



STARTING AND CHARTERING A CAMPUS CLUB OR STUDENT ORGANIZATION

The Following procedure should be followed in order to charter a new ASVC Club or Organization.

Attached are the necessary forms.

1. Complete this Club Packet received from the Student Activities Office.
2. Find a Ventura College faculty or staff member to become the Club Advisor. The advisor gives direction and guidance to the group and needs to approve club purchases and requests for college equipment or facilities. They are also required to be at any major meetings such as election of officers and club orientations.
3. To become a club a minimum of five (5) students are needed that currently have paid their Student Activity Fee.
4. Clubs are also required to develop a Constitution and set of By-laws. Please use the recommended guide which is attached on this packet to create these.
5. Complete the Club Officer Form. Be certain to include
 - a. The name and extension number of your Club Advisor
 - b. A list of Club officers' names and phone numbers
 - c. The names of at least five (5) students that have a currently paid their Student Activity Fee.
6. Advisor must sign the designated forms and review and make recommendations to the Clubs purposed Constitution & By-Laws.
7. Ventura College Clubs are required to have a representative on the ASVC Inter-Club Council. Those meetings are set by ASVC.
8. **Trust & Agency Authorization Form:** Only needed from new clubs to open Trust and Agency Account (A.K.A. Club Account).
9. **4. Trust & Agency Account Renewal Form:** Only needed from existing clubs with a Trust and Agency Account (A.K.A. Club Account).
10. Return all completed forms to the Student Activities Office.
11. Clubs must comply with all college policies and provisions in the education code governing clubs and campus organization. Failure to comply with any of the provisions may result in the club losing their charter and club status.

If you need any assistance please call the Student Activities Office at (805) 289-6487.

Thank You



Name of Club/Organization: _____

Semester/Year: _____

_____	_____
Club Advisor #1	Club Advisor #2
_____	_____
Club President	Club Vice-President
_____	_____
Club Secretary	Club Treasurer
_____	_____
Club ICC Representative	Club Email
_____	_____
Meeting Place	Meeting Day & Time

Club Members that have currently paid the Student Activity Fee:

	Name of Member (Please Print)	Phone #	Student ID #	Signature
1				
2				
3				
4				
5				

*** PLEASE ATTACH COMPLETE CLUB ROSTER ON A SEPARATE PIECE OF PAPER ***

CLUB ADVISOR REGISTRATION FORM

All Ventura College Club/Organizations are required to have a Ventura College faculty or staff member as their Club Advisor. Your signature below indicates that you will attend meetings and functions of the club and see that all of its activities are in compliance with the policies and procedures of Ventura College and the Ventura County Community College District.

Advisor #1: Signature: _____

Name (Please Print): _____ Date: _____

Phone Number: _____ Email Address: _____

Office Hours: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Advisor #2: Signature: _____

Name (Please Print): _____ Date: _____

Phone Number: _____ Email Address: _____

Office Hours: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Advisor #3: Signature: _____

Name (Please Print): _____ Date: _____

Phone Number: _____ Email Address: _____

Office Hours: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____



ASVC Inter-Club Council Representative

NAME OF CLUB _____ DATE _____

I _____
(Students Name) ID#

Desire to be certified as the (please check one)

- ASVC Inner Club Council Representative (REQUIRED)
- ASVC Inner Club Council Alternate

For the above named Club. I hereby grant permission to release the information listed below to verify my eligibility to seek this position.

Signature Date

_____ PLEASE DO NOT WRITE BELOW THIS LINE _____

- Currently paid Student Activity Fee

Records Verification:

Enrolled in _____Units (Current Semester a Minimum of _____Units.)

Cumulative GPA _____(Must have a Maintain a 2.0 GPA).

Progress or disciplinary Probation YES NO

Signature Date

=====

This certifies that the above student has been approved as the ASVC Inter- Club Council Representative or Alternate for _____ Club. They have been informed of their obligation to speak for this club and the rules regarding attendance at INTER-CLUB COUNCIL meetings.

