Mt. San Jacinto College
Club Handbook

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The Student Life and Development Office will be accepting Club Charters starting **August 20, 2018** for Fall 2018. Once the Club Charter Application has been completed, a copy will be emailed to the Club Advisor for review and approval, usually one week after the initial submission date.

All club advisors must attend (1) advisor orientation during the academic year. This means that attending (1) advisor orientation during fall 2018 will be sufficient for the entire 2018-19 academic year. Failure to participate will disqualify a club from chartering.

The club advisor orientations for fall 2018 will be on August 20, 21, 22, and 23, 2018 with times and locations to be announced.

**ALL CLUBS CHARTER DEADLINES FOR FALL 2018 ARE AS FOLLOWS:**
- Early Bird Registration: Tuesday, September 25, 2018
- Final Charter Deadline for ALL Clubs: Tuesday, October 16, 2018

(NO EXCEPTIONS WITH CLUB CHARTER DEADLINE)

Please contact the Office of Student Life, if you have any questions.

Menifee Valley Campus: (951) 639-5331
Marco Mendoza – Student Activities Coordinator – mvalenciamendoza@msjc.edu
Room: 1007

San Jacinto Campus: (951)-487-3332
Casey Ysaguirre – Student Development Specialist – cysaguirre@msjc.edu
Room: 1114
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How to Run an Effective Meeting

1. An agenda should be made up before each meeting with advice from the executive committee and the Club Advisor.

2. Start your meeting on time.

3. Recognize new members/guests and make them feel welcome.

4. Conduct the meeting in a business-like manner.

5. Check before the meeting to make certain that people will have committee reports ready.

6. Follow basic parliamentary procedure, but handle business informally when it seems appropriate.

7. Guide the flow of discussion at meeting.
   a. Don’t take sides. You must be impartial while chairing the meeting.
   b. Recognize all who have comments or questions.
   c. Keep the group on the topic.
   d. Clarify any question. Restate questions so they are understood. Don’t make long speeches.
   e. Practice the art of summarization. Clarify and restate motions.
   f. Keep order in the discussion and be alert to member’s reactions.

8. If the President wishes to participate in debate, he/she must call someone else to chair the meeting, usually the Vice President.

9. Use your secretary. Get motions in writing. Have them read back by the secretary.

10. When a speaker is in the program, see that the business is finished in time to give the speaker adequate time.

11. Express appreciation to those who have given reports or made contributions to the meetings.

12. Finish your meeting on time.
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What Makes An Active Club?

Every club must elect an Inter-Club Council (ICC) Representative. The ICC Representative has many responsibilities, both to their club, and to the Inter-Club Council.

The ICC Representative is required to attend all ICC meetings, responding to inquiries about scheduled club activities and functions, to vote responsibly on ICC activities and issues, and to act as liaison between the ICC and their club. Their duties also include but are not limited to:
- inform his/her club of all college-wide activities discussed during ICC meetings.
- Give ICC a weekly report of their club activities and projects.
- Distribute all written materials to the Club.
- Inform club of SGA budget process.
- Serve as liaison between club and SGA

Once a club has been approved, it must be represented by an ICC representative at every ICC meeting. If a club is not represented for three consecutive weeks, the club becomes inactive. This means that the club account is frozen, and the club cannot request activities or purchases and may not function as a club until it has been represented three consecutive times.

Clubs are responsible for adhering to the MSJCSGA Constitution and its by-laws, standing rules and District policies. Any club not adhering to these policies and procedures can be subject to suspension as an active club at MSJC by the MSJCSGA.

ALL CLUB ADVISORS MUST ATTEND (1) ADVISOR ORIENTATION on August (20, 21, 22, or 23), 2018 AS PART OF THE CLUB CHARTER. FAILURE TO PARTICIPATE WILL DISQUALIFY A FROM CLUB CHARTERING.
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Events & Fundraising

1. During your club or organization meeting, discuss and approve your activity. Fill out an Activity/Fundraising Application, Purchase Request (if necessary), receive room reservation confirmation if applicable, and any other relevant forms. You must plan your activity so that it will reach the Student Life & Development Office prior to the ICC meeting where it will be approved.

2. Forms must be turned into the Student Life & Development Office 2-3 weeks prior to the proposed date of the club’s event(s). Failure to do so will result in denial of proposed event(s). Club events must be related to the clubs purpose and/or goals as laid out in the club constitution. Club members and/or ICC Rep should be prepared to explain how the proposed event relates to the clubs purpose/goals.

3. After the completed forms have been submitted to the Student Life & Development Office, a request to be put on the ICC meeting agenda must be submitted to the ICC email, icc.msjc@gmail.com. To be placed on the ICC agenda be sure to email the ICC email address by the Thursday before the meeting you would like to be placed on the agenda, no later than 4pm.

