

Palomar College Club Guide 2021-2022

I. Student Life & Leadership Mission Statement

Student Life and Leadership (SLL) sets the standard for an inclusive atmosphere for our students to authentically engage and grow. We are committed to developing and supporting programs that holistically promote student rights, equity, justice and is intentional in serving the basic needs of the evolving community we serve. We inspire personal growth and academic achievement. We foster and mentor students through engagement opportunities involving leadership, advocacy and critical dialogue platforms.

II. How to Start a Student Club

Visit [how to start a club](#) to locate and access all required documents.

1. Complete a club packet
2. Develop a club constitution and by-laws
3. Submit the 2 required documents to the Office of Student Life & Leadership at studentlifeandleadership@palomar.edu
4. Once completed, you will receive an email confirmation with approval from the Office of Student Life & Leadership

III. Club Officer Roles and Responsibilities

Club officer roles and responsibilities can be changed within each club constitution and/or set of by-laws. Below you will find standard examples of each roles.

President

- Creates and prepares the agenda for each meeting
- Distributes the agenda to all club members within 72 hours of scheduled meeting per Brown Act
- Has the authority to appoint club members to committees and/or campus events
- Is the designated chairperson of the club's scheduled meetings
- Serve as the lead point of contact for the club

Vice President

- Assist the President with upcoming meeting preparations
- At the end of each semester, submits the total points awarded for each club to the Office of Student Life & Leadership
- Fills in for the President *if* they're absent from a meeting
- Recruits and promotes awareness of the club
- Responsible for tallying points for each club activity and events

Secretary

- Compiles meeting minutes which is a document of what was discussed at a previous meeting
- Maintains officially approved club meeting minutes onto a google drive, flash drive or word file
- Responsible for submitting meeting attendance to the Vice Chairperson
- Sends out meeting minutes to all club members prior to the upcoming meetings for review via email
- Takes attendance at each meeting

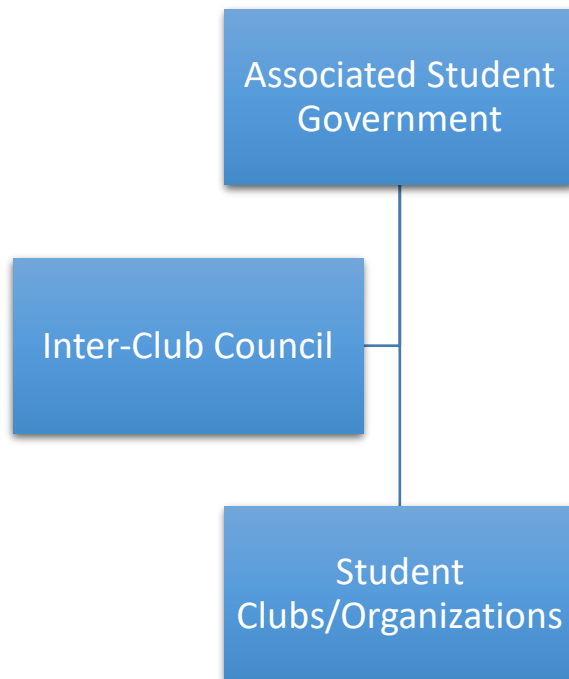
Treasurer

- Deposits all club funds to the Office of Student Life & Leadership
- Maintains club expenditures and [reimbursements](#) through a detailed log
- Oversees the financial business of the student club

Inter-Club Council (ICC) Representative

- Attends the ICC meetings
- Engages and delegates for ICC events and activities
- Updates and informs ICC of upcoming club related business
- Votes at the ICC meetings

IV. Palomar College’s Student Organization Flow Chart



Associated Student Government

Board Policy 5400 states, “ASG is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Superintendent/President. ASG activities shall not conflict with the authority or responsibility of the Governing Board or its officers or employees. The ASG shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.” In order to run for ASG, students must meet specific requirements related to their GPA and number of units enrolled: [eligibility requirements](#).



Inter-Club Council

The Inter-Club Council is a council of the Associated Student Government (ASG) that consists of one representative from each club. The council is led by the appointed Chairperson from the ASG and also consists of an elected Vice Chairperson and Secretary. Members from the council can run for the Vice Chairperson and/or Secretary position. ICC meets to discuss upcoming activities, events and club updates. At each meeting, the attendance is recorded to ensure each club representative is awarded points. For clubs that are actively engaged in events and/or meetings, they will be awarded points in which are converted into club funds.



