

Indicate your priority # for this event: 1

ASSOCIATED STUDENTS FUNDING REQUEST – MID-YEAR

For 2008-2009 Fiscal Year

Associated Student Government – Office of Student Life

Name of Organization: Student Assistance Program

Student Officer: JAMES TORRELL Phone: 909-771-0401
909-384-8233

Email: jharter@valleycollege.edu Advisor Name: Joan Harter

(For Registered Clubs) What year did the club first register? started 1996

Purpose of the organization: assist students, assessment + referral
Recruitment, Retention, Completion

Name of Event/Description: Free Dinner for Students

How does this event affect your mission? Students feel important + continue in school

Estimated Date of event? March 24, 2009 # of Students event affects: 400

Proposed site of event? Sun Room

Will admission be charged? YES NO Is it for fundraising? YES NO

In the past, have you received A.S. Funding for this event? YES NO

Line Item Costs	Cost Breakdown	Amt. Requested	Senate Finance Recommendation (office use only)	Amount Allocated (office use only)
1. Printing/Copying				
2. Contracts (ex. DJ, Speaker)				
3. Supplies				
4. Security				
5. <u>Food</u>	<u>\$400.00</u>	<u>200.00</u>		
6. <u>Sun Room Charge</u>	<u>400.00</u>	<u>200.00</u>		
7.				
8.				
TOTAL	<u>800.00</u>	<u>400.00</u>		

By signing below, I declare my personal and thorough understanding of the regulations required to request funds from the Associated Student Government. I further declare my understanding that requested funds come directly from the sale of ASB Stickers and should be thus utilized accordingly. If funded, my organization agrees to open the event to all SBVC students and to list the Associated Student Government as a co-sponsor of this event on all publicity. I understand that if the above organization fails to recognize the ASG on all publicity, it may be asked to repay the amount allocated. I understand if the above organization fails to have the event, the organizations will return the above allocated funds to the ASG within the above stated fiscal year.

Student Officer Signature: James Torrell Date: 2-27-2009

Club Advisor Review/Signature: Joan Harter Date: Feb. 27, 2009

Signature certifies organization is currently registered with the Office of Student Life
Questions, contact Nikki Schaper, Director of Student Life at (909)384-8986



San Bernardino
Valley College

Joan Harter
Professor

San Bernardino Valley College
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San Bernardino, CA 92410
(909) 384-8672

MEMORANDUM

To: Rebecca Warren-Marlatt
From: Joan Harter, SAP
Cc: Damon Bell, Vice President, Student Services
Deb Daniels, President
Date: Feb. 2, 2009
RE: Request for March, 2009 Board Approval of Expenses

I am requesting approval from the SBCCD Board of Trustees at their Board Meeting on March, 2009 for the following expense:

Event: Free Dinner for Students

Date: March, 24, 2009

Anticipated Attendance: 400 Students

Expense & Breakdown: \$800.00, \$400 for food and \$400 for Sun Room assistance

Funding Source: Student Assistance Program Trust Account #4416

Board Imperative: Retention and Success, Resource Management for Efficiency, Effectiveness and Excellence

Description: This is a free dinner for students provided by the Student Assistance Program to make students feel special and appreciated. Every year the Faculty and Staff have a special dinner or two in the Sun Room, and the Student Assistants wanted to do the same for students. We started providing a free dinner about 6 years ago and have done it every year since. We hope this encourages pride in the campus and helps students develop social skills.

Thank you for your consideration.

THE CONSTITUTION
of the
Ordo Ascensum Aetyrnalis

at SBVC

Last amended
February, 2009

Preamble

The Ordo Ascensum Aetyrnalis (O.A.A.) is the Order of Eternal Ascent. We are a nonreligious group which explores alternative spirituality. We are a college club and not the same as the actual greater O.A.A. though we are given permission to use their name, some of their training resources, as well as have recorded endorsements from its current head. Both the O.A.A. Club at SBVC and the larger Ordo Ascensum Aetyrnalis are NOT occult lodges or religions. Members are gathered to learn about new ways of self-improvement, spirituality, and a greater understanding of ourselves, the world around us, and benefit both ourselves and the world we live in by using methods of alternative spirituality to better control every aspect of ourselves, our life, and our universe. In this mission, we welcome the full participation of all SBVC students, regardless of gender, race, ethnicity, national origin, religion, physical handicap, socioeconomic status, or sexual orientation.

Understanding the importance of the teachings of the greater Ordo Ascensum Aetyrnalis in our pursuit of greater and more fulfilling lives, we, SBVC students, do hereby associate ourselves and adopt this Constitution as the Ordo Ascensum Aetyrnalis Club at SBVC.

