

APPLICATION FOR RECOGNITION AS A RIVERSIDE COMMUNITY COLLEGE CAMPUS CLUB/ORGANIZATION

The _____ hereby submits the following application,
(Club/Organization)

Subject to the approval of the Dean of Student Services/Activities (or his/her designee), to the Associated Students of Riverside Community College; and respectfully requests that the ASRCC consider this application at its next meeting for approval as an RCC student organization.

Faculty Advisor
(Please Print)

Phone

Date

Email

Faculty Advisor
(Please Print)

Phone

Date

Email

Club President (Interim or Elected)
(Please Print)

Phone

Date

Email

=====

FOR OFFICE USE ONLY

Application received: _____
Date

- Agreement to Sponsor
- Club Constitution
- Club Roster
- Check if constitution is unchanged
- Organization Participation List

Recommended
 Not Recommended _____
Coordinator, Student Activities

Recommended
 Not Recommended _____
Dean, Student Life

Approved by ASRCC
 Denied by ASRCC _____
ASRCC President or Vice President

AGREEMENT TO SPONSOR

DATE: _____

TO: Deborah Hall Coordinator, Student Activities

SUBJECT: Agreement to Sponsor a Student Club/Organization and Information Form

I have been asked to sponsor and advise the _____ at Riverside City College.
(Club/Organization)

I understand that, as a club advisor, I will need to be present at all club meetings or club sponsored special events on or off campus and be responsible for compliance with the policies noted in this handbook and RCC Board Policies.

I also understand that my appointment as a club/organization sponsor is subject to the approval of the College President.

The club membership understands that the advisor has the right and duty to approve all functions and activities sponsored by the club.

Faculty **Signature**

Print Name

Faculty **Signature**

Print Name

Club President **Signature**

Print Name

Club ICC Representative **Signature**

Print Name

Please PRINT the following information:

Club Meeting: _____ / _____ / _____
Day Time Location

Club Officers

President: _____ Phone: () _____ - _____
President (REQUIRED) Print name and Student ID

Print Name, Office, and Student ID Phone: () _____ - _____

Print Name, Office, and Student ID Phone: () _____ - _____

Print Name, Office, and Student ID Phone: () _____ - _____

ICC Rep: _____ Phone: () _____ - _____
(REQUIRED) Print Name and Student ID

CLUB CONSTITUTION AND BY-LAWS

INSTRUCTIONS: Fill out this form or devise your own constitution format. Turn the constitution and by-laws in to the Student Activities office after the constitution has been ratified by the club. Selections which must appear in the constitution are starred (*). Clubs must keep a copy for your club's file. The Student Activities office is not responsible for supplying copies of a club constitution.

CONSTITUTION OF

ARTICLE I NAME

Section 1. The name of this organization is _____.

ARTICLE II PURPOSE

Section 1. The purpose(s) of this organization shall be _____.

ARTICLE III MEMBERSHIP

*Section 1. Membership is open to all active ASRCC members, _____.

*Section 2. A person is a member in good standing when he or she _____.

*Section 3. The rights of voting and holding an office are reserved for _____.

ARTICLE IV OFFICERS

Section 1. The officers shall be _____.

(name titles of the officers)

CLUB CONSTITUTION AND BY-LAWS (Cont.)

Section 2. Duties of officers _____

_____.

*Section 3. The club shall select a member to represent the club on the InterClub Council.

Section 4. To be eligible for office, candidates shall _____

(Example: be a member of the club, carry 10 units, have a 2.0 GPA, show an interest in the club, etc.)

Section 5. Officers shall be elected/appointed (select one) _____
(when)
and shall take office _____ (example: upon election, on
(when)
May 15, in the spring semester, etc.) Elected officers must receive _____
of votes to be elected (example: majority, plurality, 2/3 etc.)

Section 6. Vacancies in offices shall be filled (how) _____

_____.
(Example: by appointment, by election, etc.)

ARTICLE V MEETINGS

Section 1. Regular meetings shall be held _____
(when)

Section 2. Special meetings may be called by _____
_____.
(Example: request of two officers, vote of club members, president, etc.)

Section 3. A quorum of _____ (example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select a number which allows you to do business regularly but which prevents a small number of members or officers from controlling the organization.)

CLUB CONSTITUTION AND BY-LAWS-continued

ARTICLE VI
AMENDMENTS AND RATIFICATION

Section 1. The constitution shall be ratified by a _____ (2/3 majority, etc.) vote of the members attending a meeting with a quorum.

Section 2. Amendments may be made by a _____ (2/3 majority, etc.) vote of the members present at a meeting with a quorum.

BY-LAWS:

ARTICLE I
RULES OF PROCEDURE

The club shall be guided in its procedure by Robert’s Rules of Order, Revised when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II
DUTIES OF OFFICERS

The duties of the officers shall be:

- 1. InterClub Council Rep: Attend ICC meetings and report back.
- 2. The president shall _____.
- 3. The secretary shall _____.
- 4. The treasurer shall _____.

ARTICLE III

The club shall have the following committees to do the following tasks: _____
_____.

ARTICLE IV

Dues (if any) shall be _____ per _____ (quarter, year) payable at the beginning of that time period.