



## **MENDOCINO COLLEGE CHARTERING NEW CLUBS AND ORGANIZATIONS**

In order for any club or organization to have the sponsorship of Mendocino College, potentially receive Associated Students of Mendocino College (ASMC) funding, and/or use its facilities for meetings, publicity, etc., the organization must have the approval of the ASMC and college officials. The club must follow all Mendocino College policies and procedures. All poster/flyers must be approved by the Student Activities Specialist in the ASMC office, Room 110 Quad Ukiah Campus, 1000 Hensley Creek Road, 707-468-3094. Posters should be dated and not advertise commercial events. All financial matters pertaining to the club must be authorized by the club advisor and club treasurer. Any group of students interested in forming a new club shall proceed in the following steps:

- **STATEMENT OF PURPOSE**

Present a written statement of the purpose of the new organization for approval to the ASMC Student Senate (who will approve it by majority vote) and the Dean of Students. Clubs should support the mission of Mendocino College and provide positive activities for students. The statement should include a philosophy of service to MCC students and community.

- **LIST OF MEMBERS/OFFICERS**

Provide a list at least five members who are current Mendocino College students in good standing. Membership must be open to all MCC students. Provide a list of organizing officers or a contact person.

- **FACULTY/STAFF ADVISOR**

Obtain a Mendocino College faculty or staff advisor who is willing to assume and sign the list of duties in the Advisor Contract.

- **WRITTEN CONSTITUTION**

A typed constitution must be presented to the Dean of Students and the ASMC Student Senate within one month after Senate approval of the club purpose.



# MENDOCINO COLLEGE REQUEST TO ORGANIZE A NEW CLUB OR ORGANIZATION

Name of the Proposed Club \_\_\_\_\_

Statement of Purpose/Goal of the Club:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The club is required to adhere to the following:**

- Membership is open to all MC students regardless of race, religion, sex, national origin, physical or mental abilities, or sexual orientation.
- To support the Club mission, provide positive activities for students, and have as part of its stated purpose this philosophy of service to the MC community.
- To cooperate with other clubs in working for the good of the MC community
- To be informed of all MCC policies
- To work in close cooperation with its advisor

Club Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**List five members attending MCC students in good standing who are members**

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

**List organizing officers, if any:**

President \_\_\_\_\_ Phone \_\_\_\_\_

Vice President \_\_\_\_\_ Phone \_\_\_\_\_

Secretary \_\_\_\_\_ Phone \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone \_\_\_\_\_

Petition Approved:

Dean of Students \_\_\_\_\_ Date \_\_\_\_\_

ASMC Student Senate President \_\_\_\_\_ Date \_\_\_\_\_

9/11/07

**MENDOCINO COLLEGE  
ADVISOR RESPONSIBILITIES CONTRACT**

The purpose of having faculty/staff advisement is to ensure that Mendocino College fulfills its obligation to students and to conform to both the Education Code and District Policy. According to Division 9, Article 5, of the Education Code, students "shall be free to organize and join associations to promote their common interests." An advisor is there to insure that students have the opportunity to grow and learn from activities outside of the classroom and to make that the club/organization conforms to the District's policies and regulations.

**DUTIES OF THE ADVISOR**

- Serve as the official representative of the College of the club.
- Assist officers and members to understand their duties, Mendocino College policies, and democratic and cooperative principles.
- Assist with developing and maintaining club constitution, bylaws, agendas, minutes, and traditions.
- Approve all expense requisitions along with the ASMC Treasurer and monitor club expenditures to assure they work within their current resources and don't encumber future members.
- Assist in planning, approve, and encourage member attendance at club activities. Attend on campus and off campus club events as much as possible.
- Notify the ASMC and Dean of Student's office of any change in advisor status or club status.
- Schedule all facilities and equipment for club activities and monitor return of equipment and facility clean up.

**I agree to the Advisor duties above:**

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

September 11, 2007