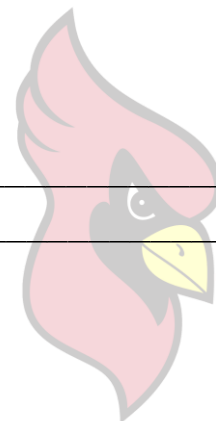


# ASNIC Club Application



**Proposed Official Club Name:** \_\_\_\_\_

**Acronym/Nickname:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

**Is this a Club or Organization?** (circle one)      **Club**      **Organization**

A Club is open to all currently enrolled NIC students, while an Organization may have requirements for its members such as GPA, major, or membership to a larger organization.

## **Club Advisor**

Advisor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

## **Club Roster**

Please list five (or more) currently enrolled NIC students. Include names and their NIC email on the attached roster template.

**Club Description** (Please include all details to be added to the club website.)

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## **Proposed Meeting Information**

Time & Frequency: \_\_\_\_\_ Location: \_\_\_\_\_

**Please attach Advisor Agreement, Roster, Constitution, and/or By-laws to this form**

Electronic versions are available on the ASNIC Clubs Website: <https://www.nic.edu/clubs/club-resources/>

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This section is for office use only.

ICC Presentation and Vote Date: \_\_\_\_\_ Vote Result: \_\_\_\_\_

# **(Club Name) Constitution**

Year: \_\_\_\_\_

## **PREAMBLE**

Associated Students of North Idaho College exists in order to provide students opportunities for learning outside the classroom; meet people with similar interests; developing life, work, and leadership skills; gain a broader experience and a greater perspective, and engage students as citizens of the campus community have established ASNIC Clubs.

## **ARTICLE I ASNIC Club Name**

The ASNIC Club under this Constitution shall be known as \_\_\_\_\_. The official abbreviation shall be \_\_\_\_\_.

## **ARTICLE II Purpose Statement**

Clause 1: The mission of the ASNIC Club shall be

\_\_\_\_\_  
\_\_\_\_\_.

Clause 2: The mission of the ASNIC Club shall be consistent with the mission of NIC.

Clause 3:

\_\_\_\_\_  
\_\_\_\_\_.

## **ARTICLE III Membership**

All ASNIC Clubs shall be open to all students of NIC. The Associated Students of North Idaho College does not discriminate on the basis of race, color, religion, sex, national origin, age, genetic information, veteran status, sexual orientation, gender identity, or disability.

Clause 1:

\_\_\_\_\_  
\_\_\_\_\_.

## **ARTICLE IV Meetings**

(State how many and when membership meetings will be held during the year. State procedures for calling regular and/or special meetings.)

Clause 1: \_\_\_\_\_

\_\_\_\_\_

**ARTICLE V Club Leadership**

(ASNIC Clubs must have at least three identifiable leadership positions.)

Clause 1 Position Descriptions: \_\_\_\_\_

Clause 2 Officers Selection and Vacancy Procedures: \_\_\_\_\_

Clause 3 Transition and Training: \_\_\_\_\_

Clause 4 Provisions for Removing an Officer: \_\_\_\_\_

**ARTICLE VI Elections/Selection Process**

Clause 1: State officer positions that the membership will select, length of term for each officer, and how many times a person may hold the same officer position.

Clause 2: State the procedures for nominations and the timeline for when they take place.

Clause 3: State how nominees will present their qualifications and how and when elections are held. State procedures in case a run-off is necessary.

**ARTICLE VIII Amendments**

Clause 1: State procedures for changing the Constitution.

**ARTICLE VII By-laws**

(By-laws define the articles of a constitution. This section should describe the process required to establish new by-laws or to revise established ones.)



# **ASNIC Club Advisor Agreement** **Responsibilities of ASNIC Club Advisors**

Advisors to ASNIC Clubs at NIC provide important assistance to student groups, helping them effectively accomplish organizational goals while enriching the personal and social development of students involved in Student Involvement activities. Club Advisors should sign and date a new Agreement for every school year they act as an advisor unless the Department of Student Involvement receives a written notice stating otherwise.

Each ASNIC Club must have an advisor who is a full-time employee of NIC. Community volunteers must alert the Department of Student Involvement to obtain approval from NIC Human Resources to serve as a volunteer prior to participation.

Advisors are expected to assist and are responsible for student clubs and organizations in the following ways:

1. Serve as a procedure and policy resource for club leaders and members. An advisor provides knowledge of ASNIC and NIC policies and procedures required to function as an ASNIC Club. Advisors also highlight benefits and opportunities that enhance the club's goals and objectives. Assist members in adherence to NIC and ASNIC Student Government policies and procedures such as travel, risk management, and purchasing. Review and become familiar with the material in the ASNIC Club Handbook published by ASNIC.
2. Assist club members in developing and implementing programs, activities, and/or events to achieve club goals.
3. Mandatory presence during group meetings, scheduled events, and trips. Advisors are required to travel with their club during any/all travel events.
4. Supervise the club's financial activities using procedures established by the college business manager. Approve Payment Request Forms before submission to the Auxiliary Services Accountant by student leaders.
5. Complete Travel Authorization Forms and Travel Recap documentation.
6. Attend required Club Advisor training sessions.
7. Work closely with Club members and the Department of Student Involvement staff to resolve any issues or miscommunications arising as the club conducts business.
8. Maintain an updated roster of Club members every semester with names and contact information for each.
9. Ensure a Club Semester Overview Report is submitted by Club members promptly.
10. Serve as a leadership role model and mentor to club or organization student members.

I, \_\_\_\_\_, accept the Club Advisor role and responsibilities listed above for the \_\_\_\_\_ club for the \_\_\_\_\_ academic year.

**Club Advisor Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **STUDENT**

**CLUB OFFICERS**

**President:** \_\_\_\_\_

**Officer(s):** \_\_\_\_\_

