

*Associated Students  
of the College Of Southern Nevada*

*Club/Organization Packet  
Academic Year 2011-2012*

**Club/Organization Full Name:**

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- Renewal Club/Organization Application**  
 **New Club/Organization Application**

**Received By** \_\_\_\_\_

*Please review the Club Packet Checklist page when collecting  
this document.*

**Date/Stamp** \_\_\_\_\_

**Student Government Contact:**

*SheilaMarie Arino*

*Vice President of ASCSN*

*Student Government*

*Office Number: 651-4382*

*sheila.arino @csn.edu*

**Please Submit Three (3)  
Copies of Your Club Packet**

\_\_\_\_\_  
*ASCSN Vice President Signature*

**Reviewed On** \_\_\_\_\_

## Table of Contents

- I. .... General Information
- II. .... ASCSN Student Government Contact Information
- III. .... Club Advisor Guidelines
- IV. .... Nevada Open Meeting Law Requirements
- V. .... ASCSN Bylaw XIX Chartering Student Clubs
- VI. .... Club Packet Checklist
- VII. .... Guidelines for Preparing Your Club/Organization's Constitution
- VIII. .... Club/Organization Officers List
- IX. .... Club/Organization Members List
- X. .... ASCSN Student Government Advisor Consent Form
- XI. .... Travel Liability Form
- XII. .... Name/Logo Liability Form

COLLEGE OF  
SOUTHERN NEVADA

## I **General Information**

Club Packets should be submitted to the ASCSN Vice President of Student Government or to the Administrative Assistants at the Department of Student Life and Leadership Development Offices.

Cheyenne 651-4942  
Henderson 651-3177  
West Charleston 651-5614

**Please submit three (3) copies of the completed club packet.**

After your club or organization is approved, your organization will receive seed money. Clubs and organizations are expected to fundraise. All money earned belongs to the organization.

Seed money is granted once an academic year. The deadlines for seed money are below and pursuant to ASCSN Bylaw 19.01.

### Seed Money Deadlines

**All club statuses expire at the end of the year and must be renewed in the Fall semester.**

**Fall Semester 2011:**

August 29<sup>th</sup> – September 29<sup>th</sup>  
September 30<sup>th</sup> – October 30<sup>th</sup>  
October 31<sup>st</sup> or later

\$300.00 seed money  
\$200.00 seed money  
No seed money awarded,  
recognition only if voted upon

**Spring Semester 2011:**

January 23<sup>rd</sup> – February 21<sup>st</sup>  
February 22<sup>nd</sup> – March 22<sup>nd</sup>  
March 23<sup>rd</sup> or later

\$300.00 seed money  
\$200.00 seed money  
No seed money awarded,  
recognition only if voted upon

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II  
**ASCSN Student Government**  
**Contact Information**

**Student Government Offices**

Cheyenne Campus-1089  
3200 East Cheyenne Avenue  
North Las Vegas, NV 89030  
Phone # 651-4942  
Fax# 651-4851  
C1C – sort code

West Charleston Campus-B 102  
6375 West Charleston Boulevard  
Las Vegas, NV 89146  
Phone # 651-5614  
Fax # 651-5098  
W1B – sort code

Henderson Campus-B 130E  
700 College Drive  
Henderson, NV 89002  
Phone # 651-3177  
Fax # 651-3508  
H7B – sort code

**Executive Board**

President Aimee Riley  
Cheyenne Campus-1097  
3200 East Cheyenne Ave  
N. Las Vegas, NV 89030  
Phone : 702-651-4380  
Fax: 702-651-4416  
C1C – sort code  
aimee.riley@csn.edu

Vice President Sheila Arino  
Cheyenne Campus-1094  
N. Las Vegas, NV 89030  
Phone : 702-651-4382  
Fax : 702-651-4851  
C1C – sort code  
sheila.arino@csn.edu

Secretary Jasmine Gipson  
Cheyenne Campus-1095  
N. Las Vegas, NV 89030  
Phone : 702-651-4381  
Fax : 702-651-4851  
C1C – sort code  
jasmine.gipson@csn.edu

Treasurer Amador Ronquillo  
Cheyenne Campus-1096  
N. Las Vegas, NV 89030  
Phone : 702-651-4379  
Fax : 702-651-4851  
C1C – sort code  
amador.ronquillo@csn.edu

COLLEGE OF  
SOUTHERN NEVADA

### III Club Advisor Guidelines

Advisors must attend all on and off-campus meetings of the club/organization. No club can meet without the Advisor's presence, unless a National Constitution or National By-laws overrule this provision.

