**Organizations Board of Directors (OBD/Clubs)**

**Associated Students of Foothill College**

**Tuesday, September 30th, 2014**

**1:00pm at Toyon Room, Campus Center, Room 2020**

“THIS MEETING IS OPEN TO THE GENERAL PUBLIC AND ALL FOOTHILL STUDENTS”

**Agenda**

1. **Roll Call and Call to Order/Establishment of Quorum** 
   1. Call to order

OBD reps are required to be a liaison between ASFC (informed through OBD meeting) and the rest of the club, thus it is required for them to go to the weekly OBD meeting and understand the rules and regulations that clubs are bind to that are stated in the ASFC Constitution, ASFC By-Laws, OBD By-Laws, and OBD Handbook.

* 1. Roll Call

Club will be marked as “ABSENT” if the OBD representative of the respective clubs did not present themselves throughout the whole OBD meeting, “PRESENT” if they were present during roll call, and “1/2 ABSENT” if the OBD representatives of the respective clubs were late to the meeting or leave before the adjournment of the meeting. Please report to the Organizations Outreach Director.

**2. Approval of Minutes**

All items are Disc. /Act.

2.1 Approval of Minutes for June 10th, 2014 meeting.

All items are Disc. / Act.

**3. Open Forum (3 minutes per announcement)**

3.1 This is reserved for anyone from the public who wishes to speak on any item not on the agenda. Please limit your announcements to three minutes. Voting members of the Organizations Board are not allowed to speak under this item. Please not that the open forum is NOT for club business and no questions can be asked.

**4. Housekeeping**

All items are Info.

4.1 The following item are some friendly reminders for club representatives.

4.1.1 Only one person per club can sit on the table to be officially represented as the OBD representative for the club

4.1.2 Voting rights: Only active Clubs can sit at the table, to be reactivated/activated, clubs will need to sit back until

motion passes. Exception are made for the first meeting, OBD representatives that have submitted their

activation/reactivation form can sit at the end of the table but will not be involved in any voting until they are

officially activated/reactivated.

4.1.3 Paperwork’s deadline: All paperwork needs to be completed nearly and submitted by Monday 1PM to Erin or put it in the red box.

4.1.4 ASFC Owl Card: Please get yours as soon as possible from the ASFC Smart Shop. OBD reps are required to be an Owl Card holder.

4.1.5 Club tags: Please contact the Organizations Secretary to make your new club tag.

4.1.6 Constitution: Organizations Program Manager reports on the deadline for clubs constitution before a club goes into the probation period.

**5. ASFC Reports (3 minutes per item)**

All item are info.

5.1 Reports are given on ASFC updates

5.1.1 Club Day: Club Day is on 8th of October, Wednesday from 12pm-1pm at the Library Quad

5.1.2 College Hour: Inauguration and Pep rally is on the 1st of October

5.1.3 Senate project report: ASFC Senator from ASFC Senate Board will be providing updates on their current projects

**6. Organizations Board of Director Executive Report**

All item are info.

6.1 Report given by the Organizations Board of Director Executive

6.1.1 Quarterly club room request: Rooms are available on request. Temporary meeting room will be ASFC Club Room (Room 2010) or the ASFC office open area.

**7. Appointments and Resignations of ASFC Organizations Agent**

All items are info. /Disc. /Act.

7.1 Resignations

Resignations from ASFC Organizations Agent.

7.2 Appointments

Appointments of ASFC Organizations Agent.

**8. Petitions (3 minutes per item)**

All items are Disc. / Act.

8.1 Club Reactivations

Clubs were previously active but deactivated, hibernated, or suspended can reactivate. Last week to reactivate is 5th week of the quarter.

8.2 Club Activations

Clubs wanting to activate must obtain 5 signature from potential members and faculty/staff advisor to be on campus at all official meetings and events to oversee club’s account. Also, clubs need to send one voting representative to OBD weekly meeting on Tuesday at 1.00pm and have a constitution within four weeks of the activation.

8.3 Activity Petitions

Please see Erin Ortiz, Student Activities Specialist 1 month prior, she can act as the event coordinator. To hold an event, clubs need to submit activity petitions to OBD one week/ two weeks/ or four weeks in advance before the date of the event depends on the type of event, after obtaining Erin’s, Club Representative’s and Advisor’s signatures.

Erin’s info: Office located in Student Activities Office, Room 2008.

Phone: (650) 949- 7060

E-mail: ortizerin@fhda.edu

8.4 Fund Requests

Clubs are eligible for $50 (One time Seed Money for new club), $200 (Annual Grant for general use), $500 (Special Activities Fund per year for on-campus events, petition attached with minutes that includes the approval of the event and expense list), and $1000 (Organizations Project Fund for any large events that requires 4-weeks in advance notice that goes along with the purpose of the clubs for on-campus events).

**9. Club Reports (3 minutes/report)**

All items are info.

9.1 All active clubs may give reports on their club business.

**10. Open Discussion Forum**

All items are info. /Disc.

10.1 Clubs representative can ask any question about ASFC , Organizations Board of Directors and Clubs.

**11. Finance Reports**

11.1 Account status and funds information

Enquiry on your account status, account balance and funds information please see the Vice President of Organizations after the meeting. OBD executive will send club representative the information in 24 hours time.

11.2 Reimbursement and accounting office

Please see Student Accounts Manager, Kamara Tramble and her assistants after the meeting for reimbursement. Reimbursement will only be done at the end of every meeting. Reimbursement request during the account office department would not be entertain.

Kamara Tramble- Student Accounts Manager

E-mail: tramblekamara@gmail.com

Phone: (650) 949- 7060

Room 2005

**12. Announcements**

12.1 Announcements from club representatives that are not club-related can be made here.

**13. Commendations**

13.1 Commendations from club representatives or the public can be made here.

**14. Adjournment**

14.1 Meeting will be adjourned by the chair.

Prepared by,

Dexter Lim

ASFC Vice President of Organizations

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