



# **How to Start a New Club**

**Step 1:** Find an Advisor and have them complete the **Advisor Contract**.

**Step 2:** Sign up a **minimum of 5 initial members** (new members can be added at any time -- see the ASMC Vice President for more information).

**Step 3:** Complete the **Request to Charter a New Club or Organization** form.

**Step 4:** Elect an **Inter-Club Council (ICC)** Representative.

**Step 5:** Create your **Club Constitution** (a template is included).

**Step 6:** **Return the completed packet to Student Services Office by September 3 or as soon as the club is formed** (a copy of this packet should be kept on file by a club member or advisor).



## **Charter for New Clubs and Organizations**

In order for any club or organization to have the sponsorship of Mendocino College, use its facilities for meetings, publicity, etc., or potentially receive Associated Students of Mendocino College (ASMC) funding, the organization must have the approval of the ASMC and college officials. The club must follow all Mendocino College policies and procedures. Any group of students interested in forming a club shall proceed in the following steps:

### **Statement of Purpose**

Present a statement of purpose of the new organization for approval to the ASMC Student Senate (who will approve it by majority vote) and the Dean of Students (or official representative). 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 of at least five members who are current Mendocino College students in good standing. 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 (or official representative) and the ASMC Student Senate within one month after Senate approval of the club purpose, but no later than September 30.

Submit the forgoing documents to:  
Student Services Office  
Mendocino College  
1000 Hensley Creek Road  
Ukiah, CA 95482  
(707) 468-3048  
[Ask.asmc@gmail.com](mailto:Ask.asmc@gmail.com)



# **Mendocino College**



## **Request to Organize a New Club or Organization**

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

Statement of Purpose (goal) of the club: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **All clubs are required to adhere to the following:**

- 1 Keep membership open to all MC students regardless of race, religion, sex, national origin, physical or mental abilities, or sexual orientation.
- 2 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.
- 3 Cooperate with other clubs, and work for the good of the MC community.
- 4 Be informed of all MC policies.
- 5 Work in close cooperation with the advisor.

### **In regards to Club Events:**

- 1 Events must be carried out in accordance with local laws and college regulations.
- 2 Clubs must be respectful of the diversity of our campus when planning events and shall not discriminate on the basis of gender, race, color, creed, national origin, religion, sexual orientation, gender identification, and/or physical limitations.
- 3 No club shall attend another's meeting with the intent of disrupting the meeting, nor advertise/promote negative items about another club.
- 4 All publicity for an event must bear the name of the sponsoring club and the Mendocino College logo, should be dated to avoid removal, and should not advertise commercial events.
- 5 All publicity that is mailed out or printed in the newspaper must be approved by the MC Public Relations office.
- 6 All clubs must be represented at ICC meetings by an elected official.
- 7 Clubs must keep the ICC and/or ASMC aware of any planned events.
- 8 Club advisors must submit an Application for Use of Facilities to Maintenance and Operations at least five (5) working days prior to an event to reserve facilities/tables/chairs (even for the quad).



# Mendocino College



**In regards to Club Meetings:**

- 1 Clubs must post their meeting times, locations, and dates 72-hours in advance on campus bulletin boards. Posted materials must have a posting date.
- 2 There must be a quorum (a quorum is 50 percent plus 1 of the active membership) present in order to take care of financial business.
- 3 Any official club action taken on financial matters must be documented by official minutes and filed with the club secretary.

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

**List five club members attending MC who are in good standing:**

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

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

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

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

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

**List any organizing officers:**

President: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vice President: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secretary: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

ICC Rep.: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Petition Approved:**

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

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



## 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 ensure that students have the opportunity to grow and learn from activities outside of the classroom and to make sure that the club/organization conforms to the District's policies and regulations.

### Duties of the Advisor

- 1 Serve as the official representative of the College to the club.
- 2 Assist officers and members to understand their duties, Mendocino College policies, and democratic and cooperative principles.
- 3 Assist with developing and maintaining club constitution, bylaws, agendas, minutes, and traditions.
- 4 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.
- 5 Assist in planning, approve and encourage member attendance at club activities.
- 6 Attend on campus and off campus club events as much as possible.
- 7 Notify the ASMC and Dean of Student's office of any change in advisor status or club status.
- 8 Schedule all facilities and equipment for club activities and monitor return of equipment and facility clean-up.

I agree to adhere to the foregoing as the Advisor to the following club: \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



# Mendocino College



## Club Constitution template

*Adapted from the De Anza College ICC Constitution template*

### Insert Club Name CONSTITUTION

The constitution must include: The name of the club, the purpose of the club, the membership agreement, additional responsibilities of officers (optional), meeting requirements, publicity and financial agreements.

