



# Shasta College

## **HOW TO FORM/RENEW A STUDENT CLUB/ORGANIZATION**

The below steps need to be completed and submitted to Student Life every academic year in order to keep a club or organization in active status\*. Student clubs and organizations will be unable to conduct any official business until approved by the Student Senate and Student Life.

- 1. Complete Application for Student Club/Organization** – *Must be submitted before official club business can be conducted. Applications accepted July through mid-April.*
- 2. Petition for Student Club/Organization** – *Must have at least five (5) active Shasta College student members and at least one (1) faculty advisor.*
- 3. A Copy of your Student Club/Organization Constitution** – *Dormant club constitutions can be obtained by contacting Student Life in person, via phone, or email.*
- 4. A Copy of your Student Club/Organization Budget** – *If forming club, submit projected budget with estimated income/expenses. If renewing, please review your beginning club budget in your MyShasta account.*
- 5. A signed copy of the Student Club/Organization Advisor Agreement Form** – *Club are required to have at least one (1) Full-Time Faculty Advisor or two (2) Part-Time Faculty Advisors. It is advised that a club have both an advisor and Co-Advisor since all official meetings must have an advisor present. Electronic and physical signatures are accepted.*
- 6. A signed copy of the Student Club/Organization Officer Agreement Form** – *Club officers will have obligations and responsibilities to the club in addition to those of regular club members. Electronic or physical signatures are accepted.*
- 7. Submit completed application packet via email to:**

[StudentLife@ShastaCollege.edu](mailto:StudentLife@ShastaCollege.edu)

**Subject Line:** Shasta College Club Application

- 8. Accept invitation to join Shasta College Clubs Canvas Page -**

*Once approved by Student Senate, Officers and Advisors will be sent an invitation to join the Shasta College Student Clubs Canvas page. It is important that both Officers and Advisors join the Canvas page to have access to features such as important club documents, club notification board, Q&A discussion forum, and training tutorials.*

### **\*PLEASE NOTE:**

BP 5405: "Any club or organization that has been inactive for two consecutive semesters shall be deemed null and void and all club organization monies shall become the property of the general fund of the Student Senate."



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## APPLICATION FOR STUDENT CLUB AND ORGANIZATION

Name of Club/Organization \_\_\_\_\_

Purpose/Goal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Faculty Co-Advisor \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Meetings: Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ Place \_\_\_\_\_

Website (Type & Access Info) \_\_\_\_\_

### Student Club/Organization Officers

Position Title	Name	Student ID #	Email Address
<i>President</i>			
<i>Vice President</i>			
<i>Treasurer</i>			
<i>Secretary</i>			
<i>ICC Rep</i>			
<i>Other: _____</i>			

#### Office Use Only

\_\_\_\_\_ Application      \_\_\_\_\_ Petition      \_\_\_\_\_ Constitution      \_\_\_\_\_ Budget      \_\_\_\_\_ Advisor Agreement

\_\_\_\_\_ SCSS Advisor      \_\_\_\_\_ SCSS Agenda      \_\_\_\_\_ Approved      \_\_\_\_\_ Website      \_\_\_\_\_ Outlook Distribution

\_\_\_\_\_ Canvas Invite      \_\_\_\_\_ Copy to B.O.      \_\_\_\_\_ Copy to A.S.      \_\_\_\_\_ Copy to P.P.      \_\_\_\_\_ Manual Distribution



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## PETITION FOR STUDENT CLUB/ORGANIZATION

The undersigned, active students of Shasta College, do hereby request the Student Senate to approve the following student club or organization for the designated academic year:

STUDENT CLUB/ORGANIZATION NAME

ACADEMIC YEAR  
(Fall through Spring)

The undersigned, having affixed their signatures, indicate interest in membership in the above student club or organization. Any five (5) active Shasta College students plus a faculty advisor may form an interest or service club or organization within the District.

1)

Print Name

Student ID #

Signature

2)

Print Name

Student ID #

Signature

3)

Print Name

Student ID #

Signature

4)

Print Name

Student ID #

Signature

5)

Print Name

Student ID #

Signature

6)

Print Name

Student ID #

Signature

7)

Print Name

Student ID #

Signature

8)

Print Name

Student ID #

Signature

Signature of Faculty Advisor\_\_\_\_\_

Date\_\_\_\_\_

Signature of Faculty Co-Advisor\_\_\_\_\_

Date\_\_\_\_\_



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## **EXAMPLE**

### **AWS Shasta College Student Chapter Constitution**

#### **ARTICLE 1. ORGANIZATION**

##### **Section 1. Name**

AWS Shasta College Student Chapter

##### **Section 2. Purpose**

The AWS Shasta College Student Chapter is a group of Shasta College students and faculty dedicated to working with the community to better understand the professional role of our industry in society. Our main goal is to develop professional skills and network with industry partners and to serve the communities we live in.