Inter-Club Council Point System

Each academic year, the council approves specific points to be earned at ICC meetings and campus events. The ICC confirms club participation at their meetings by tracking attendance at each meeting/event. Here is the proposed formula/example for awarding points at the end of each semester:

Point Formula
Step 1. Total club points awarded / Total awarded points for all clubs = Total Percentage
Step 2. Total percentage / Total money allocated for ICC by ASG

Example:

Math Club

Total club awarded points = 200 points

Total awarded points for all clubs = 1500 points

ASG awarded ICC = \$2,000 per semester

$200/1500 = 13\%$

$.13 \times 2,000 = \$260$

V. Agendas and Meeting Minute Examples

Agenda

<p>CLUB NAME DATE PLACE AND TIME OF MEETING AGENDA</p>
<p>1. Call to Order</p>
<p>2. Roll Call (this is generally only a roll call of officers)</p>
<p>3. Approval of Minutes (approval of the minutes dated _____)</p>
<p>4. Public Comments (any person attending the meeting, not a member of your organization, may say a few words about an agenda item). (The presiding officer may set a time limit.)</p>
<p>5. Old Business</p> <p>1. List, item by item, any business that already has been on the club's agenda and is considered unfinished. An explanation of the item (up to 20 words) must be included.</p>
<p>6. New Business</p> <p>1. List, item by item, any business that is new to the club and has not appeared on the agenda. An explanation of the item (up to 20 words) must be included.</p>
<p>7. Comments (optional – but allowing members and officers to report brings the group together)</p>
<p>8. Advisors Report</p>
<p>9. Adjournment</p>

Meeting Minute Example

Math Club
August 1, 2020
Zoom @ 10 AM
Meeting Minutes

1. Call to Order

President Charlie Smith called the meeting to order @ 10 AM

2. Roll Call

President: Charlie Smith – P

Vice President: Victoria Nunez – P

Secretary: Jose Ramirez – P

ICC Representative: Max Wilcox – P

Advisor: Daniel Adams – P

3. Approval of Minutes

July 1, 2020

Motion: Move to approve the July 1, 2020 (Nunez and Wilcox)

4. Public Comments

N/A

5. Old Business

a. Fall 2020 events were discussed in great length of how we can develop club activities and events virtually such as math-a-thon, Kahoot challenges, Instagram problem solving solutions, etc.

6. New Business

a. Recruit new members – email instructors and promote on Instagram

b. Complete club reinstatement packet for academic year 20-21

7. Comments (optional – but allowing members and officers to report brings the group together)

8. Advisors Report

Adams reported to continue to engage online and retain students in the Math Club

Work with math lab and math professors to advertise the Math Club

9. Adjournment

Smith adjourned the meeting at 10:49 AM

VI. Club Constitution and By-Laws

Each club must have a constitution and by-laws that are used as governing documents for the student organization to follow by. The constitution and by-laws are written policies and procedures. Changes to a club's constitution and by-laws require a 2/3 positive vote by members of the clubs.

[Palomar College Club Constitution Template](#)

VII. Club Funds

Each student club is provided a student club account that is overseen by the Office of student Life & Leadership as well as Fiscal Services. Student clubs are able to fundraise and deposit funds into their student club accounts. In addition, student clubs are able to request [reimbursements](#) for approved club related business. The Inter-Club Council approves awarded points to be deposited into the club's bank account. The elected treasurer from each club is the liaison between the Office of Student Life & Leadership to facilitate their funds as well as the Advisor.

Student clubs can also complete [monetary requests](#) from the Associated Student Government. In order to request funds, you must *first* complete the required document linked above. After you've completed the document, you must email the ASG President, Marie-Therese Mouawad – mtmouawad@palomar.edu to request to be placed on ASG's upcoming agenda for approval. Agenda items must be submitted 72 hours prior to the upcoming ASG meeting.

If your club is interested in hosting or developing a fundraiser, please contact the Office of Student Life & Leadership for further steps.

