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The Inter-Club Council

The Associated Student Body (ASB) is the official voice of the students at Don Bosco Technical Institute. It works closely with the Director of Student Activities (DoSA) to plan student events throughout the school year; it also has **the sole right** of recognizing student organizations.

Previously, the majority of the Recognized Clubs have been operating independently and few, if no inter-Club projects or fundraisers have occurred. If such projects were attempted, they were usually loosely and inefficiently coordinated. In order to better organize the different Clubs (in relation to one another) the ASB has formed and delegated power to the Inter-Club Commissioner (ICC), a position created to aid in the governing of Clubs. The ICC is appointed by the President of the ASB, with the approval of the Director of Student Activities (herein referred to as DoSA).

The ICC, in accordance with the ASB Constitution, is a standing committee responsible for the distribution of Club funding and Club activity, as well as any necessary communication between a Club and the ASB. The ICC is responsible for: scheduling Club events so that they do not conflict, advertising approval for various Club events, as well as the establishment/re-chartering of Clubs. The ICC furthermore is instrumental in the raising of student awareness in regards to the diverse clubs offered at Don Bosco Technical Institute (DBTI) as well as in the recruitment and facilitation of club scheduling. The communication between Clubs and the ICC is therefore imperative to the success of all events.



SERVICES PROVIDED BY THE ICC

The ASB and the ICC offer a variety of services to Recognized Clubs on campus. These include and may be acquired through the following processes:

THE USE OF SCHOOL/CAMPUS FACILITIES

School facilities may only be used upon request of the location a minimum of two weeks prior to the desired date of use. Requests for facilities must be submitted to the Inter-Club Council (ICC) for processing, where a response to the request will be given as soon as possible.

PUBLICITY OF EVENTS

Publicity of all Club events may only begin once the event has been approved by the ICC and the DoSA. All publicity materials must be pre-approved by the ICC and the DoSA.

GUIDELINES FOR DISTRIBUTION OF MATERIALS

No explicitly sexual or derogatory material may be used. All posters, fliers, etc. used for the promotion of the event must be neat and legible; and must be taken down/cleaned up after completion of the event. Failure to do so may result in the jeopardizing of future events for that Club. The only adhesive allowed for such materials is tape, which can only be applied to glass surfaces.

COMMUNICATION

In order to keep communication open between clubs, the Office of Student Activities and the ASB, regular meetings between the ICC, the DoSA, and the ASB take place.



Finances

Each Club is responsible for generating its own finances (i.e. fundraising, grants, etc.); however, start-up funding may be accessed through the ASB. The Parent Association will only assist Recognized Clubs, so recognition is mandatory for any type of funding to occur. Recognition of Club charters is made possible by a written and verbal proposal to the ASB or by the written request for re-chartering of an established Club through the ICC. Only recognized clubs are open for funding and allowed to fundraise on and off campus with the Don Bosco Technical Institute name. All moneys generated by the Clubs from events must therefore be documented and placed in a DoSA-approved account. Accessing of funds may be done through an outlined process (FINANCES, § *Accessing Club Funds*) and may only be done with the signed consent of the Club's Moderator. The DoSA will then document and administer an accurate register of the usage of funds by your club. Documentation of Club funds must be made by the Club moderator, maintaining an accurate account. Any difference or discrepancy between the Club physical account and the amount documented must therefore be resolved.

CLUB FUNDS

Any funds raised by a particular Club event must be deposited into the respective Club's account; expenses must therefore be paid out of the Club's account. If a deficit is found within a Club's account, the respective Club may be put under probation (with terms set by the ICC and the ASB) until the account is balanced and the discrepancies resolved. If the account is not resolved, the Club will cease to exist and must re-establish itself following the proper procedures for establishing a Club.

For Clubs in possession of their own school account, fund account, or account otherwise outside the jurisdiction of student activities, access to the account may be made without a request to the ICC, but a record of the account and all transactions must be provided upon request.



ACCESSING OF CLUB FUNDS

General Club funds may be accessed by completing the following steps:

1. Submit a written proposal to the ICC regarding the amount and purpose of the transaction.
2. Once this is passed, submit a completed check request form to the DoSA.
3. Finally, approval is given and the club moderator must sign for the money's release.

Club Guidelines and Procedures

ESTABLISHMENT OF A CLUB

In order to form a Club, a list of the faculty moderator(s), a minimum of ten (10) prospective members of the Club, and a filled out petition for recognition (GENERAL FORMS, § *Petition to Establish a Student Organization*) must be submitted to the ICC at least one week prior to an ASB meeting.

Once this petition is submitted to the ICC, it will be scrutinized and revised by the ICC and the DoSA. Once the petition and appropriate materials have been received and approved, the petitioning party will be notified as to when their presence is required at an ASB meeting, in order to formally present the petition to the ASB. The prospective faculty moderator and prospective founding officer(s) are expected to be present at this meeting in order to respond to any questions and concerns that the ASB may have in regards to the prospective club. If the proposed club fails to receive the mandatory two-thirds vote of the Student Council, the club will not receive school Parent Association funding, will not be formally recognized, and will not be permitted to the use of school or campus facilities.

Once the prospective Club is recognized, the Club must provide ICC with a written copy of the Club's Constitution within 45 days of chartering. In the rare case of an administrative veto, a list of reasons for the veto will be issued to the prospective faculty moderator. When any designated amendments or revisions have been made to the proposal, the petitioning party may request Club status from the DoSA.



RENEWING OF AN CLUB CHARTER

An annual renewal of a Club charter is required of all Clubs and may be done through the submission of Club Charter Renewal form.

