



CLUB APPLICATION

Semester/Year: _____.

Club/Organization Name: _____.

President: _____ Pronouns: _____ Student ID: _____

President Student Email: _____ Phone: _____.

Vice President: _____ Pronouns: _____ Student ID: _____.

Vice President Student Email: _____ Phone: _____.

Club Email: _____ Club website: _____

Please identify/submit a minimum of 5 *currently* enrolled students of interest.

	Name – PRINT LEGIBLY	Student ID#
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Club Meeting Day/Time: _____ Meeting Location: _____

Club Advisor Contact Information

Clubs/Organization must have at least (1) one, full-time faculty or staff advisor and no more than (3) three.

Full-Time

Advisor Name (print): _____ Advisor Signature _____

Advisor Email: _____.

Advisor Name (print): _____ Advisor Signature _____

Advisor Email: _____.

Advisor Name (print): _____ Advisor Signature _____

Advisor Email: _____.

An Advisor must attend all meetings/activities/events of the organization for the duration of such.

Clery Act Training

Thank you for your willingness to serve as an Advisor(s) for a Palomar College club. Your involvement in student engagement serves as a vital attribute to student success. As an Advisor, you're a "**Campus Security Authority**" for the College. Per the U.S. Department of Education, it is required for you to complete this training **annually**.

Each Advisor must complete the "Campus Security Authority Training," through the [3PD Portal](#). Once completed, send your filled in Crime Statistic Reporting Form via email to nsuarez@palomar.edu and krocca@palomar.edu.

For further questions, contact Nieves Suarez at (760) 744-1150x2289.

Associated Student Government

Inter-Club Council Membership Form

The Inter-Club Council (ICC) is made up of one representative from each club on campus and is the networking and events council for clubs on campus.

The ICC meetings will be held in SU-204, *the day and time for Fall 2022 is TBD*. To comply with the Associated Students of Palomar College Bylaws, clubs that wish to become members of the ICC must complete and submit this form. Clubs should review Article VIII of the [ASG Bylaws](#), which details Inter-Club Council membership, leadership positions and more.

Benefits of joining ICC:

- Networking opportunities with clubs and departments
- ASG monetary requests
- Ability to participate in the ICC points program which offers funding for clubs

Club Duties:

- Shall abide by all local, state, and federal laws and campus regulations.
- Membership is restricted to currently enrolled Palomar College students.
- At least one advisor must attend all official meetings/activities/events of club.
- Advisor(s) assist with reserving club meeting space and planning events

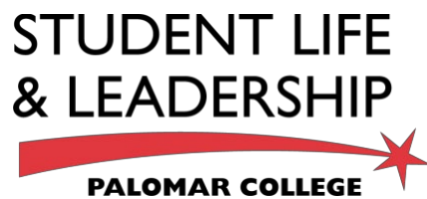
List of Authorized Signatures for Fund Requisitions & creation of Club:

President: _____ Signature: _____
Print Name

Palomar Student Email: _____

ICC Representative: _____ Signature: _____
Print Name

Palomar Student Email: _____



General Student Organization Constitution Form

Each student organization must complete a constitution. *Please use this template form as a guide to develop your own club constitution.*

ARTICLE I. NAME OF ORGANIZATION

ARTICLE II. PURPOSE OF ORGANIZATION

(i.e., 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. All clubs must be inclusive.

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 is *optional*, but should consist of: President, Vice President, Secretary, and Treasurer.

Section 3:

Club elections will be held:

ARTICLE V. DUTIES OF THE OFFICERS

Section 1:

President

- Preside over all meetings
- Call special meetings
- Carry out the provisions of the Constitution
- Appoint committees and chairpersons
- Oversee all committee activities
- Represents the club on public occasions

Section 2:

Vice President

- Assume the duties of the president in his/her absence
- Act as publicity chairperson (membership, etc.)
- Perform any duties delegated to her/him by the president

Section 3:

Secretary

- Keep accurate minutes of all meetings
- Act as correspondence clerk
- Email and maintain agendas for all meetings

Section 4:

Treasurer

- Oversees club finances and balances funds and finances for club
- Keep financial records and collects dues
- Pay bills and release funds as voted by the general membership

Section 5:

Inter-Club Council Representative

- Attend all ICC meetings
- Report the results of ICC meetings to the club

ARTICLE VI. IMPEACHMENT AND REPLACEMENT OF OFFICERS

Section 1:

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.

Section 2:

Replacement of officers shall be in the following manner:

Club agenda must have a NOMINATIONS/NEW BUSINESS section identifying open positions.

Nominations can be opened m/s and students may nominate someone (that student must accept the nomination) or self-nominate. All nominations are voted on (each club member gets one vote).

Student with the highest votes is sworn into the position.

ARTICLE VII. MEETINGS

Section 1:

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

ARTICLE VIII. ADVISOR

Section 1:

All recognized clubs must have at least one full-time employee at Palomar College full-time employee/faculty member as their advisor who functions with the club at all official meetings and events. A club may have up to three advisors.

ARTICLE IX. AMENDMENTS TO CONSTITUTION

Section 1:

Any amendment change requires a 2/3 vote at a general meeting. The change must be added to the New Business Section of the agenda.

President's Signature

Date:

Advisor's Signature

Date:

Office of Student Life & Leadership Signature

Date: