

General Information

Club Packets are to be submitted to the ASCSN Vice President of Student Government or to the Administrative Assistants at the Department of Student Life and Leadership Development offices.

Cheyenne (702) 651-4942
Henderson (702) 651-3177
West Charleston (702) 651-5614

Please submit two (2) additional copies of the completed club packet along with the original.

Seed Money Deadlines

Fall Semester 2017

Aug. 28, 2017 - Sept. 26, 2017	\$300.00
Sept. 27, 2017 - Oct. 26, 2017	\$150.00
Oct 26th or later - No seed money awarded, recognition only if voted upon	

Spring Semester 2018:

Jan. 16, 2018 - Feb. 14, 2018	\$300.00
Feb. 15, 2018 - Mar. 16, 2018	\$150.00
Mar. 16th or later - No seed money awarded, recognition only if voted upon	

All club statuses expire at the end of the year and must be renewed in the fall semester.

CSN
COLLEGE OF
SOUTHERN NEVADA

Club Name: _____



Official Student Club & Organization Packet

Academic Year 2017-2018

To gain recognition as an official club/organization at the College of Southern Nevada, your club/organization must first be recognized by the ASCSN Student Government Senate, per Board of Regents Manual.

To become recognized, please review this packet and ensure its completion prior to submitting it. Once complete, you may submit this club packet along with two (2) copies to any Student Life & Leadership Development Administrative Assistants for a date stamp and preliminary review. You may also send the three club packets via interoffice mail delivery directly to the ASCSN Vice President. Final review and authorization will be granted by the ASCSN Vice President after the prospective president and advisor(s) are acquainted to ASCSN By-Laws statues relevant to Clubs/Organizations and CSN Policies and Procedures by the ASCSN Vice President prior to recommendation to the ASCSN Senate.

Administrative Assistants:

CSN West Charleston Campus:

Juanita Sowell
6375 W. Charleston Blvd
Las Vegas, NV 89146
Building B, Room 107 (702) 651-5904

CSN Cheyenne Campus:

Shakira Chesebro
3200 East Cheyenne Ave
N. Las Vegas, NV 89030
Main Building, Room E 103 (702) 651-4051

CSN Henderson Campus:

Nicole Meza 700 College Dr.
Henderson, NV 89002
Building B, Room 130-E
(702) 651-3709

ASCSN Vice President: Daniel Little

Email: Daniel.little@csn.edu **Office:** 702-651-4382

ASCSN Student Government Use Only

Received by: _____

Date Received: _____

**DATE
STAMP**

ASCSN Student Government Use Only

The _____'s President and Primary Advisor have attended a Club/Organization Orientation during the semester they are seeking recognition, prior to submitting this club packet. _____ *V.P.'s Initials*
Authorizing Signature for Recommendation: _____

ASCSN Vice President

____/____/____
Date

ASCSN Student Government Club Packet Academic Year: 2017-2018

Please legibly complete the following fields:

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Date	Recognition Status <input type="checkbox"/> New <input type="checkbox"/> Renewal	Seed Money Allocation with Recognition <input type="checkbox"/> Seed Money <input type="checkbox"/> No Seed Money
Official Name of Club/Organization		
Club/Organization Officer List (Information provided in this section will be visible on the official ASCSN Student Government website within the Club List link)		
President (required)		
First Name	Last Name	
Email	Telephone	
Vice President (required)		
First Name	Last Name	
Email	Telephone	
Secretary (required)		
First Name	Last Name	
Email	Telephone	
Additional Officer Title:		
First Name	Last Name	
Email	Telephone	
Additional Officer Title:		
First Name	Last Name	
Email	Telephone	
Additional Officer Title:		
First Name	Last Name	
Email	Telephone	

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Club/Organization Member List

Ten (10) student names and signatures with attached student IDs are required for recognition with seed money. **The student IDs must be of the current semester and must be legible. (In an effort to conserve, please be resourceful when copying student IDs) Attached student IDs must match the names on this list!**

Printed Name of Member and Email	Signature of Member
1. Name: _____ Email: _____	1.
2. Name: _____ Email: _____	2.
3. Name: _____ Email: _____	3.
4. Name: _____ Email: _____	4.
5. Name: _____ Email: _____	5.
6. Name: _____ Email: _____	6.
7. Name: _____ Email: _____	7.
8. Name: _____ Email: _____	8.
9. Name: _____ Email: _____	9.
10. Name: _____ Email: _____	10.

