



PENINSULA COLLEGE

# CLUBS & ORGANIZATIONS

## *A Guide to Clubs & Organizations*

### **Inside:**

- How to start a club
- ASC recognition
- Club requirements
- Fund-raising policies
- Forms
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## *Starting a club*

The Associated Student Council will consider any club proposal, but is more likely to recognize and fund a club that will bring some level of academic, social, cultural or recreational contribution to the college.

Funding for clubs and organizations will be available through the ASC on a request basis. Here's what you need to do to be officially recognized and funded here at Peninsula College:

- **Step 1:** Identify or name your proposed club and fill out club charter form (attached).
- **Step 2:** You will need a minimum of five students who are currently enrolled at a minimum of 1 credit. Reach out to the ASC for help promoting your club.
- **Step 3:** Identify a faculty or staff member who agrees to serve as club advisor. This person should be a full-time employee of the college.
- **Step 4:** Use the attached "how to form" and draft your constitution.
- **Step 5:** Hold a meeting to work on your constitution and elect club officers.
- **Step 6:** It is required for new clubs to attend an orientation session or complete the orientation form. Contact our ASC club representative at ASC@pencol.edu.
- **Step 7:** Plan an event that will benefit the campus community, or the community at large, to be held sometime during the school year.
- **Step 8:** Attend an ASC meeting (see Student Government web page for meeting times). Present your constitution and charter form. Speak on behalf of your club and present your plan for an event that will benefit the campus and/or community.

## *Re-chartering an existing club*

Clubs typically lose members, including officers, each year at a two-year college as students graduate and move on. All clubs are required to re-charter prior to being officially recognized and funded.

- **Step 1:** Reach out to the ASC for help promoting your club.
- **Step 2:** You will need a minimum of five students who are currently enrolled at a minimum of 1 credit and you'll want to confirm that your previous adviser is willing to return.
- **Step 3:** Hold a meeting to elect club officers.
- **Step 4:** It is required for new AND returning clubs to attend an orientation session or complete the orientation form. Contact our ASC club representative at ASC@pencol.edu.
- **Step 5:** Plan an event that will benefit the campus community, or the community at large, to be held sometime during the school year.
- **Step 6:** Attend an ASC meeting (see Student Government web page for meeting times). Present your charter form. You do not need a new constitution. Speak on behalf of your club and present your plan for an event that will benefit the campus and/or community.

## *Club requirements*

Now that you've re-chartered a club or started a new one, it's important to follow the guidelines described in Article III under By-laws in the ASC Constitution. Failure to do so could result in probation, loss of funding and eventually the loss of your club charter. Here's what you need to do:

- **PUBLICIZE MEETINGS.** Hold open and publicized meetings once a month or no fewer than three times a quarter, this year using Zoom until we can meet face-to-face.
- **QUORUM.** You must have at least 50 percent of all identified members at your meeting, or, in the case of a club that has 20 or more members, attendance of 10 will be acceptable. Failure to meet minimum

attendance requirements at club meetings means you cannot take official club action and cannot count that meeting toward your minimum requirement of three meetings per quarter.

- **PROCEDURE.** Meetings should be run by club officers and should follow parliamentary procedure. You are also required to fill out a club minutes form and then submit those minutes to the Director of Clubs.
- **ATTEND ASC MEETINGS.** Clubs are **required** to provide a report to the ASC each month or three per quarter. Ideally a club representative would provide an oral report. If you are unable to attend, please submit a brief written report that sums up any official action you have taken or plan to take as a club.
- **SPENDING.** Spending of club funds requires approval from club members and advisor, typically approved and sited in club minutes, and then pre-approval from the ASC. Please do not spend your own funds and then seek reimbursement without pre-approval. See Associate Dean for Student Life Rick Ross, for help with any paperwork required for purchases or travel. [rross@pencol.edu](mailto:rross@pencol.edu)
- **BUDGET.** The ASC Finance Committee annually sets aside funds for clubs to access for events, speakers, travel, etc. Clubs can access those funds by submitting written requests at weekly ASC meetings. Approval will like be based on benefit of expenditure to the campus community and to club members, and may be limited by funding availability. The ASC, in its role of budget management, may not approve funding requests based on criteria for that request or available club funding.

