

Associated Students of the College Of Southern Nevada

Club/Organization Packet Academic Year 2009-2010

Club/Organization Full Name:

- 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:

Abriana Foster

Vice President of ASCSN

Student Government

Office Number: 651-4382

abriana.foster@csn.edu

**Please Submit Two Copies of
Your Club Packet**

ASCSN Vice President Signature

_____/_____/_____
Date

Reviewed On _____

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A Message from the Executive Board

Greetings! It is a pleasure to welcome you to the 2009-2010 school year. We cannot describe the excitement that we feel as this new school year approaches. We are looking forward to a successful school year for each club member and club! We are excited for what this year has in store for each and every club, as we are hopeful that this will be the best year of event planning and fundraising that CSN has ever experienced. We are also looking forward to meeting each club advisor, executive board member, and club member at the first meeting

We are also eager to establish a new relationship between CSN clubs and ASCSN Student Government. Each member of Student Government is looking forward to having a good working relationship with our clubs. Please know that even though there are by-laws and certain rules that we expect to be followed, we are here to work together to make CSN a better place because of our participation in our clubs and organizations. Student Government cares for the well being and the future of each and every student. We promise that we will help you to the best of our ability. Never forget that Student Government represents the students and if you have any questions, comments, or concerns, let us know because we are here for you!

This is going to be a fabulous year!

Sincerely,
Executive Board
ASCSN Student Government
2009-2010

COLLEGE OF
SOUTHERN NEVADA

Note: Before a club or organization completes a club packet for recognition or for seed money, a mandatory training given by the Vice President must be attended.

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 2nd 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.

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Club Packet Check List
(Please check the boxes below that has been completed)

Advisor Consent Form _____

Recognition Status please check one

Club Recognition Eligibility _____

Please have the following:

- Advisor**
- President**
- Vice President**
- Secretary**
- Club's Constitution** _____

Club Recognition & Seed Money Eligibility _____

Please have the following:

- Advisor**
 - President**
 - Vice President**
 - Secretary**
 - 10 Student Signatures and Student ID's** _____
 - Club's Constitution** _____
-

The club packet is complete with the necessary requirements and we agree to uphold the conditions that have been established by the ASCSN Student Government.

Club Advisor Signature

Club President Signature

I.

General Information

Your club/organization application is to be submitted to the ASCSN Vice President of Student Government or the Administrative Assistants in the Department of Student Life and Leadership Development office, Cheyenne Campus (651-4942) room 1089, Henderson Campus (651-3177), Building B room 130E or Charleston Campus (651-5614), Building B room 102. Please submit two (2) copies of completed packet along with the original. Failure to submit the proper documentation with the application may result in a processing delay. For any questions you may contact the Vice President at 651-4382.

Upon receipt and approval of your application Student Government awards "Seed Money" which may be used by your Club/Organization for any legitimate purpose. According to By-law 19.07 clubs are expected to organize and participate in fund-raising activities so as to raise funds to match monies given. All funds raised by your Club/Organization belong to your entity.

Seed money shall only be granted once during the academic year to each club/organization. New **and Renewal** Club/Organization packets received between the first and thirtieth (30th) day from the beginning of the semester will receive \$300.00 seed money upon recognition. Packets received between the first thirty-one (31) and sixty (60) days from the beginning of the semester will receive \$200.00 upon recognition; any packet received after sixty (60) days will not receive seed money upon recognition.

Pursuant to ASCSN Bylaw 19.01, the following dates to apply for seed money are in force:

Seed Money Deadlines	
<u>Fall Semester 2009:</u>	
August 31 st – September 30 th	\$300.00 seed money
October 1 st – October 30 th	\$200.00 seed money
October 31 st or later	No seed money awarded, recognition only if voted upon
<u>Spring Semester 2010:</u>	
January 19 th – February 18 th	\$300.00 seed money
February 19 th – March 23 rd	\$200.00 seed money
March 24 th or later	No seed money awarded, recognition only if voted upon

March 24th or later no seed money awarded, recognition only if voted upon.

II.

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. Funding Proposal Chairperson ASCSN Student Government Secretary 2008-2009).

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 abriana.foster@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 30th day of each month (unless the 30th 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 30th day of each month, (unless the 30th 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 Inter-Departmental mail. Please look at an example below for address:

Abriana Foster
ASCSN Vice President
Cheyenne Campus
Sort code-C1C

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.

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III.

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.

IV.

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: _____

*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.

V.

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.)

*Ten (10) Students with IDs for Seed Money and Executive Board members with IDs for club recognition.

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 myspace/facebook page? If yes, please submit the web address(s)/url(s) below:

http:// _____

http://www.myspace.com/ _____

http://www.facebook.com/ _____

VI.

ASCSN Student Government Advisor Consent Form

I, _____, agree to serve as the Advisor to the _____ Club/Organization for the 2009-2010 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.*



VII.

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) 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 _____

VIII.

ASCSN Student Government Contact Information

Subject: Completing the Transfer of Fund forms that are approved by Student Government:

To complete the "Transfer of Funds" form, contact ASCSN Student Government Treasurer 651-4379.

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 Nathaniel Waugh
Cheyenne Campus-1097
3200 East Cheyenne Ave
N. Las Vegas, NV 89030
Phone # 651-4380
Fax# 651-4416
C1C – sort code

Vice President Abriana Foster
Cheyenne Campus-1094
N. Las Vegas, NV 89030
Phone # 651-4382
Fax# 651-4851
C1C – sort code

Secretary Erica Peplowski
Cheyenne Campus-1096
N. Las Vegas, NV 89030
Phone # 651-4381
Fax# 651-4851
C1C – sort code

Treasurer Felicia Wills
Cheyenne Campus-1095
N. Las Vegas, NV 89030
Phone # 651-4379
Fax# 651-4851
C1C – sort code

IX.

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.

Position

Club Advisor

ASCN Advisor

Date

ASCN President

Date

X.

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

Date

Position in Club/Organization

Date

Club Advisor Signature

Date

COLLEGE OF
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XI.

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, Secretary, and Treasurer. 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 2nd 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 3/14/08*