##### **Section 3. Meetings**

Meetings will be held weekly in room 2608.

##### **Section 4. Quorum**

A quorum shall consist of 5 or more members.

#### **ARTICLE 2. MEMBERSHIP ELIGIBILITY**

Any full or part-time student, or employee of Shasta College.

#### **ARTICLE 3. OFFICERS AND ELECTIONS**

##### **Section 1. Officers**

- |                    |   |
|--------------------|---|
| • President        | Facilitates meetings and oversees all club activities.                            |
| • Vice President   | Co-facilitates meetings and co-oversees all club activities.                      |
| • Secretary        | Records minutes of meetings, monthly activities and generates agendas.            |
| • Treasurer        | Keeps financial records and reports them to members. Tracks budget.               |
| • Public Relations | Provides connection between the club and the community through event promotion.   |
| • Sergeant at Arms | Ensures available supplies during events/activities and everything is up & going. |



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## **Section 2. Elections**

Election of officers shall be done by ballot votes with a majority plus one deciding vote.

## **Section 3. Term of Office**

Term of office will coincide with the Shasta College academic semester.

## **Section 4. Eligibility**

Any person who meets membership eligibility requirements and attends a minimum of 25% of meetings is eligible to vote in any election or vote.

Any person who meets membership eligibility requirements is eligible for office. Officers must attend meetings on a regular basis.

## **ARTICLE 4. REPRESENTATIVE TO THE INTER-CLUB COUNCIL (ICC)**

### **Section 1. Election**

The ICC Representative will be elected by the same procedure as club officers.

### **Section 2. Eligibility**

Any person who meets membership eligibility requirements is eligible for office.

### **Section 3. Term of Office**

Term of office will coincide with the Shasta College academic semester.

## **ARTICLE 5. FACULTY ADVISOR**

Mark Smith, (530) 242-2214; [msmith@shastacollege.edu](mailto:msmith@shastacollege.edu).

## **ARTICLE 6. METHOD AND REQUIREMENTS TO AMEND THE CONSTITUTION**

Amendments to the constitution will be address during regularly scheduled club meetings. A majority plus one vote will be required for amendments to be made. Upon approval of an amendment the Secretary will compose a revised Constitution and submit it to Student Life.



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## EXAMPLE

### BUDGET

A budget is a “plan” for income and expenditures.

#### INCOME:

Car Wash	\$	100.00
Concession		300.00
Sale of Holiday Wreaths		500.00
Sale of Buttons		<u>100.00</u>
Total Income:	\$	1,000.00

#### EXPENSES:

Refreshments for Meetings	\$	200.00
Printing		100.00
Supplies		200.00
Speakers		200.00
General		<u>300.00</u>
Total Expenses:	\$	1,000.00



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## **STUDENT CLUB AND ORGANIZATION ADVISOR AGREEMENT**

Serving as an advisor to a Shasta College club or organization (hereafter referred to in this agreement as Student Organization) is a very rewarding experience. It provides an opportunity to interact with students and help them have a fulfilling and well-rounded college experience. Advisors are an essential part of the Shasta College Student Organization program and can make significant contributions to student success and retention.

Student Organization Advisors are responsible for ensuring that the college fulfills its obligations to students. Student Organization Advisors also ensure that Student Organization's meetings and activities conform to the State Education Code, the District policies and procedures, and College guidelines.

Student Organization Advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a Student Organization. Advisors help the Student Organization members to achieve the purpose for which it was organized, and provide continuity and support for the organization from year to year.

Please take the time to read the [Student Club and Organization Procedures Manual](#) so you will be aware of the guidelines and procedures the Student Clubs and Organization are required to follow. The Procedures Manual can be found on the Shasta College Clubs & Organizations website, Shasta College Student Club Canvas page or by contacting a staff member at Student Life. Acquainting yourself with policies and procedures should prevent problems from occurring.

## **DUTIES AND RESPONSIBILITIES**

- Serve as the official representative of the college and liaison with Student Life.
- Work closely with the Student Organization to ensure a cooperative relationship between the Advisor and student members.
- Be present at all official Student Organization meetings and activities. Official student organizational meetings and activities must be scheduled at times that are mutually agreed upon by the Student Organization Advisor(s) and student members.
- Advise students of the policies and procedures they must follow as a Student Organization.
- Help each officer of the organization to understand their duties.
- See that the continuity of the organization is preserved through constitutions, minutes and traditions.
- Ensure that past activities are adequately understood by succeeding officers and members.
- Help students understand and apply democratic principles within the organization and in working with others.
- Ensure that all reasonable steps are taken to protect the safety and welfare of all student members during meetings and activities.



