



# **CLUB HANDBOOK**

**FOR CAMPUS CLUBS or ORGANIZATIONS of  
HARTNELL COLLEGE**



## CLUB CHARTERING PROCESS

9j YfmgWcc`mYUf`h.Y`bYf!7`i V7ci bVj`f#77L`UbX5ggcV]UHX`Gh XYbhcZ<UfhbY`7c`Y[Yf5G<7L  
a i ghfWd[b]nY`U`W Vg`Hc`VWta YUfWd[b]nYX`W VZ`h.Y`Zc`ck ]b[ `dfcWggja i ghWY`Wta d`YfX`UbX  
Uddfcj YX`Vrh.Y`=77`UbX`h.Y`5G<7`UbX`W`cb` `Y]b`h.Y`C` W`cZ`Gh`XYbh@]Z.

### 1. Registration

5 Wta d`YfY`W`V`fY[ ]ghU]cb` `]gh]b[ W`V`c` Wfg`UbX`W`V`Ux` ]gcf]d` U`W`V`a`i`gh`Y`Y`five  
c` Wfg`f`three minimum: **President, Treasurer, and ICC Representative**. UbX`Uh`Y`U]h`cb`Y  
Z`W`h`#`U` `Ux` ]gcf`hc`W`f`Wd[b]nYX"

**O** *oars' digbilty* `gh`XYbhja`i`gh`Y`Y`U`&`)`W`a`i``U`j`Y`[`f`U`Y`dc]`bh]Y`YfU`[`Y`UbX`W`  
Ybfc`YX`]b`Ua`]b]a`i`a`cZ`-`"\$`i`b]h]h`fci`[`Y`ci`h`h`Y`h`Yfa`cZc` W`

### 2 Orientation

7`i`Vg`UfY`Y`][ ]V`Y`Zcf`W`U`f`Yf`cb`W`c` Wfg`Y`Y`U`h`Y`b`X`Y`X`U`a`UbX`U`c`f`m`W`V`cf]Y`b`h`U]cb  
g]gg]cb"

### 3 Club Governing Docum<sup>o</sup>m



Prepare and process all financial forms including: deposit all profits, reimbursement requests, purchase orders, vendor forms, check requests, and other financial forms. Submit forms to the Office of Student Life.

Assume responsibility for coordination, preparation, and presentation of the club annual budget.

### **Secretary**

Arrange for a meeting place and other physical facilities as necessary.

Notify members as to the date, time, and place of each meeting.

Publish agendas for all club meetings.

Record and maintain a permanent record of all club meetings including records of agendas, minutes and actions taken by the club membership. These should be available for ready reference at club meetings.

Prepare, manage and process all other forms (including activity petition forms, facilities requests etc), contracts, schedules, charts, and letters concerning club business.

In the absence of a Secretary, the President and Vice-President must coordinate to provide duties otherwise stated in the Secretary description.

### **ICC Representative**

Attend all ICC meetings of each month.

Taking notes of the ICC meeting to report to your club.

Pick up the club's mail in the Student Life Office.

Voting (as your club directs you to) at the ICC meetings.

Reporting on club's activities to the ICC membership.

If you are unable to attend an ICC meeting, try to have a club representative attend in your place or let

## ADVISOR ROLES AND RESPONSIBILITIES

### STUDENT/ADVISOR PARTNERSHIP

5``gi XYbhW Vg'UbX'cf[ Lb]nL]cbgUY'fYei ]fYX'hc`Uj Y'cbY'cf'a cfY'ZUW'm#GU`Ux ]gcfgr'WmX'Vmh.YWV V  
a Ya Vfg'H.YW V'a Ya Vfg]b'dUfbYfg]X] ]gcfgW

## INTER-CLUB COUNCIL (ICC)

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## PARLIAMENTARY PROCEDURE

### What is Parliamentary Procedure?

DUF]La YbUfmdfcVWXi fYk UjXYg][bYXhc dfcj ]XYi b]Zcfa `fi `Ygcf`cfXYf`Zcf`XY]VY!





## DESCRIPTION OF FORMS, CONTRACTS and APPLICATIONS

**ACTIVITY PETITION** 7 i Vgd'Ubb]b[ 'UMij ]h]Yg'ch'Yf h\Ub'W'V'a Yf]b[ ga i ghj Va ]hUb'5Vij ]hm  
DY]h]cb'hc'h.Y'Gh XYbh@]Z'Y'C W'VZcfY'g'WYX' ]b[ 'h.Y'Y' Ybh'5b'Uxj ]gcf'a i gh'V'dfYgYbhU'h.Y  
UMij ]hm]Z'h.Y'UMij ]hm]g\Y'X'cb'k YY\_YbXg'UbX'U'Z'Y'f' ).\$\$'d'a "'cb'k YY\_X'U'hg'

**FACILITY REQUEST** 5Vij ]h]Ygd'UbbYX'i g]b[ 'Wa di gZM]h]Yga i gh<sup>YC</sup>



**c**

Ck bYfgcZdfj UY'Vfjgdfcj ]X]b[ 'hfubgdcfhu]cb'Zcf'gWcc`UMj] ]h]Yga i ghVY'Uddfcj YX'Vmh.Y  
5Xa ]b]ghfUj] YGYfj ]WC W'df]cf'hc'HfUj Y"

=b bc ]bghubW k]` h.Y Yl dYogYg WU]a YX WY a cfY h.Ub h.Y Umi U Ua ci bhYl dYbXX' K f]hYb  
cf][ ]bU 'fYV]dng]a i ghj Yf]ZmU` Yl dYogYg' A YU` Yl dYbX]h fYga i gh]bWl XY]hYa ]nYX'fYV]dH'

5``dUf]V]dUbg]b'Udfc[ fUa 'Z bXX'Vmh.Y]f'Wl V'g.U`g[ b'UfY'YUgY'Zcfa 'fY'YUg]b[ '<UfYbY`'7c`Y[ Y'cZ  
U``]U] ]hmYb'fci fY'hcZ'Zca 'UbX'Xi f]b[ 'UWl V#cf[ Ub]nU]cb'hf]d"

## ASHC PROCEDURES and HARTNELL COLLEGE POLICIES

HY5G<7`UbX'≡77`Uj YUXcdHX'h.Y'Zc``ck ]b[ `dfcWXi fYg

- : ccX'GU Yg
- Dcg]b[ #X]gf]M f]cb'cZdf]b]b[ `a UYf]Ug'cb Wba di g
- : ]YX'Hf]d]gf5WXYa ]M5 U]fgDfcWXi fYŁ
- 7`i V; fUbtg

HY<UfbY``7c``Y[Y6c^U7c``YYg@, YX'h.YC'ck ]]M]Yg





▪ Cb`hY`XUhcZH`Y` YX`h]dž before leaving, or prior to the trip ]Z]bZcfa U]cb`]g\_bck bžUfcg]Yf`cZ  
UthYbXYgg\ci `X`W`XY`j YfYX`h`h`Y`C` W`cZ