## *Fund raising*

Should ASC funding not meet the needs of a recognized club or organization, clubs also may hold fund-raising activities, provided they are approved by the executive officers of the ASC and the Associate Dean for Student Life. Here's how to plan a fund raiser:

- **SELECT FUND RAISER.** College policy prohibits most off-campus fund raising, so avoid door-to-door solicitation. Car washes and other similar fund raising activities are permitted in the community. Fund raising cannot include dues or money from other college budgets. Raffles are allowed, but must be registered with the Washington State Gambling Commission and are very time consuming and difficult to manage.
- **SOLICITING** of faculty or staff offices is not permitted. The sale of food items is largely limited to pre-packaged foods.
- **APPROVAL.** Take your idea to the ASC and Associate Dean for Student Life for approval.
- **HANDLING MONEY.** Hold your fund raiser. Keep good records, receipts, etc. Proceeds must then be deposited in Associated Student club accounts, subject to normal college audits, rules of expenditure and record keeping. See Associate Dean for Student Life.
- **SPENDING YOUR MONEY.** Decisions about spending your funds should come from club meetings and should be reflected in the minutes. When you arrive at that decision, you need to request funding from the ASC, in writing. Once the ASC approves your expenditure, see our Student Life staff for how to purchase your items, or plan your travel. Please do not pre-purchase, or order items on-line yourself. Also be aware that it may take a week to process, so plan ahead.
- **STATE FUNDS.** Clubs may not gift state funds, thus fund-raising efforts aimed at supporting outside organizations or efforts is challenging. Should your goal be to raise money for an outside organization, you will need to meet with the Associate Dean for Student Life to develop a plan to meet that goal.
- **CARRY-OVER FUNDS.** Clubs will not carry forward funds from one year to the next. Your funding is intended to service your current club members and the campus community. Should your club set a goal for a project or trip that is more than a year away, the ASC will attempt to honor a fund balance carry forward request.

# *Tips for clubs*

Here are some tips that may help your club be more enjoyable and more effective:

## **JOINING A CLUB**

- ✓ Evaluate whether or not you can commit your time **BEFORE** joining a club. Should you join and then quit, you will likely hinder the club's ability to draw a quorum at meetings.

## **GETTING STARTED**

- ✓ Identify and elect strong leaders. These are not necessarily the most enthusiastic members of your club. Good leaders share a vision for the entire club, they have strong communication, organizational and motivational skills, an ability to delegate responsibility and the time in their schedules to effectively lead your club.
- ✓ Identify specific goals for your club and plan how to accomplish those goals.
- ✓ When you put together your membership list to submit to the ASC, be sure to get quality and not quantity. The more members you have, the more difficult it is to meet the minimum attendance requirements for meetings.
- ✓ Publicize your club. When you have events, please work with Peninsula College's marketing staff to assist you with publicity of your events. Please allow three weeks for preparation of materials including e-card for social media, campus TV screens, press release, etc.

## **THINGS YOU SHOULD KNOW**

- ✓ **FOOD:** Expending state funds on food is permitted, but must be approved by the ASC and Associate Dean for Student Life in advance and must fit into one of the following categories:
  1. Light refreshments: State funding guidelines allow light refreshments to be served at meetings, events, etc. as long as the participants are current PC students. Light refreshments include snack food, such as coffee, cookies, chips, veggies, etc. Pizza can be considered a light refreshment if it is limited to one or two pieces per person. **The ASC uses a maximum of \$5 per person as a guideline for light refreshment purchases.**
  2. Meals with Meetings: State funding guidelines do permit meals with meetings under the following criteria: A) The meeting is lengthy and is scheduled during a meal time thus prohibiting participants from otherwise having access to a meal, B) the meal is an integral part of the meeting and included in a meeting agenda (attach to reimbursement request), C) the cost of the meal is within the state per diem for meals in Clallam County (\$15 breakfast, \$18 lunch, \$28 dinner). Students commonly use a lower rate for meal reimbursement.
- ✓ **TRAVEL:** Peninsula College Clubs and organizations may travel on official state business, following travel guidelines:
  1. Travel must be pre-approved by the ASC with a written estimate of costs.
  2. Club or organization advisor will work with Associate Dean for Student Life to comply with college travel procedures.
  3. Clubs and club members are prohibited from traveling in an official and funded capacity without their advisor or a designee.
- ✓ **MARKETING:** Here are the avenues to pursue for promoting your events:
  1. If it is specifically for club members, please use internal methods, such as GroupMe texting, or e-mail.
  2. If you are having an event you wish to promote, please see our Student Life staff for help. The College is pretty relaxed about on-campus marketing, as long as you follow the posting rules below, but off-campus marketing must be cleared by our Marketing Department.
  3. Decide the following before going to Student Life or Marketing for assistance:
    - A. Name and description of event.
    - B. Location of event (your advisor can help you book the space).
    - C. Time, date.