4. Once forms, requests, and another applicable pieces of information have been successfully submitted to the Student Life & Development Office and an email has been sent to the ICC email, the proposed events will then be approved in the following ICC meeting.

Fundraising

Requests for fund raising projects must be approved prior to the event. Appropriate signatures are required on all Activity Request forms. If you plan on fundraising with any outside business’ you MUST contact Rebecca Orlauski with the foundation at rorlauski@msjc.edu before you make any contact with outside businesses for donations or anything else.

Expenses incurred to initiate a fundraiser must, in most cases, come from club/organization funds. Money raised must be deposited with the MSJC Business Office (through the Campus Cashiers). Off campus bank accounts may not be used. Upon completion of the fundraiser, the revenue earned must be turned into
the Campus Cashiers. Money should never be kept by students overnight or left in offices. All monies must be deposited within 24 hours of the event.

**Admission.** Admission may be charged to attend an event.

**Donations.** Donations, in the form of door prizes or underwriting the event, may be obtained from businesses and individuals. Requesting donations is easy. Sometimes it is as simple as talking about your event and asking for assistance with what you need: a sponsor for a portion of the event -- printing costs, refreshments, use of a facility, prizes, or service, like a DJ or speaker.

**Opportunity Drawings.** Opportunity Drawings must be identified as opportunity drawings and not raffles. Clubs must contact Rebecca Orlauski for approval before submitting event forms. All monies made from the opportunity drawing must be deposited to the Cashier’s Office no later than 24 hours after the event and must keep a list of people who purchased a ticket.

**Restaurant Fundraising.** Before reaching out to any restaurant clubs MUST contact Rebecca Orlauski first. Once Rebecca has given the club approval then it is the clubs responsibility to gather all necessary documents and return them to Rebecca for a second approval before coming to ICC with the proper event forms.

**Raffles.** Clubs may not raffle items or sell chances to win items. In March 1978, the County Council Office determined that raffles were illegal because they were a form of gambling. It is not legal to sell chances.

**Items for Sale.** Clubs may offer non-food items for sale. These items may advertise the Club as with t-shirts or sweatshirts; however, other items may be sold, such as paperback books, pre-packaged candy (not homemade), and beverages, such as bottled water or juice boxes. Clubs may not sell items that are sold in the bookstore.
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Chartering as a Club

All groups of students organizing for the purpose of participation in activities, events, community service, and other college related pursuits must be approved by the Inter-Club Council (ICC). Under the supervision of the Inter-Club Council, clubs are entitled to meet, hold activities, participate in college sponsored events, raise funds, make purchases, and otherwise operate as an official entity of Mt. San Jacinto College. Clubs are governed by the SGA Constitution. Clubs are open to membership by all members of the Student Government Association.

Club Membership and Officers: Clubs must elect a Club President and an ICC Representative. Membership in ICC is mandatory and attendance is required to maintain active status as a club. Each club must send a representative to the ICC Meeting each week. ICC meets every Tuesday at Menifee and San Jacinto, from 12:30 p.m. - 1:30 p.m. For room information please visit:

http://www.msjc.edu/StudentServices/StudentGovernmentAssociation/Pages/ICC-Meeting-Times.aspx

Club Membership: Clubs may form with a minimum of 5 students. These members must have a current SGA Sticker. Non-students and alumni cannot be included in club membership nor hold office within a club.

Club Meeting: Clubs must establish an official on campus meeting location, date and time. Room reservations are renewable each semester, on a first-come, first-served basis, regardless of which building or room you have been assigned in previous semesters.

New Clubs: Prior to Club Charter approval, new clubs will not be able to host any non-recruiting events until they are chartered.

Constitution: A Club Constitution must be submitted by every club. The Club Constitution must be in compliance with the California Education Code, SGA Constitution and the policies of the Inter-Club Council. Model constitutions are available online, in this handbook and in the Student Life and Development Office. The constitution must be approved by the ICC, and will be reviewed once the constitution is submitted with the Club Charter.

Club Account: Clubs wishing to collect dues, raise money, make donations to scholarships and make purchases must establish an account with the Cashiers
Office for which there is no charge. All club funds must be deposited in the club account and all disbursements will be made from that account. Clubs must have a charter on file in order to have an active account.

**Cashier’s Office Policies and Procedures:** All monies raised by the clubs during any fundraising activity must be deposited in a Cashier’s Office deposit envelope no later than 24 hours after the event, **NO EXCEPTIONS.** Failure to meet this requirement will place your club on probation. If you need a deposit envelope or help making your deposit please contact the Office of Student Life and Development. The Cashier’s Office is located on both campuses and both have overnight drop boxes for those who chose to drop off their monies immediately after an evening event.

