



Club Name: _____

Date Rec'd: _____

Requirements Met: _____

Congratulations and thank you for your interest in reinstating your club!

You can begin turning in your Club Reinstatement Packets on the first day the semester. Clubs that submit a **completed** Reinstatement Club packet by Tuesday, September 5, 2023 will receive the Incentive funds of fifty (50) dollars into their Club account upon packet approval. Please email [Student Life and Leadership](#) or bring your Club Reinstatement Packet to the Student Life and Leadership office located in SU-201, where it will be audited. Once your Club is approved you will receive a confirmation email with a Club Information Packet attached.

Clubs must also follow all Palomar College Governing Board Policies & Procedures: <https://www.palomar.edu/governingboard/board-policies-and-procedures-overview/>

If you have any questions or concerns about the information in the Club Information Packet, Club Guidebook or Reinstatement Packet, please contact Student Life & Leadership (Ext 2594).

AS A REMINDER –Clubs are not eligible for Inter-Club Council (ICC) points until the Club has been approved for the term by Student Life & Leadership. The sooner you get the Reinstatement Packet into Student Life & Leadership, the sooner you can earn ICC points for your club. ICC participation points can earn your club money at the end of the year!

Please contact [Student Life & Leadership](#) if you have any questions or concerns. We are here to answer and assist you with your questions and events.

CLUB REINSTATEMENT REQUEST FORM

Semester/Year: _____.

Club/Organization Name: _____

President: _____ Phone: _____ Student ID: _____

Vice President: _____ Phone: _____ Student ID: _____

Club Contact Email: _____

Club Advisors. - Clubs/Organizations must have at least **(1)** one, **full-time faculty** or **staff advisor** and no more than three. Advisors may not advise more than 3 clubs per semester.

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 & their Palomar College I.D. numbers.

| | Last Name, First Name (print legibly) | Palomar ID Number |
|----|---------------------------------------|-------------------|
| I | | |
| 2 | | |
| 3 | | |
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CLUB REINSTATEMENT

Individuals responsible for the organization are aware that:

- In all activities, the campus club/organization shall assume full responsibility for abiding by local, state, and federal laws and campus regulations and policies.
 - Membership in a club/organization is restricted to current Palomar College students.
- No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District of any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she/they are perceived to have one or more of the foregoing characteristics, or because of his/her/their association with a person or group with one or more of these actual or perceived characteristics. (In accordance with [BP 3410](#))
 - All information given on this form shall be considered public information unless otherwise indicated.
 - Advisors must attend all meetings/activities/events of the organization for the duration of such.
- All official off-campus club functions require a "Travel Request" to be approved prior to the event. Please pick up the form from the Office of Student Life & Leadership.
- New clubs/organizations requesting recognition for the first time must submit a Constitution with the New Club Packet.

Club President Signature: _____ Date: _____

Email: _____

Club Advisor Signature: _____ Date: _____

Email: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE CLUB CONTACT PAGE

Club Meeting Day/Time: _____

Meeting Location: _____

Instagram: _____ Club email: _____



Palomar College
Associated Student Government
Inter-Club Council Membership Form

The Inter-Club Council (ICC) is made up of one representative from each new or reinstated club on campus. The ICC is the networking council for the clubs. The ICC meetings are now on Fridays during the Fall and Spring semesters in SU 204, from 9:30am – 10:30am. To comply with the Associated Students of Palomar College Bylaws, clubs that wish to become members of the ICC must complete this form with the packet.

Becoming an ICC member is a requirement to receiving ICC points throughout the semester, which equates to funds allocated to Club account.

Clubs should review Article VIII of the [ASG Bylaws](#), which details Inter-Club Council membership, leadership positions and much more.

Benefits of belonging to the ICC include:

Networking opportunities throughout the campus, ASG monetary request opportunities, ability to participate in the ICC points program, free duplication services with current Activity Card, use of the Diversity Room (SU-204), use of the SEAL Center (SU-18), officer training, as well as additional benefits added during the semester. This form must be on file in the Office of Student Life & Leadership before benefits are extended to the club.

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

Club President's Name (Print) _____ Signature _____

Club Email address: _____

Club Advisor's Name (Print) _____ Signature _____

ICC Representative's Name (Print) _____ Signature _____

Email Address _____

Terminated _____

Reinstated _____

STUDENT LIFE & LEADERSHIP



Each Advisor listed on Club paperwork must submit a form

Club Advisors

Clubs/Organizations must have at least one, full-time faculty or staff advisor and no more than three. Advisors may not advise more than 3 clubs per semester.

As the Advisor to _____
(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 official club functions, including club meetings and events, on or off campus, for the duration of each.

Clery Act Training

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.

I, (name) _____ have completed Clery Act Training for this academic year. (Training must be completed once per academic year to be current.)

If you have not completed Clery Act Training for this term, please do so through 3PD Portal. Once completed, send your filled in Crime Statistic Reporting Form via email to nsuarez@palomar.edu and studentlifeandleadership@palomar.edu.

Advisor Signature _____ Date _____

Received by SLL: _____



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.