Signature Date

Associated Students of Ventura College Board

SAMPLE CLUB CONSTITUTION

ARTICLE I

Name of the Organization

Section 1: The name of this organization shall be _____

ARTICLE II

Purpose of the Organization

Section 1: (A general statement of the purpose and the scope of the organization)

ARTICLE III

Qualifications for Membership

Section 1: (A general statement of eligibility for the membership)

ARTICLE IV

Officers of the Organization

Section 1: The elected officers of this organization shall be _____

Section 2: Term of office shall be _____

Section 3: It shall be the duty of the President _____

Section 4: It shall be the duty of the Vice President _____

Section 5: (Add more sections to include the duties of all the officers)

ARTICLE V

Executive Committee (optional)

Section 1: The Executive committee shall consist of the elected officers and the faculty advisor.

Section 2: A _____ (state what majority: Two-thirds, three-quarters, or a simple majority) vote of the Executive Committee, with the approval of the advisor shall be necessary to pass any business which is referred to the Executive Committee.

ARTICLE VI

Meetings

Section 1: (Frequency of Meetings)

Section 2: (Procedure of Calling Special Meetings)

ARTICLE VII

Amendments

- Section 1: Amendments must be presented to the Executive Committee for approval before they may be submitted to the organization for vote. (Optional)
- Section 2: Provision for Notice (It is suggested that the notice be given to the membership regarding a proposed amendment to the constitution one (1) meeting prior to the actual vote.)
- Section 3: This constitution may be amended by a _____ (state majority) vote of the membership at the first (1st) meeting of the organization at which a quorum is present (following the approval of the amendment by the Executive Committee. - optional)

ARTICLE VIII

Approval Clause

_____	_____
Club President	Club Vice President
_____	_____
Club Secretary	Club Treasurer
_____	_____
Club ICC Representative	Club Advisor

ARTICLE IX

Enacting Clause

Section 1: This constitution shall become effective upon approval of the Board of the Association of Student of Ventura College and Student Activities Office.

SIGNATURES:

_____	_____
ASVC PRESIDENT	Date
_____	_____
ASVC ICC Representative	Date
_____	_____
Student Activities Specialist	Date

Associated Students of Ventura College Board

SAMPLE CLUB BYLAWS

ARTICLE I

Membership

- Section 1: Application for membership (include a brief statement telling how a prospective member makes application, when this application must be submitted, and when it will be acted upon)
- Section 2: Types of memberships (include a brief statement distinguishing between active and inactive membership. Add subsections, if necessary, related to voting and duties for the type of membership).
- Section 3: Limitations of Membership (state the limitations as to the numbers of members, if any).
- Section 4: Termination of membership and reinstatement (state the limitations as to the numbers of members, if any).

ARTICLE II

Committees

- Section 1: Standing Committee (list those committees such as Membership, Finance, Constitution and By-Laws, Social Affairs, etc.)
- Section 3: Powers and duties of Standing Committees (state definitely the powers and duties of the Executive Committee)

ARTICLE III

Financial Provisions

- Section 1: Dues (make a brief statement regarding dues, including the amount and when payable and to whom).
- Section 2: Initiation Fees (make a brief statement regarding initiation fees, if any).
- Section 3: Fines (state briefly the conditions under which fines may be leveled, if any).

ARTICLE IV

Notice of Meetings

- Section 1: State briefly how members are notified of meetings.

ARTICLE V

Elections

- Section 1: Time of elections (e.g. the last meeting in December and the last meeting in May).

Section 2: Method of nomination, method of voting, and vote required.

Section 3: Eligibility to vote.

ARTICLE VI

Amendments

Section 1: These By-Laws may be amended in the same manner as prescribed for the Constitutions.

ARTICLE VII

Acceptance Clause

Section 1: These By-Laws of (Club Name) _____, were approved by a _____ % vote of the membership at Ventura College on (Date)_____

SIGNATURES:

Club President

Club Vice President

Club Secretary

Club Treasurer

Club ICC Representative

Club Advisor

ARTICLE VIII

Enacting Clause

Section 1: These By-Laws shall become effective upon approval of the Board of Representatives of the Association of Students of Ventura College.

SIGNATURES:

ASVC President

Date

ASVC ICC Representative

Date

Student Activities Specialist

Date