Club/Organization Advisor Guidelines

The responsibilities of the club advisor(s) are to ensure that the club/organization follows all CSN and ASCSN Student Government statutes, rules, and regulations. Advisors must attend all on and off-campus meetings of the club/organization. **Clubs/Organizations may not conduct any formal meetings without their advisor being present.** This responsibility calls for a close working relationship between the advisor, the ASCSN Vice President and the Director of Student Life and Leadership Development. Some of the responsibilities of advisors are:

1. Supervising any and all events sponsored by the club/organization. An advisor is responsible for assuring that all appropriate institutional forms are completed, assuring the success of any event, and that all ASCSN Student Government policies and procedures are followed. At a minimum, the advisor must complete a "Facility Usage Form." Facility Usage Forms can be accessed on the CSN Website or at the Cheyenne, West Charleston, or Henderson campus Facility Management offices. If furniture or equipment is needed, a work order must be placed with Facilities Management or the Help Desk.
2. If money is exchanged at the event, **an advisor must be present and supervise the collection of funds at the event and must deposit those funds with the Cashier's Office.** If the advisor is not available to be present at the event, the advisor must designate a proxy. This proxy MUST be a fulltime or part-time administrative faculty, faculty, or classified employee of the college. Advisors should meet with the Cashier's Office so that they can be made aware of cash handling procedures. The Cashier's Office for the Cheyenne campus can be reached at 651-4363, West Charleston campus at 651-5650, and Henderson campus at 651-3022.
3. Becoming familiar with campus regulations regarding campus security, unruly conduct, drugs, alcohol, and injury. More specifically, they must be aware of the Student Code of Conduct. Violation will result in the revocation of the Club's/Organization's official recognition. A copy of the Code of Conduct is located on the CSN Website.
4. Consulting with the Public Affairs Department if any media is to be involved in or invited to any club/organization activity. The Public Affairs Department can be reached at 651-7300.
5. Advisors are required to be present during all out-of-state travel. Travel forms may be obtained from the advisor's departmental secretary.

The following are restrictions for all advisors:

1. Each Classified Staff, Faculty or Administrative Faculty member can only advise one Club/Organization during the academic year.
2. Advisors shall not act against a Club's/Organization's Constitution and/or By-Laws unless the advisor must exercise their authority pursuant ASCSN By-Law Article XXII, Section 2 (a).
3. Advisors shall not interfere in a Club/Organization Executive Board's or member's management or administration of the Club/Organization, unless the advisor must exercise their authority pursuant ASCSN By-Law Article XXII, Section 2 (a).

The Club/Organization Advisor Guidelines are to be read by both the Primary Advisor and Secondary Advisor prior to completing the Advisor Consent Form.

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Advisor Consent Form - Advisors may only advise one club/organization at a time.

Primary Advisor (required)

First Name	Last Name	Mi
Email	Office Ext	Alt Phone Number
Department	Sort Code	

Secondary Advisor (optional)

First Name	Last Name	Mi
Email	Office Ext	Alt Phone Number
Department	Sort Code	

Club/Organization Purpose

Please describe how your club/organization will benefit all students at CSN.

By signing below, you agree to serve as an advisor to the club/organization indicated on page 2. You agree to ensure the club/organization follows all ASCSN Student Government requirements and CSN Policy & Procedure. You also signify that you have read and understood the *Club/Organization Advisor Guidelines* and will adhere to them at all times.