After this submission to the ICC is made, the moderator and a representative of the respective club will be notified in regards to when their attendance at an ASB meeting is found necessary for evaluation of the Club Charter renewal. If a Club is not re-Chartered, then that organization will no longer be considered a Club, thus ending all school funding and on-campus meetings.

CLUB EVENTS: FUNDRAISERS, ETC.

All events scheduled by a Club must be approved by the ICC and the DoSA. Approval will be given with the fulfillment of all requirements. A request must be made a minimum of two weeks prior to the desired date of the event.

Club Meetings and Announcements

CLUB MEETINGS

All Clubs are required to meet on a regular basis. A designated day and time for all clubs to meet must be submitted to the ICC in order to avoid event conflicts. Any special meetings outside of regular club dates must be scheduled with the ICC a week prior to the desired meeting date; otherwise the meeting may not be considered mandatory for the Clubs members.

ANNOUNCEMENTS

All bulletin announcements must be approved by the DoSA as well as the Club Moderator. All bulletin forms may be acquired from either the Office of Student Activities or the Administration Office. The completed forms must be submitted to the Receptionist a minimum of one day (during the lunch hour) prior to the airing of the bulletin announcement. All fundraisers must be approved before they are begun.



Responsibilities within an Club

DUTIES OF THE REPRESENTATIVE OFFICERS

1. Establish and understand a Club constitution and follow all the respective bylaws
2. Set an example of Salesianity in all of the respective Club activities and meetings
3. Abide by all regulations set forth in this handbook
4. See that all school policies are followed at meetings and at the respective Club activities
5. Each Club should have a generalized goal for both the fall and spring semesters
6. Be certain to delegate responsibilities within your respective Club to maintain efficiency

DESCRIPTION OF CLUB MODERATORS

A moderator is an integral part of a Club responsible for an accurate description of all club funds as well as the maintenance of a Salesian spirit throughout Club meetings. It is essential for the moderator to act as an advisor to the leaders of the respective Club; the moderator is the figurehead of the Club and responsible for all actions performed under the respective Club name.

All Clubs must adhere to all terms and conditions within the Inter-Club Handbook; failure to do so will place such a Club under probation, with terms set by the ICC, the ASB Executive Board, and the DoSA. A written agreement to adhere to all terms and conditions of the ICC Handbook must be received by the ICC from the Club prior to the scheduling of any Club events.

General Forms

The following pages contain blank and sample forms that you will find useful.



PROPOSAL FORM FORMAT

This form outline is mandatory for all requests and proposals made to either the ICC or the ASB in regards to club, fundraiser, or service project activity:

Don Bosco Technical Institution
Associated Student Body
20 - 20 Student Council

PROPOSAL NO: *(leave blank, will be assigned by ASB Secretary)*

AUTHOR: (Member name, Club Position)

MODERATOR: (Name)

TITLE PURPOSE: (Briefly state the basic action of the proposal)

Major Areas to be Affected:

(Simply state the people that will be affected by your proposal)

Justification:

In paragraph form, tell why there is a need for your proposal. Include any supportive information, include any statistics, quotes, etc., you feel necessary. Please be as specific as possible. You will have little time to explain your proposal before the Student Council.

Proposal for Action:

State exactly what you would like done. You may use outline form. Once again, please be as specific as possible. The more details you have written down, the better.

Result to be Expected:

State what you think will happen if this proposal gets passed. i.e.: Will our relationship with Mission and/or Ramona improve? Will we raise money?



Don Bosco Technical Institution
Associated Student Body
20 - 20 Student Council

PROPOSAL NO:

AUTHOR: _____

MODERATOR(s): _____

TITLE PURPOSE: _____

Major Areas Affected:

Justification:

Proposal for Action:

Result Expected: _____



PETITION TO ESTABLISH A STUDENT ORGANIZATION

This form is one of the mandatory forms that must be presented upon request for a chartering of a prospective Club.

**Office of Student Activities
Petition to Establish a Student Organization**

Name of Club/Organization _____ # _____

We, as representatives of the above named club, affirm that we will abide by the guidelines set forth in the current Club Handbook for Student Organizations, the Inter-Club Commissioner, the Office of Student Activities, and procedures set forth by Don Bosco Technical Institute. We have received and read copies of said regulations and agree to be governed in all financial transactions of our organization by the procedures set forth in this agreement. Failure to comply with these regulations may result in declaring the organization suspended. Approval of this petition by the ASB entitles the group to the rights and privileges afforded to active student organizations.

Authorized Signatures for the Academic Year 20 -- 20 .

<u>Typed Name</u>	<u>Signature</u>	<u>Date</u>
_____ President	_____	_____
_____ Vice-President	_____	_____
_____ Treasurer	_____	_____
_____ Secretary	_____	_____

Advisor Agreement:

I agree to serve as the advisor to this Club/Organization for academic year 20 -- 20 .

<u>Advisor Name</u>	<u>Signature</u>	<u>Date</u>
_____ Director of Student Activities	_____	_____



Club Proposal Information form

1. Name of the prospective club/Club:

2. Name of the faculty moderator(s):

3. Name of the founding member(s):

4. Purpose of the establishment of this prospective club/Club:

5. Purpose and necessity of recognition:

6. Expected activities, projects, and/or outcomes:



Club Charter Renewal Form

Name of the Club: _____

Name of the faculty moderator(s): _____

Purpose of the Club:

Expected activities, projects, and/or outcomes for the year:

Activities, projects, and/or outcomes accomplished in the last school year.

Attach a copy of your Club's Constitution for this year.