The Advisor's responsibility is to ensure that the Club/Organization follows all campus and Student Government policies, rules and regulations. This responsibility calls for a close working relationship between the Advisor and the Director of the Department of Student Life and Leadership Development. Some of the responsibilities of the Advisors are:

1. Supervising any and all events sponsored by the club/organization. The Advisor is responsible for assuring that all appropriate institutional forms are completed; assuring the success of any event, and that all Student Government policies and procedures are followed. **At a minimum the Advisor must complete a "Facility Usage Form," and have it approved by the Director of the Department of Student Life and Leadership Development.** Facility Usage Forms can be accessed on the CSN website ([www.csn.edu](http://www.csn.edu)) or at the Cheyenne, West Charleston, or Henderson campus facility offices. If furniture or equipment is needed, an O&M and Communication Departments form must be completed.
2. If money is exchanged at the event, the Advisor must supervise the collection and depositing of funds with the Cashier Office. The Advisor should meet with the Cashier Department, so the Advisor can be made aware of cash handling procedures. The Cashier for the Cheyenne campus can be reached at 651-4363, West Charleston campus 651-5650 and Henderson campus 651-3022.
3. Advisors must be familiar with campus regulations regarding campus security, unruly conduct, drugs, alcohol and injury. More specifically they must be aware of the, **Student Code of Conduct.** Violation will result in the elimination of the Club/Organization. A copy of the **Code of Conduct** is located on the CSN website.
4. Advisors must consult with the Public Affairs Department if any media is to be involved in or invited to any club/organizational activity. The Public Affairs Department can be reached at 651-7300.
5. All out-of-state travel requires Advisor's presence unless overruled by National Constitution or National By-laws. Out-of-town forms may be obtained from Advisor's departmental secretary.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## IV **Nevada Open Meeting Law Requirements**

If further financial support for an activity becomes necessary Student Government may be petitioned for further assistance. (Please see ASCSN By-Law 5.02) After a funding proposal application is submitted, the funding proposal shall be on the next available Funding Proposal Committee agenda. Provisions of Nevada Open Meeting law shall apply. (Clubs/Organization should also see ASCSN By-Law 5.04.) Other funding options should be pursued before applying to the ASCSN Senate. If other options are not pursued, then the Club/ Organization seeking monies will not be considered.

All Clubs/Organizations are expected to follow Nevada Open Meeting Law (NOML). For more information regarding this procedure contact your campus's Student Government Office. **Agendas need to be posted by 9:00 a.m. three business days prior to your scheduled Meeting.** If the NOML are not followed sanctions under NOML may occur. (Please see By-Law 19.08 all recognized ASCSN Clubs / Organizations are subject to the Nevada Open Meetings Law Statutes.) As such, notices as to date, time, and location of meetings must be posted to make every effort to ensure all enrolled students have knowledge of its existence by putting notices up at the three (3) main campuses, Cheyenne, Henderson, and West Charleston. Notices of meetings may also be posted at extension campuses.)

According to By-Law 15.02 E-6 the Vice President shall host an open meeting for members and or advisors of any recognized ASCSN club/organization, at a minimum of once per month and a maximum of twice a month excluding emergency meetings. These meetings will occur on Fridays and will be decided at a prior meeting during the fall and spring semesters.

\*If for any reason there is a change in the ASCSN Club/Organization meeting schedule, clubs/organizations shall be contacted at least one week ahead of time.

\*It is vitally important that each club/organization is represented at the ASCSN club/organization meetings. If for any reason attendance is not possible please contact the Vice President at 651-4382 or via email at [sheila.arino@csn.edu](mailto:sheila.arino@csn.edu)

Locations and times will be posted at all three (3) main campuses in accordance with the Nevada Open Meeting Law.

