



STUDENT CLUB/ORGANIZATION OFFICER INFORMATION:

In order to assume and maintain an officer position, all student organization officers, in accordance with the Associated Students Standing Rules Article VI, Section J, shall currently be registered and continuously enrolled in a minimum of five (5) units at Moorpark College during the Fall and Spring semesters. It is up to the club's advisor(s) to ensure that officers are maintaining this unit requirement.

A minimum of four (4) student members are required for a club to be created or renewed. Only officers listed on the Student Organization Registration Sheet will be eligible for a transcript notation, denoting their student leadership. Non-officer club members do not need to be enrolled in 5+ units. Officers should review their position job duties as described in their club/organization's Constitution and by-laws to understand the expectations of their positions.

INTER-CLUB COUNCIL (ICC) REPRESENTATIVE:

Clubs/orgs must send at least one representative to monthly ICC meetings. It is the responsibility of the club president to ensure its organization is represented at ICC meetings. Clubs may designate a student specifically for the role of ICC Representative if necessary. **President acknowledges suspension is possible for clubs that do not regularly attend these meetings.**

COMMUNICATION WITH OR FROM ASMC/STUDENT ACTIVITIES:

All contact between the Associated Students of Moorpark College (ASMC) Board of Directors and/or Student Activities Office will be made through the organization's student president and/or advisor, with the exception of communications specific to the Inter-Club Council Meetings when someone other than the club president will be serving as ICC representative. **By initialing, you acknowledge responsibility of the club president and/or advisor to notify the ASMC Director of Student Organizations or the ASMC Advisor if electronic communications from either of these contacts is not being received.**

CLUB ADVISOR(S) INFORMATION:

Clubs are required to have at least one (1) advisor who is a certified employee at Moorpark College. Club advisors should provide guidance to the student organization on various college policies, supervise all financial activity, and be present at all meetings and events. Advisors are responsible for ensuring that officers meet the minimum unit and GPA requirements as specified in the above section. All advisors must also thoroughly read and sign the Advisor Agreement (in packet). Every officially recognized MC student organization is expected to send at least one representative to ASMC's monthly ICC meetings. It is the responsibility of the club president to ensure its organization is represented at ICC meetings. **Club advisor acknowledges that it is their job to ensure club executive leadership members meet minimum unit requirements. They acknowledge that suspension is possible for clubs that do not regularly attend the mandatory ICC these meetings.**

FUND ACCOUNT INFORMATION:

The Ventura County Community College District must account for all spending done by student organizations that have been formally recognized by the Associated Students of Moorpark College. This is managed through the set-up of a VCCCD fund. Each official club can set up an account to receive and deposit money which they can spend on things like conferences, prizes, food, and other items. If you are a continuing club, please list your account information below. If you are looking to create a new club, please leave the below information blank or write "N/A".

CONSTITUTION + BY-LAWS:

Clubs are required to draft governing documents that outline what the organization is named, the club's mission, the titles and duties of the executive officers, and how students get elected, among other details. **Club president and advisor are responsible for reviewing the club bylaws each year to ensure relevance.**

If you have any questions about this form, please contact krobinson@vcccd.edu