive Board

The Executive Board shall have the power to:

- A. Enact all ordinances binding upon all members of the club.
- B. Fix penalties for the violation of these same ordinances, and to execute the penalty.
- C. To ratify by majority vote of its members, excluding the President (or whoever is titled the Chairman of the Executive Board) appointments and dismissals of the President.
- D. Fill by appointment any vacancy of the Executive Board's elected members until such time as the President shall call a special election to fill such vacancy.
- E. Call for a meeting of the Executive Board or of the club at the request of the members of the Executive Board.
- F. List other duties below:

Section 5 Limitations of the Powers of the Executive Board

The Executive Board is not empowered to:

- A. Enact any post-facto ordinance.
- 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.
- 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 demanding such a meeting, signed by 2/3 of the membership and the requirement of being lawfully convened shall be waived in such an instance.

Section 7 The Faculty/Staff Advisor (Required for all clubs)

- A. The faculty advisor shall be appointed by \_\_\_\_\_ and shall be subject to approval of the Executive Board.
- B. The faculty advisor shall be appointed for one academic-year term.

## **Article V**

### Candidates for Office and Elections

All candidates for elective 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.

## **Article VI**

### Passage of Legislation

- Section 1      A quorum shall consist of \_\_\_ of the members of the Executive Board.
- A. A majority vote of a quorum 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 of those members of the club present at a general meeting of the club shall be required for the passage of special legislation.

## **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 vote of its members.
- 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 days.
- F. A majority of votes cast shall be necessary for the adoption of an amendment to this Constitution.

## **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.
- A. The approved expenditure must be reflected on 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 5 business days for all check requests.

- C. All payments must be justified by itemized invoices or receipted bill accompanied by the receiving copy of the purchase order.
- 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 or director, together with verifying receipts and any unused cash balance, must be returned to the Associated Student account Clerk to complete the record, subject to the auditor's inspection and approval. 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 or person.
- E. The approved expenditure must be reflected on the minutes of the official meeting during which the vote took place.
- F. The club will assume not responsibility for expenditures made without proper authorization SECURED IN ADVANCE. Individuals who make purchases or expend funds without advance authorization do so at their own risk.

**Miramar College  
Policy/Procedure Acknowledgement**

*We, the members of \_\_\_\_\_, have received for our use and reference a copy of SDCCD Manual 3200, Procedures and Operating Guidelines for Student Clubs/Organizations.*

Advisor's Name (Print): \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name/Title (Print): \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name/Title (Print): \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name/Title (Print): \_\_\_\_\_

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Officer's Name/Title (Print): \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name/Title (Print): \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Miramar College  
Statement of Nondiscrimination**

\_\_\_\_\_ shall be open to all interested  
(Name of Student Club/Organization)

*Miramar College students, regardless of race, ethnic background, gender, age, religion, sexual preference, disability or national origin.*

Advisor's Name (Print): \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name/Title (Print): \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name/Title (Print): \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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