

NEW CLUB APPLICATION AND GUIDELINES

STEPS FOR ESTABLISHING A NEW CLUB

IMPORTANT NOTE: New clubs must follow the process outlined below in order to be recognized as an official Ohlone club. New clubs may organize at any point in a semester, before May 1st.

1. Gather at least 5 student members willing to participate in club activities. Members must have a valid student ID card or student ID number and be enrolled in classes.
2. Obtain an advisor.
 - a. Advisors must be employees of Ohlone College.
 - b. Advisors must be consulted on the activities of the club, attend official meetings and events, and approve club expenditures.
 - c. Advisor approval is necessary before any event may be scheduled on or off campus.
3. Submit completed New Club Charter form, including all necessary signatures, to Campus Activities. If New Club Charter form is submitted in the spring semester by May 1st and is approved by Campus Activities, the new club will begin the fall semester as an active, approved club.
4. Attend the next ICC meeting following submission of New Club Charter form in order to present proposed charter.
5. Review the ICC handbook for guidelines and policies related to clubs available online.
6. Schedule a meeting room through the Campus Activities Office no less than one week after becoming an official club. Advertise the first club meeting upon approval of the room, the through Campus Activities Office.
7. Hold a campus club meeting with new members and advisor.
8. Write a club constitution and by-laws within 20 academic days of completing the New Club Charter form.
9. Send club president or consistent designated representative to all subsequent ICC meetings. A club must be represented at ICC in order to maintain active status.
10. Participate in Club Days.

Student club leaders are responsible for upholding the Ohlone College policies related to student clubs and cannot act on behalf of Ohlone College unless authorized to do so by Campus Activities.

ACTIVE CLUBS AT OHLONE

Once recognized as an official student club by the Inter Club Council (ICC), clubs have the following responsibilities, privileges, and services available.

Responsibilities of an Active Club:

Each club must:

1. Have an Ohlone College faculty or staff advisor.
2. Follow policies and procedures of Ohlone College as described by the Board of Trustees Policies and Procedures, ASOC rules, State and Federal Laws, and this handbook.
3. Have and follow a club constitution and by-laws.
4. Be non-discriminatory in membership.
5. Be represented at all ICC meetings by the club president or consistent designated replacement.
6. Make ALL financial transactions through the club account held in the Ohlone Business Office.
7. File a Recharter/Contract form with the Campus Activities office by May 1st every year.

Privileges of an Active Club:

1. Use of the Ohlone College name when appropriate.
2. Schedule use of available rooms and/or equipment for free.
3. Establishment of a Club account with the Ohlone Business Office.
4. Use of ASOC publicity/paint area to make signs.
5. Mailbox and service. NOTE: There may be a charge for large mailings by clubs. ALL mailings must be pre-approved by the Director of Campus Activities.
6. Ability to apply to hold fundraisers on campus.
7. Participation in college activities, contests, and events.
8. Opportunity to apply for funding from ICC/ASOC.

Reasons for Losing Active Club Status:

1. Organizing without a recognized advisor. Advisors must be Ohlone College employees.
2. Failure to charter club by deadline of May 1st.
3. Failure to follow policies, rules, and regulations of Ohlone College, ASOC, ICC, and club constitution at any club activity or event, on or off campus.
4. Failure to follow membership guidelines of ICC constitution.

NEW CLUB CHARTER FORM

Please be advised of the following Approval Process (approximately 2 weeks):

- 1) Submit this form to Campus Activities no later than 5 school days before an ICC meeting.
- 2) Approval of contract will be considered at the ICC meeting following submission of form.
- 3) Recognition vote will be taken at the second ICC meeting following submission of form.
- 4) Upon turning in this form, a new club has 20 academic-days to submit a copy of its constitution to the Campus Activities Office.

NEW CLUB CHARTER/CONTRACT FOR: FALL THROUGH SPRING

Club Name: _____

Club President: _____

Email: _____ **Phone:** _____

Inter Club Council (ICC) Representative: _____

(Must attend weekly ICC meetings every Tuesday from 2:30-3:30PM. Please read ICC Constitution for duties.)

Email: _____ **Phone:** _____

Purpose of Club:

Anticipated club activities for this semester:

Club Members Section:

We know that we are responsible for ensuring that our club knows and adheres to ICC policies and procedures, and relevant District policies as stated in the Ohlone Catalog, Schedule of Classes, and ICC Handbook.

Please print: NAME, STUDENT ID#, EMAIL, and then add your SIGNATURE*

#	Name	Student ID#	Email	Signature
1				
2				
3				
4				
5				

*Signature indicates agreement to allow phone number and email to be given to Ohlone Faculty, Staff, students, and off-campus persons/groups (including press and media personnel) seeking Club information.

Club President Section:

On behalf of the club members, I apply for recognition for our club. As Club President, I agree to attend all ICC meetings or designate a permanent, alternative representative to attend the meetings.

Club President (signature): _____ **Date:** _____

Club Advisor Section:

I am an employee of Ohlone College and agree to serve as advisor to this Ohlone Student Club. As a club advisor I agree to attend and be physically present at all meetings, excursions and events created by this club and to abide by the ICC Constitution and Ohlone College policies and procedures.

Club Advisor (print name): _____

Please check one of the following:

Faculty Staff Administration

E-Mail: _____ Phone Number/Extension: _____

Signature, Advisor: _____

Campus Activities Department Section:

I certify that ICC has recognized this new Student Club and has granted them recognition on said date.

Approved, Director of Campus Activities

Date: