2013-2014
Victor Valley College
Associated Student Body
Club Registration Packet
(Charter/ Re-Charter)

Victor Valley College
Associated Student Body
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CLUB REGISTRATION PACKET

ASB’S CLUB CODE OF CONDUCT

Article 1:
Section 1: This Code shall be the official policy governing campus clubs and organizations.

Section 2: This shall be the official agreement between the ASB council and all campus clubs and organizations.

Section 3: The Inter Club Council shall be the enforcement agency for this code. Ratification of this code shall be approved annually by a 2/3 vote of the ASB student council.

Article 2:
Section 1: The ASB council, as provided in the ASB Club Code, shall certify each club as a campus organization; certification must be renewed each year.

Section 2: Certification shall consist of submission, to the ASB Inter Club Council Senator 72 hours prior to the next scheduled ASB council meeting, of the following: a ratified constitution, a petition to establish a student organization, club officer form, and a bursar’s printout for each officer showing the purchase of an ASB card. Samples of which shall be provided in the VVC Club Charter Packet.

Section 3: Certification shall become valid upon submission of required paperwork and 2/3 vote of ratification by the ASB student council at a scheduled ASB council meeting with at least one club officer in attendance.

Section 4: Club officers shall consist of a President, a Vice President, a Secretary, Treasurer, and two ICC Representatives, who shall all maintain a minimum of 6 units per semester, maintain a minimum cumulative grade point average of at least a 2.0 and purchase an ASB card.

Section 5: Each club will have a VVC faculty/staff advisor.

Section 6: Every member of each club is strongly encouraged to purchase an ASB card to receive benefits from ASB funding.
Article 3:
Section 1: All clubs shall have a regular meeting day, time, and place that is posted as approved by the ICC Senator after each meeting within 24 hours.

Section 2: The clubs’ secretary shall keep a file of their club’s minutes and agendas, and shall send a copy to the ICC senator after each meeting within 72 hours.

Article 4:
Section 1: All clubs are required to maintain an account with the Auxiliary Services Accounting Office and deposit all funds therein.

Section 2: Any club that is inactive for two consecutive semesters, i.e. Fall/Spring, shall be terminated.

Section 3: Any funds held within a terminated club account shall be transferred into the ICC account.

Article 5:
Section 1: This code applies to all clubs, including booster clubs.

Section 2: A booster club must allow open membership within the local community. Its purpose shall be to promote and aid a particular department of the college. Therefore, that department shall be responsible for ensuring that its booster club adheres to proper legal behavior and practices.

Section 3: All clubs may admit limited members who shall only be former VVC students. Limited members shall not be eligible for any office listed in Article 2, Section 4.

Article 6:
Section 1: All clubs may set up a membership fee, which may be collected on a semester or annual basis. Limited members may be charged a separate rate.

Section 2: A membership fee may be charged if approved in the club constitution.

Section 3: An active member shall be a member who has attended at least one meeting a month.

Section 5: General-interest clubs are clubs whose membership is open to any enrolled VVC student.
Section 6: Curriculum-based clubs must be established around a particular subject taught at VVC. Membership shall not be limited to students who are or have previously been enrolled in the subject while attending VVC.

Section 7: Clubs that are affiliated with national or state organizations shall remain in good standings with that organization and shall submit their bylaws to the ICC senator. Failure to do so shall allow one semester to re-attain said standing.

Section 8: All clubs shall be a member of the ICC and shall follow their bylaws.

Section 9: All clubs shall raise the majority of their financial support.

Section 10: All clubs are required to sponsor at least one membership drive per semester.

Article 7:
Section 1: This code may be amended by a 2/3 vote of the ASB student council no later than ten days after the start of the semester.

Section 2: This code must be approved or repealed by the same process as any amendments, as listed in Article 7, Section 1 of the ASB Club Code.

Section 3: This code requires that all club constitutions adhere to the ASB Financial Code, the Constitution and its Bylaws, the Club Code and its Bylaws, and the Brown Act.

Section 4: Failure to comply with the aforementioned regulations, Article 7, Section 3, found by the ICC Senator, shall result in a hearing of disbandment before the ASB council. Disbandment shall result from a 2/3 vote of the ASB student council.

Section 5: Any club subject to a hearing of disbandment may protest their case to the ASB student council.