- D. Admission price if applicable.
- E. Official name of host organization(s) and contact info.
- F. Any photos, logos, etc.

- ✓ **POSTING:** Clubs and organizations must follow college posting procedures:
  4. Materials for on-campus posting need ASC approval, and must be posted on bulletin boards and exhibited on tables in open spaces. Flyers and posters may NOT be taped to walls, windows, doors, etc.
  5. Materials for off-campus posting need Peninsula College marketing approval.
  6. TV screens are for promoting events and activities and unfortunately are not available to advertise club meetings. Clubs wishing to post their event on the TV should work with the marketing department to create their slide.
- ✓ **RESERVING A ROOM:** Clubs or organizations will be limited to zoom meetings until our campus buildings are re-opened. Once we are back open, clubs may get access to campus spaces for their meetings and events. Club advisors are to contact the Campus Operator, or utilize 25Live to arrange room reservations.
- ✓ **RE-CHARTERING:** All clubs will need to re-charter in the fall. That process does not include a new constitution and bylaws, but rather a new list of members, officers, a signature from the advisor and attendance at a club orientation.
- ✓ **SUMMER:** Peninsula College clubs and organizations are typically inactive during summer quarter. Clubs wishing to plan an activity or trip prior to the start of Fall Quarter need to secure funding and approval prior to the conclusion of Spring Quarter.

## Have Fun

- ✓ The many rules and regulations governing clubs are not intended to stifle your ability to accomplish things, but rather to prevent abuse of student funds and campus facilities. Once you familiarize yourself with the rules, you should be able to have a great time within your club while still making a positive contribution for the good of the institution AND toward the development of your own personal, social, organizational and leadership skills.

**If you have questions or need help, don't be afraid to ask...**

### **Contacts:**

- ASC, ASC@pencol.edu, ASC Office
- Rick Ross, Associate Dean for Athletics & Student Life, [rross@pencol.edu](mailto:rross@pencol.edu)
- Amanda Anderson, Student Life Office Assistant, [aanderson@pencol.edu](mailto:aanderson@pencol.edu)

# Create Your Club Constitution

A club's constitution should contain the following:

Article I	Name of organization
Article II	Purpose of organization
Article III	Requirements of membership
Article IV	Officers (titles, duties, etc.)
Article V	Dues if any
Article VI	Frequency of meetings
Article VII	Rules for amending the constitution

## Sample constitution:

### Constitution and By-laws of the Fly Tiers Club of Peninsula College

#### ARTICLE I

Name: The name of this organization shall be the Fly Tiers Club of Peninsula College.

#### ARTICLE II

Purposes: The purposes of the club shall be as follows:

1. Provide an opportunity for the enhanced recognition of fishing flies of the Northwest.
2. Provide a common meeting place for those who wish to perfect the art of fly tying, or who wish to learn to appreciate the art.

#### ARTICLE III

Membership: Membership shall be of two categories:

1. Active membership shall be available to current students (minimum 6 credits) of Peninsula College who accept the constitution and by-laws of this organization. Active members shall be permitted to vote for the election of officers and to serve as officers.
2. Associate membership shall be provided to those who do not qualify as active members (above), but who meet all other criteria. Associate members may serve on committees of the organization, but will have no voting privileges and may not serve as club officers.