Article 1: Name and Purpose

A. Name. The name of this organization shall be the Ordo Ascensum Aetyrnalis Club at SBVC, hereafter referred to in this document as the O.A.A.

B. Purpose. The O.A.A. Club at SBVC pledges itself to support the philosophy and purposes of the greater O.A.A. The philosophy and purpose of the greater O.A.A. is self improvement and mastery over one's life which is often referred to as "Ascent." The tools primarily used are spiritual ones such as yoga, meditation, alternative states of consciousness, angelology, demonology, and for more advanced study, sigil (symbol) use for spirit work and ritual. The O.A.A. Club at SBVC shares these ideals and goals and declares its intention to support all

efforts to increase the participation of college students in the work of self and world improvement. To these ends, the O.A.A. shall educate and train its members so that they may be better able to:

1. Educate students about the philosophy and teachings of the greater O.A.A. and provide a place and resource to learn of alternative spiritual paths.
2. Assist in the Great Work of self and world improvement by using the tools of alternative spirituality and the teachings of the O.A.A. We use such techniques as yoga, meditation, alternative states of consciousness, angelology, demonology, and for more advanced study, sigil (symbol) use for spirit work and ritual. No student is required to perform any of our spiritual practices nor is any religious or spiritual background required to be a member. We shall perform NO actions that are illegal or in violation of the rules of SBVC nor do we endorse or support any such actions taken in our name.
3. Affect change on the personal, local, state, and level by first taking control of our lives and then being in a position to help others.

Article 2: Membership and Affiliation

A. Members. Membership in the O.A.A. Club at SBVC shall be open to any college student currently enrolled in SBVC College who wishes to be known as a member of O.A.A. and who has the best interests of the O.A.A. at heart, regardless of gender, race, ethnicity, national origin, religion, physical handicap, socioeconomic status, or sexual orientation. Membership in the O.A.A. is free, financially, spiritually, and obligatorily. No one is required to perform or take part in any spiritual exercise if they do not wish to do so. Any that wish to pass through these doors may.

A2. Members in good standing. Members in good standing shall be defined as any member, as defined in Article 2 Section A, who has attended meetings and/or participated in our social and campus events as determined by the Executive Board.

B. Affiliation. The O.A.A. Club at SBVC is not an official branch, office, section, division or part of the larger O.A.A. international organization. The O.A.A. Club has permission from the larger O.A.A. to use its name, some of its training resources, as well as the endorsement of its current leader. Membership in the O.A.A. Club at SBVC in no ways guarantees membership in the larger O.A.A. group. However, an SBVC student may become members of both if one chooses to do so and if the greater O.A.A. chooses to accept the student as a member. The larger O.A.A. is a private organization and may accept or reject who they wish though the O.A.A. Club at SBVC is an open organization to any who wish to participate.

Article 3: The Executive Board

A. Composition. The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and Inter Club Council Representative. All positions will be elected per semester at the General Elections.

B. Meetings. The O.A.A. at SBVC shall meet regularly when school is in session. Meetings shall be opened to all interested members. At least 5 Members must be present to have a quorum though not all of the officers must be present. The President, or the Vice President in the absence of the President that day, with 2/3 consent of the Members present, can close a meeting based on the delicacy of the issues that will be discussed.

C. Members-at-Large. The executive board, during the first month after its election, shall appoint Non-Voting Members-at-Large for a one year term. Non-Voting Members-at-Large are all those who are not students at SBVC but still wish to contribute to the O.A.A. Club or help in one of its functions and/or events, hereafter referred to as M.A.L. These M.A.L. will be supervised by the Vice President.

Article 4. Order Subgroups

A. After consulting with the Order Chair, a member-at-large may form an Order subgroup of the SBVC O.A.A. if a majority of the executive board agrees that the following conditions have been met:

1. The purpose of the subgroup is (i) to study a particular teaching of the O.A.A. to present it to the club, or (ii) to find ways to apply the teachings of the O.A.A. on and off campus to further our club mission.
2. The member-at-large has presented to the Order Chair a plan outlining the group's goals and how it will work to achieve them.
3. The mission of the group shares the spirit and principles of the O.A.A., and can best be carried out through the subgroup model.

B. Authorization of an Order subgroup does not necessarily constitute an endorsement of a particular event, person, or position by the O.A.A. at SBVC.

C. If the purpose of the subgroup is to advocate for a particular event promoting or applying the teachings of the O.A.A., after the occurrence of the event, the group must reapply for subgroup status in consultation with the Order Chair.

