

LOS MEDANOS COLLEGE

STUDENT CLUB CHARTER PACKET 2016-2017

Steps to Chartering an LMC Student Club

To charter a new club or re-charter an existing club, you must complete and submit a charter packet to the Office of Student Life through completion of the following steps:

1. Complete a Club Chartering Packet

- ❑ Provide up to date contact information for club officers
 - Clubs are required to have four (4) Officers
 - Must be currently enrolled students
 - Possess a 2.0 cumulative GPA or better
 - Clubs are required to have at least one (1) Club Advisor
 - Only LMC employees can act as an Advisor (any full time/part time faculty or staff)
 - Must be 21 years of age or older
 - Advisors must sign an Advisor Agreement each semester
 - Students should seek an advisor who will be actively involved in supporting the club/organization reach its goals and be on campus for club sponsored meetings and events
- ❑ Submit an approved Club Constitution
 - A new constitution should be submitted when a group makes any change to the document
 - Constitutions must include required text provided by the Office of Student Life - See highlighted area on sample enclosed in this packet
- ❑ Identify designated officials to complete the Financial Signature Card (Blue Card)- **Pick up card in the Office of Student Life**

2. Have 2 Club Officers attend the Student Club Orientation

- Two (2) Officers must attend an orientation each academic year
- Orientations are scheduled throughout the first few weeks of each semester
- Clubs chartering later in the semester may make an appointment for an orientation

Student Organization Request to Re-Charter

_____ hereby requests to re-charter as a Los Medanos

College student club/organization for fall _____ spring _____

In addition, the following is included:

- ☐ Up to Date contact information
- ☐ Club Constitution - Constitutions must be submitted to the Office of Student Life each semester. Clubs may continue to use their previous constitution provided that no revisions have been made to the club/organization constitution.
- ☐ Club Advisor Agreement form
- ☐ Financial Signature Card (***Pick up in Student Life Office- Blue Sheet***)

On behalf of the above-named organization, I request LMC charter/re-charter status, with the understanding that upon chartering, this organization will be granted all privileges extended to LMC student organizations and will assume accompanying responsibilities.

Club President Contact Information

Name:	Student ID #:
Signature:	Phone #:
Email:	

NOTE: The contact email for the Club President will be made public so that people can contact the club.

*****OFFICE USE ONLY*****

Charter Packet Complete () Date Submitted _____

Orientation Attendance () Date Attended _____

Charter Club () YES () NO

Director of Student Life / _____ Date: _____
ICC Advisor Signature:

Student Organization Request to Charter

Semester of Application: Fall _____ Spring _____

Club Name: _____

Meeting Day(s)/Time(s)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>

Off-Campus Affiliations (if any) _____

*Does your club wish to participate as a member of ICC? ____ Yes ____ No

Inter-Club Council (ICC): Membership in ICC is not required to charter, however only ICC members can request ICC funds and other resources. It is imperative that the ICC Representative can attend the scheduled weekly meetings (Mondays from 3:30-4:30 in SS-412) Attendance at the ICC meetings determines the club's eligibility to request funding from ICC

List of Officers

	Name	Student ID#	Phone	Email
President				
ICC Rep* <i>Optional</i>				
Officer				
Officer				
Officer				

Note: ALL clubs must have four (4) Officers who must have a 2.0 cumulative GPA

Club Advisor(s) Information

Advisor Name		Advisor Signature	
Office Number	Extension	Department	
Co-Advisor Name (Optional)		Signature	
Office Number	Extension	Department	

Semester	
Fall	Spring

LMC Student Club Advisor(s) Agreement

Each year, many faculty and staff volunteer to serve as advisors for LMC student clubs and organizations. While providing a formal link with College Administration in interpreting State laws and College policy, their most important contribution is in advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth. It is through the aid of the advisors that individual students develop the qualities of effective leadership.

An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the individuals in that group. Above all, advisors should be available to students on an individual and group basis, and maintain an open and honest relationship with members.

Advisors serve as the official representative of the College and liaison with the Office of Student Life for their club(s). In their role, the advisor bears full responsibility for the group's activities as well as the group's liability.