Primary Advisor's Signature	Date
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Secondary Advisor's Signature	Date
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General Information & Requirements

Club Status Expiration

Recognition of your club/organization is valid 30 days into the fall academic semester following the semester of your recognition. The club/organization must resubmit a club packet and fulfill all minimum qualifications within thirty (30) days of the following fall academic semester for continued recognition from ASCSN Student Government. If a new club packet is not submitted within this time, the recognition of your club/organization will expire automatically.

Seed money deadlines are located in **By-Laws Article XXII, Section 5** in the ASCSN Senate By-laws.

Minimum Requirements to Maintain Recognition By-Laws Article XXII, Section 4
Vice President's Open Meeting Requirements By-Laws Article XXII, Section 6

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In order to be recognized as a student Club/Organization, each Club/Organization must comply with the following:

a. The submission of a completed Club Packet including:

1. A fulltime or part-time classified staff member, faculty member, and administrative faculty member as an advisor.
2. An Executive Board consisting of, at minimum, a President, Vice President, and Secretary; all of whom must be currently enrolled CSN students.
3. The names, phone numbers, signatures, and a copy of current Staff and Student I.D.s of the Advisor and Executive Board, respectively.
4. The appropriate initial of the ASCSN Vice President indicating the Club/Organization President and Primary Advisor have attended a Club/Organization orientation in the academic semester the Club/Organization is seeking recognition. Ratified 3/15/12
5. The name, signature, and a copy of a current Student I.D. for at least ten (10) Club/Organization members, which may include the Club's/Organization's Officers.
6. A Constitution including the Club's/Organization's purpose or mission statement, list of Officers and their duties, eligibility requirements for membership, election procedures, provisions for removal of Officers and Advisor(s), replacement procedures for Officer and Advisor vacancies, a definition of quorum, and provisions for amending the Constitution.
7. A signed original copy of the ASCSN Travel Liability Form and the ASCSN Name/Logo Liability Form.

b. Each Club/Organization shall be required to have at least one representative attend the ASCSN Student Government Senate meeting the day on which their recognition is an action item on the Agenda. Notice of the meeting date will be given to the Club/Organization President and Primary Advisor by the ASCSN Vice President during the Club/Organization Orientation.

c. The Club/Organization President reserves the right to refuse seed money and the generation of collegiate accounts on behalf of their Club/Organization.

d. All ASCSN Clubs/Organizations shall be required to have at least one (1) representative attend a minimum of one (1) ASCSN Vice President's Open Meeting per month.

No representative shall represent more than one (1) Club/Organization.

By signing below, you signify that you have read and understood the minimum requirements to maintain recognition as an officially recognized club/organization at the College of Southern Nevada.

President's Signature	Date
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Primary Advisor's Signature	Date
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Secondary Advisor's Signature	Date
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**Meeting Requirements and Recommendations By-Laws Article XXII, Section 7 Accountability
By-Laws Article XXII, Section 8**

All ASCSN Clubs/Organizations shall be required to have at least one (1) official meeting every February, March and April in the spring academic semester and every September, October and November in the fall academic semester. These official meetings shall be open to the public.

- a. An official meeting of a Club/Organization must meet quorum to fulfill the mandate pursuant this section.
 1. Quorum shall require a fifty percent (50%) of the Club's/Organization's voting membership plus one (1) additional voting member be present at the meeting to conduct business.

ASCSN Student Government strongly recommends the following:

- a. Notice of all meetings taking place on CSN's campus should be drafted in the form of a meeting agenda and should be posted, at minimum, on the Club Agenda Board at the campus will be held.
- b. Notice of all meetings taking place off CSN's campus should be drafted in the form of a meeting agenda and should be posted, at minimum on the Club's Agenda Board at the campus most convenient for the Club/Organization.
- c. Meeting agendas should be posted four (4) business days before the day of the meeting and should include the date, time and location of the meeting.

