



Student Organization Recognition Packet 2015-2016

Instructions for becoming a recognized student organization:

- ✓ Minimum of **5 members** who are students of Chabot College
- ✓ Have an **advisor** who is an employee of Chabot College
- ✓ **Completely fill out** this Student Organization Recognition Packet
- ✓ **Submit completed, TYPED packet** to Student Life office in the Student Center (Bldg 2300) **room 2355**
- ✓ Submit a current copy of organization **constitution** with recognition packet (guidelines and template available at <http://www.chabotcollege.edu/studentlife/forms.asp>)
- ✓ Packet **must be approved** by the Student Life office



Student Organization Information

(This section (pp. 2-4) **MUST BE TYPED**)

1. _____
Full name of student organization and acronyms (if applicable)

Date of Submission: ____/____/____

2. Check Status: New Org Returning Org

3. Purpose of the Organization: _____

4. Check Club/Organization Category:

Academic Cultural Political Pre-Professional Recreational Religious Social

5. Meeting Days: _____ Meeting Room: _____ Time: _____ to _____
Have you filled out a "Request for Use of College Facilities" Form? Yes No

Form can be downloaded at <http://www.chabotcollege.edu/studentlife/forms>

6. Annual/Main Club Activities: _____

7. Address of any Social Media Services (if any- such as : Website, Facebook, Instagram, etc):

8. Officers

President Name: _____ W# _____
Phone # _____ E-mail address: _____

Financial Officer Name: _____ W# _____
Phone # _____ E-mail address: _____

Officer/Member #1 Name: _____ W# _____
Title _____
Phone # _____ E-mail address: _____

Officer/Member #2 Name: _____ W# _____
Title _____
Phone # _____ E-mail address: _____

Officer/Member #3 Name : _____ W# _____
Title _____
Phone # _____ E-mail address: _____

1. The minimum requirements to be a club officer are: good academic standing, enrolled in at least 5 units, and a 2.0 GPA or better (cumulative Chabot GPA).



Officer Agreement and Guidelines

All Student Organization Officers **must sign and agree** to the following guidelines:

1. Abide by all the organizational constitution or charter that will be kept on file at the Student Life Office
2. Maintain open membership to all students regardless of race, sex sexual orientation, national origin, religion, political affiliation or disability.
3. Abide by Student Conduct, page 64, 2014-2016 Catalog
4. Provide voting privileges to only students of Chabot College
5. Submit in writing a statement defining the nature of any affiliation with a local, state, or national organization
6. Adhere to all board policies and financial procedures as prescribed by Chabot-Las Positas Community College District, and implemented by the Student Life Office
7. Open all on-campus events and meetings to interested persons within the limitation of room capacity, safety, and fire regulation, and within the college's regulations on time, place and manner
8. Have a student representative attend all Inter Club Council (ICC) meetings

Officers' Signatures

President: _____ Signature: _____

Date signed: ___/___/___

Check here to have your contact information posted on the online student organization list

Financial Officer: _____ Signature: _____

Date signed: ___/___/___

Check here to have your contact information posted on the online student organization list

Officer/Member #1: _____ Signature: _____

Date signed: ___/___/___

Check here to have your contact information posted on the online student organization list

Officer/Member #2: _____ Signature: _____

Date signed: ___/___/___

Check here to have your contact information posted on the online student organization list

Officer/Member #3: _____ Signature: _____

Date sign: ___/___/___

Check here to have your contact information posted on the online student organization list



Advisors' Responsibilities and Agreement

An effective advisor has a belief in the organization, a desire to help students succeed, a willingness to share expertise and a commitment to spend time with the group. An advisor is there to ensure that students have the opportunity to grow and learn from activities outside of the classroom and to make sure that the club/organization complies with CLPCCD District Policies and Administrative Procedures.

Advisors' Duties

1. Serve as the official advisor of the organization
2. Work closely with the club to ensure a cooperative relationship
3. Help each officer of the organization to understand his or her duties according to the clubs' constitution
4. Help each officer of the organization to understand the continuity of the organization is preserved through constitutions, minutes and traditions.
5. Give advice to the officers of the group about the financial activities in order to effectively manage club funds.
6. Read and understand the ICC Constitution so the advisor can give advice to the organization on its responsibilities with ICC.
7. Ensure that appropriate College/District policies are upheld.
8. Ensure that a Chabot or District employee is present at all on-campus events and meetings.
9. Review, and if complete, sign all forms (Facility request, RFDs) before submitting to the Student Life office.

Advisor's name: _____ Department: _____

Signature: _____ Date: _____

Phone # _____ Office Ext: _____ E-Mail: _____



Student Organization Constitution Guideline

The first 4 pages provide required rules and additional guidelines for creating your Student Organization Constitution. The sections outlined below are the Articles and specific regulations within those articles that are required for all student organization constitutions.

If you like this format, feel free to utilize the provided attached template beginning on page 5 and fill in the blank sections with information specific to your organization.

Article I: Name of Organization & Purpose

Section A: Name– The name should reflect the objective, function, or goal of the organization.

Section B: Purpose of Organization– Why does the organization exist? What does it wish to accomplish? The purpose of the organization should be unique and clearly distinguishable from other student organizations at Chabot College.

Article II: Club & Membership Guidelines

Section A: Club Conditions– There must be at least 5 student members in order to be a recognized student organization. Non-Chabot students may be allowed to be members of your organization, however **only Chabot College student members may be given voting privileges**. This rule also applies to student organization advisors, as **advisors may not have any voting or official decision making authority within a student organization**.

