**­­­­­­­­Organizations Board of Directors**

**Associated Students of Foothill College**

Tuesday, January 8th, 2013

12:00pm at Toyon Room, Campus Center, Room 2019

**Agenda**

### Roll Call and Call to Order/Establishment of Quorum

* 1. **Call to Order**
	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 of leave early it will count as ½ Absence.*

###### Approval of Agenda and Minutes

###### 2.1 Approval of Agenda for January 8th, 2013 DISC/ACT

**2.2** Approval of Minutes for November 20th, 2012 **DISC/ACT**

######

###### 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.*

### ASFC Reports (5 minutes)

* + - * ASFC Dance Event was held Dec 14th Friday.
			* ASFC renewed contract with Zimride for another year.
			* ASFC will have special election this Quarter for Eco Pass, please keep your eyes open.
1. **OBD Representative & Representation at the table**
	* + With the increase of active clubs throughout the Quarter, we kindly ask for only 1 Rep to sit at the table and additional members to sit in the back.
		+ As the OBD REP, you should know about the following obligations and must knows!
			- Name/Purpose of your club
			- Report back to your club about OBD business
			- Attend regular the OBD meeting and be the contact person on the contact sheet
2. **Constitution**
	* Each Club has to review their Club constitution once during an academic year and submit it to the OBD Board.
	* It needs to be submitted once in print with signatures of the Club Advisor and Club President. In addition it needs to be submitted to the OBD Board as an electronic word or pdf file. This will help future students to reactivate clubs.
	* A constitution sample can be found in the OBD Handbook on page 9-10, it may be used as a template.
	* Constitutions need to be submitted within 4 weeks of the activation of the Club or revised at least once during an academic year.
3. **OBD Report (5 minutes)**
	* + Contact Sheet
		+ Show OBD website and email Andrey Club information + Logo ("Andrey Elenskiy" elenskiyandrey@fhda.edu)
		+ OBD Projects: Old Clubs, Folders finished
		+ CLUB DAY: 3rd Wednesday – 23rd of January (Campus Center) 12 -1 pm.
		+ Recommitment Form – Fill it out/ Advisor needs to sign it and drop it off at any time to either the red box, Advisor or OBD Board.
		+ Room Request Forms need to be resubmitted
		+ Constitutions still missing – list of clubs

### 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 12:00 pm and have a constitution within four weeks of the activation.*

**DISC/ACT**

**5.2 Club Reactivations**

*Clubs who were active previously, but were deactivated, hibernated, suspended, or on probation can be reactivated*.

**DISC/ACT**

**5.3 Activity Petitions**

*Please see Erin 1 month prior, she can act as the event coordinator. To hold an activity, Clubs need to submit activity petitions to OBD two weeks prior to the date of activity, after obtaining Erin’s, Club Representative’s and Advisor’s signatures.*

 **DISC/ACT**

**5.4 Fund Requests**

*Clubs are eligible for $50 (one time seed money for new club), $100 (annual grant for general use), $400 (loan per year), $500 (special activity fund per year for on-campus events, petition attach with expense list), and $1000 (SPO7, special project fund for cultural event, hand in request 30 days prior).*

**DISC/ACT**

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

 *Active clubs may give reports on their club businesses.*

1. **Finance Reports**

- Clubs that have been inactive 4+ years.

- Finance Code Committee – half way through , will finish in the first weeks of the Quarter.

1. **Announcements**
2. **Commendations**
3. **Adjournment**

Prepared by:

Sarah Schueler

OBD Vice President

Sarahschueler74@gmail.com

(650) 400- 7542