

## **CLUB HANDBOOK**

# FOR CAMPUS CLUBS or ORGANIZATIONS of HARTNELL COLLEGE

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Club Grant and/or co-sponsorship proposal	% <del>+</del>

#### **CLUB CHARTERING PROCESS**

9j YfmgWcc`mYUf'h,Y=bHYf! 7`i V'7ci bVJ'f=17L'UbX5ggcVJUYX'Ghi XYbhgicZ<UfhbY``7c``Y[Yf5G<7L a i ghfWkt[b]nYU`Wi Vg'Hc`WWka Y'UfWkt[b]nYX'Wi Vz'h,Y'Zc``ck ]b[ ''dfcWlgga i ghWYkta d'YHX'UbX Ubdfcj YX'Wmh,Y=77UbX'h,Y'5G<7UbX'W'cb` 'Y']b'h,Y'C W'cZGhi XYbh@]ZY.

#### 1. Registration

- 5 Wtad`YY WiV fY[]gffUjcb`]gfjb[ WiV c Wfg UbX WiV UXj]gcfffgt U WiV a i gh\U Y five c Wfg/ fthree minimum. President, Treasurer, and ICC Representativet UbX Uh`YUghcbY ZUW`hn#ghU 'UXj]qcffbc'W'fYWt[b]nYX"
- O cars' digibility gin XYbhga i gin \ Y U &') Wa i `U-jj Y [fUXY dc]bh Y YfU Y UbX W Ybfc``YX]b Ua]b]a i a cZ-'\$ i b]hgh\fci [\ci hh\Y h\fa cZc W'

#### 2 Orientation

7`i VgUfYY][]VYZcfWUflYfcbWc Wfg\U YUflYbXYX'Ua UbXUfcfmWi V'cf]Ybfuf]cb gYgg]cb"

3 Club Governing Dozum

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```ghi XYbhiWi Vg`UbX`cf[Ub]nUi]cbg'UfY`fYei ]fYX`hc`\Uj Y`cbY`cf`a cfY'ZUM/hm#ghU '`UKj ]gcfg'gY`YMWX`Vmih\YWi V a Ya Wfg'H\YWi V`a Ya Wfg]b'dUfhbYfg|Xj ]gcfgWW

### PARLIAMENTARY PROCEDURE

What is Parliamentary Procedure?

DUF]Ua YbrufmdfcWXi fY'k Ug'XYg][ bYX'hc'dfcj ]XY'i b]Zcfa 'fi `Yg'cf'cfXYf'Zcf'XY']VYf!

#### DESCRIPTION OF FORMS, CONTRACTS and APPLICATIONS

ACTIVITY PETITION 7 i Vgd Ubb]b[ UMij ]li]Ygch\Yf h\Ub Wi Va YMijb[ga i ghgi Va ]hUb 5 Wij ]hm DMijli]cb hc h\YGhi XYbh@]ZYC WVYZcfYgWYXi `]b[ h\YYj Ybh'5 b UKj ]gcf a i ghW dfYgYbhUhh\Y UMij ]hmi]Zh\YUMij ]hmi]g\YXcb k YY\_YbXgUbXUZhYf).\$\$ d'a "cb k YY\_XUhij"

FACILITY REQUEST 5 Wij ]h] Ygd UbbYX i gjb[ Wa di g ZW]/]h] Yga i gh9

Ck byfgcZdf]j UY Wlfgdfcj ]X]b[ 'lfUbgdcfhUf]cb Zcf gWcc` UNijj ]lf]Yga i ghW Uddfcj YX Vmh\Y 5Xa ]b]ghfUfj Y GYfj ]W C W df]cf hc HfU Y "

±b bc ]bghubW k ]``h\Y YI dYbgYg WU]a YX W a cfY h\Ub h\Y UMii U Ua ci bhYI dYbXYX" K f]hiYb cf][]bU fYW]dhga i ghij Yf]ZmU``YI dYbgYg' A YU`YI dYbX|hi fYga i ghi]bWi XY`]hYa ]nYX`fYW]dh'

5```dUff]VJdUbfg]b`Udfc[fUa~Zi~bXYX`Vmfh.Y]f`Wi~VghU``g][b`UfY`YUgY`Zcfa~fY`YUg]b[~<UffbY``7c``Y[YcZU```]UJ]]hmYb`fci~Y`hcžZfca~UbX`Xi~f]b[~UWi~V#cf[Ub]nUfcb`Hf]d"

#### ASHC PROCEDURES and HARTNELL COLLEGE POLICIES

### $H\Y5G<7\ UbX=77\YUXcollYX\ hYZc``ck]b[\ dfcVVXi\ fYg$

- : ccX'GUYg
- Dcgf]b[#X]gff]Vi l]cb cZdf]bl]b[ a UYf]Ugcb Wa di g
- : ]YXHf]dgf5WWYa]W5 UJfgDfcWXifYŁ
- 7`i V; fUbhg

 $H\Y<UfhbY``7c``Y[Y6c^4J'7c``YYg'Q), YX'h,Y'C'ck]]VJYg$ 

• Cb h\YXumcZh\Y YX'lf]dž before leaving or prior to the trip ]Z]bZcfa Ujcb ]g\_bck bžUfcgYf cZ

UttYbXYYgg\ci`XW'XY']j YfYX'to't\Y'C W'cZ

#### CLUB GRANT AND/OR CO-SPONSORSHIP PROPOSAL

7`i V5Wkti bhBi a Wf

6UUbW]b5Wvibh

9gf]a UYX 5 Vhijj ]hmi9l dYbgYg

9gh]a UYX`±bWda Y

5 dfcdcgYX Vi X[Yhk]``[]j Yh\Y5G<7 UbX=77 ]bZcfa Ujcb Zcf UVYHYf WzbgjXYfUjcb cZnci f Ubd`]Wzjcb"=h]gfYWza a YbXYX h\Uhi\]gVi X[Yhk cf\_q\YhVYWza d`YhXY"

#### PROPOSED BUDGET.

9gf]a UYX HchU '91 dYbgYg

9bhfubW: YY.

5 Xj YffjgYa YbhGdcbgcf A cbYm

Gidd']Yg Ch\Yf.

DYFZcfa UbW'7cbHUMGYfj]Wg: UMJ]HJYg'9ei]da YbhF YbHU.

GYWf]hm

=ZUMijj]hmZcfk\]W`ZibXgUfYfYWjjYX`]gWubW\*YXžU`ZibXgfYWjjYX`k]``W`fYhifbYXhc'h\Y5G<7#⊒75Wktibh

5a ci bhSSSSS