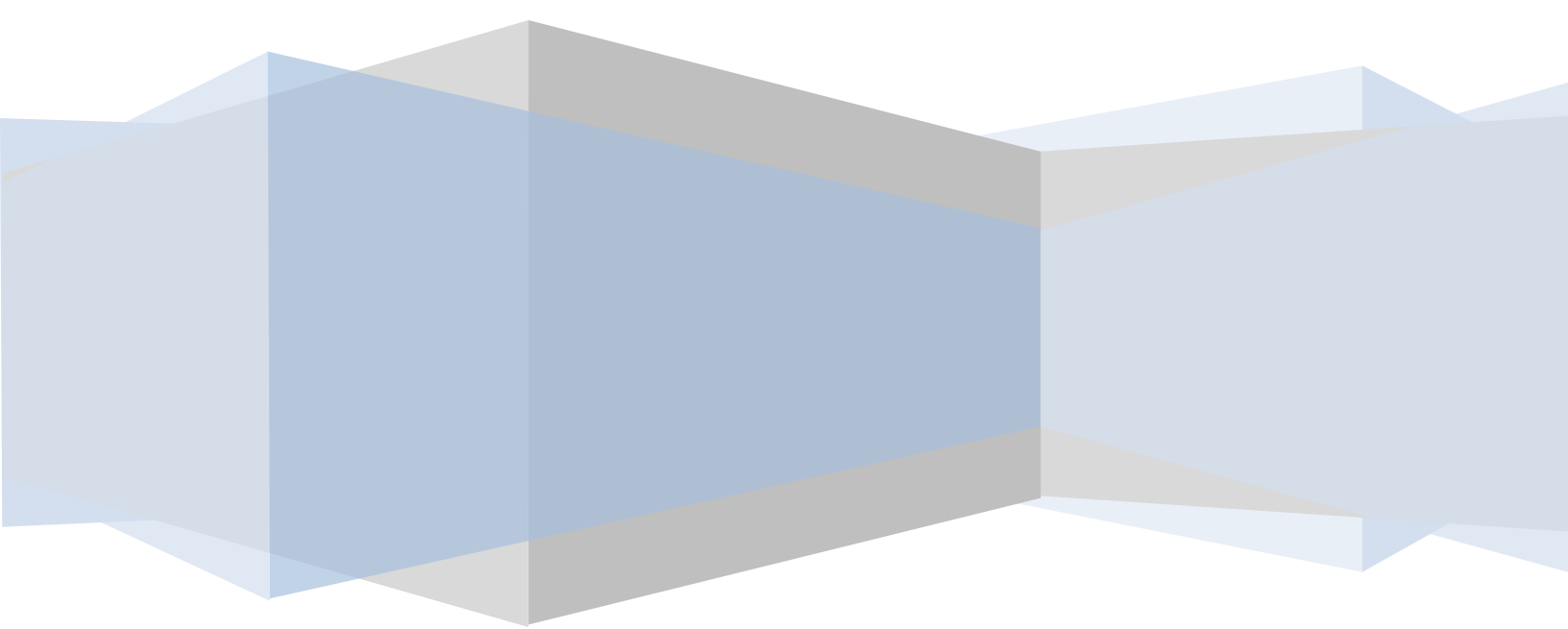




LONG BEACH
CITY COLLEGE

Club Registration Guide



Long Beach City College Office of Student Life

The Office of Student Life (OSL) will be accepting Club Charter Applications starting **August 24**, for **Fall 2016**. The Club Charter Application must be completed online by club designee at www.orgsync.com. Once the Club Charter Application has been completed online, a copy will be emailed to the Club Advisor for review and approval, **usually one week after the initial submission date.**

***RENEWAL CLUB CHARTER DEADLINE IS FRIDAY, September 16, 2016**
All NEW CLUBS CHARTER DEADLINE IS FRIDAY, October 7, 2016
(NO EXCEPTIONS WITH CLUB CHARTER DEADLINE)

Please contact the Office of Student Life, if you have any questions.

Liberal Arts Campus: (562) 938- 4978
Teila Robertson – Student Life Coordinator – trobertson@lbcc.edu
Room: E117

Pacific Coast Campus: (562) 938-3088
Derek Oriee – Student Activities Advisor – doriee@lbcc.edu
Room: EE102F

****All clubs chartered in the Spring 2016- Fall 2015 semester must renew charter on or before:***

Friday, September 16, 2016

Long Beach City College

Office of Student Life

Club Registration

All groups of students organizing for the purpose of participation in activities, events, community service, and other college related pursuits must be approved by the LAC Club Senate/PCC Club Senate Student Body.

Under the supervision of the LAC Club Senate/PCC Club Senate, clubs are entitled to meet, hold activities, participate in college sponsored events, raise funds, make purchases, and otherwise operate as an official entity of Long Beach City College. Clubs are governed by the ASB Constitution. Clubs are open to membership by all members of the Associated Student Body.

