

CLUB CONSTITUTION

ARTICLE I

CLUB NAME

The name of this organization shall be _____

ARTICLE II

PUPOSE

The purpose of this club is to _____

ARTICLE III

MEMBERSHIP

Membership will be open to all students of Hartnell College. Club dues will be in the amount of \$ _____. A student shall be considered a member of this club upon _____

ARTICLE IV

OFFICERS

The officers of this club shall consist of President, Vice President, Treasurer, Secretary, and ICC Representative.

The duties of the President will be to conduct all meetings and to maintain order. The duties of the Vice President will be to conduct meetings in the absence of the President. The Secretary will record the minutes of the meetings and take care of all correspondence. The Treasurer will be responsible for maintaining accurate financial records. The ICC Representative will attend all ICC meetings and act as a liaison between the Club and ICC.

ARTICLE V

ELECTIONS

Elections will be held on a _____ basis. The term of office for all elected and appointed officers of the club shall be _____. Any candidate for office receiving a majority of votes cast shall be considered elected to the office.

ARTICLE VI

MEETINGS

Meetings shall be conducted on a _____ basis and shall meet on _____ at _____ a.m./p.m. in room _____
_____.

**HARTNELL COLLEGE
CLUB FINANCIAL POLICY**

I. OBJECTIVES

This Financial Code is established to define policies and procedures for approving and expending all money under the control of Hartnell College and its club organizations in order to insure that all financial transactions will be made in the best interests of the students and in accordance with all pertinent county, state and district financial regulations. Only active Hartnell club members are eligible to received benefits and privileges outlined in this code. Only the Hartnell Business Office will provide club banking (deposit/withdrawal) services. **OFF-CAMPUS BANK ACCOUNTS ARE illegal according to the California Educational Code and will NOT be allowed.**

II. INTER-CLUB COUNCIL BUDGET

The ICC Chairperson and Vice Chairperson will be responsible for setting the annual budget for the ICC. The budget shall be approved by the ICC no later than the fourth ICC meeting of the of the fall semester by two-thirds vote of the membership present.

III. INTER-CLUB COUNCIL CLUB ALLOCATIONS

The ICC Grant Committee will review grant applications and make their recommendations to the ICC membership. ICC membership will vote on applications and forward results to the ASHC Senate for ratification. In event of the ASHC Senate denying ratification, ICC may veto the decision by 2/3-majority vote of the entire ICC membership.

IV. DEPOSITS

- A. Pre-numbered receipts and pre-numbered tickets must substantiate all money collected from any source, or other records that may checked.
- B. **No** part of the expenses of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions.
- C. All club funds collected from any source shall be deposited on the first business day after receipt of funds. A copy of the deposit must be submitted to the Student Activity Office.
- D. Banking of all funds and all official bookkeeping records shall be the responsibility of the Hartnell College Business Office.

V. EXPENDITURES

All expenditures of club accounts shall follow the procedures outlined below. **NO DEFICIT SPENDING WILL BE ALLOWED. No funds will be advanced on a petty cash basis.** Any club sponsoring an event needs to be able to provide a copy of the minutes from the club meeting which approved this event before requesting a check.

- A. A person seeking the funds from their club account shall fill out a purchase requisition (available at the Student Activity Office and secure the signatures of the Club Advisor, Club Treasurer or Club President. The Student Activities Coordinator will ensure that funds are available and secure the signature of the Vice President of Student Services. **Please ensure that all back-up documentation is attached to the requisition. (Receipts, contracts, W-9 forms, order forms, etc.)** Requisitions **WILL NOT** be processed without a club officer's and an advisor's signature on the requisition.
- B. The approved requisition will be forwarded to the Business Office for processing. Allow (5) working days to acquire signatures and date processing.
1. Checks – Upon receipt of an approved requisition, the Business Office will prepare the check. Ordinarily checks should be made payable to the vendor. The Business Office will mail them to the vendor unless directed to be hand delivered. Checks to be hand delivered may be picked up at the Student Activity Office.
 2. Cash Advance – Each cash advance must be limited to \$100 and will only be made out to the Club Advisor. If a larger advance is requested, the Business Office will make the determination if they can do so. No check will be issued for reimbursements if there is no receipt or invoice attached to the requisition.
 3. Purchase Orders – Whenever possible, all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition through the Student Activity Office and Business Office with the proper signatures obtained. After review and approval a purchase order number will be issued. Receipt of goods prior to payment must be reported in writing.

VI. FEES AND PENALTIES

If a club fails to pay a bill within a thirty - (30) day period, the ASHC Advisor will be authorized to deduct it from their club account upon informing the Club Advisor in writing. A \$10.00 service charge for each delinquent invoice will be charged to the club account and will go into the ICC fund.

VII. MAINTENANCE OF RECORDS

- A. Every club shall maintain accurate records of all income and expenditures and shall open their financial records to audit by the Vice President of Student Services, or District Internal Auditor upon request. Hartnell College funded accounts may be reviewed by the Vice President of Administrative Services at any time.
- B. An annual audit of all clubs accounts and trust accounts will be made by a certified public accountant retained by the College District.
- C. **SERVICE CONTRACTS**

The Club Advisor, ASHC Advisor, and Club President must sign contracts of DJ's, entertainers, speakers, etc. All contracts must be made out in triplicate; one copy shall remain the ASHC Advisor. Payment on contracts must be initiated by the regular requisition procedure, paid by the District. Club members should NEVER make a direct payment to an individual contractor for their service to the Club and then try to get reimbursed from the Club. Our district policy requires that the District, because of the tax law regulations, make all service payments. District also requires a W-9 form to be filled out for all contract services.

All persons being paid for services rendered to clubs shall fill out a contract and a W-9 form. Payment without a contract or W-9 form on file will not be made.

D. TRAVEL CLAIMS

Club representatives must check with the ASHC Advisor about securing approval of trips and/or conferences and complete a Travel Authorization Expense Form. Anyone planning to claim reimbursement for travel expenses must complete a requisition in advance of the trip and the requisitions must be approved and signed by the Club Advisor, Club President, ASHC Advisor and Vice President of Student Services. Out of state travel must have the approval the President of Hartnell College. The Board of Trustees must approve out of Country travel prior to the travel date.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance, and be able to show a valid California State Driver's License. They must also complete a Hartnell College Liability Release Form.

In no instance will the expenses claimed be more that the actual amount expended. Written original receipts must verify all expenses.

All participants in a program funded by their club shall sign a release form releasing Hartnell College of all liability in route to, from and during a club/organization trip.

I have read, understand and will follow the Financial Policy for my Club.

Club President (Print Name)

Club President Signature

Club Treasurer (Print Name)

Club Treasurer Signature

Club Advisor (Print Name)

Club Advisor Signature

Club Co-Advisor (Print Name)

Club Co-Advisor Signature

HARTNELL COLLEGE
Club Authorized Signatures

This signature page will be on file with the Business Office

Club Name _____

Club Account # _____

Club President Signature Print Name Day Phone #

Club Treasurer Signature Print Name Day Phone #

Club Advisor Signature Print Name Day Phone #

Club Advisor Signature Print Name Day Phone #

Student Life Coordinator Signature Date Approved