

## **NEW CLUB APPLICATION**

We're excited that you want to be part of Cuesta College's clubs program and Student Life and Leadership!

The process begins with the new club application. Once you submit the completed paperwork, club constitution, and bylaws to the Student Life and Leadership Office, the club application will be reviewed and and/or approved by the department.

This **NEW CLUB** application includes the following forms:

1. New Club Application (Part I)\*
2. Advisor Consent Form (Part II)\*
3. Clubs Brochure and Website Listing (Part III)\*
4. Resources Listing
5. Sample constitution\*

\* These items must be completed and/or created, and on file in the Student Life and Leadership Office, before we consider your club for official recognition for the academic year.



## CLUB ORIENTATION

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After approval, the club president and/or vice president and advisor are required to schedule and attend an orientation with the Student Life Office by emailing [studentlife@cuesta.edu](mailto:studentlife@cuesta.edu).

***A club may not plan events or have access to its club funds until this orientation is completed.***

After approval and club orientation, your club is eligible to:

1. Apply for student government funds.\*
2. Use college facilities free of charge, including facilities for club meetings, activities, and events. **NOTE:** Major events may require facility charges. .\*\*
3. Use college equipment free of charge (e.g., projectors, TV/DVDs, etc.) \*\*
4. Participate in Club Day(s).

\*Must attend ICC meetings to be eligible

## CLUB MEETINGS

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We urge all clubs to schedule their weekly meetings with a zoom or other remote component to facilitate participation by students on both campuses as well as our distance education students. Inter-Club Council (ICC) meetings are held monthly. Please contact the ASCC Clubs Director for additional information on ICC.

## QUESTIONS

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If you have any questions after reading these instructions and completing all necessary paperwork, please email [studentlife@cuesta.edu](mailto:studentlife@cuesta.edu).



## SOCIAL MEDIA GUIDELINES

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### **Purpose:**

This guideline applies to the use of the college's name, likeness, logo, and information about Cuesta College on social media platforms such as or similar to Facebook, You Tube, Twitter and Instagram. The intent of this guideline shall remain intact although the platform may change over time.

### **Responsible Parties:**

The Advancement/Marketing Department is the registrar of the college's social media pages. Those who wish to start a social media account that has the name or logo of Cuesta College must register the site with the Advancement/Marketing Department.

Examples of those who need to register their site:

- Those who wish to use the college's name, likeness, or logo on any social media sites
- An employee or student group on campus that seeks to create a social media site affiliated with an official college group

Athletics: The college will maintain one official college athletic team social media site, per the California Community College Athletic Association Bylaws. The site will identify as the college's official site, with a disclaimer regarding the existence and accuracy of the information about their athletic program.

### **Content:**

Although the college encourages lively discussion, the College is not responsible for content created by students or employees on unofficial social media sites. However, if a situation involving offensive or unlawful content arises, the college reserves the right to remove content from the official college pages or require the site that bears the college name and logo to remove content.

Content created by site administrators on Cuesta College-affiliated social media sites must relate directly to college business, programs, services or related interests. Content placed by site administrators cannot promote nor link out to individual opinions or causes. If an officially affiliated site is established, it must adhere to existing college policies governing employee and student behavior, in addition to any and all policies required by the social media site. Users must comply with all federal copyright regulations, including the [TEACH Act](#).

**College social media sites that do not follow these guidelines will be required to remove the site.**

### **See also:**

- 1500 Public Affairs and Community Relations
- BP 5500 Standards of Conduct
- AP 3720 Computer and Network Use

### **Reminder:**

**If clubs have social media pages (ie facebook, icrosoft, etc.) you must register using the Social Media Registration form found at <https://www.cuesta.edu/student/campuslife/studentlife/sllforms.html>**

## PART I: NEW CLUB APPLICATION

**ACADEMIC YEAR**     FALL     SPRING 20\_\_

**NAME OF PROPOSED CLUB** \_\_\_\_\_

**STUDENT CONTACT NAME** \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**We, the undersigned club members, will:**

1. Allow membership to all Cuesta College students including but not limited to race, religion, sex, gender identity, national origin, or disability.
2. Delegate a member to attend monthly Inter-Club Council (ICC) meetings.
3. Include in our club purpose a philosophy of service to the students and the Cuesta College community.
4. Work in cooperation with other clubs for the good of the entire Cuesta College community.
5. Inform members of school policies pertaining to clubs and honor those policies in all official club activities.

