



# 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, June 10<sup>th</sup> 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 3 June 2014

**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 3<sup>rd</sup> week every quarter

#### V. ASFC Reports (5 minutes)

- Heritage Month
- College hour, Wednesday at noon
- End of the quarter event

#### VI. OBD Report (5 minutes)

- Quarterly club room request
- Club of the year
- Last OBD meeting today. Summer - no meeting. Clubs are all hibernated.

#### 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**



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## 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](mailto:ortizerin@fhda.edu)

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## 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](mailto:parisigina@foothill.edu)  
Phone: (650)-949-7280  
Room: 2005

Jessica Valencia Howard - OBD Finance Director

Email: [jessicavalencia1909@hotmail.com](mailto:jessicavalencia1909@hotmail.com)

## X. Announcements

## XI. Commendations

## XII. Adjournment

Prepared by:

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OBD Vice President

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