

**Student Club Procedures**

Reference: Education Code Sections 32050, 32051

To form a student club or organization:

1. Obtain a Club Petition from the Student Activities Director in the Student Services Office. Get the Petition signed by at least ten (10) students who are interested in forming a club and return it to the Activities Director.
2. When the signed Petition is delivered to the Activities Director, a registration packet will be given to the prospective club.

The packet will contain the following:

- a. Palo Verde College Club Guidelines and Policies
  - b. Palo Verde College Student Organization Registration
  - c. Club Account Procedures
  - d. Fundraiser Activities Guidelines
  - e. Faculty Advisor Agreement Form
  - f. Facility Request
  - g. Work Order Form
  - h. Parliamentary Procedures
  - i. Agenda
  - j. Motions
  - k. Outline for Constitution of Clubs or Organizations
3. After the necessary paperwork is filled out and signed, turn it in to the Student Activities Director.
  4. The following items must be reviewed in order for the club to be placed on the ASG agenda for adoption:
    - a. Constitution
    - b. Faculty Advisor Agreement Form
    - c. Guidelines and Policies
    - d. Student Registration Form
  5. Once the club/organization is adopted by ASG, the club/organization will be notified and copies will be sent to the College Council for their information. The Superintendent/President will submit the name of the club/organization to the Board of Trustees for formal ratification

**Student Club Guidelines and Policies**

1. Student organizations must submit a copy of the organization's constitution and/or bylaws before a registration may be approved. If applicable, a copy of the organization's

national constitution and bylaws should also be submitted.

2. Student organizations agree not to deny membership on account of race, religion, sex, sexual orientation, physical disability or national origin.
3. Student organizations must comply with Education Code Section 32051, which states that no student or other person in attendance at an educational institution “shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school, community college, college, university, or other educational institution in this state.”
4. Student organizations must have either a faculty or full time professional staff advisor. It is the organization's responsibility to initiate the search for an advisor.
5. New student clubs/organizations may submit registration forms to the Student Activities Director at any time during the academic year. Clubs/organizations which have been previously recognized should register within the first six (6) weeks of the fall term and each time a major officer transition occurs.
6. Student organization officers must be in good academic standing, must be enrolled in a minimum of five (5) units and must maintain a cumulative grade point average of 2.00 during their term of office.
7. Student organizations may request a student activities orientation meeting for assistance with the packet.
8. Chartered student organizations are assigned a mailbox in the Student Services Office and must pick up mail on a weekly basis. Officers and advisors of organizations understand that notices regarding campus events, organization funding, and changes in college policy relating to student organizations will be sent to the Student Services Office mailbox and not to home addresses.
9. The use of alcoholic beverages or illegal chemical substances are prohibited at all student college functions.
10. Membership to the club/organization must be open to all students enrolled at Palo Verde College.
11. Clubs/organizations must adhere to college account procedures as they relate to ASG student clubs/organizations.
12. No secret organizations will be accepted; only organizations which promote the best interest of students and are in compliance with Board Policy 5400 will be considered.
13. Additional policies and guidelines pertaining to student organizations, together with information on the rights and privileges of student organizations, are printed in the Palo Verde College Student Handbook. Copies of the Handbook are distributed to all student organizations and copies are available in the Student Services Office.

Petition to Form a Student Club/Organization

The following petition must be signed by at least ten (10) students enrolled at Palo Verde College. Submit your petition to the Student Activities Director. Your club packet with the required registration forms will be issued at that time.

We, the undersigned, request approval to form \_\_\_\_\_:  
a student club/organization.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Regular Meeting Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Meetings: \_\_\_\_\_

Dues Required: \_\_\_\_\_ Amount: \_\_\_\_\_

PALO VERDE COLLEGE STUDENT CLUB/ORGANIZATION REGISTRATION  
ACADEMIC YEAR \_\_\_\_\_ - \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

1. This form must be completed at the start of the fall term and each time there is a change of officers in the organization.
2. The form must be typed or printed in a legible manner by the student president or chair of the organization.
3. For this form to be accepted it must have the signatures of the student club/organization president/chair and the faculty or staff advisor.
4. Registration is required of all student groups, organizations, and associations in order to obtain recognition from the Palo Verde College ASG.
5. Policies and guidelines pertaining to student organizations are listed in the Palo Verde College Student Handbook.

Please circle the category where people will be most likely to look for you in the Directory of Student Organizations.

Academic/Departmental      Cultural      Greek Life      Honorary      Professional  
 Political      Recreational      Religious      Service      Special Interest

Purpose and objectives (please give a one or two sentence description suitable for printing in Student Handbook and/or college catalog):

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Number or current or active members: \_\_\_\_\_ Qualifications of Membership: \_\_\_\_\_

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Dues: \_\_\_\_\_ Enrollment: \_\_\_\_\_ GPA: \_\_\_\_\_ Other: \_\_\_\_\_

The individuals listed below are the only representatives authorized to request funds, make purchases and sign college documents for the organization. Three (3) officers and one (1) faculty/staff advisor are required to register an organization.