PRESIDENT <i>Printed Name</i>	PRESIDENT <i>Signature</i>	Date	900 Cuesta ID#
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VICE PRESIDENT <i>Printed Name</i>	VICE PRESIDENT <i>Signature</i>	Date	900 Cuesta ID#
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ADVISOR <i>Printed Name</i>	ADVISOR <i>Signature</i>	Date	Extension
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**Three (3) additional, required student club members (attach a separate sheet if more than 3):**

1. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ Date	900 Cuesta ID#
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2. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ Date	900 Cuesta ID#
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3. _____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ Date	900 Cuesta ID#
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**ASCC will consider club approval only if all items below are included with your application:**

- |  |  |
|--|--|
| <input type="checkbox"/> New Club Application–Part I             | <input type="checkbox"/> Constitution and Bylaws                         |
| <input type="checkbox"/> Advisor Consent Form–Part II            | <input type="checkbox"/> High-Risk Club Insurance Policy (if applicable) |
| <input type="checkbox"/> Clubs Brochure/Website Listing–Part III |  |

**Upon club approval, the club president and/or vice president and the club advisor will schedule and attend a Club Orientation with the coordinator of Student Life and Leadership.**

<p><b>APPROVAL: NEW CLUB APPLICATION</b></p> <p>Student Life/Leadership _____ Date _____</p> <p>Vice President, Student Services* _____ Date _____</p> <p><small>*Required only if club meets high-risk definition</small></p>	<p style="text-align: center;"><b>SLL Date Stamp HERE</b></p>
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## **PART II: ADVISOR CONSENT FORM**

### **ADVISOR QUALIFICATIONS**

Only Cuesta College managers, staff, and faculty may serve as club advisors.

- They must be employed by Cuesta from the initial date of club approval through the duration of the club's existence. If the advisor of record is no longer a Cuesta College employee, the club ceases to exist as an official Cuesta College club.
- Advisors are obliged to understand, and agree to abide by, their responsibilities as an advisor regarding all club activities, practices, etc.

### **ADVISOR RESPONSIBILITIES\***

The advisor's role is an important one. Advisors are expected to be accessible to the club, and to have a genuine interest in its objectives. Advisors should be available to provide counsel or advice that the club and its officers may seek from them. Club advisors are expected to:

1. Attend a Club Orientation with the club president and/or vice president, and the coordinator of Student Life and Leadership upon ASCC approval.
2. Attend club meetings regularly.
3. Maintain active communication with club leaders.
4. Ensure that District policies and procedures are followed.
5. Attend club-sponsored activities.
6. Oversee the club's budget and financial transactions.
7. Assist with the development of training and orientation for new members.
8. Contact the Student Life and Leadership coordinator if assistance is needed.
9. Immediately notify the Student Life and Leadership office if they can no longer be a club advisor.

\*Additional info in the Club Handbook [https://www.cuesta.edu/student/documents/ascc-docs/clubs\\_handbook.pdf](https://www.cuesta.edu/student/documents/ascc-docs/clubs_handbook.pdf)

I, _____ agree to serve as advisor to the		
PRINT Advisor Name		
_____ for the 20__ – 20__ academic year.		
PRINT Club Name		
I understand the aforementioned responsibilities and will perform them to the best of my ability.		
_____	_____	_____
Advisor Signature	On-campus extension	Date
_____	_____	
Cuesta Email address	Department	