Copies of Minutes for each meeting of your Clubs/Organization **must** be submitted to the ASCSN Vice-President by the 30<sup>th</sup> day of each month (unless the 30<sup>th</sup> day falls on a weekend then it will be the following business day).

Clubs/Organizations are required to maintain records of expenditures and funds raised and must be able to provide copies of such at meetings with student government and/or upon reasonable request of the ASCSN Student Government. A

copy of your expenditures and funds raised **must** be submitted to the ASCSN Vice-President by the 30<sup>th</sup> day of each month, (unless the 30<sup>th</sup> day falls on a weekend then it will be the following business day)

Please send copies of minutes and expenditures and funds raised to the Vice-President through email (sheila.arino@csn.edu). Please look at an example below for address:

Clubs/Organizations must have a minimum of ten currently enrolled student members in order to be recognized by ASCSN Student Government. Please include current photocopies of student I.D. cards and signatures.

### **By-law 19.05 and 19.06**

#### **By-Law 19.05**

New or established clubs/organizations that are recognized by the ASCSN Senate during the fall semester are eligible to receive \$300.00/200.00 of seed money if they are an active club. New or established clubs/organizations that are recognized by the ASCSN Senate during the spring Semester are eligible to receive \$300.00/200.00 of seed money if they are an active club. An active club is defined as a club that attends ASCSN club/organization meetings, and misses no more than two meetings per semester, and who submits club minutes, agendas, and records of expenditures and funds on a monthly basis. Seed money shall be granted once each academic year per club/organization. Between one and thirty days from the first day of the semester a club will receive \$150 and between thirty two to sixty (60) days will receive \$100. A like amount will be awarded at the end of the semester. Clubs recognized after the sixty days will not receive seed money.

#### **By-Law 19.06**

All ASCSN clubs/organizations shall be required to attend the ASCSN club/organization meetings that shall be hosted by the ASCSN Vice President at least once a month. ASCSN Clubs/organizations are allowed to miss a maximum of three meetings prior to deactivation during an academic year. After the 2<sup>nd</sup> meeting is missed by an ASCSN club/organization, the ASCSN Vice President, will send a letter to the Club/Organization as warning for pending termination.

SOUTHERN NEVADA

V  
**ASCSN By-Law XIX**  
**Chartering Student Clubs**

- 19.01** To be considered for recognition as an ASCSN Club/Organization, a club packet must be submitted along with two (2) copies of the packet to a Student Government Administrative Assistant for a date/time stamp. A club/organization will be eligible to submit a club packet if the club/organization has a Faculty Advisor and Executive Board with valid staff and Student I.D.s. An Executive Board will consist of, at minimum, a President, Vice President, and Secretary. To be eligible to receive seed money, an approved club must provide a Club Packet that includes the printed names, signatures, and Student I.D.s of a minimum of ten (10) CSN students.
- 19.02** Each ASCSN Club/Organization must have a member of the CSN faculty or staff as an advisor (faculty or staff member can only advise one club / organization). Only the CSN High School may have a Clark County School District Faculty member as an advisor. The printed name, telephone number and signature of the advisor is also required on the petition submitted to the Senate. In the event that an Advisor resigns, the club will have ten (10) working days to secure a new advisor and shall submit an Advisor Consent Form to the ASCSN Student Government President. Revocation of recognition of a club requires 2/3 majority vote of the Senate.
- 19.03** ASCSN Clubs/Organizations that seeks to be recognized by ASCSN must submit a completed club packet, a copy of the Club's constitution, (which will include the definition of a quorum) the names and phone numbers of students who are members of the Club. The names and phone numbers of the Club officers, the name and telephone number of the faculty advisor, a signed original copy of the ASCSN Travel Liability Form and the ASCSN Name/Logo Liability Form, unless otherwise noted.
- 19.04** Every semester, All ASCSN Clubs/Organizations are required to submit an updated listing of officers, and a copy of their Constitution, if their Constitution has been modified, to the ASCSN Vice President. Upon verification of the required documentation, The ASCSN Vice President, acting in his/her capacity as Chairperson of the Student Activities Board, will recommend the club for Senate approval. Incomplete club packets will be returned to the club for completion and resubmission. Club packets may only be submitted during the fall and spring semesters.
- 19.05** New or established clubs /organizations that are recognized by the ASCSN Senate during the fall semester are eligible to receive \$300.00/200.00 of seed money if they are an active club. New or established clubs/organizations that are recognized by the ASCSN Senate during the spring Semester are eligible to

