STUDENT ORGANIZATION REGISTRATION PACKET
2015-2016

WELCOME TO STUDENT LIFE! Participation in a student organization can be a means of achieving success for many college students. Involvement in campus activities and community programs offers an opportunity to experience personal growth, and provides an outlet for practical applications of classroom theories, concepts and principals to real life situations.

Student organizations must be officially "recognized" by the Associated Student Government of San Bernardino Valley College (ASG) and are entitled to use the college name in publicity, use college facilities, and request funds from The ASG.

To obtain ASG recognition, a student organization shall:

- Annually, complete and submit to the Office of Student a complete ***Student Organization Registration Packet*** ***(Parts I & II),*** ***Advisor Agreement,*** *and a copy of the organization's* ***Constitution***. Clubs may register and re-register throughout the academic year. Student organizations must:
    - Have a **minimum of five (5) members.** Organizational membership must be comprised solely of currently enrolled San Bernardino Valley College students. Non-students may participate in club activities as guests, but may not vote, hold office, or pay dues.
    - Have a **minimum of one (1) faculty advisor** who will advise the organization on college rules and regulations, attend organization meetings, supervise the organization's financial transactions, and give general guidance to the organization.
    - Have an official **constitution** on file with the Office of Student Life that has been approved by The ASG. A sample constitution is provided in the attached registration packet; however, the sample constitution is merely a *guide* for your club's constitution.

- **Attend an in-person registration session.** At this session, your organization will receive new or updated information on college policies and procedures pertaining to student organizations, and will discuss goals, budgets, and programming ideas. A minimum of two (2) officers or principal members (as listed on Part I of the attached registration forms) must complete the online club registration, attend a scheduled group registration session, or make an individual appointment with the Student Activities and Campus Center Specialist in the Office of Student Life.

The Office of Student Life (OSL) is located in the Campus Center, 1st Floor, Room 128. OSL provides a centralized location for the dissemination of information regarding campus organizations, and a variety of opportunities for students to become involved. To learn more, stop by our office, visit us online at www.valleycollege.edu/student_life, or call us at (909) 384-4474.

SAN BERNARDINO VALLEY COLLEGE
STUDENT ORGANIZATION REGISTRATION, PART I
2015-2016

STUDENT ORGANIZATION INFORMATION		
Organization's Name		◯ **New** ◯ **Annual Re-Registration** ◯ **Update Officer's Information (as needed)**
Advisor's Name	**Advisor's Office Location**	**Advisor's Dept. Fax #**
Advisor's Phone # **( )**	**Advisor's SBVC Ext. #**	**Advisor's Email Address**
Mission Statement/Purpose of Organization		

OFFICER/PRINCIPAL MEMBER INFORMATION		
1. President/Chair	**Phone #** **( )**	**Student ID #**
Address with City, State and Zip Code		**Email Address**
2. Vice President/Co-Chair	**Phone #** **( )**	**Student ID#**
Address with City, State and Zip Code		**Email Address**
3. Secretary	**Phone #** **( )**	**Student ID #**
Address with City, State and Zip Code		**Email Address**
4. Treasurer	**Phone #** **( )**	**Student ID #**
Address with City, State and Zip Code		**Email Address**
5. Inter-Club Council Representative (ICC)	**Phone #** **( )**	**Student ID #**
Address with City, State and Zip Code		**Email Address**

Please Remember:

- ***Two of the officers/principal members listed above must complete a registration session.***
- ***All of the officers/principal members listed above must sign <u>Student Organization Registration Form (Part II)</u> of this packet.***

FOR OFFICE USE ONLY					
☐ **Received**	☐ **Forwarded to ASG**	☐ **Approved**	☐ **Denied**	☐ **Forwarded to CBO**	☐ **Notified**
Registration Session Completed: ◯ **Yes** ◉ **No**					
Signature/ICC Commissioner ***Date***		***Signature/Director of Student Life*** ***Date***			