As such, all **LMC Advisors are required to:**

1. Be available for all official club meetings and activities. Furthermore, to reduce the level of risk involved with the programs, the College expects that advisors will review applicable guidelines with the students. **Remember:** The advisor bears full responsibility for the group's activities as well as the group's liability.
2. Ensure that College, District, and State laws, policies, and processes are upheld. Interpret these to assist students with leading their club and planning programs/events.
3. Serve as an authorized signature for club check requests and ensure that:
 - a. An authorized student officer also signs the form.
 - b. The financial expenditure is correct within all existing policies and club approval.
 - c. Supporting evidence (original receipts or invoices **AND** club minutes) are attached.
 - d. The club minutes reflect **detailed** approval of the funds request
4. Serve as an authorized signature for the appropriate scheduling of campus facilities and requests for College services and equipment.
5. Work closely with the club/organization to foster a cooperative relationship between the club/organization membership.
6. Help each Club Officer understand his/her duties and encourage Club Officers to plan programs and activities that make definite contributions to the educational needs of the students.
7. Assist students in the preparation of program planning, being a critical supporter of their activities, and help evaluate programs and activities after completion.
8. Ensure that continuity of the organization is preserved through constitutions, minutes, and traditions, and that its past activities are adequately understood by succeeding officers and members.
9. Ensure that all reasonable steps are taken to promote the safety and welfare of club/organization members.
10. Keep the Office of Student Life informed, especially if students chose to act contrary to the advisor's advice or when conflict arises.

In agreeing to serve as an advisor for this club, I commit to working directly with the club, attempting to help them achieve their goals, and uphold the expectations listed above. I understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits for doing so. I agree to contact the Director of Student Life if I have any challenges or concerns.

Advisor Name	Signature	Date
Co-Advisor Name (If any)	Signature	Date

Student Organization Constitution Instructions

Student Organization Constitution Instructions

Use this template for your constitution and customize it for your club.

IMPORTANT: You must include the required text in your constitution. If you do not, your club charter request may not be approved.

Article I-Name of club

Section I. The name of the club.

Article II - What is your group's purpose?

Section I. Briefly describe the purpose and objective of your organization.

Section II. What is hoped to be accomplished by the club?

Article III - Membership

Section I. Describe who is eligible for membership?

Section II. Are there any restrictions on students (e.g., GPA, class standing, etc.)?

[REQUIRED MEMBERSHIP LANGUAGE]

Only currently registered students may be active members in a registered student organization. Only active members may vote or hold office.

[REQUIRED STATEMENT OF INCLUSION]

We will not restrict membership based upon ethnic group identification, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identification, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, military or veteran status, parental status, or citizenship.

[REQUIRED ANTI-HAZING STATEMENT]

We will not haze according to California State Law.

Article IV - Officers/Elections

Section I. List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).

Section II. List eligibility requirements.

Section III. Describe the process and required majority of votes by which your officers will be elected.

Section IV. What time of year will selection occur?

Section V. Stipulate term of office.

Section VI. How will officers be removed or replaced?

Article V - Meetings

- Section I. How often will the group meet?
Section II. Will there be a call for special emergency meetings?
Section III. How will you notify people of emergency meetings?
Section IV. What is quorum?

Article VI - Finances & Banking

- Section I. All monies shall be banked at Los Medanos College.
Section II. If any, how often dues be collected.

Article VII – Constitutional Amendments

- Section I. Who can propose an amendment?
Section II. How are they proposed?
Section III. How will you notify active members that an amendment is going to be voted upon?
Section IV. Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.

*Please Note: Because amendments change the structure of the group, it is important to have 2/3 approval from the members at large.

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions or deletions must be filed with the Office of Student Life within one week of adoption.

Article VIII – Dissolution

(You must address each point)

- How will dissolution be decided?
- What is the required majority of votes to dissolve the group?
- **All unspent funds will be given to the ICC.** It is very **important that your club constitution states what should happen to unspent funds** if the club is inactive for more than 2 years.

IMPORTANT: Any club that is inactive for more than 2 years will have its account closed.