New Club Packets:
For AS&F Recognition
NEW CLUB PACKET TABLE OF CONTEXT

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Why AS&F Recognition?

Recognition and approval by AS&F as a student organization or club provides an identity which enables the secure use of college facilities, services and only AS&F recognized clubs receive funding from the AS&F senate.

To become an AS&F recognized club, a group must:

- **Step 1:** You MUST visit with the VP of Internal Affairs located in the Student Life Center in the AS&F Student Government office before completion of application for suggested guidance.
- **Step 2:** Complete an application. Hard Copies may be obtained from the VP of Internal Affairs. Soft copies are available online.
- **Step 3:** Visit with the VP of Internal Affairs about suggested guidelines for writing constitutions.
- **Step 4:** Select an advisor prior to submission of your constitution. Advisor must be an AS&F member and cannot be a current advisor from another club.
- **Step 5:** Submit the application and constitution to the VP of Internal Affairs at least 7 business days before your formal presentation to the AS&F Senate. It is important that you observe this time frame because the constitution has to go through the Justices, President and then forwarded to the entire senate. Requests for accelerated applications may be denied.
- **Step 6:** Attend the AS&F Senate meeting for formal recognition (presentations are limited to 10 minutes for presentation and 10 minutes for discussion).

**Stay active as a club!**

Participate in all AS&F events

Stay involved in campus activities

(Note that there are specific requirements for budget considerations-check the AS&F constitutions-check Article X; Section 5)

If an organization fails to fulfill their requirements for an active status for two consecutive semesters, the VP of Internal Affairs will declare such clubs as inactive

Inactive clubs must reapply for recognition and maintain an active status for a semester before funding such clubs (except for AS&F incentives) is considered.
MINIMUM REQUIREMENTS FOR ORGANIZATION FUNDING

The following are the minimum requirements to petition for funding to generate a new club/organization at Adams State College for the Associated Students & Faculty Senate.

- Minimum of five members per organization
- Have a current club advisor and current constitution
- Accumulate at least 10 points in activities each budgetary year

***It is up to the discretion of AS&F whether or not funding will be awarded to clubs/organizations that do not meet the above mentioned criteria.
APPLICATION FOR AS&F RECOGNITION

Name of Organization:__________________________________________________________

Purpose of this organization (as will be stated in constitution):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Our membership is:

_____ Open to all AS&F members

_____ Structurally restricted but all are welcome to participate. The procedure for structural selection is as follows:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

I, _____________________________________________ (President), submit this application and request AS&F recognition at Adams State College.

I have attached the following supporting documents required for AS&F recognition:

_____ A soft copy of the organization’s constitution

_____ Three hard copies of the organization’s constitution

_____ A list of contacts (including a min. of five members, advisor, club representative for AS&F senate and presidents)

Once recognized by AS&F, we agree to obey all AS&F, college, state, and federal regulations.

_____________________________________ (Signature of President) _________________ (Date)

_____________________________________ (Signature of Advisor) _________________ (Date)

Please attach a list of potential members (minimum of 5)
OFFICE USE ONLY

Received: ________________ by: ____________________________

Received: ________________ by: ____________________________ (VP of Internal Affairs)

Received: ________________ by: ____________________________ (Judicial Branch) with

Recommendations? Yes_______ No_______

APPROVED: Yes_______ No_______

If NO, attach a copy of minutes for the related senate meeting

AS&F President: ____________________________ Date: ____________________
Standard Setup for Constitutions for AS&F Recognized Clubs

General Information and Terms:

The constitution should establish the fundamental framework of the organization.

The Bylaws supplement these fundamental provisions and are easier to amend. By-laws are the outline of its structure. They should be concise and arranged in outline form. The best by-laws are those that meet the particular needs of the organization.

Standing Rules- rules which stand until revoked

Special Rules- temporary and intended to meet a current and special situation

Policies- define the beliefs and philosophies formulated to meet reoccurring problems.

Standard Constitution Layout

ARTICLE I NAME

ARTICLE II PURPOSE OF CLUB/ORGANIZATION

ARTICLE III MEMBERSHIP
A. Classes of membership with eligibility requirements, rights, and privileges of each class.
B. Requirements of parent organization if group holds a charter from a higher organization
C. Procedure for membership application and certification

ARTICLE IV OFFICERS
A. List of Officers
B. Method of Selection
C. Duties of each officer
D. Terms of Office
ARTICLE V  
ELECTION OF OFFICERS  
A. Time and method of nominating  
B. Time and method of election  
C. Vote necessary (yes/no)  

ARTICLE VI  
CLUB REPRESENTATIVE  
A. Club Representative must meet all requirements as laid out by the AS&F Government Constitution.  
B. Election of Club Representative will be held in April of every school year.  
C. Elections will be held within the club. Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by the AS&F Election Commission, an election will be held within the club. All ballots must be submitted to the AS&F Election Commission for approval of Club Representative.  

ARTICLE VII  
MEETINGS  
A. Annual  
B. Regular  
C. Special  

ARTICLE VIII  
FINANCES  
A. Budget preparation and adoption  
B. Dues; how they are determined, when delinquent.  

ARTICLE IX  
SPONSORSHIP  
A. Specify that club will have a sponsor  
B. Specify that sponsor is a member of Faculty, Staff, or Administration  

ARTICLE X  
AMENDMENTS TO BY-LAWS  
A. Methods of consideration  
B. Vote require
NEW CLUB RECOGNITION PACEKT CHECK LIST:

Before submission to VP of Internal Affairs

<table>
<thead>
<tr>
<th>List:</th>
<th>Check Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Completed Application for Recognition------------------------------</td>
<td>_________</td>
</tr>
<tr>
<td>2) Selected Advisor (member of AS&amp;F)----------------------------------</td>
<td>_________</td>
</tr>
<tr>
<td>3) Soft copy of Clubs Constitution------------------------------------</td>
<td>_________</td>
</tr>
<tr>
<td>4) Three Hard copies of Clubs Constitution----------------------------</td>
<td>_________</td>
</tr>
<tr>
<td>5) Contacts List (potential members (5 minimum), faculty advisor, Club president)----</td>
<td>_________</td>
</tr>
</tbody>
</table>