

## 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**

\_\_\_\_\_ Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_  
**Print Name, Office, and Student ID**

\_\_\_\_\_ Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_  
**Print Name, Office, and Student ID**

\_\_\_\_\_ Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_  
**Print Name, Office, and Student ID**

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

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### 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.

Term \_\_\_\_\_

# MEMBERSHIP ROSTER

Club Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

**(PLEASE PRINT)**

	Member's Name (Last, First)	Office Held (if any)	Student ID Number	Telephone Number W/AC	Email Address	ASRCC FEE PAID Y/N
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**\*All ROSTERS TO BE  
SUBMITTED IN EXCEL  
FORMAT AND EMAILED TO  
DEBORAH.HALL@RCC.EDU**

Term \_\_\_\_\_

## ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE ORGANIZATION PARTICIPATION LIST

Organization Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

**(PLEASE PRINT)**

	Member's Name (Last, First)	Student ID Number	Telephone Number W/AC	Email Address	ASRCC FEE PAID Y/N
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**\*ALL ROSTERS TO BE SUBMITTED IN EXCEL FORMAT AND EMAILED TO DEBORAH.HALL@RCC.EDU**

**\*\*Co-Curr Organizations Please attach your class Rosters**