Club Membership and Officers: Clubs must elect a Club President and a LAC Club Senate/PCC Club Senate Representative. Membership in Club Senate is mandatory and attendance is required to maintain active status as a club. Each club must send a representative to the Club Senate Meeting each week. The LAC Club Senate meets every Tuesday at LAC, Room E131, from 12:00p.m.-1:00p.m. and the PCC Club Senate every Wednesday at PCC, Room EE102, from 12:00p.m.-1:00p.m.

Club Membership: Clubs may form with a minimum of 10 students. These members must have a current College Services Card and Current Semester Sticker. Non-students and alumni cannot be included in club membership. .

Advisor: Clubs must have a LBCC Faculty/Staff member as a Club Advisor. If the club cannot find an Advisor, please contact the Office of Student Life.

Club Meeting: Clubs must establish an official on campus meeting location, date and time through the Office of Student Life. To obtain a room reservation for each semester, please see the Office of Student Life. **Room reservations are renewable each semester, on a first-come, first-served basis, regardless of which building or room you have been assigned in previous semesters.** **Renewing Club** (chartered previous semester): *Prior to Club Charter approval, renewing clubs can meet and host events for the first three weeks of the semester only. Only prepackaged food/opportunity drawing/off-campus fundraisers allowed prior to Club Charter approval.*

Long Beach City College Office of Student Life

New Clubs: Prior to Club Charter approval, new clubs will not be able to host any non-recruiting events until they are chartered.

Constitution: A Club Constitution must be submitted by every club. The Club Constitution must be in compliance with the California Education Code, ASB Constitution and the policies of Club Senate. Model constitutions are available on OrgSync (left hand side of screen, under Files/Club Organization folder/ Club Registration Guide) and in the Office of Student Life. The constitution must be approved by the Office of Student Life, and will be reviewed once the constitution is submitted with the Club Charter Application on orgsync.com.

Club Account: Clubs wishing to collect dues, raise money, make donations to scholarships and make purchases must establish an account with the Cashiers Office for which there is no charge. All club funds must be deposited in the club account and all disbursements will be made from that account. Club officers and the advisor must submit a Cashier's Office-Club Account Signature Card (attached) to the Cashier's Office Prior to Charter Approval.

ASB Club and Cashier's Office Policies and Procedures: A complete copy of policies and procedures will be handed out during Club Orientations each semester. An electronic copy is also available on OrgSync, under Files/Club Organization Information/Policies and Procedures. For more information, please visit the Office of Student Life.

Long Beach City College
Office of Student Life
Registration Check-list

Prior to completing the Club Charter Application online via OrgSync, you will need to collect the following information. Please make sure you have all the items below completed before starting the application.

- Create an individual OrgSync User Account** (For students completing charter application/club designee. This is different from the Club OrgSync Account.) To complete Club Charter Application online, the club designee must have an OrgSync Account. Please see instructions on Page 7, under "Step 1", on how to create OrgSync User Account.

- Request OrgSync Club Account**
Please check with The Office of Student Life for a complete list of all clubs currently registered with OrgSync. If you are a new club, please submit a request to the Office of Student Life for an OrgSync Club Account to be created (see attached form). If your club already has an OrgSync Club Account, but do not have access to it, please submit a request to the Office of Student Life (see attached form).

- Club Name**

- Organization Photo** (optional)
The banner graphic should be 764 pixels wide, no more than 155 pixels in height and must be in a normal image format (jpeg, png, gif).

- Description of your club**
This can be a couple of sentences describing the club.

- Keywords**
Keywords are helpful for new students searching for a particular club that meet their interests.

- Club Meeting Day, Time, and Location**
Room Reservations can be made through the Office of Student Life, by submitting an Activity/Fundraiser Application.

Long Beach City College Office of Student Life

Club Meeting Information (continued)

To reserve a room at LAC, please visit the OSL, Room E116.

To reserve a room at PCC, please visit the OSL, Room EE102E.

Advisor Information: Advisor Name, Title, Phone Number and Email

If you need assistance with finding an Advisor, please visit the Office of Student Life.

Club President Information: Name, Phone Number, and Email

Club Senate Representative/Club Board Representative Information:

Name, Phone Number, and Email

Club Membership List

A copy of the Club Membership List is attached. Please fill it out completely, scan and upload to your application electronically.

Club Constitution

A copy of the Club Constitution will need to be submitted electronically as part of the Club Charter Application. Please refer to sample Club Constitution attached. This sample also available on OrgSync (left hand side of screen, under Files/Club Organization Information/Example Constitution).

Long Beach City College Office of Student Life

New and Renewal/Club Registration Process

Please complete the following steps to register your club with the Office of Student Life.

