



Starting a Student Organization

Any student(s) interested in starting a new student organization at Cabrillo College will need to complete the following:

- 1. Have a minimum of five (5) club members to fill all executive board positions.**
The five club members must be concurrent enrolled Cabrillo College students who have a current Student Activity cards.
- 2. Recruit one or more club advisor(s)*.**
All clubs must have at least one club advisor to be actively involved supporting the club's goals and activities by being physically present at club meetings, events and assisting you with club manners.
*Club advisor(s) must be a Cabrillo College employee such as classified staff, faculty member or administrator.
- 3. Arrange a meeting place/ location.**
You can request the use of SAC east rooms at least ten (10) days prior to your first meeting date. To arrange the use of SAC east facilities call 477-3584. You can request for your club meetings to be permanently held within the SAC east facilities for the current semester. Ability will vary. First come first serve basis.
For the use of other college's facilities or rooms your club's advisor must assist you with this manner by calling 831.479.6133. **You club advisor must call only!**
- 4. Submit via e-mail your club's charter application**
<http://www.cabrillo.edu/associations/icc/clubapplication.html>
- 5. Submit via e-mail a completed draft of your club's constitution to the Student Activities Coordinator (ICC Advisor) at flchacon@Cabrillo.edu**
Club's constitution must be reviewed and approved by ICC advisor and chair prior to your first club's official meeting.
Once approved, the club's constitution must be review and voted upon by the club's executive board during the first official meeting. The executive board must consist **of at least five (5)** currently enrolled Cabrillo College students. If the executive board is not all present, the constitution can not ne voted upon or approve. Club must arrange a meeting with all executive board members present in order to approve the club's constitution.

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6. **Attend ICC meetings on Wednesdays at 3.00 P.M. located in SAC East.**

ICC 1st meeting: Introduce your club and yourself at the first ICC meeting. Give a brief description of your club vision and goals. Be prepared to answer any questions your club's behalf. Under New Business your club's petition to charter will be up for approval.

ICC meeting: Club's ICC representatives are expected to attend ALL weekly ICC meetings to preserve an active student organization status.

Please make proper arrangements for an alternative ICC representative to attend ICC meetings to avoid absences that may result to club's charter suspension after two consecutive absences

7. Arrange to meet with student Activities Coordinator to get access to club's resources and information. Please e-mail your available dates and time at flchacon@cabrillo.edu. It will be ideal for the Student Activities Coordinator to be invited to meet with your executive board during your club meeting for about 15 minutes. 😊