New Student Organization
Registration Packet
2026-2027

Name of student organization: _____

A request to begin an organization is hereby submitted by the following students:
(there should be at least three (3) students interested in forming an organization).

_____

_____

_____

Under the student leadership of (Name) _____

Address:_____

E-mail Address: _____

Phone: _____

We have asked the following Cuyamaca full-time faculty member(s) to be advisor(s) of this

student organization:

_____

_____

The proposed goals and purposes of this organization:

_____

_____

_____

Proposed meeting time(s) _____ ____Date _____Place_____

We agree to uphold the Guidelines of Cuyamaca College Student Organizations.

Faculty Advisor:
_____

(Signature) (Print Name)

Dean of Student Engagement & Belonging _____

Date _____

PROCEDURES TO BEING AN OFFICIALLY RECOGNIZED STUDENT ORGANIZATION

If you are interested in creating a student organization at Cuyamaca College, these procedures will outline the process:

1. Discuss the goals and objectives of your group with the Associate Dean of Student Affairs

2. Obtain the registration packet form from the Student Affairs Office

3. Find a faculty willing to serve as your advisor

4. After your registration form is complete, meet with the Associate Dean of Student Affairs for initial approval to proceed with the creation of your constitution

5. When you have completed your constitution, please submit the document to the Associate Dean of Student Engagement & Belonging. After the Dean of Student Engagement & Belonging reviews your constitution, the document will be forwarded to the Clubs and Organizations Committee for review and then sent to the ASCC. After your proposal is approved by ASCC, the ASCC Advisor and Vice President of Student Services will review and make the final approval. Upon their approval, you are eligible to assume status as an officially recognized organization and can use the college name; facilities upon request; and may receive monetary support from the ASCC

STUDENT ORGANIZATION CONSTITUTION OUTLINE

Constitution of the
Adopted on

ARTICLE I (Name)

The name of this organization shall be the

ARTICLE II (Purpose)

State the purpose and the need of the organization - Establish aims which are educational and compatible with the best interests of the college

ARTICLE III (Membership)

Section 1. A minimum of three (3) members is required to establish a student organization All members must be currently enrolled at Cuyamaca College and hold active ASCC cards. Membership selection must remain open without regard to race, creed, sex, religion, or national origin. All student organizations must promote the values of learning, communication, fellowship, financial security, and health as established by ASCC.

ARTICLE IV (Officers)

Section 1. List officers
Section 2. Election and duties of officers
Section 3. Eligibility of officers (All executive officers must carry a minimum of six (6) units. A membership list must be filed with the Student Affairs Office. It is the responsibility of each club to update the list.
Section 4. Vacancy of office
Section 5. Tenure of office

ARTICLE V (Financial Provisions)

Section 1. Determination of dues
Section 2. Changing of dues
Section 3. Audit and record keeping

- Minutes of all meeting and financial statements for activities must be filed with the Student Affairs

ARTICLE VI (Advisor)

Section 1. Selection of Advisor

- All student organizations must have a Cuyamaca College faculty advisor. The advisor or their designee must be present at all registered campus activities of the organization

ARTICLE VII (Activities & Rules)

- The Student Affairs Office must approve all materials to be posted on campus or for release to the general public.
- All student organizations are responsible to following the State Educational Code regulations including the use of intoxicants

ADVISORS
Responsibilities and Tips on Advising

General Responsibilities

The nature of the relationship of the advisor to the student organization will vary with each organization, however, all advisors are concerned with (1) responsibility to the organization, (2) responsibility to the individual, and (3) responsibility to Cuyamaca College.

Student organization faculty advisors play a vital role in the overall function of the organization .The most successful organizations usually are those in which the advisor takes an active interest.

To be effective, it is essential that organization advisors are fully aware of their duties and responsibilities. Some of these responsibilities may include:

1. Being responsible for providing continuity within the organization. Student organizations are dependent on the advisor to provide knowledge, guidance, and direction as new members coordinate activities, traditions and services.)
2. Being well-informed on all plans and activities of the organization through regular attendance at meetings and frequent consultation with the officers
3. Assisting in training of new officers
4. Providing assistance in the planning of the overall programs and help in preparing for individual events
5. Encouraging participation by all members of the organization
6. Justifying the expenditure of students' time, abilities, energy, and dues within the program
7. Encouraging opportunities within the organization, which will contribute to student development
8. Attending activities and social functions of the organization
9. Approving and justifying all expenditures
10. Encouraging an organization officer to regularly attend Inter-Club Council
11. Assisting the organization in maintaining the current records required by the Student Affairs Officer: minutes, list of membership, financial statements, constitution, public information and publicity

12. Interpreting to the organization the college philosophies and policies when helping the group coordinate its program.

Generally, contacts with the organization will take place in two settings: (1) discussions with the club president, and (2) attendance at meetings and other club activities.

A good vehicle for discussions with the club president is the planning for the agenda for the next meeting of the organization. This will not only provide a working structure for conducting the meeting, but can be an opportunity for discussion of other areas.

What the Organization Can Expect from the Advisor

1. Assistance with advance planning, especially with regard to long -range goals and short term projects

2. Information on the history of the organization and the sources of information for the solution of problems in financing, scheduling, etc

3. Attendance at meetings and functions

4. Representation at faculty meetings when the organization is involved.

5. Advising on leadership development areas

6. Freedom to call you in times of emergency

7. Knowledge of the organizations and advising members on potential violations

ADVISOR CHECK LIST

As an Advisor I:

___ 1. Understand the nature and objectives of the organization

___ 2. Know the students in the organization as individuals

___ 3. Am able to attend the meetings of the group regularly

___ 4. Am able to attend important meetings of the club's committees

___ 5. Foster teamwork between the members

___ 6. Serve as a liaison between the college and the organization, interpreting, if necessary, college policy and philosophy

___ 7. Am familiar with the college resources

___ 8. Attend all sponsored organization activities

___ 9. Promote professionalism within the organization

___ 10. Encourage the active interest of the club in the entire campus program, so that it will identify itself as part of the whole campus community

___ 11. Encourage the club to evaluate its objectives periodically to determine the degree to which they are being realized and, if such as the case, the manner in which they could be revised for the improvement of the organization

___ 12. Encourage good record keeping

___ 13. Encourage sound financial and business practices

___ 14. Arrange for a financial audit at the close of the year's business

___ 15. Review the books and materials that are returned to the Student Affairs Office at the end of the year