For any questions regarding your club’s account, its balance, or the location of the drop boxes please contact Martha Hall (951) 639-5041.

**FURTHER DETAILS ON DEPOSITING CLUB FUNDS INTO THE CASHIER’S OFFICE:**
Below are the instructions for what to write on each line of the Cashier’s Office deposit envelopes. We advise that you please write clearly and small enough to fit all of the information outlined below.

To:
Line 1: MVC Cashier

From:
Line 1: (Insert name of person making the deposit), (Insert contact info of person making deposit, can be phone number or email)
Line 2: (Insert club account number. Your club account number can be found by contacting Marco), (Insert club name), (Insert location/ what campus club is on), (Insert source of funds/ Where you got your funds from)
Line 3: 0301014701 (This is the larger account number that the money will be deposited to)
Example of Cashier’s Office deposit envelope when filled out.

Club Advisor: Students are responsible for finding a club advisor(s) for their respective clubs. However, we in the Student Life & Development Office will do our best to help students with the process of finding a faculty advisor when deemed necessary.

All clubs MUST have at least one MSJC Full Time Faculty member or Administrator as their club advisor. Clubs may contact MSJC Associate Faculty members to be their club advisor. However, if a club is only contacting Associate Faculty members to be their advisor, there MUST be TWO Associate Faculty who serve as co-advisors. In the event that a club is only able to find one Associate Faculty member to serve as the sole advisor it may be approved on a case by case basis by the Office of Student Life and Development.
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Club Advisor Duties
ALL CLUB ADVISORS MUST ATTEND (1) ADVISOR ORIENTATION August (20, 21, 22, or
23), 2018 AS PART OF THE CLUB CHARTER. FAILURE TO PARTICIPATE WILL DISQUALIFY
THE CLUB CHARTER.

- Attend ALL club meetings and events.

- Serve as the official faculty/staff representative of the college for the
  club/organization.
- Work closely with the club to ensure a cooperative relationship between the
  advisor and the club membership.
- Assist each officer of the club in understanding their duties.
- Give particular attention to the financial activities of the group in order to prevent
  the incurring of organizational debts for succeeding members to pay.
- Assist students to understand and apply democratic principles within their own
  organizations and in working with others.
- Be present for all official club/organization meetings and activities (business and
  social), and advise students of the policies and procedures which they must follow
  as a club/organization.
- Be familiar with the MSJC Campus Club Handbook.
- Ensure that all responsible steps are taken to ensure the safety and welfare of club
  members.
- Ensure that District policies are upheld.
- Sign all club/organization purchase requisitions and activity sheets for the
  club/organization, and make sure that:
  o The student treasurer signs the document;
  o The student President signs the document;
  o The expenditure is correct with all existing policies; and
  o That all documentation (i.e. club minutes, receipts, invoices, etc.) is turned
    in with the completed forms.

Many times an advisor is the only continuity a club has from one semester to
another. This fact makes the advisor a very important person. The SGA officers truly
appreciate the dedication of advisors as they assist in providing a well-rounded
education for MSJC students.

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Chartering Check-list

Prior to submitting your club charter packet, you will need to collect the following information. Please make sure you have all the items below completed before turning in the packet. **ALL CLUB ADVISORS MUST ATTEND (1) ADVISOR ORIENTATION on August (20, 21, 22, or 23), 2018 AS PART OF THE CLUB CHARTER. FAILURE TO PARTICIPATE WILL DISQUALIFY THE CLUB CHARTER.**

Create an individual Club Email

**Club Name**

**Organization Photo** (optional)

**Description of your club**
This can be a couple of sentences describing the club.

**Keywords**
Keywords are helpful for new students searching for a particular club that meet their interests.

**Club Meeting Day, Time, and Location**
Room Reservations are made by your club advisor or club members, students can make room reservations with the provided email template.

**Advisor Information:** Advisor Name, Title, Phone Number and Email
If you need assistance with finding an Advisor, please visit the Student Life and Development Office.

**Club President Information:** Name, Phone Number, and Email

**ICC Representative Information:** Name, Phone Number, and Email

**Club Membership List** A copy of the Club Membership List is attached. Please fill it out completely.

**Club Constitution**
A copy of the Club Constitution will need to be submitted electronically as part of the Club Charter Application. Please refer to sample Club Constitution attached. This sample also available online at [http://www.msjc.edu/StudentServices/StudentGovernmentAssociation/Pages/ICC-Club-Forms.aspx](http://www.msjc.edu/StudentServices/StudentGovernmentAssociation/Pages/ICC-Club-Forms.aspx)

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SAMPLE CLUB CONSTITUTION

(Club Name) OF Mt. San Jacinto College

Article I: Name

The name of the organization shall be (club name).