## **PART III: CLUBS BROCHURE AND WEBSITE LISTING**

Active Cuesta College clubs are listed in the clubs brochure and on the Student Life and Leadership department website: [http://cuesta.edu/student/forstudents/studentlife/activities\\_clubs.html](http://cuesta.edu/student/forstudents/studentlife/activities_clubs.html)

Please keep in mind the following when completing the information for your listing:

- Maximum 25 words for your club summary. We reserve the right to edit your summary based on text limitations in the brochure.
- Before listing a student as your club's contact person, consider that strangers may call about the club. This information is available to anyone; you may want to think twice before giving a home number. If you're uncomfortable sharing private information, we suggest using your club advisor as your officially-listed contact person.
- If you have a logo, please email it to [studentlife@cuesta.edu](mailto:studentlife@cuesta.edu). The file should be in .jpg format and will not be used if the quality is inadequate. *We will not accept printed logos (hard copies).*

<b>OFFICIAL CLUB INFORMATION</b>	
Club name _____	
Student Contact person _____	Position (president, etc.) _____
Phone (____) _____	MyCuesta Email: _____
Summary: Club purpose and goals _____	
_____	
_____	
<input type="checkbox"/> Club logo has been emailed to <a href="mailto:shannon_piper@cuesta.edu">shannon_piper@cuesta.edu</a> .	

<b><u>FOR OFFICE USE ONLY</u></b>	<b>SLL Date Stamp HERE</b>
Received by _____ <small>SL&amp;L Staff initials</small>	
Brochure and clubs board updated _____ <small>SL&amp;L Staff initials</small>	



## Guidelines for Creating Your Club Constitution

### EXAMPLE CLUB CONSTITUTION

NOTE: Text shown in **BOLD** (other than '**Suggestion:**') must be included in your constitution.

Constitution of \_\_\_\_\_  
*Club Name*

#### ARTICLE I Name of Organization

**Section 1.** The name of the organization shall be \_\_\_\_\_.

#### ARTICLE II Purpose of Organization

##### Section 1.

*Provide a general statement of the purposes and the scope of the organization, itemizing the purposes if there is more than one main point.*

#### ARTICLE III Qualifications for Membership

##### Section 1. Membership

*State eligibility and standards for membership. **Must be a Cuesta College student**, carry \_\_\_\_\_ units per semester, and hold a 2.0 GPA each semester.*

##### Section 2. Honorary Membership

*State eligibility and standards for honorary membership, if applicable.*

#### ARTICLE IV Officers and Advisor

##### Section 1. Officers

**The officers of this organization shall be** *List all officers' titles: president, vice president, secretary, treasurer, etc.)*

##### Section 2. Duties

- A. The president shall** *state the duties.*
- B. The vice president shall** *state the duties.*
- C. The secretary shall** *state the duties.*
- D. Add more to describe the duties of all officers.**

**Section 3. Term of Office**

State the terms of office for each officer. **Suggestion:** One semester or one academic year.

**Section 4. Eligibility****A. Eligibility for Office**

State requirements. **Suggestion:** A student must have a minimum 2.0 GPA from the previous semester or quarter. A student who has completed fewer than \_\_\_\_ units of college credit shall be ineligible for office.

**B. To Continue in Office** State requirements to continue in office. **Suggestion:** An officer must maintain enrollment in 5 or more units at Cuesta College with a 2.0 GPA or better throughout the term of office.**Section 5. Selection/Elections****A. All members of (name of organization) who meet the eligibility requirements of Section 4 of this Article shall be eligible to seek and hold office.****B. State selection/election procedures.****Section 6. Vacancies**

State procedures for filling a vacancy.

**Section 7. Removal from Office**

State resignation and impeachment procedures.

**Section 8. Advisor**

The advisor shall:

**A. Serve in an advisory capacity in matters of concern to the organization, and****B. Be present at all club meetings and club-sponsored functions.****ARTICLE V Quorum**

**Section 1.** State the minimum number of members which must be present at a meeting in order to transact business legally. **Suggestion:** Fifty percent of the total membership or 20 people, whichever is less.