D. Subgroups may apply for, but are not entitled to, funding from the SBVC O.A.A. general budget. If more than one subgroup working on the same event applies for funding from the general budget, each group may receive equal funding.

E. The O.A.A. Executive Board may dissolve any subgroup by a 2/3 vote if it deems it to be acting in ways contrary to the interest of the O.A.A. at SBVC as a whole.

Article 5: Organizational Authority

A. Substantive Authority

1. Definition. Substantive authority shall be defined as, but not limited to, adopting policy statements and platforms, and supporting and/or promoting any person, event, philosophy, group or teachings that furthers the goals of the O.A.A.

2. Endorsements. The O.A.A. shall endorse any person, event, philosophy, group or teachings by a vote of 2/3 of the Executive Board. In instances where the O.A.A. does not endorse any person, event, philosophy, group or teachings, the organization shall facilitate the dissemination of information for any person, event, philosophy, group or teachings that does not contradict the stated goals of the O.A.A.

3. Substantive Policy Statements. Policy statements shall be initiated by a simple majority of the Executive Board. Such statements must then be ratified by a two-thirds majority of the Executive Board at the earliest possible time.

Article 6: Duties of the Executive Board Positions

A. All Executive Board members must maintain active involvement in all of the O.A.A. activities and endeavors.

B. Duties of the President. The President shall:

1. Be the Chief Executive Officer of the O.A.A.
2. Define the agenda of the O.A.A. during his or her tenure;
3. Act as the official representative of the O.A.A. at SBVC to other groups and the media;
4. Carry out the mandates, policies, and directives of the Executive Board;
5. Appoint, after approval of 2/3 of the Executive Board, ad-hoc committees and chairpersons of such committees, and Order Captains.
6. Preside over all meetings of the O.A.A.
7. Attend meetings of the standing committees of the O.A.A., and work with the Chair of each committee to see that they are effective building a strong committee, carrying out their responsibilities, and fitting their committee into the organization.

C. Duties of the Vice President. The Vice President shall:

1. Assist the President in the performance of his or her duties; including brainstorming ideas and evaluating the progress of the Executive Board and organization as a whole;
2. Act as President when the President is unable to perform his or her duties;
3. Assume the office of the President upon the President's death, resignation, removal, or inability to perform duties;
4. Take on projects of his or her choosing.
5. Oversee the M.A.L. program, ensure that the O.A.A. recruit and maintain a talented pool of Members-at-Large, and work with the M.A.L to help them find productive opportunities within the organization.
6. Attend meetings of the standing committees of the O.A.A., and work with the Chair of each committee to see that they are effective in building a strong committee, carrying out their responsibilities, and fitting their committee into the organization.

D. Duties of the Secretary. The Secretary shall:

1. In consultation with the President and Vice-President, appoint a webmaster or web team, and work with him/her/them to maintain the O.A.A. web presence, email lists, and design consistency.
2. Take minutes, or ensure that minutes are taken, at all meetings of the O.A.A., including but not limited to board meetings, Member-at-Large meetings, membership meetings, committee meetings, and events, and make the minutes of open meetings available to the general membership.
3. Send out the weekly announcement email to the full membership, and seek out other ways of publicizing O.A.A. activities to the full membership and campus.
4. In consultation with the President and the executive board, make up agendas for meetings of the board, Members-at-Large, and membership.

5. Assist the President and Vice-President in administrative matters.

E. Duties of the Treasurer. The Treasurer shall:

1. Direct fundraising activities and prepare all grants.
2. Manage the bank account, the receipts and paper work.
3. Perform such duties as the President may assign, as well as such duties that are customarily performed by a treasurer.

F. Duties of the Inter Club Council Representative. He or she shall fulfill these duties:

1. Represent the O.A.A. at SBVC at the ICC meetings.
2. Inform the O.A.A. at SBVC of the activities of the other clubs on campus.
3. Inform the other clubs of the activities of the O.A.A. at SBVC and offer our services as long as they are in keeping with the ethics and goals of the O.A.A. at SBVC.

Article 7: Elections

A. Elections shall take place within the two months after the semester starts.

B. Start of Elections: Elections will start when the meeting has been called to order and the President or Vice President presiding gives the verbal order to start the election.

C. Eligibility to run for a position and vote: Must be currently enrolled as a student at SBVC with a minimum of a 2.00 GPA and enrolled in at least 5 credits.

D. Closed-door election. Once elections begin no one may enter and vote. Once a voter leaves the room he is not permitted to return to vote. Exceptions can be made on a case-by-case basis as determined by the Election Administrators. The Election Administrators are the current club officers and/or those chosen by them to oversee the election.