All ASCSN Clubs/Organizations shall be required:

- a. To submit a completed Club Packet to the ASCSN Vice President within sixty (60) calendar days after the start of the semester pursuant Article XXII, Section 1 (f).
- b. To submit minutes to the ASCSN Vice President during the fall and spring semesters pursuant Article XXII, Section 7.
- c. To have any changes made to a Club's/Organization's Constitution, Primary and/or Secondary Advisor, and/or Officers submitted to the ASCSN Vice President no more than ten (10) business days after the change has been made. The ASCSN Vice President shall ensure that all Club/Organization documentation is compiled in the Student Government office at the Cheyenne Campus by the end of each semester.

Failure of any Club/Organization to abide by any deadline as set forth in Article XXII, Section 7 and/or Section 8 (a) or comply with Article XXII, Section 6 shall constitute grounds for:

- a. **First Offense:** A first written warning drafted by the ASCSN Vice President shall be sent to the Club/Organization President and Primary Advisor via electronic correspondence.

- b. **Second Offense:** A second written warning disclosing the following seed money penalty to the Club/Organization President and Primary Advisor via electronic correspondence. If the second offense is received in the fall academic semester, the Club/Organization shall forfeit half the seed money in the spring academic semester of the same academic year. If the second offense is received in the spring academic semester the Club/Organization shall forfeit half the seed money in the fall academic semester of the next academic year.
- c. **Third Offense:** The third disciplinary action will result in a request for revocation of the Club's/Organization's recognition during the ASCSN Senate Meeting following the offense.

Statutory requirements to consider when concluding your meeting:

Copies of approved meeting minutes for each formal meeting of the Club/Organization must be submitted to the **ASCSN Vice President** by the 30th day of each month (unless the 30th day falls on a weekend, then the deadline will be the following business day).

Clubs/Organizations are required to maintain records of expenditures and funds raised and must be able to provide copies of such at meetings with ASCSN Student Government and/or upon reasonable request of ASCSN Student Government. **A copy of your expenditures and funds raised must be submitted to the ASCSN Vice President by the end of each academic semester.** Advisors have access to these financial reports through the Cashier's Office. Submit copies of the minutes, expenditures and funds raised to the Vice President through email (Daniel.little@csn.edu) or through interoffice mail delivery, sort code C1C.

Failure to adhere to the requirements of Article XXII, Section 7-8 could result in the revocation of your club/organization's official recognition.

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Name/Logo Liability Form

Recognition does not imply any further responsibility on the behalf of the ASCSN Student Government Senate regarding the use of these funds or the operations of the Club/Organization.

Recognition does not give or imply permission for the Club/Organization to use the name, logo, or any other material belonging to the College of Southern Nevada for any purpose whatsoever.

Any other promotions, publicity, activities, or fund raisers by the Club/Organization may not use or imply the use of the name, logo, or any other material belonging to the College of Southern Nevada; unless authorized by the CSN Administration.

The Club/Organization may not use a name or wear apparel that implies that the club or organization represents the ASCSN Student Government Senate or the College of Southern Nevada. Unless authorized by CSN Administration.

Acceptance of recognition from the ASCSN Student Government Senate signifies agreement with these conditions, and others stated elsewhere in ASCSN Student Government's governing documents or the College of Southern Nevada's Policies and Procedures.

By signing below, you signify that you have read and understood the *Name/Logo Liability Form* and that violation of this notice could result in the possible revocation of your club/organization's official recognition. Furthermore, you signify that you will adhere to the conditions set in the *Name/Logo Liability Form*.

President's Signature	Date
Primary Advisor's Signature	Date
Secondary Advisor's Signature	Date

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Travel Liability Form

Recognition of Club/Organization status by the ASCSN Student Government Senate is effective for the fall and spring semesters. Clubs recognized in the fall semester must resubmit an updated roster of all Executive members including the advisor, and a copy of any amendments made to the club constitution, within thirty (30) days of the start of the spring semester. The ASCSN Senate does not recognize club/organization during the summer semester.

