



Starting a Club

Before you begin the process of forming a new campus club, we urge you to research and review existing active clubs. These clubs have been formed to meet a variety of social, cultural, political, recreational and religious interests. You may find an existing club that already meets your needs. There are many benefits from joining an existing club. It is often more effective to combine forces than duplicate efforts and/or services thereby creating competition for resources such as finances and members. Most clubs are eager for new members; they want new talent, ideas, enthusiasm and commitment.

If you are unable to identify an existing club that will satisfy you, by all means, start your own. There may be other students out there with interests similar to yours.

Starting a new club can be like starting a new business... many fail during the first year. We urge you to consider the following:

Club Purpose

- How do you define your club?
- What are your proposed goals?
- What do you hope to accomplish?
- How do you fit in on campus?
- How will you serve the students and/or community?
- Who will be your advisor?
- If your organization is an academic interest group, is there an academic department with which you can or will be affiliated?
- What makes your club unique?

Club Membership

- Are there other people you already know who want to join?
- How will you recruit other members?
- How will you convince them to join?
- What will this group have to offer?
- Can they find this elsewhere?
- Club Structure
- Will this be a formal, long term group or are you forming to work on a particular, one-time only issue and/or activity?
- What officers will you have? How will they be selected and for how long?
- Will you be drafting a Constitution and Bylaws to address procedures?
- How often & when will you meet?

Activating the Club

1. Obtain a member of the MC faculty to serve as the advisor of your club. (Only current full-time faculty, or adjunct faculty may serve as advisor)
2. Obtain and complete the following (2) forms:
 - a. Club Registration form (minimum of 4 executives and 6 currently registered MC students are needed to start a club.)

- b. Club's Constitution and Bylaws (These forms can be submitted via hard copy or can be shared via Microsoft 365)
- 3. Obtain a copy of the Club Handbook and an online copy of the ASMC Constitution and By-Laws online at: <https://www.mccd.edu/campus-life/clubs-organizations/student-government/>
- 4. Return all completed forms to the Student Activities Coordinator via email: alvarez.r@mccd.edu or hard copy to the ASMC office located in the Student Union 107.
- 5. Designate one club member to be the ASMC Representative (usually the club president). The ASMC Representative must attend each weekly Monday meeting. It is okay to designate an alternate ASMC Rep (but only one voting member per club is allowed).



New and Existing Club Registration Form Checklist

STEP 1.

CLUB REGISTRATION REQUIREMENTS

Please make sure all three (3) sections are completed in order to be ASMC recognized. Failure to comply each semester may result in your club being deactivated and all club funds frozen.

1. "ASMC Club Membership Form" MUST BE COMPLETED EACH SEMESTER

- a. Minimum 4 Executive members and 6 currently enrolled MC students
- b. Student(s) may be members of more than one club
- c. Fall deadline – last Thursday of September
- e. Spring deadline – last Thursday of February
- f. New clubs must request to be placed on the consent agenda once club registration forms and constitution and bylaws are submitted.

2. Have a registered Club Advisor. Advisor(s) can be a full- or part-time faculty, or administrator. Classified Staff can be Co-Advisors. Must have supervisors' approval.

Note to Club Advisors:

- 1. Be prepared for the time commitment
- 2. Must attend all club meetings/events/fundraisers
- 3. Be responsible for fundraiser cash boxes
- 4. Be responsible for trip requests
- 5. Assist with expenditures/budget

Club Advisor Signature: _____ Supervisors Signature: _____

3. Submit a Club Constitution and Bylaws. The ASMC Office can provide a sample.

STEP 2.

INSTRUCTIONS FOR GETTING YOUR ITEMS ON THE COUNCIL AGENDA

In accordance with the Brown Act, we require the following in order to place your items on the agenda:

- 1. Submit your agenda items online at: <http://www.mccd.edu/campus-life/student-government/meetings/index.html>
- 2. The Council Agenda will be posted publicly no less than 3 business days prior to the meeting.
- 3. "Action Items" must be on the agenda as official business when posted before it can be put to a vote.
- 4. Hearing of the Public, Reports, and Future Items for Discussion do not need to be on the agenda prior to posting and can be addressed during the meeting.

ASMC Club Registration Form

(Please print clearly)

Please refer to the Associated Students of Merced College's Bylaws for information on starting a club and deactivation policies. This helps properly maintain accounts and records consistent with the College's fiscal services processes. All questions, pertaining to this section of the ASMC Bylaws, should be raised at regular Student Council meetings in order to address concerns before the governing body.

FISCAL SERVICES USE ONLY: (Budget line(s) issuance)

REVENUE ACCOUNT LINE: _____

EXPENSE ACCOUNT LINE: _____

CLUB INFORMATION	Must be filled out.
Club Name:	Semester and Year:
Meeting Day & Time:	Building & Room Number:
Facebook Link/Name:	Web Address:

Club Advisor:	Email:
Club Co-Advisor:	Email:

President:	ID#	Email:
Vice-President:	ID#	Email:
Treasure:	ID#	Email:
Secretary:	ID#	Email:

Club Name:	Semester/Year:
------------	----------------

1.	Member Name	ID#	Contact Email
2.	Member Name	ID #	Contact Email
3.	Member Name	ID #	Contact Email
4.	Member Name	ID #	Contact Email
5.	Member Name	ID #	Contact Email
6.	Member Name	ID #	Contact Email
7.	Member Name	ID #	Contact Email
8.	Member Name	ID #	Contact Email
9.	Member Name	ID #	Contact Email
10.	Member Name	ID #	Contact Email
11.	Member Name	ID #	Contact Email
12.	Member Name	ID #	Contact Email
13.	Member Name	ID #	Contact Email
14.	Member Name	ID #	Contact Email
15.	Member Name	ID #	Contact Email