New Clubs: If you are starting a new club, or if your club did not charter the previous semesters, please check with the Office of Student Life, to see if your club has an OrgSync Account before proceeding.

Returning Clubs: If your club chartered the previous semesters, please complete the following steps:

Step 1: Club Designee- Create OrgSync User Account (this is an “Individual” user account, not your club account. The OSL will create your club account.)

- ✓ Go to OrgSync.com
- ✓ Select “Sign Up”
- ✓ Search for Long Beach City College
- ✓ Complete your Account Information
- ✓ Complete your Profile Information

Step 2: Submit an OrgSync Account Request Form (attached): This will allow you to complete and submit your Club Charter Application on OrgSync. If you are a new club, you will need to complete this form to request an account to be created for your club on OrgSync.

Step 3: Complete and Submit Club Charter Application on OrgSync: Once the club designee has received access to the Charter Application (Administrator Access), complete the following steps.

Instructions:

- ✓ Log onto OrgSync.com
- ✓ Select “My Memberships”, located at the top-right of the screen
- ✓ Select your Club
- ✓ Select “Settings”, located on the right hand side of your screen
- ✓ Select “Organization Setting”
- ✓ Complete the entire application and submit.

Long Beach City College Office of Student Life

Important Note: Please note if your club chartered the previous semester, all your information should be saved, and you will be able to go through and update your current club information. If your information is not saved from the previous semester, please contact the Office of Student Life for assistance.

Step 4: Advisor Review and Approval

Once your application has been submitted with all necessary information, a copy will be sent to the club advisor for review and approval.

Note: If the application is incomplete or missing information, the club designee and advisor will be contacted **via email** listing what corrections need to be made.

Step 5: Activating/Creating Club Account with the Cashier's Office: Clubs wishing to collect dues, raise money, make donations to scholarships and make purchases must establish an account with Cashiers Office for which there is no charge. Club Officers and Advisor must submit a Signature Card (attached) each semester to the Cashier's Office Prior to Charter Approval.

Step 6: Club Senate Charter Application Approval: Once your application has been approved by the Office of Student Life, it will be presented to the LAC Club Senate/PCC Club Senate for final approval.

Long Beach City College
Office of Student Life

FOR OFFICE USE ONLY:

Date Rcv'd: _____

Date Completed: _____

ORGSYNC REQUEST FORM

Please complete this form if you are requesting **Administrator access** to OrgSync for your club *and/or* requesting a **New Club Account** on OrgSync.

Please allow ***at least 3 days*** to process.

Semester/Year: _____

Club Name: _____

Club Contact Name: _____

Phone Number: _____

Email: _____

What are you requesting? (Circle one and complete necessary information.)

1. An OrgSync Account for my Club (for new clubs only)

Please check with the Office of Student Life for a complete list of clubs, currently registered under OrgSync if you are not sure.

2. Administrator Privileges: Access to Club's OrgSync Account to complete Charter Application

In order to be given Administrator access you must register yourself with OrgSync, first. If you are not registered with OrgSync at the time this form is submitted, it will delay your request. Administrator access will allow you to complete your clubs Charter online.

Advisor Approval:

Advisor Full Name: _____ Phone: _____

Signature: _____ Date: _____

Long Beach City College Office of Student Life

CLUB MEMBERSHIP LIST

Clubs may form with a minimum of 10 students. **These members must have a current College Services Card.** Non-students and alumni cannot be included in club membership. Please complete the following information below for each member in your club. If the information is not complete, your application will not be approved. Please use this form to scan and upload to OrgSync. Scanners are available in the Office of Student Life. Please ask for assistance.

Waiver:

I understand that participating in a club is a volunteer activity of Long Beach Community College District (hereafter referred to as DISTRICT). I understand that this activity could cause serious illness and/or injury, and I assume all risks for any such illness and/or injury. I voluntarily agree and accept on behalf of myself and my heirs, next of kin, to hereby release, remise and forever discharge the DISTRICT its officers, directors, agents, and all persons associated with it, from any and all liability and claims whatsoever and/or responsibility whatever for accidents or injuries, including transportation to and from such event, whether fatal or otherwise, however arising and whether or not the DISTRICT is negligent or grossly negligent, which may in any way occur to the participant incidental or arising directly or indirectly out of the participation in the above event. I accept the premises and adjoining areas including the parking lots as is and further understand that this activity could cause serious illness and/or injury, and I assume all risks for any such illness and/or injury.

I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the DISTRICT from any loss, liability, damage or costs, including court costs and attorney's fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY OR CONTRIBUTED TO IN WHOLE OR PART by any action or failure to act, negligence, breach of contract, or other misconduct on the part of DISTRICT or otherwise.