receive \$300.00/200.00 of seed money if they are an active club. An active club is defined as a club that attends ASCSN club/organization meetings, and misses no more than two meetings per semester, and who submits club minutes, agendas, and records of expenditures and funds on a monthly basis. Seed money shall be granted once each academic year per club/organization. Between one and thirty days from the first day of the semester a club will receive \$150 and between thirty two to sixty days will receive \$100. A like amount will be awarded at the end of the semester. Clubs recognized after the sixty days will not receive seed money.

- 19.06** All ASCSN Clubs/Organizations shall be required to attend the ASCSN club/organization meetings that shall be hosted by the ASCSN Vice President at least once a month. ASCSN Clubs/organization are allowed to miss a maximum of three meetings prior to deactivation during an academic year. After the 2<sup>nd</sup> meeting is missed by an ASCSN club/organization, the ASCSN Vice President, will send a letter to the Club/Organization as warning for pending termination.
- 19.07** ASCSN Clubs/Organizations are expected to organize and participate in fund-raising activities along with seeking additional funding from the Senate. Should there be questions regarding fund-raising activities, it is recommended that guidance be obtained from the Funding Proposal Committee or an ASCSN Senate member.
- 19.08** All recognized ASCSN Clubs/Organizations are subject to the Nevada Open Meetings Law Statutes, as such, notices as to date, time, and location of meetings must be posted to make every effort to ensure all enrolled students have knowledge of it's existence by posting notices at the three (3) main campuses, Cheyenne, Henderson, and West Charleston. Notices of meetings may also be posted at extension campuses.
- 19.09** ASCSN Clubs/Organizations are required to submit to ASCSN Student Government Vice President, a projected meeting schedule for that semester at the first Opening Meeting of each semester.
- 19.10** All ASCSN Clubs/Organizations will have their club packet, any funding proposals and all meeting schedules compiled together at the end of each semester and kept in Student Government for verification and accountability purposes.

**\* Ratified by ASCSN Student Government Senate 11/20/09**

COLLEGE OF  
SOUTHERN NEVADA

## VI

### Club Packet Check List

*(Please check the boxes below that has been completed)*

*Recognition Status please check one:*

#### **Club Recognition Eligibility**\_\_\_\_\_

*Please have the following:*

- Advisor **(Consent Form and CSN ID)**
- President **(with Current semester ID)**
- Vice President **(with Current semester ID)**
- Secretary **(with Current semester ID)**
- 10 Student Signatures and **matching** Student IDs.
- Club's Constitution
- **Current Semester meeting schedule**

#### **Club Recognition & Seed Money Eligibility**\_\_\_\_\_

*Please have the following:*

- Advisor **(Consent Form and CSN ID)**
- President **(with Current semester ID)**
- Vice President **(with Current semester ID)**
- Secretary **(with Current semester ID)**
- 10 Student Signatures and **matching** Student IDs.
- Club's Constitution
- **Current Semester meeting schedule**

COLLEGE OF  
SOUTHERN NEVADA

## VII

### Guidelines for Preparing Your Club/Organization's Constitution

Your Club's/Organization's constitution should include the following:

1. The full name of your Club/Organization.
2. The positions held by your Club/Organization officer's. An example of this might include names of your club/organization President, Vice President, Secretary and Treasurer.
3. The stated purpose of your Club/Organization.
4. The days and times of your regularly scheduled meetings.
5. The method by which the constitution may be amended, modified, or changed.
6. Your Clubs/Organization definition of a quorum.

