

## HOW TO BECOME AN SRJC CLUB:

### 1. OBTAIN A CLUB ADVISOR, FIND INTERESTED MEMBERS, AND ASSIGN CLUB OFFICERS:

Find a 'permanent employee of the district' to be your club advisor (*college faculty or staff*), find other students who would be interested in starting a club with you, and add their information to the last page of this packet.

### 2. CLUB DESCRIPTION:

Send an E-mail to the Petaluma Council (PC) Chair: [supermath271@gmail.com](mailto:supermath271@gmail.com) and the PC Advisor (Student Activities Advisor, Petaluma Campus): [dziccone@santarosa.edu](mailto:dziccone@santarosa.edu) with a summary of your club that you're willing to share with the public: Main Club Contact Name, Phone Number, E-mail (Club E-mail?), Facebook/ Social Media links, Club Logo, and a short description of your club. *Submissions may be edited for length and clarity.*

### 3. SUBMIT YOUR PACKET:

You'll want to make a copy of the last page of this packet for yourself (both sides), and turn in a copy to the Student Affairs Office on the first floor of the Richard Call Building.

### 4. ATTEND THE PETALUMA COUNCIL (ONCE THE PAPERWORK IS COMPLETED)

Have your club's President (or designated Petaluma Council (PC) representative (*student*)) attend the next PC meeting to give a description about your club. Then, if the PC votes in favor of activating your club ...

**CONGRATULATIONS! YOU'RE A CLUB!**

## IMPORTANT ADDITIONAL WORK:

### 5. GET A ROOM FOR YOUR CLUB TO MEET:

With your club advisor's help, find a room for your club's official meeting days & times

### 6. ADOPT A CONSTITUTION

Your club is provided a default Constitution by the Santa Rosa Inter-Club Council, but take some time with your members to make changes and shape the constitution into something that best represents your club.

## CLUB PAGE ON THE SRJC WEBSITE:

<http://studentlife.santarosa.edu/club-list>

## PETALUMA COUNCIL INFORMATION:

### 1. OVERSIGHT:

Petaluma Council is a student run body that officiates, oversees, and supports the operations of clubs and activities on the Petaluma Campus. PC consists of three Student Government Assembly (SGA) officers and one voting member from each active club. PC serves as a hub for student life in Petaluma; be a part of the process and help plan awesome events at SRJC with the help of other dedicated students.

### 2. FINANCIAL OPPURTUNITIES:

The PC has an operating budget funded by the Student Government Assembly. Any active Club has the opportunity to make a proposal to the PC to access these funds. Want to go on a trip? Need some new supplies? Want to host an awesome event? Make your case at PC and the possibilities are *endless!*

### 3. NETWORKING & STAYING CURRENT:

The PC brings together members from every club on campus. Be the first to hear about what's going on at SRJC and get the word out about your club! When your club wants to hold a big event, you'll find that it will help to have support from the most dedicated students at SRJC.

[RETURN PACKET to the STUDENT AFFAIRS OFFICE in the RICHARD CALL BUILDING]

## GENERAL CLUB INFORMATION & F.A.Q.

### DO WHAT YOU WANT!

Questions a lot of new clubs ask is, "Can I do this idea? Can I do that activity?" The answer is generally **yes** (unless it involves criminal activity). The Petaluma Council (PC) and SRJC are here to support you, and should always be available to you and your club to provide resources and information. At some point the administration may say "no" to you; As long as your ideas are not unreasonable, don't take it! Keep at it! Historically students have been the driving force in moving communities forward! Its one of the reasons clubs are so valuable.

### GET A ROOM!

As a club, you have the opportunity to reserve a space on campus for your club meetings (inside or outside). You need to fill out a CLUB USE OF FACILITIES FORM. This process is needlessly complicated, so make sure to stay on-top of this. Check out the student lounges around campus, the Herold Mahoney Library, the Courtyard Cafe, and, specifically, the Petaluma Student Center. These rooms were created for you!

### ADVERTISE:

It's important to advertise you club, and there are several ways the college and the Office of SA&EP can help in this process. Contact BearFacts to get your club's information E-mailed to all currently enrolled students. Contact the Oak Leaf student newspaper, submit posters the Student Affairs Office to get posted around campus, or make slides to show up on T.V. screens in high traffic buildings. And remember to always leave your club's contact information!

### COLLEGE BENEFITS FOR BEING A CLUB:

As a part of a club and the Petaluma Council, you are now part of the largest student representing body on campus. As such, your perspective is valuable to the SRJC.

- A more active say in college policy, Petaluma Council, and all club affairs.
- Mailbox for your club and a room to meet in.
- Computer access in the Club Room.
- A Club Trust account for any money raised.
- The ability to invite speakers from off-campus, or sponsor an outside group to be on campus
- Access to Media Services, for videotaping events etc. (see the terms for payment)
- There is web-space available for you.
- Free advertising for you club, in the college website, club directories, and posting areas around campus.
- Use your imagination! Clubs are an opportunity to get involved in the community, meeting new people, and learning more about the things you care about.

