

New Club Application & Guidelines

STEPS FOR ESTABLISHING A NEW CLUB/RE-CHARTERING AN INACTIVE CLUB

IMPORTANT NOTE: Clubs must follow the process outlined below in order to be recognized as an official Ohlone club. **New clubs may organize before the fourth public ICC meeting of each semester.** Forms submitted after the Thursday prior to the fourth public ICC meeting will not be accepted. For meeting dates/times, please go to www.ohlone.edu/studentlife/studentclubs

1. Gather at least 5 student members willing to participate in club activities. Members must have a valid Ohlone student ID card or student ID number and be actively enrolled in classes at Ohlone College.
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 & events, and approve club expenditures. Advisor approval is necessary before any event may be scheduled, on or off campus.
3. Submit a completed New Club Charter form, including all necessary signatures, to Student Life **and** the ASOC ICC Chair. New Club Charter forms must be submitted before the Thursday prior to the fourth public ICC meeting of the semester. *Please note – while in a virtual setting: submit the unsigned document to studentlife@ohlone.edu and the Student Life Assistant will send the document out for signatures via Adobe Sign.
4. Attend the following ICC meeting, in order to present their proposed charter.
5. Upon approval of the ICC: Review the ICC handbook for guidelines and policies related to clubs, available online at: www.ohlone.edu/studentlife/studentclubs
6. Schedule a meeting room through the Office of Student Life no less than one week after becoming an official club.
 - a. In a virtual setting – a physical room will not be provided/reserved. Instead the club must submit the reoccurring zoom link, along with the day(s) and time(s) their club will be hosting meetings. Club meetings must be open to **all** Ohlone Students, therefore the meeting information will be posted online under the club's contact table.
7. Write a club constitution and by-laws within 20 academic days of completing the New Club Charter form.
8. Send club president or a consistent designated ICC representative to all subsequent ICC meetings. A club must be represented at ICC meetings in order to maintain active status.
9. Participate in Club Days
10. Student club leaders & members 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 the Office of Student Life.

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 & procedures of Ohlone College as described by the Board of Trustees Policies & Procedures, ASOC Rules, ICC Constitution, State and Federal laws, and the ICC 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 Re-Charter/Contract form with the Office of Student Life by May 1st of every year, for the following school 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, and/or ability to request flyers to be posted on Canvas.
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 Student Life.
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 and ASOC.

REASONS FOR LOSING ACTIVE CLUB STATUS:

1. Organizing without a recognized advisor. Advisors **must** be Ohlone College employees.
2. Failure to re-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 Application

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Please be advised of the following Approval Process (up to 7 academic days)

1. Submit this form to the Office of Student Life (studentlife@ohlone.edu) **and** the ASOC ICC Chair (asocicc-chair@ohlone.edu) before the Thursday prior to the fourth (4th) ICC meeting of the semester. For meeting dates/times, please go to: www.ohlone.edu/studentlife/studentclubs
2. Approval of application will be considered at the ICC meeting following submission of form, after the club has presented their proposal.
3. Recognition vote will be taken at the ICC meeting following the presentation.
4. After being approved by the ICC council, a new club must attend a New Club Orientation and a New Club Officers Orientation and has 20 academic days to submit a copy of its constitution to the Office of Student Life **and** the ASOC ICC Chair.

NEW CLUB REGISTRATION FORM FOR: FALL _____ SPRING _____ (circle & date one)

Club Name: _____

Club Advisor: _____

Club Advisor's Email: _____

Club ICC Representative Name: _____

Club ICC Rep Email: _____

(Must attend weekly ICC Meetings every Monday *except holidays* 12pm – 1pm. Please read ICC Constitution for duties & responsibilities. www.ohlone.edu/studentlife/studentclubs)

Purpose of the Club: _____

Anticipated club activities for the semester: _____

CLUB MEMBERS SECTION: You are responsible for ensuring that your club knows and adheres to ICC policies and procedures, and relevant District polices as stated in the Ohlone Catalog, Schedule of Classes and ICC Handbook. Please note: each club **MUST** have a designated Treasurer and President or ICC Representative.

#	POSITION (ex: President, ICC Rep, Club Member)	NAME	Student ID #	EMAIL	Signature
1					
2					
3					
4					
5					

*Signature also indicates agreement to allow email to be given to Ohlone faculty, staff, students, and off-campus person/groups (including press & media personnel) seeking club information.



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Club Name: _____

CLUB ADVISOR SECTION:

By signing below, I acknowledge that 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 Name: _____

Club Advisor's Email: _____ Phone Number: (____) _____ - _____

Are you Faculty, Staff, or an Administrator?: _____

Club Advisor's Signature: _____ Date: _____

CLUB PRESIDENT SECTION:

By signing below, I understand and agree with the following statement: "On behalf of the club members, I apply for recognition of our club. As Club President, I agree to attend all ICC meetings or designate a permanent, alternative representative to attend the meetings."

Club President Name: _____

Club President Email: _____

Club President Signature: _____ Date: _____

ASOC ICC CHAIR SECTION:

I certify that receipt of this club application on (date): _____.

ASOC ICC Chair Name: _____

ASOC ICC Chair Signature: _____

STUDENT LIFE DEPARTMENT SECTION:

I certify that receipt of this club application on (date): _____.

Student Life Signee Name: _____

Student Life Signee Signature: _____

CLUB PRESENTED ON (date) : _____ Inter-Club Council: APPROVED DENIED (circle one)

Student Life Signature: _____

ASOC ICC Chair Signature: _____