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**VIII**  
**Club/Organization Officers List**

*(To be submitted at the beginning of each fall and spring semester)*

Name of President: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone number: \_\_\_\_\_

Name of Vice President: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone Number: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone Number: \_\_\_\_\_

Name of Treasurer: *(Optional)* \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Alternate Phone Number: \_\_\_\_\_

**Other Officers:**

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Faculty / Classified Advisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*\* Phone numbers will be kept confidential.*

**IX**

**Club/Organization Members List**

For proof of student status, a copy of each club/organization member's student I.D. card for the current semester must be attached. (**In efforts to be more "GREEN" please avoid having one ID per page when copying IDs**)

***Ten (10) Students including E-board IDs for Seed Money. IDs must match the names listed on this page.***

Printed Name of Member

Signature of Member

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Does your Club/Organization have a website or Twitter, Facebook, Google+, or Youtube account? If yes, please submit the web address(s)/url(s) below:

<http://www.facebook.com/> \_\_\_\_\_

<http://www.twitter.com/> \_\_\_\_\_

<http://www.youtube.com/> \_\_\_\_\_

<http://> \_\_\_\_\_



X

**ASCSN Student Government Advisor Consent Form**

The Advisor listed on this page must match the Advisor ID that is included in the packet.

I, \_\_\_\_\_, agree to serve as the Advisor to the \_\_\_\_\_ Club/Organization for the 2011-2012 Fall/Spring Semester.

Advisor's position at CSN: \_\_\_\_\_  
*\*(Please attach copy of CSN Staff ID)*

Office Location: \_\_\_\_\_

Office Number: \_\_\_\_\_

**Mail Sort Code:** \_\_\_\_\_

Email Address: \_\_\_\_\_

\*After Hours Phone Number: \_\_\_\_\_

Advisor's Printed Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

*\* Phone number will be kept confidential.*



## XI **Travel Liability Form**

Recognition of Club/Organization status by the ASCSN Student Government Senate is effective for the Fall and the Spring semesters. Clubs recognized in the Fall semester must resubmit an updated roster of all Executive members including the advisor, and a copy of any amendments made to the club constitution, within thirty (30) days of the start of the Spring semester. The ASCSN Senate does not recognize club/organization during the summer semester.

Recognition by the ASCSN Student Government Senate allows the Club/Organization to apply for free use of CSN facilities, to apply for seed money and funding proposals. Charges normally levied for set up and take down of equipment, personnel needs etc. will still be paid by the Club/Organization and not Student Government.

Travel to and from any Club/Organization event, as well as liability insurance for the event is the sole responsibility of the Club/Organization and its members. ASCSN Student Government Senate will require proof of liability insurance and documents before recognition of any club/organization that has travel or off-campus activities as a normal part of its planned program. Liability insurance must name the Board of Regents/CSN as an additional insured in the amount of at least \$1,000,000.00

Additional health and personal insurance for participants may be required for athletic activities.

Recognition by ASCSN Student Government Senate does not allow the Club/Organization to use the Name, Logo, or any material belonging to the College of Southern Nevada as part of its activities, promotions, publicity etc. The Club/Organization should not use or imply the use of the College of Southern Nevada in any manner. Unless authorized by CSN Administration.

There are out-of-state and out-of-country travel documents that must be completed prior to travel. Please contact the Administrative Assistant at your campus for these documents.

**Acceptance of these terms and conditions is understood and agreed to by the recognized Club/Organization. Executive members and the Advisor of the Club/Organization are required to sign this document.**

\_\_\_\_\_  
Club Representative Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
ASC SN Advisor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
ASC SN President

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

COLLEGE OF  
SOUTHERN NEVADA

**XII**  
**Name/Logo Liability Form**

This does not imply any further responsibility on the behalf of the Student Government Senate regarding the use of these funds or the operations of the Club/Organization.

This award does not give or imply permission for the Club/Organization to use the name, logo, or any other material belonging to the College of Southern Nevada for any purpose whatsoever.

- ❖ Any other promotions, publicity, activities, or fund raisers by the Club/Organization may not use or imply the use of the name, logo, or any other material belonging to the College of Southern Nevada; unless authorized by the CSN administration.

The Club/Organization may not use a name or wear apparel that implies that the club or organization represents the ASCSN Student Government Senate or the College of Southern Nevada. Unless authorized by CSN administration.

Acceptance of this seed money from the ASCSN Student Government Senate signifies agreement with these conditions, and others stated elsewhere in ASCSN or College of Southern Nevada Policies.

\_\_\_\_\_  
Representative of Club/Organization Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date

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