Recognition by the ASCSN Student Government Senate allows the Club/Organization to apply for free use of CSN facilities, to apply for seed money and funding proposals. Charges normally levied for set up and take down of equipment, personnel needs etc. will still be paid by the Club/Organization and not Student Government.

Travel to and from any Club/Organization event, as well as liability insurance for the event is the sole responsibility of the Club/Organization and its members. The ASCSN Student Government Senate will require proof of liability insurance and documents before recognition of any club/organization that has travel or off campus activities as a normal part of its planned program. Liability insurance must name the Board of Regents/CSN as an additional insured in the amount of at least \$1,000,000.00

Additional health and personal insurance for participants may be required for athletic activities.

Recognition by the ASCSN Student Government Senate does not allow the Club/Organization to use the Name, Logo, or any material belonging to the College of Southern Nevada as part of its activities, promotions, publicity etc. The Club/Organization should not use or imply the use of the College of Southern Nevada in any manner. Unless authorized by CSN Administration.

There are out-of-state and out-of-country travel documents that must be completed prior to travel. Please contact the Administrative Assistant at your campus for these documents.

By signing below, you signify that you have read and understood the *Travel Liability Form* and that violation of this notice could result in the possible revocation of your club/organization’s official recognition. Furthermore, you signify that you will adhere to the conditions set in the *Travel Liability Form*.

President’s Signature	Date
Primary Advisor’s Signature	Date
Secondary Advisor’s Signature	Date

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Club/Organization Agreement with ASCSN Student Government

Please read and become familiar with the following documents:
 ASCSN Senate By-Laws, specifically By-Law 19.00 – 19.11 (available at:
[http://www.csn.edu/PDFFiles/Student%20Government/ASCSN%20Senate%20ByLaws%20\(Rav.%20202.24.15.pdf](http://www.csn.edu/PDFFiles/Student%20Government/ASCSN%20Senate%20ByLaws%20(Rav.%20202.24.15.pdf)
 ASCSN Constitution (available at:
[http://www.csn.edu/PDFFiles/Student%20Government/ASCSN%20Constitution%20\(Ratified%2005-29-14.pdf](http://www.csn.edu/PDFFiles/Student%20Government/ASCSN%20Constitution%20(Ratified%2005-29-14.pdf)
 CSN Policies & Procedures (available at: <http://www.csn.edu/pages/2300.asp>)

By signing below, you signify that you have read and understand the *ASCSN Senate By-Laws*, the *ASCSN Constitution*, CSN’s Policies & Procedures, *Club/Organization Advisor Guidelines*, *Name/Logo Liability Form*, and the *Travel Liability Form*. Ill abidance of the above-mentioned governing documents will cause your club/organization to fall into ill compliance and will adversely affect your club’s/organization’s standing status with ASCSN Student Government, which will lead to the revocation of your club’s/organization’s recognition as an official club/organization at the College of Southern Nevada . Furthermore, you signify by signing below that you agree to uphold and abide by the above statutes and notices as the leadership of your officially recognized club/organization at the College of Southern Nevada.

President’s Signature	Date
Vice-President’s Signature	Date
Secretary’s Signature	Date
Primary Advisor’s Signature	Date
Secondary Advisor’s Signature	Date

IMPORTANT INFORMATION:

- * Any packet submitted with incomplete or missing items will be deemed incomplete and resent to the club/organization advisor for completion and resubmission.
- * Only packets that are completely filled out will fulfill seed money deadlines. Please submit the completed packet in advance of seed money deadline to ensure receipt of funds should the packet be incomplete.
- * **Complete club packets must be submitted before 5:00pm five (5) business days prior to a scheduled ASCSN Senate Meeting to be on the corresponding ASCSN Senate Agenda. There will be no exceptions.**