CLUB REGISTRATION PACKET

ASB CLUB CODE

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 ASB council and the 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 President 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 bursars 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.

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

☐ please review the additions to article 2: sections 2 and 4

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.

Section 2: The club’s **Advisor Secretary** shall keep a file of the club’s minutes and agenda’s, and shall send a copy to the ICC Senator after each meeting.

**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, will 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 4: All **Officers** and active members of a club or organization shall be required to purchase an **ASB card each semester and intersession** to ensure proper funding for club activities.

☐ Please review change and additions to article 3: section 2. and article 6: section 4.
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 ASB council. 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.

Please review addition to article 6: section 6.

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
  - ASB student council files
  - ICC files

☐ Please review change to Duties of the Club Secretary.

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.

Remember this 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 8a.m. to 5p.m.