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**Administrative Regulation**  
**Chapter 5 – Student Services**

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**AR 5424           FORMATION OF STUDENT CLUBS**

1. Student clubs may be formed in accordance with procedures established by the Associated Students and Inter-Club Council, consistent with this administrative regulation.
2. A club may be formed for any lawful purpose including academic, social, political, or religious purpose. The College does not direct the purposes of student clubs.
3. A full-time faculty member or full-time manager shall serve as the primary advisor, and a part-time faculty or classified staff member (with supervisor's approval) may serve as secondary advisors. A primary advisor may only serve as the primary advisor in up to two clubs per semester. The roles and responsibilities of advisors are defined and enumerated in the club registration packet available in the Office of Student Life.
4. A minimum of six currently enrolled Associated Students members may form a club. Three of the six members must be club officers. Club officers must meet the minimum eligibility requirements for student club officers set forth in AR 5425. Club officers are responsible for the actions and activities of the club.
5. A completed club registration packet must be submitted to the Office of Student Life by the posted deadlines. The club registration packet is available in the Office of Student Life or on the Associated Students website.
6. A club constitution is required. A constitution template including basic guidelines is included in the club registration packet.
7. Upon approval by the Inter-Club Council, the club shall maintain active membership and comply with the Inter-Club Council Constitution, Associated Students Constitution, and Santa Monica College regulations and policies.
8. Continuation of the club is subject to the procedures set forth in the Inter Club Council Constitution.
9. Neither a club nor its officers shall indicate or imply that it is acting on behalf of or representing the College.
10. The name, initials, insignia, seal or address of the College or any of its offices or units shall not be used by clubs and their members except for official or authorized College purposes.

11. Associated student organizations and approved student clubs may only use the name of the College or abbreviation thereof as part of their own name for the purposes of geographical designation. Example: "Chess Club at SMC" is acceptable; "SMC Chess Club" is not acceptable.
12. With the approval of the Associate Dean of Student Life, student clubs may use the name "Santa Monica College," "Corsairs," the campus seal, or any other SMC logo or trademark to identify their organizations on their own materials such as stationery, posters, signs, and banners dealing with sanctioned on-campus activities of the organization.
13. Dues or donations may not be required as a condition of membership to any club. Any implication that a donation or due is required is prohibited.

Also see BP/AR 3410 Nondiscrimination, BP/AR 5400 Associated Students Organization, BP 5430 Student Clubs and Organizations, BP/AR 5510 Off-Campus Student Organizations and AR 7210.4 Student Club Advisor Responsibilities.

*References: Education Code Sections 76060-76067, 76030-76038*

*Replaces former AR 4445 Forming a Club Requirements*

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