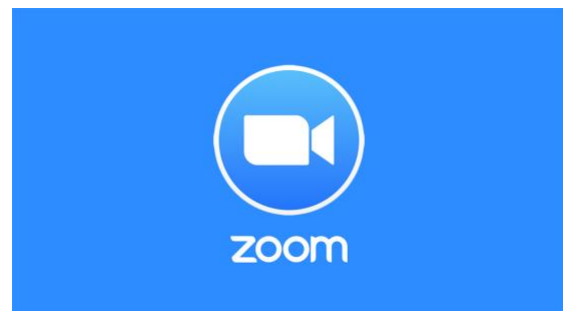
VIII. Meetings

Although COVID-19 continues to be everchanging, the District remains focused on the health and safety of students, faculty and staff. Palomar College has developed a [Recovery Plan](#). At this time, clubs are able to meet in-person but must follow the health and safety protocols such as:

- Complete the [pre-screening questionnaire](#) prior to coming onto campus or the education centers
- Wear a facial covering while indoors

As a student club, you have the option to host your club meetings virtually. Here are some platforms we recommend:

- [How to use Zoom](#)
- [How to use Microsoft Teams](#)
- [How to use Discord](#)



IX. Activities and Events

All official student club activities and events can be held in-person, but the events must be held outdoors. The Inter-Club Council will develop events for the academic year and award clubs' points for participating. The Office of Student Life & Leadership encourages your club to be creative with also hosting virtual dance parties, playlist collaborations, movie discussions, live virtual paint sessions, talent contests through social media, hashtag trends, word searches, live game shows, TikTok competitions, virtual video games, roundtable discussions, etc.

In order to promote your upcoming activity and/or event, here are some recommended steps to follow:

- Create a flyer with the activity and event details
- Share your activity and/or event at ICC to recruit other clubs to join
- Request a student general email to be sent out through the Office of Student Life & Leadership
- Request the activity and/or event to be posted on the Palomar College main event page as well as through the Palomar App by contacting the Office of Student Life & Leadership
- Share this activity and/or event with your instructors
- Tag @palomarcollege and @studentlife_and_leadership on Instagram to share your social media post
- Develop your own personal club website for updates by contacting atrc@palomar.edu

X. Club Advisor(s)

As the club advisor, you serve a critical yet rewarding role for the operations of the student organization. It is an honor to be asked and selected to serve in this position. It is highly recommended as the advisor to communicate upfront about your availability and dedication to the club. There aren't any minimum or max hours you need to serve as an advisor, but advisors are required to be present for any official club meeting and/or event. In order to serve as the point of contact as the advisor, you must be a permanent employee of the District such as full-time staff, administration and faculty. This position is voluntarily filled but employees can log their hours for advising as part of their professional development through [3PD Portal](#). As a part-time employee of the District, you can still serve as a co-advisor in support of the student organization. As the advisor of student club, your main role is to guide the students and hold them accountable to their goals, mission, club constitution, by-laws and college policies. Additionally, your role is to serve as a mentor and help assist the students with developing equitable leadership skills.

Per the U.S. Department of Education, it is required for all student advisors to complete the Campus Security Authority training which is located in the [3PD Portal](#). Once completed, send your filled in Crime Statistic Reporting Form via email to nsuarez@palomar.edu. For further questions, contact Nieves Suarez at (760) 744-1150 x2289.

XI. Contact Information

Office of Student Life & Leadership Hours:
Working remotely: Monday – Friday 7:30 AM to 4 PM

[Student Life & Leadership Website](#)



Director, Sherry Titus

stitus@palomar.edu

Phone: (760) 744-1150 x2594



Supervisor, Pippa Pierce

ppierce@palomar.edu

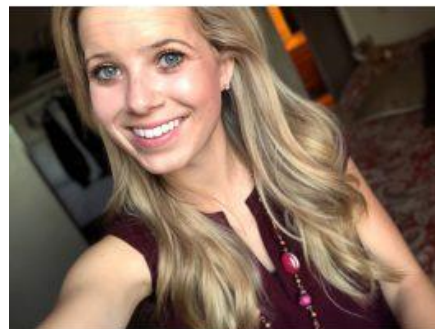
Phone: (760) 744-1150 x2529



Administrative Specialist II, Kimberly Rocca

krocca@palomar.edu

Phone: (760) 744-1150 x2595



Student Activities Coordinator, Kelly Donaghy

kdonaghy@palomar.edu

Phone: (760) 744-1150 x7509