Please Print:

Officers	Name	Address	Phone

May we release the above address and phone number to persons wishing to contact you or your organization? If yes, provide your signature here:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

FACULTY/STAFF ADVISOR

Name	Department	Address	Phone

Second Advisor (alumni/ae or chapter advisor if applicable): \_\_\_\_\_

REGULAR MEETING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION OF MEETINGS: \_\_\_\_\_

### Club Account Procedures

Account balances are available from the Administrative Services Technician at the end of each month upon request. The Treasurer or Business Manager of the club shall be responsible for reporting monthly expenditures, receipts, and balances to the organization. Cash receipts and deposits shall be carried out in the following manner:

#### Cash Requests:

1. Fill out a Club and Scholarship Cash Request Form
2. Attach a copy of the club/organization minutes to the Club and Scholarship Cash Request Form, showing the action item approving disbursement of funds.
3. All receipts must be turned in and copies retained for the organization's file.
4. Submit the above to the Administrative Services Technician.
5. Your check request must be signed by the appropriate club officer(s) and by the club advisor.

#### Cash Deposits:

1. Immediately following a club fundraising event or receipt of donations for the club, the Treasurer shall deliver funds to the Administrative Services Technician.
2. A receipt for funds received will be provided to the club for club records.
3. Upon approval of fundraising activity for the calendar, the Administrative Services Technician will be notified of the pending activity by the club Treasurer.

### Fundraiser Activities Guidelines

1. Recognized student organizations may raise funds for purposes related to the objectives of the organizations. Fund raising on campus shall be conducted in accordance with prescribed college procedures.
2. All fundraiser activities must be approved by the general assembly of the Associated Student Government, at least one (1) week prior to the proposed event.
3. Only one (1) fundraiser per club/organization each month shall be held on campus (except for special events).
4. Each club shall have the responsibility of informing the Pirate's Den Manager of their specific fundraiser if selling food or refreshments, specifying the types of foods or refreshments that will be offered.
5. Each club shall be responsible for submitting information about fundraising activities to the Student Activities Director in Student Services so that the activity may be published in the campus newsletter.

6. Request for Proposals (RFP) for fundraising activities shall be forwarded by ASG to clubs/organizations for their participation in special/annual college-wide events.

### Student Use of Facilities

Procedures by which student organizations may schedule the use of facilities at the college are in BP/AP 6700, and shall be published in authorized publications and documents. Reasonable charges may be made for service.

The sponsoring organization must assume liability for any charges incurred; e.g., property damage, in connection with the use of college facilities. If deemed necessary by the Superintendent/President or designee, the student organization may be required to post a bond.

### Faculty Advisors of Student Groups

#### A. Purpose of Faculty Advisor

1. All student organizations must have a faculty advisor before college recognition may be given to the organization.
2. An advisor serves as a counselor and guide; his/her guidance is invaluable to a student group.
3. An advisor helps the group to achieve the purpose for which it was organized.
4. An advisor knows college policies affecting such groups; and, hence, can assist students in realizing the objectives of their group.

Much of the success enjoyed by a club is directly related to the interest and efforts of the advisors. Advisors provide the basic orientation to and continuity for the club program. In a community college, where the student body turnover is high, the clubs and organizations are highly dependent upon the advisor to provide knowledge of the activities, traditions, and services of the group.

#### B. Selection of Advisors

1. The selection of advisors for clubs and organizations is basically up to the members of the particular group.
2. It is best for advisors to accept a position with a group whose interest parallel their own.

#### C. Responsibilities of Faculty Advisors to Student Groups

1. To attend all regular meetings or provide for a faculty substitute.
2. To give counsel and guidance when necessary.

3. To sign requests for expenditures from the club's trust account and check that each requisition bears the name of the responsible student signatures and that appropriate receipts/documentation are attached.
4. Faculty advisors should familiarize themselves with the provisions stated in the Palo Verde College Club Guidelines and Policies.
5. He/she should know the constitution of the organization and duties of the office.
6. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such relationship no longer exists, the advisor should submit a letter of resignation to the Student Activities Director.
7. An individual assumes an advisor's role voluntarily; however, even though serving as a volunteer, the advisor should support the stated purposes of the club.
8. Holding a club office is a rewarding experience and advisors should encourage the development of initiative, responsibility, and leadership in student members.

See Administrative Procedure 5400-1

See also BP/AP 5550 - Speech: Time, Place and Manner

*(Formerly PVC Board Policy 5370, PVC Administrative Regulation 5320-5320.1, and a part of PVC Board Policy 5320)*

9/7/10 College Council Approval  
10/26/10 Board Information Item