Article II: Purpose

The purpose of the organization shall be:

A. To expand our knowledge of (club name).

B. To help students advance their organization skills.

C. To provide every member with a chance of becoming a leader on campus.

D. To work together with other clubs and assist them with their events.

E. To learn the techniques and advancements we will need in order to succeed in our profession.

Article III: Officers

A. The officers shall consist of a president, vice-president, club representative, treasurer and secretary.

B. The appointed officers shall work in accordance with each other and with teachers and sponsors.

C. Qualifications for officers: All officers shall be in good standing with the college, and willing and able to assume the responsibilities of his or her office.

D. Relieving officers of duty: If an officer is not being responsible and is not doing their duties as an officer he or she can be removed by his or her executive board.

E. Duties of (club name) Officers:

President – shall preside at all meetings of the organization and participate in any meeting when deemed necessary by his or her fellow board members.

The president may appoint or remove club members.

The president has the authority to setup a meeting when deemed necessary.

The president is obligated to meet with club members when they see necessary.

The president shall always be in his or her best behavior and attitude when representing (club name).

Vice-President – shall take the place of the president when necessary. The vice president shall conduct all inter (club name) correspondences.
The vice president shall answer to the president in terms of residing at board meeting.

The vice president shall always be prepared to take action when the president is not available.

The vice president shall always be in his or best behavior and attitude when representing (club name).

ICC Representative—**is required to attend all ICC meetings**, responding to inquiries about scheduled club activities and functions, to vote responsibly on ICC activities and issues, and to act as liaison between the ICC and their club. Their duties also include but are not limited to:

The ICC representative is to inform his/her club of all college-wide activities discussed during ICC meetings.

The ICC representative gives ICC a weekly report of their club activities and projects.

The ICC representative distributes all written materials to the Club.

The ICC representative informs club of SGA budget process.

The ICC representative serves as liaison between club and SGA

**Treasurer**—render an accountant of detailed accounts of all money received and disbursed to the members of the executive board and members of (club name).

The treasurer shall be in charge of (club name) funds.

The treasurer shall pay all bills as long as the sales receipt accompanies the claim.

The treasurer shall be in charge of all (club name) fundraisers.

**Secretary**—shall type all correspondences that are needed and distribute them to the (club name) executive board and members.

The secretary shall type everything that his or her board deems necessary.

The secretary shall always be in his or her best behavior and attitude when representing (club name).

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**Article IV: Executive Board**

A. The executive board shall be composed of the appointed officers.

B. The business of the organization shall be governed by the executive board with the approval of the group at large.

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C. The executive board is to be responsible for the interpretation and enforcement of all laws.

**Article V: Membership**

A. Qualifications: Any Mt. San Jacinto College student registered at MSJC shall be eligible for regular membership.

B. All members of the (club name) who fundraise must have current Student ID cards.

C. Only member in good standing will be able to vote.

D. Associate and Honorary Membership are left to the discretion of the executive board.

E. All members shall always be in his or her best behavior and attitude when representing (club name).

**Article VI: Meetings**

A. Regular meetings shall be scheduled at the discretion of the executive board with a majority approval by the members in good standing.

B. Special meetings may be called at the discretion of the president, vice president, club representative or club sponsor.

C. The members in good standing have the opportunity to organize a meeting when they see necessary.

**Article VII: Amendments**

Amendments to this constitution must be submitted in writing to the executive board. Amendments must be read at three consecutive meetings of the organization and voted on at the third meeting. A vote of two-thirds of members shall be necessary to pass an amendment.

In the event that any section of this constitution is in conflict with the SGA Constitution, the board with the approval of the (club name) members shall correct that section.

**Article VIII: Enabling Clause**

This constitution and any subsequent amendments thereto shall be submitted in writing to the (club name) here at Mt. San Jacinto College.
Club Handbook Agreement

I have read the Club Handbook and understand the different policies outlined within. Failure to comply with the policies outlined within the handbook, i.e. submitting money into the Cashier’s Office and submitting Activity Request forms on time, will result in consequences such as clubs being unable to hold planned events, up to having the club charter suspended.

Club President: __________________ Date: __________

ICC Representative: _______________ Date: __________

Club Advisor(s): __________________ Date: __________

Club Advisor(s): __________________ Date: __________

Club Advisor(s): __________________ Date: __________

Club Advisor(s): __________________ Date: __________