AS&F
Club President’s Handbook
2010-2011
Club Name:

___________________________________________________________________________

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:

_________________________________________________________________________________

Goals for the 2010-2011 Year:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Meeting time and place:

_________________________________________________________________________________

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

_________________________________________________________________________________
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
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
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

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cost</th>
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*Attach any further budget information as necessary

Total: 0
### To be completed by VP of Finance

<table>
<thead>
<tr>
<th>Points Earned:</th>
<th>Club Account #:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Percent funded:</th>
<th>Club Balance</th>
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<table>
<thead>
<tr>
<th>Total Amount Funded:</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Other</th>
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VP of Finance

__________________________________________

**Associated Students and Faculty Senate**

308 Edgemont Blvd. Alamosa, CO 81109 Fax: (719) 587-7656 Phone: (719) 587-7948

Email: ascsf@adams.edu [www.adams.edu](http://www.adams.edu)
## Funding Request

Fill out all bordered boxes that apply

### Number of People Traveling

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### Travel

Distance (If traveling by car)

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<tbody>
<tr>
<td>Airfare</td>
<td>Cost/person</td>
<td>$0.00</td>
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Vehicle

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<tbody>
<tr>
<td>State Vehicle</td>
<td>x .70/mile</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personal Car</td>
<td>x .45/mile</td>
<td>$0.00</td>
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</tbody>
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### 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

<p>| |</p>
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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:

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

___________________________________
Fundraiser

Club Name: ________________________________________________________________

Date of the Fundraiser: _____________________________________________

Please explain what your fundraiser was:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

How much money did your club raise? __________________________

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

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

How do you feel you could raise more?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Community Service

Club Name: ____________________________________________________________

Date of the Service: _________________________________________________

Please explain what your club did for your community:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Please list the names of the member who attended:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
How do you feel this community service helped bring your club together?
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Would you ever offer your services for the facility again?
___________________________________________________________________
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:

___________________________________________________________________________________
Bill No: __________ Date of Approval: __________ Amount Approved: __________ No Attending: __________

Date of Event: ______  x_________________ Date: ______  x_________________ Date: ______

AS&F Senate VP of Finance  AS&F Senate President