#### ARTICLE IV

Officers:

1. The officers of this organization shall be the Dragon Fly, the Bee and the Gad Fly.
2. Duties
  - a. Dragon Fly is the chief executive officer and shall chair the meetings.
  - b. The Bee will serve as chair in absence of the Dragon Fly.
  - c. The Gad Fly will maintain records, including minutes and financial records.
3. The officers shall be elected by the membership at large at a date and time specified in the by-laws and shall serve for a term of one year.
4. Officers may be recalled by a two-thirds vote, and new officers elected by a majority vote.

#### ARTICLE V

Dues: The dues of this organization shall be established by the membership as a whole.

#### ARTICLE VI

Meetings:

1. Regular meetings shall be held at least once a month.
2. A special meeting may be called by a petition of 25 percent of the membership.

#### ARTICLE VII

Amendments: Amendments to this Constitution may be made by a two-thirds vote of the membership at any regular meeting.

# Parliamentary Procedure

Student clubs, as official organizations of the Associated Students of Peninsula College, are expected to follow the basic rules of parliamentary procedure, which is simply a system of rules designed to help you conduct a business meeting in an orderly manner.

## Chairman

- Someone, often the president of the club, will chair the meeting. As chairman you should:
  - Make sure the meeting place is properly set up, lighted, heated, etc.
  - Begin and close the meeting on time.
  - Determine whether enough members (a quorum) are present to conduct business.
  - Follow an agenda, introducing business in a proper order.
  - Attempt to remain impartial during debates. If you become involved, ask someone to take over as chair.
  - Permit only one question to be considered at a time.
  - Recognize motions and discussions and tactfully interrupt a member whose discussion is not relevant.
  - Refuse to allow a motion to vote without full and free debate.
  - Maintain order.
  - Expedite business by swiftly asking for objections and then votes on routine motions.
  - Put motions to vote and announce the results.
  - Do not vote on matters yourself, unless your vote is necessary to break a tie.
- Secretary**
- As secretary you should:
  - Bring copies of the constitution, bylaws and records to meetings.
  - Be prepared to call the roll (take attendance).
  - Hand out a meeting agenda.
  - Record the business accomplished at each meeting.
  - Propose motions, participate in debate, vote.
  - Write minutes of meetings in an objective manner.

### Agenda example:

1. Call to Order
2. Roll Call
3. Approving the Minutes
4. Reports of Treasurer, Committees
5. Unfinished or Old Business
6. New Business
7. Announcements
8. Adjournment

## Club member

- As a member of the club, you too have responsibilities to follow the above procedure. You should:
- Prepare for meetings and then listen with an open mind. □ Volunteer for committees.
- Plan your motions. Properly worded motions save time.
- Help your chair, and your club, by expediting business.
- Attend meetings regularly and punctually.

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## Motions

A motion is simply a proposal that something be done. Here is an example for handling a motion:

1. Member addresses the chairman. *Mr. Chairman.*
2. Chairman recognizes member. *Mr. Smith.*
3. Member presents the motion. *I move that we buy a new computer.*
4. Chairman calls for a second. *Is there a second to this motion? (If not, it dies for lack of a second).*
5. The second is presented. *I second the motion.*
6. Chairman restates the motion. *It has been moved and seconded that we buy a new computer.*
7. If the motion is debatable, the chair calls for discussion. *Is there any discussion?*
8. After full and free debate, the chairman closes discussion. *Are you ready for the vote?*
9. Chairman takes the vote. *All in favor signify by saying aye. Those opposed say nay.* (If the vote is close, a show of hands may be necessary).
10. Chairman announces the result. *The motion passes; or the motion fails.*

# Expectations of Faculty & Staff Advisors

1. Serving the students well require time and energy. Advisors must be available on campus to lend assistance and attend club functions or events.
2. Be familiar with the objectives of the club as well as the policies and procedures outlined in the club handbook.
3. Arrange and attend club zoom meetings.
4. Approve and monitor expenditures of the club, complying with state and college policies. When you have questions, please consult with ASC Advisor Rick Ross.
5. Attend your club's events and activities when possible. Advisors are required to participate when your club is traveling.
6. Once the campus is re-opened, assist your club with booking rooms for meetings and events by contacting Ben Catterson at [bcatterson@pencol.edu](mailto:bcatterson@pencol.edu). He will guide you through the process for set-up, AV, janitorial and campus safety needs.
7. Help your club members understand the very slow processes surrounding a state organization. Advance planning and communication with the ASC and Student Programs staff are the keys to successful events.



