**ASPCP Club Update Form**

This form will be submitted to the Vice President of Clubs and Organizations who will forward it on the Student Council for approval. It’s that simple!

CLUB INFO

**Club Name:** *Enter club name*

MEMBERS

Five Pierce College Puyallup students:

**President:** *Enter President’s name*

**SID:** *Enter President’s student ID number*

**Email:** *Enter President’s email address*

**Phone:** *Enter President’s phone number*

Check if you do *NOT* agree to the provided Constitution & Bylaws and will provide your own.

**Member:** *Enter student’s name*

**SID:** *Enter student ID number*

**Email:** *Enter email address*

**Phone:** *Enter phone number*

**Member:** *Enter student’s name*

**SID:** *Enter student ID number*

**Email:** *Enter email address*

**Phone:** *Enter phone number*

**Member:** *Enter student’s name*

**SID:** *Enter student ID number*

**Email:** *Enter email address*

**Phone:** *Enter phone number*

**Member:** *Enter student’s name*

**SID:** *Enter student ID number*

**Email:** *Enter email address*

**Phone:** *Enter phone number*

ADVISOR

Full-time or Part time Pierce College Puyallup faculty or staff:

**Advisor:** *Enter advisor’s name* **Email:** *Enter advisor’s email*

*I certify that I will continue to uphold the responsibilities of a Pierce College Club’s Advisor as outlined in the ASPCP Clubs and Organizations Handbook.*

Signature

*Email this form to the current Vice President of Clubs and Organizations.*

**Quarterly Meeting**

**Graphics Request**

This form will be given to the Graphics Coordinator. Please use the description box to clearly explain what you would like your club graphics to look like.

REQUESTOR INFORMATION

**Requestor:** *Enter name and title.*

**Email:** *Enter the* ***best*** *email to contact you at.*

**Phone:** *Enter the* ***best*** *number to contact you at.*

CLUB INFORMATION

**Club Name:** *Enter the club name*

**Meeting Days:**  Monday  Tuesday  Wednesday  Thursday  Friday

**Meeting Time:** *Enter time with corresponding date*

**Meeting Room:** *Enter location*

FORMAT

**The graphics designer will automatically order posters and handbills to promote your meeting times.**

DESCRIPTION

*Enter club description in detail, tell us a little about your club. Include specific design ideas for your graphics. Include specific phrases to be used on the advertisements in quotations. This is important for the Graphics Coordinator to create your advertisements.*

*\*Attach any additional information or samples to this form.*

*\*\*Graphics Requests are strictly used for Student Life and Clubs events.*

**Quarterly Meeting Room Request**

Clubs are required to meet at least once a month and must request meeting locations through the Office of Student Life. Please schedule an appointment with the Clubs Coordinator to arrange meeting times & locations.

MEETING SPECIFICS

**Room Requirements** *(How many seats will you require? What media equipment will you need, i.e. projector, screen, computers?)*

*Click here to enter answer*

**Recurrence:** Once a week Twice a week

**Frequency:** Weekly (every week)  Bi-weekly (every OTHER week)

**Space Type:** Private (classroom or conference room)

Public (connections café or common area)

**Desired start date:** *Click here to enter a date.*

**Requested day of the week and time:**

**Monday:** *Enter time of meeting*

**Tuesday:** *Enter time of meeting*

**Wednesday:** *Enter time of meeting*

**Thursday:** *Enter time of meeting*

**Friday:** *Enter time of meeting*

**ASPCP CLUB CONSTITUTION (DEFAULT)**

Unless a club submits their own constitution, this will be the procedural standard to which they are held accountable.

**ARTICLE I**

Section 1: Membership is open to all currently enrolled Pierce College Puyallup students. There shall be no membership requirements, fees, or dues.

**ARTICLE II**

Section 1: The elected officer of this club/organization shall be the President.

Section 2: The term of the office shall be from the date of the official approval of the Club until the last day of spring quarter classes of the same academic year.

Section 3: It shall be from date of the president to ensure all club responsibilities are adhered to, prepare, and submit paperwork or delegate a Club representative to do so, and maintain regular communication with the Office of Student Life and Club Senator.

**ARTICLE III**

Section 1: The Club President shall be voted upon before the Club Registration Form is submitted.

Section 2: Members may nominate their self or others for the position.

Section 3: Those running for office must be willing to commit to and fulfill the duties of Club President.

**ARTICLE IV**

Section 1: Club shall meet at least once per month.

Section 2: A minimum of 3 members must be present to conduct official club business.

**ARTICLE V**

Section 1: Impeachment charges may be brought upon the President by any member who has attended a minimum of 3 meetings that quarter.

Section 2: Quorum required to impeach is 5 members.

**ARTICLE VI**

Section 1: This constitution must operate within the scope of the ASPCP Constitution and Bylaws and may be amended by 3/5 vote members.

**ASPCP CLUB ADVISOR AGREEMENT FORM**

Date:*Click here to enter a date.*

I, *Enter advisor’s name and title* have agreed to be the advisor of the *Enter club’s name*

This agreement is applicable from Fall Quarter 2019 through Spring Quarter 2020.

I have read the **Expectations of Faculty & Staff Advisors** in the Club Handbook and have reviewed the **ASPCP Club Registration form**.

I understand my responsibility in assisting the students of the organization in attaining their stated purpose and objectives.

If, for any reason, I decide to stop serving as advisor for this club, I will notify the club’s president and the Vice President of Clubs and Organizations in the Office of Student Life.

Signature

Email