SAN BERNARDINO VALLEY COLLEGE
STUDENT ORGANIZATION REGISTRATION, PART II
2015-2016

We, the membership of _____, do hereby agree to comply with all local, state, and federal laws as well as San Bernardino Community College District and San Bernardino Valley College policies, procedures and regulations applying to campus activities, organizations and students, which include but are not limited to:

I. COMPLIANCE WITH STATE AND FEDERAL LAW

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Employment Act of 1967, and the Age Discrimination Act of 1975, student organizations shall not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices; nor shall any student organization, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and section 12940 of the State of California Government Code, discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, marital status, or on the basis of sexual orientation. This nondiscrimination policy covers admission, address, and treatments in all College programs and activities, and application for/or treatment in College employment.

No student, student organization, or other person attending San Bernardino Valley College shall knowingly commit, participate in, or conspire to commit in any manner, acts of hazing. Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person attending San Bernardino Valley College.

II. COLLEGE NAME

Registered student organizations shall not use the name of San Bernardino Valley College or abbreviation there as part of their names except in accordance with campus regulations. The geographical designation "at San Bernardino Valley College" may be used by any campus student organization as part of its name without obtaining special approval.

The name, insignia, seal, or address of the College may not be used in any manner, political or otherwise, which implies that the College supports or agrees with any of the activities, positions, purposes, ideals or goals of any individuals, groups, or organizations acting within these regulations.

III. MEMBERSHIP

Only currently enrolled San Bernardino Valley College students may hold office in a student organization, may vote in elections of the organization's officers, and be authorized to officially conduct business with the College, i.e., calendar events, reserve facilities, access accounts or spend student organizations funds.

The officers are personally responsible and financially liable for the organization's fiscal matters. Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business. All financial transactions for the organization shall be handled through a College District Club Account maintained by the San Bernardino Valley College Campus Business Office.

IV. INDEMNIFICATION

Registered student organizations and their members agree to indemnify and hold harmless the Board of Trustees, the College, its officers, agents and employees from and against any and all claims, unless due to willful or negligent acts or omissions of the College. The College shall not prevent the organization from retaining or using legal counsel or from selecting representatives as provided for in any College disciplinary or grievance procedure.

Signatures of Officers/Principal Members (as listed on Part I)

1. _____
   Please sign and print title
2. _____
   *Please sign and **print** title*
3. _____
   Please sign and print title
4. _____
   Please sign and print title
5. _____
   Please sign and print title

SAN BERNARDINO VALLEY COLLEGE
STUDENT ORGANIZATION ADVISOR'S AGREEMENT
2015-2016

THANK YOU! The strength and diversity of a San Bernardino Valley College Student's education extends far beyond the classroom into the many extracurricular opportunities that are available on campus. The campus environment lends itself well to leadership development and exploring a wide range of ideas and perspectives. Please review the following guidelines for advising a student organization at San Bernardino Valley College.

- Advisors must become **sufficiently knowledgeable of the purpose and activities of the organization** to advise the members of their actions and the possible consequences of illegal or irresponsible behavior. If there are difficulties in this area, advisors should notify the Office of Student Life immediately.
- Advisors have the **primary responsibility of understanding, interpreting, and applying campus rules and regulations** as they apply to organizational programs and scheduled activities.
- Advisors are to **provide assistance for assessment and constructive review of programs and funding proposals** for student programs.
- Advisors should become **familiar with the organization's finances** and their Club Accounts at the Campus Business Office;. Advisors should learn how the Campus Business Office operates with respect to Club Accounts and the disbursement of funds.
- When sponsoring an off-campus activity, advisors are to be **familiar with campus policies/procedures with respect to student travel** Procedures and forms are available in the Office of Student Life.
- Advisors are to **review and sign all of the organization's Event Planning forms (blue)** and forward them to the Office of Student Life for processing.