The undersigned hereby acknowledges that he/she knowingly, voluntarily, and freely assumes all risk whether or not specifically delineated and by executing this instrument exempts and relieves the DISTRICT, its officers, agents, and employees, from any liability for personal injury, bodily injury, property damage, wrongful death or otherwise, however arising and whether or not the DISTRICT is negligent or grossly negligent, which may in any way occur to the participant incidental or arising directly or indirectly out of or in any way be connected with the above-described voluntary event and associated activities.

I have read this release and waiver of liability, assumption of risk and indemnity agreement fully, I further understand its terms, I understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, assurance, or guarantee being made to me and intend my signature to be complete and unconditional release of liability to the greatest extent allowed by law. By completing the information and signing below, I agree to the conditions stated above. I further acknowledge that the DISTRICT does not provide medical accident coverage for my participation in this activity when the DISTRICT advisor is not present.

Club Name _____

Semester/Year _____

Student Name	Signature	Phone	ID#	CSC#
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Long Beach City College Office of Student Life

SAMPLE CLUB CONSITUTION

(Club Name) OF LONG BEACH CITY COLLEGE

Article I: Name

The name of the organization shall be **(club name)**.

Article II: Purpose

The purpose of the organization shall be:

- A. To expand our knowledge of **(club name)**.
- B. To help students advance their organization skills.
- C. To provide every member with a chance of becoming a leader on campus.
- D. To work together with other clubs and assist them with their events.
- E. To learn the techniques and advancements we will need in order to succeed in our profession.

Article III: Officers

- A. The officers shall consist of a president, vice-president, club representative, treasurer and secretary.
- B. The appointed officers shall work in accordance with each other and with teachers and sponsors.
- C. Qualifications for officers: All officers shall be in good standing with the college, and willing and able to assume the responsibilities of his or her office.
- D. Relieving officers of duty: If an officer is not being responsible and is not doing their duties as an officer he or she can be removed by his or her executive board.
- E. Duties of **(club name)** Officers:

Long Beach City College Office of Student Life

President – shall preside at all meetings of the organization and participate in any meeting when deemed necessary by his or her fellow board members.

The *president* may appoint or remove club members.

The *president* has the authority to setup a meeting when deemed necessary.

The *president* is obligated to meet with club members when they see necessary.

The *president* shall always be in his or her best behavior and attitude when representing **(club name)**.

Vice-President – shall take the place of the president when necessary.

The *vice president* shall conduct all inter **(club name)** correspondences.

The *vice president* shall answer to the president in terms of residing at board meeting.

The *vice president* shall always be prepared to take action when the president is not available.

The *vice president* shall always be in his or best behavior and attitude when representing **(club name)**.

Club Representative – shall be the official **(club name)** spokesman.

The *club representative* is obligated to attend Long Beach City College board meetings and represent **(club name)** to his or her fullest capabilities.

The *club representative* shall attend all Long Beach City College's club events.

The *club representative* shall report to the club the information he received after each event.

The *club representative* shall always be in his or her best behavior and attitude when representing **(club name)**.

Long Beach City College Office of Student Life

Treasurer – render an account of detailed accounts of all money received and disbursed to the members of the executive board and members of (club name).

The *treasurer* shall be in charge of (club name) funds.

The *treasurer* shall pay all bills as long as the sales receipt accompanies the claim.

The *treasurer* shall be in charge of all (club name) fundraisers.

Secretary – shall type all correspondences that are needed and distribute them to the (club name) executive board and members.

The *secretary* shall type everything that his or her board deems necessary.

The *secretary* shall always be in his or her best behavior and attitude when representing (club name).

Article IV: Executive Board

- A. The executive board shall be composed of the appointed officers.
- B. The business of the organization shall be governed by the executive board with the approval of the group at large.
- C. The executive board is to be responsible for the interpretation and enforcement of all laws.

Article V: Membership

- A. Qualifications: Any Long Beach City College student registered at LBCC shall be eligible for regular membership.
- B. All members of the (club name) who fundraise must have current Student ID cards.
- C. Only member in good standing will be able to vote.
- D. Associate and Honorary Membership are left to the discretion of the executive board.
- E. All members shall always be in his or her best behavior and attitude when representing (club name).

Long Beach City College Office of Student Life

Article VI: Meetings

- A. Regular meetings shall be scheduled at the discretion of the executive board with a majority approval by the members in good standing.
- B. Special meetings may be called at the discretion of the president, vice president, club representative or club sponsor.
- C. The members in good standing have the opportunity to organize a meeting when they see necessary.

Article VII: Amendments

Amendments to this constitution must be submitted in writing to the executive board. Amendments must be read at three consecutive meetings of the organization and voted on at the third meeting. A vote of two-thirds of members shall be necessary to pass an amendment.

In the event that any section of this constitution is in conflict with the ASB Constitution, the board with the approval of the (club name) members shall correct that section.

Article VIII: Enabling Clause

This constitution and any subsequent amendments thereto shall be submitted in writing to the (club name) here at Long Beach City College.