



# **AS&F**

# **Club President's Handbook**

# **2010-2011**



**Club Name:**

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**2010-2011 Officers**

**President:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Club Representative:** \_\_\_\_\_

*\*Please add an email address next to your name\**

**Club Advisor's Name and Email Address:**

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**Goals for the 2010-2011 Year:**

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**Meeting time and place:**

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**How can Senate help you become a better club this year?**

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## Club Requirements

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.**



## Club Representatives

- Qualifications and Requirements
  - Any active member of a club that receives funding
  - All representatives must attain a cumulative grade point average of:
    - No lower than 2.5 on a 4.0 scale
  - Shall be elected by club members
  - Representative is to attend all AS&F Government meetings



## ITEMS THAT ARE TAKEN INTO CONSIDERATION WHEN FUNDING CLUBS AND THEIR ACTIVITIES

- I. What have they done in the past? How active have they been?
  - A. On Campus
  - B. Off Campus
  - C. Have they done any fundraising? The more the better.
  - D. When funding a convention: Will it be beneficial to the club and campus?
  - E. Have they done or have plans to do a campus wide club event?
  - F. Did they participate or have plans to participate in Homecoming,
  - G. How beneficial is the club to campus?
  - H. Do they advertise their club; its meetings, and events?
  - I. Do they recruit?
  - J. Are they visible and widely known?
- II. Guidelines considered for Club Funding/Supplemental
  - A. Is it beneficial to the campus/club?
  - B. Does it fit the travel guidelines?
  - C. How often do they ask for money?
  - D. What is the purpose?
  - E. Do they need to take that many people?
  - F. Have there been similar events?
  - G. How active is the club?
  - H. Are they asking for more than they need?
  - I. When did we receive the request?
  - J. When is the event?
  - K. How will it be used?



## 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 <ul style="list-style-type: none"><li>A. Classes of membership with eligibility requirements, rights, and privileges of each class.</li><li>B. Requirements of parent organization if group holds a charter from a higher organization</li><li>C. Procedure for membership application and certification</li></ul>
ARTICLE IV	OFFICERS <ul style="list-style-type: none"><li>A. List of Officers</li><li>B. Method of Selection</li><li>C. Duties of each officer</li><li>D. Terms of Office</li></ul>
ARTICLE V	ELECTION OF OFFICERS <ul style="list-style-type: none"><li>A. Time and method of nominating</li></ul>

- 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 required



## Cost Break down

Organization Name: \_\_\_\_\_

Program: \_\_\_\_\_

Expenses:

Cost:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Attach any further budget information as necessary Total: \_\_\_\_\_

0



## To be completed by VP of Finance

Points Earned: \_\_\_\_\_ Club Account #: \_\_\_\_\_

Percent funded: \_\_\_\_\_ Club Balance \_\_\_\_\_

Total Amount Funded: \_\_\_\_\_  
Period Q1\_\_ Q2\_\_ Q3\_\_ Q4\_\_  
Other\_\_

VP of Finance  
\_\_\_\_\_



## Funding Request

Fill out all bordered boxes that apply

Number of People Traveling

### Travel

Distance (If traveling by car)	<input type="text"/>		
Airfare	Cost/person	<input type="text"/>	\$0.00
Vehicle			
State Vehicle	x .70/mile		\$0.00
Personal Car	x .45/mile		\$0.00

### Registration Fee

Fee x 1/2 cost \$0.00

### Meals

Days x \$46/day \$0.00

### Room

Rooms x \$60/night \$0.00

Amount AS&F is able to fund	\$0.00
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## Blank Bill Outline

Adams State College Associated Students and Faculty Legislature

Sponsorship Bill:

TITLE:

AUTHOR(S):

SPONSOR(S):

ORIGIN & PURPOSE:

ORGANIZATIONAL CONTACT:

DESCRIPTION:

I, \_\_\_\_\_, present this bill for consideration of and approval by the Associated Students and Faculty Senate, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ADDITIONAL INFORMATION:

IMPLEMENTATION: Upon approval, be it enacted that:

- The proposed bill become adopted in favor of recognition by the AS&F Senate, and that:
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VOTE: *Yeas* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abs* \_\_\_\_\_

*Complete applicable sections:*

- ADOPTED at \_\_\_\_\_ meeting of the AS&F Senate on \_\_\_\_\_.
- BILL did not pass at \_\_\_\_\_ meeting of the AS&F Senate on \_\_\_\_\_.  
BILL will be reconsidered on \_\_\_\_\_.

Approved/Disapproved by AS&F President

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## Fundraiser

Club Name: \_\_\_\_\_

Date of the Fundraiser: \_\_\_\_\_

Please explain what your fundraiser was:

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How much money did your club raise? \_\_\_\_\_

Did you advertise? And if so, where did you advertise?

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How do you feel you could raise more?

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## Community Service

Club Name: \_\_\_\_\_

Date of the Service: \_\_\_\_\_

Please explain what your club did for your community:

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Please list the names of the member who attended:

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How do you feel this community service helped bring your club together?

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Would you ever offer your services for the facility again?

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## AS&F Senate: Follow Up Report

Date: \_\_\_\_\_

Name of Club/Organization:

\_\_\_\_\_

Event/Program:

\_\_\_\_\_

Date of Event/Program:

\_\_\_\_\_

Questionnaire:

1. Was the program/event attended beneficial? Explain.
2. How was the AS&F Senate sponsorship helpful to your club/organization?
3. Include receipts or proof of expenditures. (Use a separate sheet of paper and staple to form.)

Name of Preparer: \_\_\_\_\_ Phone/Email:

\_\_\_\_\_

Person in charge of Budget: \_\_\_\_\_ Phone/Email:

\_\_\_\_\_

**AS&F USE ONLY:**

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**Bill No:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_ **Amount Approved:** \_\_\_\_\_ **No Attending:**

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**Date of Event:** \_\_\_\_\_ **x** \_\_\_\_\_ **Date:** \_\_\_\_\_ **x** \_\_\_\_\_ **Date:**

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**AS&F Senate VP of Finance**

**AS&F Senate President**