### OBLIGATIONS:

- All official club functions need to have an advisor present.
- All official clubs must have a representative attend PC Meetings throughout the semester.

Though it may seem like just another thing in a busy student's life, the Petaluma Council actually serves to help clubs come together to have better events, and keep clubs up-to-date of events that your club could be a part of. Plus, it helps promote structure within clubs. The history speaks for itself: Clubs who are committed and organized enough to have one of their members attend an PC meeting are more likely to stay around and continue to exist in the years to come.

**SELLING FOOD:** Just to be up front, you can't sell food you made from just anywhere. Food that comes from clubs needs to be pre-packaged or prepared in a Certified Commercial Kitchen. You may want to ask the culinary department to use their facilities, and local community centers or churches may let you have access to theirs.

## CLUB FINANCE INFORMATION

### CLUB ACCOUNT AGREEMENT:

All student clubs must comply with California Education Code (Sections 76063 & 76064) for financial management of income and expenses. This is accomplished by following these practices:

#### 1. HANDLING MONEY:

All fundraising must be approved by the Student Activities Advisor, Petaluma Campus and a **SPECIAL EVENTS APPLICATION** must be completed. All club dues, fundraising money, donations, etc., must be deposited at the Student Affairs front desk upon receipt. You will be provided with a **DEPOSIT SLIP** from the Office of Student Affairs & Engagement Programs (**SA&EP**) front desk. Organizations donating money to your club via check should be sent to the attention of the

Advisor, Student Affairs Accounts & Special Programs  
Santa Rosa Junior College, 1501 Mendocino Ave, Santa Rosa, CA 95401

Checks should not be sent to a student's home. Authorized club members can request a report of their account balance from the Advisor, Student Affairs Accounts & Special Programs (SAA&SP). Online Fundraising questions should be directed to the Advisor, SAA&SP.

#### 2. CLUB EXPENSES:

Please use the **CLUB TRUST ACCOUNTS REQUISITION FORM** and attach *original* receipts or invoices and then have your Club Advisor (College Faculty or Staff) sign. SAO accounting office wants to provide best business practices for all your transactions. Please allow 5 business days for your check. If you use your credit/debit card, please provide a copy of your bank statement (with the account number blanked out) showing your name and the withdrawal. **No alcohol** may be purchased with club funds. If you are requesting payment for a service (t-shirts, etc.), a **W-9** must be provided from the vendor or individual. This form is used to provide social security or tax ID information, and is available online at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

#### 3. ADVANCE CLUB FUNDS:

Clubs can request advance funds from their account with a completed **CLUB TRUST FUNDS REQUEST FORM**. Original receipts accounting for all expenses and any unused monies must be returned to the Advisor, SAA&SP within 3 business days of the issuance of a cash advance. Should the recipient not comply, or only return a portion of these receipts/monies within 3 business days, the total amount of the unaccounted for funds shall be posted to the student's account with the college.

#### 4. CLUB FUNDING QUESTIONS

Any questions about club finance or funding procedures may be directed to:

**Ann Swasey**

Advisor, Student Affairs Accounts & Special Programs

707-527-4572

[aswasey@santarosa.edu](mailto:aswasey@santarosa.edu)

**PART OF THE INTER-CLUB COUNCIL CONSTITUTION**  
Your club shall follow these rules

**INTER-CLUB COUNCIL**  
**“DEFAULT” CLUB CONSTITUTION**  
**FOR CLUBS WITHOUT THEIR OWN CONSTITUTION**

**ARTICLE I**  
**NAME**

The club’s name shall be what is written in their submitted SRJC CLUB ACTIVATION PACKET, which has been approved by the Petaluma Council.

**ARTICLE II**  
**PURPOSE**

The club’s purpose shall be what is written in their submitted SRJC CLUB ACTIVATION PACKET, under the “website description”, that has been approved by the Petaluma Council.

**ARTICLE III**  
**MEMBERSHIP**

Any currently enrolled SRJC Student shall be eligible for membership. There shall be no restrictions. Membership shall begin when a person signs the club roll.

**ARTICLE IV**  
**OFFICERS**

The club shall elect a President by a simple majority vote of members present.

- The President will serve as the Petaluma Council Representative, if they are unable to attend the Petaluma Council, the President will be responsible for appointing a designee to serve as the Petaluma Council Representative (This could be the Club’s Vice President or Treasurer)
- There may also be various members appointed to be in charge of various tasks, as decided by the club
- Officers shall serve for a semester, until clubs are renewed the following semester.
- Officers may be removed when a 2/3 vote of the members present at any meeting decides to eliminate them, whereupon only a simple majority will be needed to elect the new officer(s).

