

Palomar College Club Application

Complete the attached forms and return them to the Office of Student Affairs (SU 201). The recorded Club President and Club Advisor will be notified within ten days of the acceptance/denial of your application.



**CLUBS AND ORGANIZATIONS REQUEST FOR
ORGANIZATION FORM**
(Form due into the Office of Student Affairs the fourth week of the Semester)

Semester/Year _____

Club/Organizations name _____

President/Chair _____ Telephone # _____

Club Contact Email _____

Vice President/Chair _____ Telephone # _____

Clubs/Organizations must have at least one advisor and no more than three

Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a “Campus Security Authority” for the College. As such, you shall immediately report any crimes that you are made aware of to the Palomar College Police Department.

Advisor name (print) (signature)

Advisor name (print) (signature)

Advisor name (print) (signature)

List names of ten (10) current members & PC Numbers. Members are required to be current Palomar College students.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Individuals responsible for the organization are aware that:

- In all activities, the campus organization shall assume full responsibility for abiding by local, state, and federal laws and campus regulations and policies.
- Membership in an organization is restricted to current Palomar College students.

- Race, color, origin, religion, gender, or disability cannot be criteria for membership in the organization.
- All information given on this form shall be considered public information unless otherwise indicated.
- Advisors must attend all meetings/activities/events of the organization.
- All official off-campus functions require a Travel Request to be approved prior to the event. Pick up the form from the Office of Student Affairs.
- New clubs/organizations requesting recognition for the first time must submit a Constitution with this form.

Signatures:

Club President

Date

Email _____

Club Advisor

Date

Email _____

5/08

Club meeting date and place _____

Club meeting time _____

Date Received by the OSA _____

Date Approved by the OSA _____

**Palomar College Office of
Student Affairs General
Constitution Form**

ARTICLE I NAME OF ORGANIZATION

ARTICLE II PURPOSE OF ORGANIZATION

Social, Service, Honorary, Political, or Special Interest _____

ARTICLE III MEMBERSHIP

Membership is limited to Palomar College students only, regardless of race, religion, gender, national origin or physical limitation.

Basis of membership shall be:

Membership dues shall be:

\$ _____ per _____ (optional)

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

- Section 1 Officers are usually President, Vice President, Secretary, Treasurer, and Inter-Club Council Representative.
- Section 2 Executive Council optional, but should consist of President, Vice President, Secretary, and Treasurer
- Section 3 Club elections will be held _____ (remember: reinstatement form must be filed no later than the fourth week of the semester.)

ARTICLE V DUTIES OF THE OFFICERS

- Section 1 President
- A. Preside over all meetings
 - B. Call special meetings
 - C. Carry out the provisions of the constitution
 - D. Appoint committees and chairpersons
 - E. Oversee all committee activities
 - F. Represents the club on public occasions
- Section 2 Vice President
- A. Assume the duties of the president in his/her absence
 - B. Act as publicity chairperson (membership, etc.)
 - C. perform any duties delegated to her/him by the president
- Section 3 Secretary
- A. Keep accurate minutes of all meetings
 - B. Act as correspondence clerk
 - C. Print and distribute agendas for all meetings
- Section 4 Treasurer
- A. Handle funds and finances for club
 - B. Keep financial records and collects dues
 - C. Pays bills and release funds as voted by the general membership
- Section 5 Inter-Club Council Representative

- Section 6
- A. Attend all ICC meetings
 - B. Report the results of ICC meetings to the club
- Executive Council
- The executive council shall meet as often as the membership declares.
- A. Formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership
 - B. to execute policies determined by the general membership
 - C. To govern the activities of the club
 - D. To compile agendas for general meetings

ARTICLE VI

Section 1

IMPEACHMENT AND REPLACEMENT OF OFFICERS

Impeachment of officer(s) is based on:

An officer may be impeached only under the following conditions: there must be a quorum present during impeachment, 2/3 of the membership must vote, prior to impeachment, there must be one week's notice of intent publicized. The Director of Student Affairs must have a copy of grounds in writing, two weeks prior to vote.

Section 2

Replacement of officers shall be in the following manner:

ARTICLE VII

Section 1

MEETINGS

Meetings shall be held (twice a month) (weekly) (monthly) unless otherwise ordered by the club.

ARTICLE VIII

Section 1

ADVISOR

All recognized clubs must have at least one Palomar College staff member as an advisor, who functions with the club at all official meetings and events. A club may have up to three advisors.

ARTICLE IX

Section 1

AMENDMENTS TO CONSTITUTION

any amendment change requires a 2/3 vote at a general meeting

President's Signature _____ Date _____

Advisor's Signature _____ Date _____

Office of Student Affairs _____ Date _____

Copies of approved constitutions will be kept on file in the Office of Student Affairs.

Palomar College
Associated Student Government
Inter-Club Council Membership Form

The Inter-Club Council (ICC) is made up of one representative from each reinstated club on campus. The ICC is the networking council the clubs. The ICC meetings are on Tuesdays during the Fall and Spring semester in SU 204 from 12:30 pm – 2:00pm. In order to comply with the Associated Students of Palomar College Bylaws, clubs that wish to become members of the ICC must complete this form and return it to the Office of Student Affairs.

Becoming an ICC member is a requirement to receiving ICC points throughout the semester. In order to maintain ICC membership, club representatives may not miss more than 3 consecutive ICC meetings per semester. If more than 3 consecutive ICC meetings are missed by a club representative, membership in the ICC will end; however, points earned during ICC membership will stand. No points can be accrued after membership ends. To regain ICC membership, a club representative must attend 2 consecutive ICC meetings and then points may start accruing again.

Benefits of belonging to the ICC: Networking opportunities throughout the campus, ASG Monetary Request opportunities, Opportunity to be part of the ICC Points Program, Free duplication services with current Activity Card, Use of the Diversity Club Room, Use of the Club Hub, Officer training, ability to participate in the ICC Club Points Program and additional benefits added during the semester. This form must be on file in the OSA before benefits are extended to the club.

_____ is a reinstated club at Palomar College
and would like to become a member of the Inter-Club Council.

Club President's Name

Signature

Email address

Club Reinstatement Form – page 2

Club Advisor's Name

Signature

Email address

ICC Representative's Name

Signature

Email address

ICC Representative phone contact

Club restated date _____

OSA _____

Terminated _____

Reinstated _____



Palomar College
Office of Student Affairs

As the Advisor to the _____
(Club Name)

I am fully aware I serve without pay, receive no release time, no comp time, no overtime, and no workload hours. Club duties, including events and meetings, are strictly voluntary hours. I am also aware I need to attend all club functions.

Print Name

Signature

Date

Received by the Office of Student Affairs on _____

Date

OSA Signature