



ORGANIZATIONS BOARD OF DIRECTORS

12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 940-7637 • Fax: (650) 941-4574

Organizations Board of Directors (OBD/Clubs)

Associated Students of Foothill College

Tuesday, May 6th 2014

3:00pm at Toyon Room, Campus Center, Room 2019

Agenda

I. Roll Call and Call to Order/Establishment of Quorum

1.1 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 whole OBD handbook.

1.2 Roll Call

Clubs will be marked as "ABSENT" if the OBD representative of the respective clubs did not present themselves as "PRESENT" during roll call. All the "LATE" representatives must report to the vice president after the meeting. If you are late or leave early it will count as $\frac{1}{2}$ Absence.

II. Approval of Minutes

2.1 Approval of Minutes for 29 April 2013

DISC/ACT

III. Open Forum (5 minutes per announcement)

This is reserved for anyone who wishes to speak on any item not on the agenda. Please limit your announcements for five minutes. Please note that the open forum is NOT for club business and no questions can be asked.

IV. Housekeeping

➤ Friendly Reminders

- Constitution - needed for all active clubs, submitted latest by 4 weeks after re/activation
- Only one person per Club can sit at the table
- Only active Clubs can sit at the table, to be reactivated/recommitted/activated clubs will need to sit back until motion passed.
- All paperwork needs to be completed neatly and submitted by Tuesday 2pm to Erin or put in the red box.
- Name tags for all active Clubs
- Club room available for emergency use
- Get yours ASAP in the Smart Shop. OBD Rep are required to be and OwlCard holder
- Club day at 3rd week every quarter

V. ASFC Reports (5 minutes)

- Latino Heritage Month
- ASFC Election
- Global Gala
- College hour, Wednesday at noon

VI. OBD Report (5 minutes)

- Quarterly club room request
- Next week, week 6, last week to activate/reactivate/recommit a club

VII. Petitions (3 minutes per item)

5.1. Club Activations

Clubs wanting to activate must obtain 5 signatures from potential members and faculty/staff advisor to be 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 3:00 pm and have a constitution within four weeks of the activation.

DISC/ACT

5.2 Club Reactivations/Recommitment

Clubs who were active previously, but were deactivated, hibernated, suspended, or on probation can reactivate. Clubs who have been active in the previous quarter can recommit until the 4th week of the following Quarter.

DISC/ACT



ORGANIZATIONS BOARD OF DIRECTORS

12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 940-7637 • Fax: (650) 941-4574

5.3 Activity Petitions

Please see Erin Clifford Ortiz, S.A Specialist 1 month prior, she can act as the event coordinator. TO hold an activity, Clubs need to submit activity petitions to OBD one week for tabling/two weeks prior to the date of activity, after obtaining Erin's, Club Representative's and Advisor's signatures.

Erin's info: Office located in Student Activities Office, Rm. 2008,

Phone: (650)-949-7060

Email: ortizerin@fhda.edu

DISC/ACT

5.4 Fund Requests

Clubs are eligible for \$50 (one time seed money for new club), \$200 (annual grant for general use), \$500 (special activity fund per year for on-campus events, petition attached with expense list), and \$1000 (SPO7, special project fund for cultural event)

DISC/ACT

VIII. Club Reports (3 minutes/report)

Active clubs may give reports on their club business.

IX. Finance Reports

- For questions regarding Fund requests or your Account contact:
- Gina Parisi- Accountant
Email: parisigina@foothill.edu
Phone: (650)-949-7280
Room: 2005

Jessica Valencia Howard - OBD Finance Director

Email: jessicavalencia1909@hotmail.com

X. Announcements

XI. Commendations

XII. Adjournment

Prepared by:

Jessica Audrey Wijaya

OBD Vice President

jessicaudrey10@gmail.com/

(408) 888 - 0389