# CLUB CHARTER FORM

Name of Club		Purpose			
President		Phone		Email	
VP					
Sec/Treas					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
<b>ADVISOR</b>					

**ADVISOR**

By checking this box, I am accepting the position of advisor of the above club and I hereby agree that I understand my obligations that include: Providing guidance and attending meetings, conferences, events and outings. Further, I understand that the club is an exercise in the development of responsibility among student members and that I have an important role in advising them in the budgeting and expenditure of funds, the conduct of meetings and in properly representing Peninsula College, it's mission and its' reputation at club events.

Signature		Date	
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*Due to the pandemic, we are accepting your printed name here and your email will authenticate that it came from you.*

# CLUB CHECK LIST

To be eligible for funding, clubs must complete the following and get this check-list initialed by the ASC club representative.

**Attend an orientation session or fill out orientation form**

Clubs are required to attend an orientation or fill out the form prior to becoming chartered and receiving funding.

**Renew or establish club charter**

Fill out charter form and attend an ASC zoom meeting for approval

**Meet**

Meet prior to chartering to make plans for the year and elect officers.

**Attend a required ASC zoom meeting**

Clubs are required to give a written or oral report at a minimum of three ASC meetings per quarter.

**Plan an event (Future funding)**

Put on, or get involved in an activity or event that benefits the campus or the community. Clubs that do not hold “public” events may not qualify for funding.

Once a club has completed the above check list, it will still be required to meet monthly (or three times per quarter), submit minutes of those meetings and send a representative (or provide a written report) to an ASC meeting at a minimum of three times per quarter to maintain their charter. Failure to do so may result in probation and eventually the loss of charter.

# CLUB MINUTES

Name of club		Date of meeting	
Attendance (list all)			

Reports (notes on announcements, plans)	

Official action taken (motions, voting, etc.)	

Date of meeting	
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Person providing minutes	
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# CLUB ORIENTATION

Congratulations on forming a club at Peninsula College. Here are some things you need to know to be successful:

1. Because of the turnover of students at a 2-year college, all clubs are required to re-charter each year and to submit a plan for an event that will benefit the campus community or community at large.
2. Clubs are asked to publicize their meeting times. When our campus re-opens, please use the Clubs bulletin board in the Pirate Union Building to post a flyer about your club with your quarterly meeting times, dates and locations.
3. You are required to hold no fewer than three official meetings per quarter. An official meeting includes a quorum (see club guide). The minutes of your meetings should be submitted to the ASC. Clubs failing to meet or submit minutes may be declared inactive and thus ineligible for funding or securing meeting spaces.
4. Please do not spend any money without prior approval from the ASC. Club representatives are asked to submit requests in writing by emailing to [ross@pencol.edu](mailto:ross@pencol.edu). It is ideal if a club member will follow with a presentation of that request at our weekly ASC zoom meeting. Zoom address available on ASC student government web site.
5. Clubs do not have specific budgets. The ASC has a fund it uses to grant funding requests from clubs. Typically clubs will receive \$500-\$1,000 per year.
6. Please do not move forward on a fund-raising plan without prior approval from the ASC. The State is very restrictive on what fund-raising activities are allowed.
7. Some clubs do hold fund-raisers, but it's important to know that club funds, along with ASC funds, do not carry forward from year to year.
8. Please work with your advisor, with our business office staff, and with our Student Life staff to help you follow procedures on travel, purchasing, room reservations, event-planning and posting of materials.
9. Please work with our Marketing Department prior to opening a social media site representing your club.

By checking this box, I agree that I read this orientation and shared it with my club members.

Advisor signature		Date	
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*Due to the pandemic, we are accepting your printed name here and your email will authenticate that it came from you.*