E. Ballots. One vote per person per election. Candidates may vote for themselves and the votes may be cast orally or by paper ballot as determined by the Election Administrators.

F. Order. The elections shall be for the President, Vice President, Secretary, Treasurer, and ICC Rep., in that order. Elections continue as designated in Article 3 section A of the Constitution.

G. Terms of Office: Each elected official shall maintain office for the term of that semester. The term may be shortened when that officer resigns or is removed from office as per Article 8 Sections A and B.

H. Procedure. Candidates are nominated before their election in a previous O.A.A. meeting or by nominating themselves or another Member before the start of election as defined by Article 7 Section B.

1. Maximum speech length: President: 4 minutes; VP: 3 minutes; Other: 2 minutes
2. Q & A following each candidate's speech by club Members: Pres – 3 min; Other – 2 min
3. Q & A for the field (M.A.L.): Pres – 3 questions; Other – 2 questions.
4. Vote counting and declaration of winner will occur directly after that election. Candidates will leave the room during the voting.

5. Instant run-off voting: Voters will rank order their candidate choices. If no candidate receives a majority of 1st place votes, the candidate with the lowest number of 1st place votes will be eliminated, and their votes will be redistributed to the next candidate in their rankings. This process will continue until a candidate receives a majority of votes.

Article 8: Removal

A. Cause for removal. Cause for removal shall be defined as malfeasance or nonfeasance of duties assigned by the Executive Board or delineated within this document, or as ineligibility for Executive Board membership pursuant to Article 2. Cause for removal shall also include grounds found by 3/4 members of the Executive Board to constitute good and sufficient cause.

B. Process for removal. To begin the process for removal, another member of the Executive Board must charge the officer with the reasons for his or her removal publicly at a meeting of the Executive Board. The officer in question must be offered an opportunity to defend himself or herself at that meeting. After a period of two weeks the issue shall be put to a vote. Three-fourths of the Executive Board must vote for removal for an officer to be removed.

Article 9: Vacancies

A. Declaration of vacancy. A vacancy shall be declared when a member of the Executive Board dies, resigns, fails to attend at least 3 meetings, or is removed from office. If the vacancy occurs in an Executive Board position other than the President, the President shall appoint a successor with a 2/3 majority consent of the remaining Executive Board. If the vacancy is the President, then the Vice-President shall automatically be the replacement.

Article 10: Amendments

A. Procedure. The Constitution can be amended by a 2/3 majority vote of the Executive Board with 2/3 approval by the membership.

CONSTITUTION OF THE CULINARY ARTS CLUB

ARTICLE I

Name of the Organization

Section 1: The name of the organization shall be: Culinary Arts Club

ARTICLE II

Purpose of the Organization

Section 1: To promote the Culinary Arts Program.
To increase the skills and knowledge of those interested in the Culinary Arts.
To provide scholarships for students of the Culinary Arts.
To participate in on-campus and/or off-campus culinary competitions, seminars, and field trips.
To participate in fund-raising activities to support the above missions.

ARTICLE III

Membership

Section 1: *Eligibility for Membership:* Voting Members are students who are enrolled at San Bernardino Valley College (SBVC) Student. Affiliate Members may be anyone interested in attending club meetings and functions who are faculty, staff or non-students of SBVC.

Section 2: *Voting Member Criteria:* Voting Members must be students who are enrolled at SBVC, keep dues current as voted on by the club, and attend 75% of the club meetings.

Section 3: *Removal of Members:* Any member who does not attend 25% of the meetings and/or has not paid dues for two months shall be considered for removal. The member shall be notified by mail by the club secretary of the intent to have the member removed with due cause. The member shall be allowed 14 calendar days to respond. Thereafter, the club shall either hear from the member as to why the member should not be removed OR the club shall take a vote to remove the member with a simple majority carrying the vote. A quorum of 50% of the membership shall be needed to take the vote.

ARTICLE IV

Officers

Section 1: *Officer Qualifications:* All officers must be currently enrolled at sbvc.

Section 2: *Elected Officers:* President, Vice-President, Secretary, Treasurer, and ICC Representative.

Section 3: All offices are held for the length of the school year, starting with the fall semester, through the spring semester and including the summer semester, if the club chooses to be active then.

- Duties of the President shall include presiding over the club meetings, setting the agenda for the club meetings and shall act as the primary contact for the club with college faculty and staff. There shall be other duties as necessary.