Section B: Membership Eligibility– Define any membership qualifications (majors in a particular academic area, etc.). Membership criteria must be in compliance with Chabot's non-discrimination policies.

In compliance with Titles VI and VII of the Civil Rights Act of 1964. Title IX of the Education Amendments of 1972 (45 CFR 86). Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1974 and its own statements of philosophy and objectives. **Chabot College does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age or disability.**

<http://www.chabotcollege.edu/about/discrimination>

Section C: Dues– Is there a membership fee? If so, who may receive and process the fees?



Article III: Officers

Section A: Titles and Duties– The titles and duties of each officer must be outlined in the constitution similar to the example below. You may have as little or many officer positions to fit the specific needs of the club, but all student organizations require at least a **President**, a **Financial Officer**, and someone to **represent the club at Inter-Club Council** meetings.

1. President (mandatory position)
 - a. Preside over all meetings
 - b. Call general and special meetings
 - c. Carry out the provisions of the constitution
 - d. Appoint committees and the chairperson
 - e. Oversee all committee activity
 - f. Primary contact with the college (required duty)
2. Vice President
 - a. Assume the duties of the President in his/her absence.
 - b. Perform any duties delegated to him/her given by the President
3. Secretary
 - a. Keep accurate minutes of all meetings
 - b. Act as correspondence clerk
 - c. Type up and distribute agendas for all meetings
4. Financial Officer/Treasurer (mandatory position)
 - a. Handle funds and finances for club
 - b. Keep financial records and collect dues and fees
 - c. Pay bills and release funds as voted upon by the general membership
 - d. Make financial reports when called upon to do so by the general membership
5. Inter-Club Council Representative (position not required, but duties are mandatory)
 - a. Attend ALL ICC meetings
 - b. Report the results of ICC meetings to the organization

Section B: Eligibility– Besides the criteria set by Chabot College, are there any additional qualifications for holding officer positions (previous membership in club, attendance at events or meetings, etc.)? *Chabot requires that all club officers be enrolled in 5 units, be in good standing with the college, and have at least an overall 2.0 GPA from Chabot courses.*

Section C: Election– How are officers appointed and/or elected? Be specific - if officers are elected by a vote, how many votes does it take to get elected (simple majority, 2/3, consensus, etc.)? Is there a specific time of year when elections take place?

Section D: Term of Office– How long does an officer serve once s/he takes office (one semester, one academic year, until s/he relinquishes the position, until graduation, etc.)?

Section E: Officer Removal– If questions regarding an officer were to arise, how would an officer be removed from office (majority vote, 2/3 vote, consensus, etc.)?



Article IV: Advisor

Every recognized student organization must have a faculty/staff advisor who is an employee of Chabot College.

Section A: Duties– List in detail the roles of the advisor, such as **signing off on financial transactions and facilities requests** (mandatory duties). Please note, advisors are **not allowed any voting or official decision making** privileges for a student organization.

Article VI: Amendments to the Constitution

Section A: Amendment Procedures– If necessary, how will the constitution be amended (additions and deletions to this document)? Again, be specific – Who can make amendments? When can amendments be proposed? Also, if it is by a vote, how many votes does it take? Who can vote?

Section B: Notice– When will club members be informed of the proposed and finalized amendments?



Optional Articles*

The following section includes additional articles that may be useful for you to include in your student organization constitution. Feel free to include them as appropriate to the specific structure and governance of your student organization.

Article VII: Club Meetings

Section A: Meeting Dates and Times– How often does your club meet (monthly, weekly, biweekly, etc.)? When will meetings take place (2nd Tuesday, every other Wednesday, etc.)?

Section B: Notification– How will members be notified about upcoming meetings?

Section C: Special or Emergency Meetings– Is there a procedure for calling a special or emergency meeting? Who can call or request for one?

Article VIII: Committees

Section A: Executive Committees– Who will make up the Executive Committee and what will they be responsible for?

Section B: Standing Committees– Describe how your club will develop standing committees germane to the club such as finance, publicity, membership, professional relations, social, etc.

Section C: Additional Committees– What is the procedure for creating additional or temporary committees needed by the organization?



Student Organization Constitution Template

(This section (pp. 9-13) MUST BE TYPED)

Fill in the all of the sections with information relevant to your club in order to be considered for registration as a student club or organization at Chabot College.

Article I: Name of Organization & Purpose

Section A: Name—

The name of this organization shall be:

Section B: Purpose—

The purpose of this organization shall be:

Article II: Club & Membership Guidelines

Section A: Club Conditions—

Does your club have at least 5 student members? yes no

Section B: Eligibility—

Membership shall be open to:

Section C: Dues—

Dues shall be \$ per and must be given to



Article III: Officers

Section A: Titles and Duties

1. President

• Duties

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2. Treasurer/Financial Officer

• Duties

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3. Officer #3 Title -

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• Duties

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Section A: Titles and Duties Continued

5. Officer #4 Title -

• Duties

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5. Officer #5 Title -

• Duties

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-

Please attach additional pages as necessary for additional officers and/or duties.



Section B: Eligibility–

In order to be eligible to be an officer, student must have or be:

Section C: Election–

The procedure for electing officers shall be:

Section D: Term–

The officers shall serve for a term of :

Section E: Officer Removal–

An officer will be removed by:



Article IV: Advisor

Section A: Duties–

The responsibilities of the faculty/staff advisor shall be to:

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

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Article VI: Amendments to the Constitution

Section A: Requirements–

Any amendment to this constitution requires:

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Section B: Notice–

Notice of any changes to the constitution shall be given:

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