**ARTICLE V**  
**MEETINGS**

- The club’s meeting times shall reflect the information on the AUTHORIZATION form on file with the Petaluma Council Chair, and the PC Advisor.
- Any official business shall be conducted under the guidelines specified in the Parliamentary Procedure adopted by the Student Government Assembly Bylaws.

**ARTICLE VI**  
**ADOPTING A NEW CONSTITUTION**

A club may adopt their own Constitution by means of vote equal to a simple majority of the club’s total membership present at a regular club meeting, once reviewed and approved by the Petaluma Council Chair & Advisor and signed by the Club’s Advisor and President. The new Club Constitution becomes effective upon the time all the previously listed requirements are met.

## INFORMATION & AUTHORIZATION FORM

\_\_\_\_\_  
NAME OF CLUB

FALL  or SPRING/SUMMER  YEAR: \_\_\_\_\_  
Semester/Academic Year of Activation

CLUB E-MAIL (REQUIRED): \_\_\_\_\_

EXAMPLE: [club-name.srjc@mail.com](mailto:club-name.srjc@mail.com), this may also be a personal E-mail

**CLUB PRESIDENT & PETALUMA COUNCIL REPRESENTATIVE (STUDENT)**

**DATE:**

<b>PRINT NAME:</b>		<b>PHONE:</b>	
<b>SIGNATURE:</b>		<b>E-MAIL:</b>	
Can we share your info in PC materials and on the website? Phone? Yes <input type="checkbox"/> No <input type="checkbox"/> Email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

**CLUB PRESIDENT'S PC DESIGNEE, IF NEEDED (STUDENT)**

**DATE:**

<b>PRINT NAME:</b>		<b>PHONE:</b>	
<b>SIGNATURE:</b>		<b>E-MAIL:</b>	
Can we share your info in PC materials and on the website? Phone? Yes <input type="checkbox"/> No <input type="checkbox"/> Email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

**CLUB TREASURER (STUDENT)**

**DATE:**

<b>PRINT NAME:</b>		<b>PHONE:</b>	
<b>SIGNATURE:</b>		<b>E-MAIL:</b>	
Can we share your info in PC materials and on the website? Phone? Yes <input type="checkbox"/> No <input type="checkbox"/> Email? Yes <input type="checkbox"/> No <input type="checkbox"/>			

**CLUB ADVISOR (FACULTY OR STAFF)**

**DEPARTMENT:**

**DATE:**

<b>PRINT NAME:</b>		<b>PHONE:</b>	
<b>SIGNATURE:</b>		<b>E-MAIL:</b>	

**CLUB DESCRIPTION DISCLAIMER:** Your Club **MUST** complete and submit a Club Description *before* you are activated. Send an E-mail to the (PC) Chair: [supermath271@gmail.com](mailto:supermath271@gmail.com) and the PC Advisor: [dziccone@santarosa.edu](mailto:dziccone@santarosa.edu) with a summary of your club that you're willing to share with the public: Main Club Contact Name, Phone Number, E-mail (Club E-mail?), Facebook/ Social Media links, Club Logo, and a short description of your club.

Check box if you'd like to keep the club's current online description

MEETING DAY(S):	START TIME:	END TIME:	BUILDING & ROOM NUMBER:

\_\_\_\_\_  
PETALUMA COUNCIL CHAIR SIGNATURE

\_\_\_\_\_  
PETALUMA COUNCIL ADVISOR SIGNATURE

**- CLUB ROLL SHEET -**  
**- PROGRAMS & RESOURCE PLANNING PROCESS (P.R.P.P.) Page -**

This page serves as a roster for members in your club. This information is valuable for the college to record the involvement of club life on campus, as well as to justify the 'support for student life' programs. **ALL INFORMATION MUST BE LEGIBLE!**

CLUB:		SEMESTER/YEAR:	
Student Name (Print):	Student ID Number	Student Name (Print):	Student ID Number
1.		21.	
2.		22.	
3.		23.	
4.		24.	
5.		25.	
6.		26.	
7.		27.	
8.		28.	
9.		29.	
10.		30.	
11.		31.	
12.		32.	
13.		33.	
14.		34.	
15.		35.	
16.		36.	
17.		37.	
18.		38.	
19.		39.	
20.		40.	

**WHAT ABOUT NEW MEMBERS?**

When a new member joins your club, it's important to update your official roster. **SAVE A COPY OF THIS ROLL SHEET**, and continue to add to it as your club grows. If your club adds more members than can fit on this sheet, print out a blank copy of this page and continue there. **IMPORTANT:** At the end of each semester, the PC Chair and PC Advisor will collect these rosters to update the campus record of club involvement at SRJC. Accurate records are important to maintaining and expanding support and resources for campus clubs.