



**WELCOME TO STUDENT ACTIVITIES!** Participation in a student organization can be a means for achieving success for many college students. Involvement in campus activities and community programs offers an opportunity to experience personal growth and provides an outlet for practical applications of classroom theories, concepts and principles to real life situations.

Student organizations must be officially recognized by the Associated Students of Grossmont College (ASGC) and are entitled to many privileges. To obtain ASGC recognition, a student organization shall complete the following:

### **Student Organization Registration Packet**

Annually complete and submit to the Student Affairs Office a complete Student Organization Registration Packet (Part I & II), Advisor Agreement, and a copy of the organization's Constitution. Clubs may register and re-register throughout the academic year. Student organizations must:

- Have a *minimum of five (5) members*. Organizational membership must be comprised solely of currently enrolled Grossmont College students. Non-students may participate in club activities as guests but may not vote, hold office, or pay dues. To be eligible for ASGC funding, a Benefit Card must be held by two-thirds (2/3) or at least 17 members of the club or organization.
- Have a *minimum of one (1) faculty advisor* who will advise the organization on college rules and regulations, attend organization meetings, supervise the organization's financial transactions and give general guidance to the organization. Two advisors are recommended.
- Have an official *constitution* on file with the Student Affairs Office that has been approved by the ASGC. A sample constitution is provided in the attached registration packet.

**Once complete, submit all items to the Student Affairs Office.  
Griffin Center, Building 60, Room 204**

If you have any questions, or need assistance, please stop by our office, give us a call at (619) 644-7600 or visit us online at [www.grossmont.edu/student-support/student-affairs/](http://www.grossmont.edu/student-support/student-affairs/)

**STUDENT ORGANIZATION REGISTRATION, PART I**  
**2022-2023**

STUDENT ORGANIZATION INFORMATION			
Organization Name		<input type="checkbox"/> NEW CLUB <input type="checkbox"/> <del>RE-REGISTERING</del> (annually) <input type="checkbox"/> UPDATE OFFICERS INFO (as needed)	
Advisor's Name	Advisor's Office Location	Advisor's Phone (   )	
Co-Advisor's Name	Co-Advisor's Office Location	Co- Advisor's Phone (   )	
Advisor's Email		Co-Advisor's Email	
Mission Statement/Purpose of the Organization:			
Meeting Day:	Meeting Time:	Meeting Location:	
OFFICER/PRINCIPLE MEMBER INFORMATION (All sections must be completed and legible)			
1. President / Chair		Phone (   )	Student ID No.
Address, City, State, Zip		Email	
2. Vice-President/ Co-Chair		Phone (   )	Student ID No.
Address, City, State, Zip		Email	
3. Secretary		Phone (   )	Student ID No.
Address, City, State, Zip		Email	
4. Treasurer		Phone (   )	Student ID No.
Address, City, State, Zip		Email	
5. ICC Representative		Phone (   )	Student ID No.
Address, City, State, Zip		Email	



Please Remember:

Two of the above listed officers/principal members must complete a registration session.  
 All of the above listed officers/principal members must sign Part II of this packet.

FOR OFFICE USE ONLY
Received _____ Registration Session Completed By: _____
Forwarded to ASGC _____ Approval _____ Denial _____ Forwarded to Student Activities _____ Notification _____

# OFFICER/PRINCIPLE MEMBER SIGNATORY FORM, PART II

## 2022 – 2023

We the membership of \_\_\_\_\_  
local, state and federal laws as well as Grossmont-Cuyamaca Community College District (GCCCCD) and Grossmont College policies, procedures and regulations applying to campus activities, organizations and students, which includes but is not limited to the GCCCCD Student Code of Conduct, in addition to:

### I. COMPLIANCE WITH STATE AND FEDERAL LAW

In compliance with Titles VI and VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Employment Act of 1967, and the Age Discrimination Act of 1975, student organizations shall not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of its policies, procedures, or practices; nor shall any student organization, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the section 12940 of the State of California Government Code, discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, marital status, or on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatments in all College programs and activities, and application for/or treatment in College employment.

No student, student organization, or other person attending Grossmont College shall knowingly commit, participate in, or conspire to commit in any manner, acts of hazing. Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person attending Grossmont College.

