

FORM A

Student Organization Recognition Renewal Form

DACC Student
Organization _____

Advisor's Information

Student Organization Advisor _____

Contact No. _____

Email _____

Student Organization Advisor _____

Contact No. _____

Email _____

This agreement is valid for the academic year 20____ to 20_____.

I agree to serve as advisor for this organization for the academic year listed above. I agree to follow all the terms and conditions of the funding policy as stated in the SGADACC Student Organization Handbook.

Signature of Student Organization Advisor

Date

Signature of Student Organization Advisor

Date

FORM B

Student Organization Officers

DACC Student
Organization _____

President _____ Contact No. _____ Email _____	Vice-President _____ Contact No. _____ Email _____
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Secretary _____ Contact No. _____ Email _____	Treasurer _____ Contact No. _____ Email _____
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Senator _____ Contact No. _____ Email _____
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This agreement is valid for the academic year 20_____ to 20_____.
I agree to follow all the terms and conditions of the funding policy as stated in the SGADACC Student Organization Handbook.

Signature of Student Organization President *Date*

Signature of Student Organization Treasurer *Date*

Format Outline for Bylaws

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(NAME OF ORGANIZATION)
Doña Ana Community College
Bylaws
(Current Year's Date)

This is the format you may need to follow when doing bylaws for your organization. Depending on the type of organization you are chartering, some of the articles may or may not apply to you. We suggest that prior to doing a final copy, you submit a draft copy to the Student Activities office in DASR room 111 (East Mesa Campus). If you are following a “parent” organization, you may use their guidelines, but must still submit your own by-laws based on this format.

ARTICLE I. Name of Organization

ARTICLE II. Purpose

ARTICLE III. Members and Membership

- Section 1.** Qualifications for membership. If grade point average is specified, Verification will have to be arranged with the Admissions Office. Students should not have access to student records.
- Section 2.** Procedures for affiliation with the organization.
- Section 3.** Criteria which will distinguish active members or voting members.

ARTICLE IV. Officers

- Section 1.** Officer positions which will be used in the organizations.
- Section 2.** Officer qualifications (all officers must be full-time students at DACC)
- Section 3.** Nomination and election procedures
- Section 4.** Terms of office
- Section 5.** Duties of officer positions
- Section 6.** How vacancies are filled

ARTICLE V. Advisor

- Section 1.** Selection
- Section 2.** Duties
- Section 3.** Term of office
- Section 4.** Responsibilities of office

ARTICLE VI. Executive Board

- Section 1.** Composition
- Section 2.** Nature of meeting
- Section 3.** Restrictions of power

- ARTICLE VII. Committees**
- Section 1.** Standing Committees
 - Section 2.** Special (ad-hoc) committees
 - Section 3.** Responsibilities
 - Section 4.** Composition
 - Section 5.** Designation of Chair
 - Section 6.** Procedures for forming committees
- ARTICLE VIII. Meetings**
- Section 1.** Regular meetings- you do not need to make reference to a specific day, time or place. A statement of how many meetings will be held per week, month, semester, or year will cover this.
 - Section 2.** Special meetings-when and why they may be called
 - Section 3.** Quorum required to transact business
 - Section 4.** Voting procedures
- ARTICLE IX. Finances**
- Section 1.** Membership dues and/or assessment and how and when they will be determined. You do not have to indicate the actual amount.
 - Section 2.** All student organization transactions should be done through the DACC Business Office. These transactions must follow all college guidelines.
- ARTICLE X. Parliamentary Authority**
- Section 1.** Specification of the authority which will be used in resolving questions about bylaws and/or meeting procedures. Usually this is listed as *Robert's Rules of Order*. (This is a good reference book about parliamentary procedures that each organization should consider purchasing.)
- ARTICLE XI. Amendment of the Bylaws**
- Section 1.** Procedure whereby the rules of the organization may be changed.
 - Section 2.** Requirement of previous notice at regular meeting before vote is taken at subsequent regular meeting, whether simple majority vote or other percentage will be required.