The name of this club shall be *(May use Mendocino College in club name)*

The purpose of the club is to...

Membership agreement: Any ASB cardholder who is enrolled with a minimum of 1/2 unit is eligible to join this club, although club members may not be on academic or social probation.

President	Preside over all meetings. Call special meetings. Carry out the provisions of the constitution. Oversee all committee activities. <i>(List any additional responsibilities)</i>
-----------	---

Vice President or ICC rep.	Assume the duties of the president in his/her absence. Perform any duties delegated by the president. Attend all Inter Club Council meetings. Report the results of ICC meetings at club meetings. <i>(List any additional responsibilities)</i>
----------------------------	--

Secretary	Record and keep accurate minutes of all meetings. Act as correspondence clerk. Print and distribute agenda for all meetings. <i>(List any additional responsibilities)</i>
-----------	---

Treasurer	Handle funds and finances for club. Keep financial records and collect dues. Pay bills and release funds as voted by the general membership. Make financial reports at least once a month at the meeting. <i>(List any additional responsibilities)</i>
-----------	---



# ***Mendocino College***

## **Club Constitution template cont.**



*Adapted from the De Anza College ICC Constitution template*

- 1 Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club. This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations.
  
- 2 All members who participate in the Inter Club Council or any Mendocino College club: when you enter/participate in the ICC Meeting, ICC /Club events, Student Council Chambers or Recreation Room/Student Lounge, you commit to the following:
  - o **Respect** each other's minds and physical beings.
  - o **Honor** each other's ethnicity/race, gender, sexual orientation, and beliefs even if they are different from your own. Clubs shall not discriminate on the basis of gender, race, color, ethnic or social or national origin, class or property, generation, genetic features, language or dialect, religion, or belief or personal philosophy, political opinion or persuasion, membership or a national minority or indigenous group, birth, disability, and sexual orientation or preferences.
  - o **Remember** you are all worthy people; speak to each other with dignity. Avoid all unnecessary swearing, put-downs, and gossip.
  - o **View** conflict as an opportunity to grow. Avoid all violence, blaming, and name-calling. Seek privacy, listen to other person's side uninterrupted, and then present your side.
  - o **Give** constructive feedback. Remember to focus on the ideas, not the person.
  
- 3 Violations involving Mendocino College club members shall be referred for action to the Dean of Students. Any violations may lead to member removal, club probation or inactive status.

As the official representatives of (*insert club name here*), we agree to abide by and enforce all aspects of our constitution to the best of our ability.

*(Signature of the Club President, date)*

*(Signature of the Club Advisor, date)*



# ***Mendocino College***



## **The Inter Club Council (ICC)**

ICC meetings occur once a month. All active clubs should participate in each ICC meeting. There is no limit to the number of attendees from each club, however only two people will be allowed to speak for each club at ICC meetings.

Each meeting will cover the following: Introductions, Club Announcements, Business Reports, Guest Speakers, Club Status and Club Day. Additional topic requests must be submitted in writing to the ASMC Vice President at least 72 hours prior to the meeting.

ICC meetings will begin by each representative stating their name and the club they represent.

Club announcements will be a chance for each club to announce new club events, changes to the activity calendar, or report on events they've done. In addition, club representatives can receive constructive criticism of their events from other club representatives.

Business reports will allow clubs to discuss financial concerns and report on the finances of each event (gains/losses), as well as coordinate dates of future activities with other club representatives.

Guest speakers will periodically be available for Q&A sessions. Individual clubs are welcome to bring in guest speakers, however, presentation of such speakers will be limited to three (3) minutes unless passed a by majority vote to extend the presentation time (case-by-case basis).

Club status will be a chance for clubs to declare intent to disband membership or change presidents/advisors. In cases where clubs are on probation, this is the opportunity for the ICC to review offenses and decide the appropriate penalty for such offenses.

In addition to meetings, the ICC will host at least one "Club Day" event each semester. This is a time to encourage student participation, promote your club, do some fund-raising, and liven up the college atmosphere. Discussion of these events will take place at each meeting to accommodate clubs with future activities, discuss options for weather changes, intended booth features (surveys, giveaways, etc.), and ways to get more students to participate.

**The first ICC meeting is typically held in mid-September. Existing clubs will receive information from the ASMC Vice President regarding ICC meetings. Newly forming clubs should keep an eye out for announcements on the college bulletin boards. Anybody interested in starting a club is also welcome to attend!**