### II. COLLEGE NAME

Registered student organizations ***shall not*** use the name(s) of Grossmont College, the Associated Student Government of Grossmont College, Inc. or abbreviation thereof as part of its name except in accordance with campus regulations. The geographical designation “at Grossmont College” may be used by any campus student organization as part of its name without obtaining special approval.

The name, insignia, logo, seal, or address of the College and/or ASGC ***may not be used*** in any manner, political, or otherwise, which implies that the College supports or agrees with any of the activities, positions, purposes, ideals or goals of any individuals, groups, or organizations acting within these regulations. Any use of the college name off campus shall include board members information and college information, as well as the following phrase: *Not an official agent of Grossmont-Cuyamaca Community College District or Grossmont/Cuyamaca College.*

### III. MEMBERSHIP

Pursuant to the Education Code of California, Section 76062 only currently enrolled Grossmont College students may hold office in a student organization, may vote in elections of the organization’s officers, and are authorized to officially conduct business with the College, e.g. calendar events, reserve facilities, access accounts or spend student organization funds.

The officers are personally responsible and financially liable for the organization’s fiscal matters. Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business. All financial transactions for the organization shall be handled through a College District Trust Account, maintained by the College.

### IV. INDEMNIFICATION

Registered student organizations and its members agree to indemnify and hold harmless the Board of Trustees, the College, its officers, agents and employees from and against any and all claims, unless due to willful or negligent acts or omissions of the College. The College shall not prevent the organization from retaining or using legal counsel or from selecting representatives as provided for in any College disciplinary or grievance procedure.

#### Signature of Officers/Principle Members (as listed on Part I)

- |                                      |                       |
|--------------------------------------|-----------------------|
| 1. _____<br>President/Chair          | 3. _____<br>Secretary |
| 2. _____<br>Vice-President/ Co-Chair | 4. _____<br>Treasurer |
| 5. _____<br>ICC Representative       |                       |

## STUDENT ORGANIZATION ADVISOR'S AGREEMENT 2022-2023

**THANK YOU!** As you know, the strength and diversity of a Grossmont College student's education extends far beyond the classroom into the many extracurricular opportunities that are available on campus. An important component to leadership development for our students is the mentorship that occurs when students work alongside faculty and staff in exploring a wide range of ideas and perspectives.

Before you agree to serve, please review the following guidelines for advising a student organization at Grossmont College:

- Advisors should become **sufficiently knowledgeable of the purpose and activities of the organization** so as to advise the members of their actions and the possible consequences of illegal or irresponsible behavior in accordance with the District's [Student Conduct Procedures](#) handbook.
- Advisors have the **primary responsibility for understanding, interpreting, and applying [district](#) and [campus rules and regulations](#)** as they apply to organizational programs and scheduled activities.
- Advisors should **provide assistance for assessment and constructive review of programs and funding proposals** for student programmers.
- Advisors should become **familiar with the organization's finances** and their account at the Student Activities Office. Advisors should learn how the Student Activities Office operates in regard to these trust accounts, and the disbursement of funds.
- When sponsoring an off campus activity, advisors are to be **familiar with campus policies/procedures regarding [student travel](#)**. Procedures and forms are supplied by the Student Affairs Office.
- Advisors must **attend all official student organization meetings and student organization events** both on and off campus. Meetings are not considered official unless an advisor or a designated substitute is present.
- Should questions or difficulties arise in any of the above areas, advisors should notify the Student Affairs Office immediately.

Again, thank you for advising a student organization. As an advisor to a student organization you have the unique opportunity to assist students in developing their ideas and leadership skills. Best of luck as you begin/continue a rewarding part of your educational career at Grossmont College.

<b><i>I agree to serve as the official advisor to the following Student Organization:</i></b>	
<b><i>Signature of Faculty Advisor</i></b>	<b><i>Date</i></b>
<b><i>Signature of Co-Advisor</i></b>	<b><i>Date</i></b>
<b><i>Signature of Co-Advisor</i></b>	<b><i>Date</i></b>