CONSTITUTION OF THE CULINARY ARTS CLUB

- Duties of the Vice-President shall include assuming the President's duties in his/her absence prepare and post agendas, scheduling meeting and activity room/facilities. There shall be other duties as necessary.
 - Duties of the Secretary shall include taking and distributing minutes of all club meetings, recording current and past members, keeping files of club business, notifying members of meetings and handling the official correspondence of the club. There shall be other duties as necessary.
 - Duties of the Treasurer shall include keeping financial records, notifying the club of financial issues, preparing budget/allocation requests, and corresponding with the board for funding issues. There shall be other duties as necessary.
 - Duties of the Inter-Club Council (ICC) Representative shall include being the primary contact with AS-SBVC, attend all weekly ICC meetings, and report findings to the club. There shall be other duties as necessary.
- Section 4: *Vacancy in Office:* In the event a vacancy should occur, the following measures shall be taken. In the event of the club President resigns or is removed, the Vice-President will be elevated to the position of President and shall assume the duties of the President.
 - In the event of the Vice-President, Secretary, Treasurer, or ICC Representative resignation or removal, there shall be a special election at the next scheduled club meeting.
 - See Article V.

Section 5: *Removal of Officers:* A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of 51% of voting members. When such petition is received, the officer (who has received the petition) shall call a meeting of the club to determine whether or not the officer should be removed.

- Ground for removal must be presented at the special club meeting called for such purpose. The officer in question shall be provided an opportunity to present a defense either in person or in writing.
- A quorum shall be present of a simple majority of the voting members shall decide upon removal.
- The club advisor(s) shall be consulted immediately upon the club receiving the petition of intent to remove the officer in question.

Section 6: *Appeal of Removal of Officers:* A removed officer may submit either in writing or in person to the club their appeal of the club's decision. This appeal must be received within 10 days of the notification of removal from office. The club will then consider the appeal at the next club meeting. The removed officer shall be notified either in person, or by mail of the club's decision.

ARTICLE V

Elections

Section 1: *Nomination Process:* a candidate may be nominated by either another club member or by self-nomination. The nomination deadline for regularly scheduled elections shall be three weeks before the date of the election.

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Section 2: *Election:* A simple majority of the voting members shall be necessary for the candidate to be declared the winner.

- The annual election for club officers that will assume office shall be no later than the third week of the Fall semester.
- Voting shall be by secret written ballot. The acting Secretary shall prepare the ballots.
- Any officer may serve no more than one year in any position. Exceptions: if there is an insufficient number of persons willing to serve as an officer and/or there is no one willing so serve as a particular officer, the person willing to service another year in the position in question shall be allowed. This occurrence shall be recorded in the club minutes in detail with the names of the active club members and the fact that each one was not willing/able to hold an elected position.

Section 3: *Special Elections:* In the case of nominations for a vacancy, the deadline is seven days before the date of the election.

ARTICLE VI

Advisor

Section 1: *Selection:* The club advisor(s) shall be an instructor of the culinary arts at SBVC.

Section 2: *Duties:* The club advisor(s) shall advise the club regarding the college rules and regulations, attend club meetings, supervise the club's financial transactions, and provide general guidance to the organization.

ARTICLE VII

Meetings

Section 1: *Regular Meeting/Club Activities:* The club shall meet (TBD)

Section 2: *Special Meetings:* Shall be called in the event of urgent business that needs to be completed before the next scheduled meeting. Members shall be notified by phone by the club Secretary.

Section 3: *Parliamentary Authority:* Roberts' Rules of Order

Section 4: *Quorum:* 50% of voting members

ARTICLE VIII

Committees

Section 1: *Committee Structure:* TBD

Section 2: *Special / Ad-Hoc Committees:* TBD

ARTICLE IX

Finances

Section 1: Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business. All

CONSTITUTION OF THE CULINARY ARTS CLUB

financial transactions for the organization shall be handled through a College District Club Account, maintained by the San Bernardino Valley College Campus Business Office.

Section 2: *AS-SBVC Funding:* This club shall apply for AS-SBVC funding, and if allocated, this club will follow all AS-SBVC and institutional regulations. Only those individuals, who are elected officers, shall access club funds and/or will be in charge of generating the budget proposal for AS-SBVC. The club President and one other officer must sign off on all budget proposals for the club.

Section 3: *Dues: TBD*

ARTICLE X

Amendments

Section 1: *Ratification:* Any amendments to this club Constitution must be made by a majority of the voting members of the club who are in good standing. All proposed amendments must be presented to a quorum of the voting membership the meeting prior to the vote. The presentation must be made in writing with the proposed changes specified and the reasons for the change.

Section 2: *Submittal to the Office of Student Life:* Any changes made to this constitution must be submitted to the Office of Student Life.

Date of Recognition: August 22, 2008