DUTIES OF CLUB ADVISOR AND OFFICERS

Duties of the Club Advisor
- Enforce the rules and regulations established by VVC and ensure that club members are abiding by them.
- Attend all club meetings and activities.
Duties of the Club President:
- Preside over all events and meetings of the club.
- In the event that the President cannot attend an event or meeting he/she shall notify the Vice President 24 hours in advance.
- Create the agenda for all club meetings.
- Regularly attend ASB student council meetings.
- In the event that neither ICC Representative can attend the ICC meeting the president shall appoint an officer to attend.
- Promote and personify your club’s image on campus.

Duties of the Club Vice President:
- Make sure that all members of the club are following the rules adopted by the club in its constitution.
- Preside over all events and meetings in the absence of the President.
- Shall resume the role of President in the event that the President resigns or is removed from office.
- In the event that the Vice President cannot attend an event or meeting he/she shall notify the President 24 hours in advance.
- In the event that the President is unable to attend ASB meeting regularly the Vice President shall attend.
- Promote and personify your club’s image on campus.

Duties of the Club Treasurer:
- Will oversee all club monies.
- Will give monthly reports to the club concerning its financial status.
- Be responsible for complying with provisions of the Financial Code by reviewing all purchase orders.
- In the event that the Treasurer cannot attend an event or meeting he/she shall notify the President 24 hours in advance.
- Promote and personify your club’s image on campus.

Duties of the Club Secretary:
- Record and keep all minutes of club meetings.
- Provide a typed copy of the minutes to the following:
  - All members of the executive club council
  - Any club member that requests a copy
  - ICC files
- In the event that the Secretary cannot attend an event or meeting he/she shall notify the President 24 hours in advance.
- Be responsible for maintaining a club directory list.
- Promote and personify your club’s image on campus.

Duties of the Inter Club Council Representative:
- Attend all ICC meetings.
- Maintain a current calendar of club and ICC events.
- In the event that the ICC Rep. cannot attend an event or meeting
he/she shall notify the President 24 hours in advance.
- Be responsible keeping the club in accordance with the club code.
- Promote and personify your club’s image on campus.

The Club Code is the official governing document for the Inter Club Council chartered clubs and your constitution must adhere to at least the requirements of this Code and the ASB Constitution.

When drafting your constitution, remember the following sample constitution is only a guide for clubs to follow. The duties for your club do not need to be exactly the same but should entail the same purpose and procedure.

For any questions, please feel free to contact the ICC Senator or the Executive Council at 760-245-4271 ext. 2331. Or visit the ASB office located on the second floor of the Student Activities Center. Our office hours are 8 a.m. to 5 p.m.
Victor Valley College Club Constitution (Sample)

PREAMBLE: _______________ Club of Victor Valley College, in order to advance the interest of higher education, to unify students toward a common purpose and to coordinate a better line of communication between students, faculty, administration, and the High Desert community, do hereby adopt this constitution.

ARTICLE I NAME
The name of this organization shall be _______________ Club.

ARTICLE II MEMBERSHIP
Section 1 A student who is enrolled at VVC may become a member by attending a meeting and signing a membership roster.

Section 2 All members of the _______________ Club are entitled to:
    ➢ The right, if eligible, to hold an office as stated in the Constitution.
    ➢ Free or discounted admission to club activities.
    ➢ Vote in all club elections.
    ➢ Be represented by _______________ Club council of VVC.

ARTICLE III OFFICERS AND QUALIFICATIONS
Section 1 The officers of _______________ Club shall be President, Vice President, Secretary, Treasurer, Inter Club Council Representative and Activities Coordinator.

Section 2 The representative body shall consist of all members.

Section 3 Qualifications to hold officers are:
    ➢ Student must have 6 units and 2.0 cumulative GPA.
    ➢ If he/she is put on academic probation while holding office the issue must be voted on by the club.

Section 4 Terms of office shall be one school year, ending on the last day of regularly scheduled classes.

ARTICLE IV DUTIES AND POWERS OF THE STUDENT COUNCIL OFFICERS
Section 1 All Club Executive Board Officers are expected to uphold the
club constitution, bylaws and attend all regular and all regular and special meetings.