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## CLUB CONSTITUTION

### ARTICLE I – OFFICIAL NAME

\_\_\_\_\_ at Grossmont College

### ARTICLE II - MISSION

The mission of \_\_\_\_\_ is to \_\_\_\_\_

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### ARTICLE III - OFFICERS

#### Section 1: Positions and Duties

- a. **President:** The President shall preside over official club meetings and promote the interests and purposes of the club. The President shall prepare an agenda for each meeting and post the agenda in compliance with the Brown Act. With the club advisor, the President shall have the ability to remove officers, as well as appoint persons to fill officer vacancies, but also may delegate that power to club majority vote.
- b. **Vice-President:** The Vice-President shall serve as assistant to the President and shall assume the duties of the President in his/her absence. The Vice-President shall also assist the Secretary and Treasurer in ensuring required paperwork is properly submitted, including club charter forms, facilities reservations, financial documents, etc.
- c. **Secretary:** The Secretary shall keep careful records of the proceedings of each official club meeting, maintain historical documents and conduct the election at the last meeting of the spring semester. The Secretary shall type official minutes for each official club meeting, maintain copies for his/her term, as well as submit a copy of the official minutes of each meeting to the Student Affairs Office to be kept for historical purposes.
- d. **Treasurer:** The Treasurer shall keep accurate financial records for the club. The Treasurer shall deposit funds, make a financial report at meetings as necessary, and complete paperwork necessary to allocate funds only after approval has been granted by the voting membership.
- e. **Inter-Club Council (ICC) Representative:** The ICC Representative shall regularly attend ICC meetings and must effectively communicate between the club and the ICC.

#### Section 2: Election

Officers shall be elected by majority vote of those members present at the last regular meeting of each spring semester.

#### Section 3: Eligibility

In order to be eligible for office, candidates shall have a minimum of 3 units and a minimum current and cumulative GPA of 2.0.

#### Section 4: Term

Term of office-shall be for one academic year, beginning in the fall.

#### Section 5: Removal of an Officer

Failure to follow applicable rules and policies, including failure to satisfactorily complete duties as assigned, may result in removal of an officer. Officers may be removed upon agreement by the President and Advisor, or at the President's request, by majority vote of those members present at the next official club meeting.

#### Section 6: Filling Vacancies

To fill vacated offices, officers shall be selected with the approval of the President and Advisor through appointment, or at the President's request, via special election by majority vote of those members present at the next official club meeting.

### ARTICLE IV - MEMBERSHIP

#### Section 1: Definition

Any student currently enrolled at Grossmont College is eligible for membership.

## **ARTICLE V - MEETINGS**

### **Section 1: Location and Time**

Regular meetings shall be held at least twice a month at a time and place determined by the membership and the Advisor.

Official club meetings shall conform to the regulations governing all student organizations.

### **Section 2: Supervision**

All official club meetings must be under the supervision of the club Advisor.

### **Section 3: Special Meetings**

Special meetings may be called by the President or Advisor with 72 hours' notice. The President may confer with the other club officers and Advisor to determine the need for calling a special meeting.

## **ARTICLE VI - QUORUM**

### **Section 1: Definition**

Quorum shall be defined as fifty percent plus one of all club members present, or no fewer than 3 club members.

## **ARTICLE VII - CONSTITUTIONAL AMENDMENT**

### **Section 1: Amendments**

Constitutional amendments require that:

1. The proposed amendment is presented in writing by any club member along with a justification for the change.
2. The proposed amendment will be first presented for discussion at the next official club meeting.
3. The proposed amendment must pass with a two thirds majority vote of those members in attendance at the next official club meeting following its presentation.
4. All constitutional revisions shall be forwarded to the Student Affairs Office for final ASGC approval.

## **ARTICLE VIII – CODE OF CONDUCT**

### **Section 1: Compliance**

Student conduct must conform to Federal, State, Local, District and College rules and regulations.

### **Section 1: Removal of Membership**

Should a student code of conduct violation occur while a student is engaged in a club activity, the Advisor may recommend removal from the club as discipline for one or more violations listed in the Grossmont-Cuyamaca Community College District *Student Discipline Procedures Manual*.

Disciplinary procedure shall include the following:

1. Two weeks prior to a regularly scheduled meeting, the Advisor shall send a letter or email to the student requesting his/her attendance to discuss the violation(s).
2. A recommendation for removal must have a 2/3 vote of the attending membership at the club meeting.
3. A vote may be taken whether or not he/she is in attendance.
4. Once voted for removal, consideration of future return membership can only be with the Advisor's approval.

This process will be separate and removed from any official District/College disciplinary action(s) that may be taken as a result of the student code of conduct violation.