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- Student Organization Advisors, as well as student officers, are responsible for ensuring that funds fundraised and/or donated to the club are properly collected, deposited and accounted for. All funds collected by the Student Organization must be turned into the Business Office to be deposited into the Student Organization's account. **Off campus bank accounts are not permitted. Failure to deposit club funds with the Shasta College Business office may result in legal action.**
- Approve, support, and sign all purchase requisitions for the Student Organization. This includes ensuring:
  - A Student Organization officer also signs requisitions.
  - The expenditure is appropriate and within all existing policies and Student Organization approval.
  - There are meeting minutes reflecting the approval of the funds requested.
  - Supporting evidence (original receipts or invoices AND meeting minutes approving expense) are attached.
- Assist Student Organization in completing all necessary paperwork for meetings, events, continuation of club, etc. as well as completing and submitted forms in a timely manner

In agreeing to serve as Advisor for \_\_\_\_\_, I commit to working with the Student Organization member, attempting to help them achieve their goals while upholding all State, Federal, and District requirements. I understand that serving as a Student Organization Advisor is voluntary and I will not receive any form of compensation, load credit, release time, or any other benefits from Shasta-Tehama-Trinity Joint Community College District. I understand that as a club advisor, I am also designated as a Campus Security Authority (CSA). I understand that I am required and encouraged to report suspected crimes and suspicious behavior. I agree to contact Student Life if I have any problems or concerns.

My signature below attests that I have read and understand the Advisor Agreement and have reviewed the Student Club and Organization Procedures Manual. I agree to abide by all policies and procedures including but not limited to the Board Policies, Administrative Procedures and the best practices from the FCMAT Associated Student Body Guide.

\_\_\_\_\_  
Student Organization Name

\_\_\_\_\_  
Academic Year as Advisor

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Co-Advisor Signature

\_\_\_\_\_  
Date





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## **STUDENT CLUB/ORGANIZATION OFFICER AGREEMENT**

Serving as an officer to a Shasta College club or organization (hereafter referred to in this agreement as Student Organization) is a very rewarding experience. It provides an opportunity to interact with students and help them have a fulfilling and well-rounded college experience. Officers are an essential part of the Shasta College Student Organization program.

Student Organization officers assist the advisor to ensure that Student Organization's meetings and activities conform to the State Education Code, the District policies and procedures, and Shasta College guidelines. Student Organization Officers assist their Advisors to help the Student Organization members to achieve the purpose for which it was organized.

Please take the time to read the [Student Club and Organization Procedures Manual](#) so you will be aware of the guidelines and procedures the Student Clubs and Organization are required to follow. The Procedures Manual can be found on the Shasta College Clubs & Organizations website, Shasta College Student Club Canvas page or by contacting a staff member at Student Life. Acquainting yourself with policies and procedures should prevent problems from occurring.

## **DUTIES AND RESPONSIBILITIES**

- Serve as an official representative of the Student Organization and liaison with Student Life.
- Work closely with the Student Organization to ensure a cooperative relationship between the Advisor and student members.
- Be present at all official Student Organization meetings and activities as often as possible. Official student organizational meetings and activities must be scheduled at times that are mutually agreed upon by the Student Organization Advisor(s), Student Organization Officer's, and student members.
- Advise non-officer students of the policies and procedures they must follow as a Student Organization.
- Help other officers of the organization to understand his or her duties.
- See that the continuity of the organization is preserved through constitutions, minutes and traditions.
- Help to ensure that past activities are adequately understood by succeeding officers and members.
- Student Organization Advisors, **as well as Officers**, are responsible for ensuring that funds fundraised and/or donated to the club are properly collected, deposited and accounted for. All funds collected by the Student Organization must be turned into the Business Office to be deposited into the Student Organization's account. **Off campus bank accounts are not permitted. Failure to deposit club funds with the Shasta College Business office may result in legal action.**



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- Approve, support, and sign all purchase requisitions for the Student Organization. This includes ensuring;
  - The expenditure is appropriate and within all existing policies and Student Organization approval
  - There are meeting minutes reflecting the approval of the funds requested
  - Supporting evidence (original receipts or invoice AND meeting minutes approving expense) are attached
- Assist Student Organization in completing all necessary paperwork for meetings, events, continuation of club, etc. as well as completing and submitting forms in a timely manner

In agreeing to serve as an Officer for \_\_\_\_\_, I commit to working together with the Student Organization members. I understand that serving as a Student Organization Officer is voluntary and I will not receive any form of compensation, or any other benefits from Shasta-Tehama-Trinity Joint Community College District. I agree to contact Student Life if I have any problems or concerns.

My signature below attests that I have read and understand the Student Organization Officer Agreement and that I have received and read a copy of the Student Club/Organization Procedures Manual. I agree to abide by all policies and procedures including but not limited to the Board Policies, Administrative Procedures and best practices from the FCMAT Associated Student Body Guide.

\_\_\_\_\_  
Student Organization Name

\_\_\_\_\_  
Academic Year Serving as Officers

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
ICC Rep

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other

\_\_\_\_\_  
Date