

How to start a club, and what are the requirements?

General club requirements:

- Must be open to all students.
- Must be in line with the College's mission – clubs can be denied.
- Officers and members must be currently enrolled in at least one course.
- Must have at least two club officers, and a minimum of 6 members including officers.
- Must have one dedicated Inter-Club Council (ICC) member.
- Minimum standing GPA for officers is 2.5
- Minimum standing GPA for members is 2.0
- Must have a designated faculty or staff member serve as advisor.
- Must have a constitution and stated membership criteria.

Steps to starting a club:

1. Work with students, faculty and staff to secure officer and advisor positions, as well as general membership.
2. Together, determine the club's *Statement of Purpose* and *Membership Criteria*.
3. Complete and submit the following, using the instructions below:
 - a. Current semester's [Club Membership Roster](#)
 - b. Collect signatures or all officers and advisors



Signature Instructions -
Spring 2021

- c. [Club Constitution](#)
- d. [ASCOM Meeting Agenda Item Request Form](#) – to request recognition and seed money.



INSTRUCTIONS TO
FILL AND SAVE.docx

- e.
4. **In order for a newly created club to be recognized as an official College of Marin student organization, it must be acknowledged by the ASCOM Board during a regularly scheduled meeting.** This request for official acknowledgement, as well as for seed money of \$100, is made using the ASCOM Meeting Agenda Item Request Form linked above. *You must be in attendance during the meeting and prepared to make a brief presentation.
 5. If the club is approved by the board, a welcome/recognition letter will be sent out by the ICC Chairperson informing the club.
 6. After your club has been recognized by the board, work with officers to determine the best time for regular meetings.
 7. Meeting activity must be documented using a meeting agenda, which will result in minutes noting actions taken and decisions made by the board and members. [Club Agenda/Minutes Template](#). Meeting minutes should be submitted to Nequeshé Dyer in the Office of Student Activities and Advocacy at ndyer@marin.edu