Section 2 The President shall:
- Preside over all events and meetings of the organization and be responsible for the agenda.
- Call special meetings of the club council when such meetings are deemed necessary.
- Appoint all committee chairpersons and members, with acceptance of a 2/3-majority vote of the Club Council.
- Nominate all eligible candidates for a vacant office, with appointment subject to a 2/3 approval of the Club Council.
- Attend all Executive and ASB student council meetings.
- Will notify the Vice President 24 hours in advance if he/she will be unable to attend any club related event or meeting.
- Promote and personify the club’s image on campus.

Section 3 The Vice President shall:
- Preside over all events and meeting of the organization in the absence of the President and secede to the position upon the resignation or removal of the President.
- Assist the President in all club events and related duties.
- Inform the President 24 hours in advance if he/she will be unable to attend any club related event or meeting.
- Promote and personify the club’s image on campus.

Section 4 The Secretary shall:
- Record and keep all minutes for all club meetings.
- Provide typed copies of club minutes to:
  - Club files
  - Club members
  - ASB student council files
  - ICC files
- Be responsible for handling club correspondence.
- Maintain an up-to-date club mailing list and directory.
- Be responsible for assisting the President in preparing the agenda.
- Be responsible for the supervision of all club publicity.
- Inform the President 24 hours in advance if he/she will be unable to attend any club related event or
meeting.
- Promote and personify the club’s image on campus.

Section 5: The Treasurer shall:
- Oversee all club monies.
- Give monthly reports to the club council concerning its financial status.
- Be responsible for compliance with the Financial Code in reviewing purchase orders.
- Inform the President 24 hours in advance if he/she will be unable to attend any club related event or meeting.
- Promote and personify the club’s image on council.

Section 6: The Activities Coordinator shall:
- Maintain a current calendar of club activities.
- Attend all club council meetings.
- Receive a monthly report from committee chairs on their organizations and activities.
- Inform the President 24 hours in advance if he/she will be unable to attend any club related event or meeting.
- Promote and personify the club’s image on campus.

Section 7: The ICC Representative shall:
- Maintain a current calendar of ICC activities.
- Be responsible for club compliance with the ASB Club Code.
- Attend all ICC meetings.
- Inform the President 24 hours in advance if he/she will be unable to attend any club related event or meeting.
- Promote and personify the club’s image on campus.

ARTICLE V ELECTION PROCEDURE

Section 1 Nominating Procedure
- A member shall nominate a qualified candidate for election to the Club Council for office by means of verbal motion.
- A second member must second the motion.

Section 2 Election Duties
- Election of all Club Council Officers shall be held at
least four weeks prior to the end of the current semester.

➢ A special election may be called at the discretion of the Club Council provided with two weeks prior notice to candidates.

Section 3 Recall

➢ All Club Council Officers shall be subject to recall.
➢ Elected officers will be subject to recall upon petition signed by 2/3 of the Club Council.

ARTICLE VI  CLUB COUNCIL

Section 1 The Club shall have a regular meeting day_______________, time_________ and place___________________________________.

Section 2 The Club’s ICC Representative shall submit the club’s meeting times and dates to the ICC Senator.

ARTICLE VII REMOVAL FROM OFFICE

Section 1 A Club Council Member may be removed due to:

➢ Missing four council meetings per term of office with exceptions approved by the council.
➢ A recall election initiated by petition, with signatures representing 2/3-majority of the council.
➢ Failure to uphold constitutional duties.

Section 2 Both elective and appointed officers will be subject to recall election by a petition signed by a 2/3-majority vote of the council.

ARTICLE VIII RATIFICATION

Section 1 This Constitution, when adopted by a 2/3-majority vote of the council, shall be ratified.
PETITION TO ESTABLISH A CLUB/ORGANIZATION
& OFFICER FORM

The approval of this petition is contingent upon a 2/3-majority vote of the ASB student council. All officers and currently enrolled active members of a club or organization shall be required to purchase an ASB card each semester/session to ensure proper funding for club activities.

Proposed Club/Organization: _____________________________________________________

Purpose of Organization: _________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

OFFICERS   E-MAIL  PHONE NUMBER

President

Vice President

Secretary

Treasurer

ICC Representatives

Faculty/Staff Advisor

I will act as the club/organizations advisor for the 2013-2014 year.

Club Advisor Signature  Date

ASB Advisor Signature  Date

* This form needs to be submitted to the ICC Senator with your Club Constitution and Bursar’s Printouts for each officer before your club can be chartered.