Thank you for advising a student organization. As an advisor to a student organization, you have the unique opportunity to assist students in developing their ideas and leadership skills. Best wishes as you begin a rewarding part of your advising career at San Bernardino Valley College.

By signing below, I agree to serve as the official advisor to:

_____

Name of Student Organization

_____ _____

Signature of Faculty Advisor *Date*

_____ _____

Signature of Co-Advisor *Date*

_____ _____

Signature of Co-Advisor *Date*

_____ CLUB CONSTITUTION

ARTICLE I – OFFICIAL NAME

_____ at San Bernardino Valley College

ARTICLE II – MISSION

The mission of _____ is to _____

_____

_____

ARTICLE III – OFFICERS

Section 1: Positions and Duties

a) **Chair:** The Chair shall preside over official club ***meetings*** and promote the interests and purposes of the club. The Chair shall prepare an agenda for each meeting and post the agenda in compliance with the Brown Act. With the Club Advisor, the Chair shall have the ability to remove officers as well as appoint persons to fill officer vacancies, but may also delegate that power to club majority vote.

b) **Co-Chair:** The Co-Chair shall serve as assistant to the Chair and shall assume the duties of the Chair in his/her absence. The Co-Chair shall also assist the Secretary and Treasurer in ensuring required paperwork is properly submitted, including Club Registration Forms, Facility Use Requests, Purchase Requisitions, etc.

c) **Secretary:** The Secretary shall keep careful records of the proceedings of each official club meeting, maintain historical documents, and conduct the election at the last meeting of the spring semester. The Secretary shall type official minutes for each official club meeting, maintain copies for his/her term, as well as submit a copy of the official minutes of each meeting to the Office of Student Life to be kept for historical purposes.

d) **Treasurer:** The Treasurer shall keep accurate financial records for the club. The Treasurer shall deposit funds, make a financial report at meetings as necessary, and complete paperwork necessary to allocate funds only after approval has been granted by the voting membership.

e) **Inter-Club Council (ICC) Representative:** The ICC Representative shall regularly attend ICC meetings and must effectively communicate between the club and the ICC.

Section 2: Elections

Officers shall be elected by majority vote of those members present at the last regular meeting of each spring semester.

Section 3: Terms

Terms of office shall be for one academic year beginning in the fall.

Section 4: Removal of an Officer

Failure to follow applicable rules and policies, including failure to satisfactorily complete duties as assigned, may result in removal of an officer. Officers may be removed upon agreement by the Chair and Advisor, or (at the Chair's request) by majority vote of those members present at the next official club meeting.

Section 5: Filling Vacancies

To fill vacated offices, officers shall be selected with the approval of the Chair and Advisor through appointment, or at the chair's request, via special election by majority vote of those members present at the next official club meeting.

SAMPLE

ARTICLE IV – MEMBERSHIP

Section 1: Definition

Any student currently enrolled at San Bernardino Valley College is eligible for membership.

ARTICLE V – MEETINGS

Section 1: Location and Time

a) Official club meetings shall be held weekly.

b) Official club meetings shall be held at a time and place to be selected upon agreement of the Officers and the Advisor.

c) Official club meetings shall conform to the regulations governing all student organizations.

Section 2: Supervision

All official club meetings must be under the supervision of the Club Advisor.

ARTICLE VI – QUORUM

Section 1: Definition

Quorum shall be defined as fifty percent plus one of all club members present, or no fewer than 3 club members.

ARTICLE VII – CONSTITUTIONAL AMENDMENT

Section 1: Amendments

a) The proposed amendment is presented in writing by any club member along with a justification for the change.

b) The proposed amendment will be first presented for discussion at the next official club meeting.

c) The proposed amendment must pass with a two-thirds majority vote of those members in attendance at the next official club meeting following its presentation.

d) All constitutional revisions shall be forwarded to the Office of Student Life for final ASG approval.

SAMPLE