

## New Student Club/Organization Application

You may reinstate any club that has been active within the past 18 months. Please complete a Student Club/Organization Reinstatement form to reinstate a previous club/organization and reactivate their club funds.

Thank you for creating community and opportunity for you and your fellow students at Palomar College! To assist you with the creation of your student club, please complete the following items. All items need to be submitted for your club/organization to be created:

1. **Club Information**
2. **Club Acknowledgement & Agreement**
3. **Club Advisor Acknowledgement (1-3)**
4. **ICC Membership Form** (Optional)
5. **Club/Organization Constitution**

Please email Student Life and Leadership at [studentlifeandleadership@palomar.edu](mailto:studentlifeandleadership@palomar.edu) or bring your New Student Club/Organization Application packet to the Office of Student Life and Leadership located in SU-201. Once your club is approved you will receive a confirmation email with a Club Information Packet attached.

Clubs must follow all Palomar College Governing Board Policies & Procedures:

<https://www.palomar.edu/governingboard/board-policies-and-procedures-overview/>

Please contact the Office of Student Life & Leadership at [studentlifeandleadership@palomar.edu](mailto:studentlifeandleadership@palomar.edu) for questions!

### Student Club/Organization Information

**Semester/Year:** \_\_\_\_\_

**Club/Organization Name:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Club Contact Email(s):** \_\_\_\_\_

**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.

Advisor name (print)\_\_\_\_\_Signature: \_\_\_\_\_

Advisor name (print)\_\_\_\_\_Signature: \_\_\_\_\_

Advisor name (print)\_\_\_\_\_Signature: \_\_\_\_\_

*List of student club members (10 required):*

	Last Name, First Name (print legibly)	Palomar ID Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

#### **CLUB CONTACT INFORMATION & MEETING TIMES**

Clubs are required to maintain posted and public meeting times. Club meetings may only be held via Zoom or on-site at Palomar College. If you choose to meet over Zoom, please provide your meeting URL.

Club Meeting Day/Time: \_\_\_\_\_

Meeting Location/URL: \_\_\_\_\_

Social Media (Instagram, Discord etc., please specify): \_\_\_\_\_

Club Email: \_\_\_\_\_



# CLUB ACKNOWLEDGEMENT & AGREEMENT

## Individuals responsible for the organization are aware that:

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.

Use of club funds/money requires a club meeting, meeting minutes\* and itemized receipts for reimbursement.

In all activities, the campus club/organization shall assume full responsibility for abiding by local, state, federal laws and campus regulations and policies.

No District funds shall ever be used or 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. ([BP 3410](#))

Membership in a club/organization is restricted to currently enrolled Palomar College students.

All information given on this form shall be considered public information unless otherwise indicated.

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Club President Name (Print)

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Club President Signature

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Date

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Club Advisor Name (Print)

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Club Advisor Signature

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Date



# CLUB ADVISOR (1) ACKNOWLEDGEMENTS

Each advisor listed must complete a copy of this form and the required Clery Act Training to serve as a club/organization advisor.

## **Acknowledgment of Commitment** *Please initial each statement*

\_\_\_\_\_ I am 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 am required to attend all official club functions, including club meetings and events, on- or off-campus, for the duration of each event.

\_\_\_\_\_ Clubs/Organizations must have at least one full-time faculty or staff advisor with a maximum of (3) total advisors per club. Advisors may not serve in this role for more than 3 clubs per semester.

## **Clery Act Training**

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 will 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. I understand 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 your 3PD Portal. Once completed, send your filled in Crime Statistic Reporting Form via email to [nsuarez@palomar.edu](mailto:nsuarez@palomar.edu) and [studentlifeandleadership@palomar.edu](mailto:studentlifeandleadership@palomar.edu).*

\_\_\_\_\_  
Club Advisor (1) Signature

\_\_\_\_\_  
Date



# CLUB ADVISOR (2) ACKNOWLEDGEMENTS

Each advisor listed must complete a copy of this form and the required Clery Act Training to serve as a club/organization advisor.

## **Acknowledgment of Commitment** *Please initial each statement*

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\_\_\_\_\_  
Club Advisor (2) Signature

\_\_\_\_\_  
Date



# CLUB ADVISOR (3) ACKNOWLEDGEMENTS

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## **Acknowledgment of Commitment** *Please initial each statement*

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\_\_\_\_\_  
Club Advisor (3) Signature

\_\_\_\_\_  
Date





## **Palomar College Associated Student Government Inter-Club Council Membership Form**

The Inter-Club Council (ICC) is comprised of 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 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.

Becoming an ICC member is a requirement to receive 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 a 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** \_\_\_\_\_

\_\_\_\_\_  
Club President Name (Print)

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor Name (Print)

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Dat



# SAMPLE: General Student Organization Constitution Form

Please use this template as a guide to develop your own club/organization if you are creating a new student club/organization. Please complete this constitution and submit along with your New Student Club/Organization Application.

## 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.*

## 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). Students 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.*

SAMPLE COPY – SIGN WHEN CONSTITUTION IS COMPLETED

\_\_\_\_\_  
Club President Name (Print)

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

SAMPLE COPY – SIGN WHEN CONSTITUTION IS COMPLETED

\_\_\_\_\_  
Club Advisor Name (Print)

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date