

COLLEGE OF ALAMEDA

CLUB REGISTRATION INFORMATION SHEET

Congratulations on taking the first step towards enhancing the College community through improving campus activities. By beginning the process, you have shown that you have what it takes to be a leader: an idea and follow-through. Your prospective club will help to enhance the College of Alameda community not only during your time here, but also for many years to come.

To begin review the following documents:

- a. Associated Students College of Alameda (ASCOA) Club Registration Process
- b. Club Constitution Guidelines
- c. Club Constitution Template
- d. Club Registration Forms: Club Officer Listing, Advisor Agreement, Club Charter Agreement, List of Club Members

CLUB REGISTRATION PROCESS

Step 1 Attend a club registration information session, or review the online training presentation.

Step 2 Turn in all required club registration documents (Club Officer Listing, Advisor Agreement, Club Charter Agreement, List of Club Members and Constitution) to the **Office of Student Activities in F-217**. A staff member in the Student Activities office will complete a grade and enrollment check for all listed Executive Board officers. Applications with students that are not eligible to serve as officers will be returned to the club. The club must re-submit the application with new officers. Complete registration packets with students in good academic standing will be forwarded to the ASCOA VP of Operations. **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME. INCOMPLETE PACKETS WILL BE RETURNED.**

Step 3 Completed packets (with officers that meet minimum GPA and unit requirements) will be forwarded to the ASCOA Vice President of Operations. The VP of Operations will have the club's constitution placed on the ASCOA meeting agenda for review. A club representative can attend the meeting to respond to questions. The ASCOA will review the club's constitution and determine whether the club's purpose is distinctly different from a club that already exist on campus. The ASCOA will vote to either approve the charter, continue review of the constitution for a second review or disapprove the charter.

Step 4 If the ASCOA votes to continue reviewing the club's constitution, the ASCOA VP of Operations will inform the club of the necessary changes. Once the club has resubmitted the constitution with the requested changes. The ASCOA VP of Operations will have the club's constitution placed on the ASCOA meeting agenda for a second review. A club representative can attend the meeting to respond to questions. The ASCOA will vote to either approve the charter or continue review of the constitution for a third and final review.

Step 5 If the ASCOA votes to continue reviewing the clubs constitution, the ASCOA VP of Operations will inform the club of the necessary changes. Once the club has resubmitted the constitution with the requested changes. The ASCOA VP of Operations will have the club's constitution placed on the ASCOA meeting agenda for a third and final review. The ASCOA will vote to approve or disapprove the charter.

COLLEGE OF ALAMEDA CLUB REGISTRATION INFORMATION SHEET

Depending on availability of funding, **NEW** clubs may receive an allocation of **\$100.00 in start-up funds**. If approved, funds will be transferred into the club's District account. Renewing clubs are not eligible for start-up funds.

After becoming recognized as a College of Alameda club, all constitutional amendments must be approved by the ICC and filed with the Office of Student Activities and Campus Life within one week of adoption.

If you have any questions, please contact the Office of Student Activities at [**coa.activitiesdirector@gmail.com**](mailto:coa.activitiesdirector@gmail.com)