**Section 2:** State quorum for a special or committee meeting.



**ARTICLE VI Amendments**

**Section 1. The constitution may be amended by a 2/3, 3/5, club's choice vote of the members present at a meeting of the organization at which a quorum is present.**

*The amendments shall then be submitted to the Senate, which represents the ASCC, before being incorporated into the constitution.*

**ARTICLE VII Enacting Clause**

**Section 1: The constitution shall become effective upon approval**

**ARTICLE VIII Authority**

**Section 1: The authority for the establishment of this organization shall be the Associated Students of Cuesta College Constitution. Said constitution shall take superiority over any or all parts of this document in conflict with the same. If any provision of this document is contrary to the laws and regulations established by said constitution, the remainder of this document shall become null and void.**

## RESOURCES LISTING

**1. ASCC Clubs Handbook**

[https://www.cuesta.edu/student/documents/ascc-docs/clubs\\_handbook.pdf](https://www.cuesta.edu/student/documents/ascc-docs/clubs_handbook.pdf)

**2. Student Activity Request**

Available in the Student Center, the ASCC offices and online at:

[https://www.cuesta.edu/student/documents/ascc-docs/Student\\_Activity\\_Request.pdf](https://www.cuesta.edu/student/documents/ascc-docs/Student_Activity_Request.pdf)

**3. Campus Publicity Guidelines**

Available in the Student Center, the ASCC offices and online at:

[https://www.cuesta.edu/student/documents/ascc-docs/clubforms/campus\\_publicity\\_guidelines.pdf](https://www.cuesta.edu/student/documents/ascc-docs/clubforms/campus_publicity_guidelines.pdf)

**4. Publicity Tools Request**

Available in the Student Center, the ASCC offices and online at:

[https://www.cuesta.edu/student/documents/ascc-docs/clubforms/pubtools\\_request.pdf](https://www.cuesta.edu/student/documents/ascc-docs/clubforms/pubtools_request.pdf)

**5. Expense Requisition**

Available at the Student Center front desk, the ASCC offices and online at:

[https://www.cuesta.edu/student/documents/ascc-docs/ASCC\\_Club\\_Expense\\_Req.pdf](https://www.cuesta.edu/student/documents/ascc-docs/ASCC_Club_Expense_Req.pdf)

**6. Money Proposal**

Available at the Student Center front desk, the ASCC offices and online at:

[https://www.cuesta.edu/student/documents/ascc-docs/Money\\_Proposal\\_Fall\\_18.pdf](https://www.cuesta.edu/student/documents/ascc-docs/Money_Proposal_Fall_18.pdf)

**7. Request for Approval of Field Trip, Alternate Class Site, Special Off-Campus Project**

Available at the Student Center front desk, the ASCC offices and online at:

[https://www.cuesta.edu/about/documents/vpaa-docs/Request\\_for\\_Approval\\_of\\_Field\\_Trip\\_and\\_Other\\_FORM.pdf](https://www.cuesta.edu/about/documents/vpaa-docs/Request_for_Approval_of_Field_Trip_and_Other_FORM.pdf)

**8. Student Participation Form for Field Trip, Alternate Class Site, Special Off-Campus Project**

Available at the Student Center front desk, the ASCC offices and online at:

[https://www.cuesta.edu/about/documents/vpaa-docs/Student\\_Participation\\_Form.pdf](https://www.cuesta.edu/about/documents/vpaa-docs/Student_Participation_Form.pdf)

### ADDITIONAL FORMS ARE LOCATED AT

[HTTP://CUESTA.EDU/STUDENT/FORSTUDENTS/STUDENTLIFE/SLLFORMS.HTML](http://cuesta.edu/student/forstudents/studentlife/sllforms.html)

When planning any club activity, please reference the ASCC Club Handbook:

[https://www.cuesta.edu/student/documents/ascc-docs/clubs\\_handbook.pdf](https://www.cuesta.edu/student/documents/ascc-docs/clubs_handbook.pdf)