

# LOS MEDANOS COLLEGE

## STUDENT CLUB CHARTER CHECKLIST 2018-2019

### 1. Complete a Club Chartering Packet and submit it to the Office of Student Life.

The Club Chartering Packet must include:

- ❑ Contact information of 4 Club Officers who will be responsible for the club.
  - Club officers must be currently enrolled students
  - Must have a minimum 2.0 cumulative GPA
- ❑ 1 Club Advisor.
  - **Full time or part-time** employee of college
  - Must be at least 21 years of age
  - Must be available/on campus during regularly scheduled meetings and present in meeting when voting on items that focus on managing funds.
  - Must be present for club sponsored activities and events that meet the “Special Event” form criteria.
- ❑ Advisor Agreement Form
  - a. Co-Advisor Signature (if applicable)
- ❑ An approved Club Constitution (new clubs)
  - Clubs that are re-chartering need only submit a constitution only when there have been updates to the document.  
(Constitutions must include **required** text provided by the Office of Student Life)
- ❑ Club Financial Signature Form with signatures of approved officers and advisor.

### 2. At least 2 Officers must attend an Inter Club Council Orientation

- 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.

*All clubs must re-charter at the beginning of the semester.  
New clubs may submit charters anytime throughout the semester.*

*Clubs are guided by the Handbook for Student Leaders (The GUIDE) available in the  
Office of Student Life and online on the Student Life Club/Organization webpage*

CLUB NAME: \_\_\_\_\_

*On behalf of the above-named Club/Organization, I request LMC 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 Number* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*E-mail address* \_\_\_\_\_

*I agree to have my contact information be made public on the Student Life Club/Organization homepage so that individuals can obtain information regarding club meetings and activities.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Charter Request Form  
Advisor Agreement  
Financial Signature Card  
Constitution

Date Submitted \_\_\_\_\_

Orientation Attendance

Date(s) Completed \_\_\_\_\_

**ICC Advisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# Student Organization Request to Charter

Semester of Application (CHECK)                      Fall                      Spring                      Year \_\_\_\_\_

Name of Club \_\_\_\_\_

**Meeting Information:**

Day of the week \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Off-Campus Affiliations (if any) \_\_\_\_\_

Inter-Club Council: Does your club wish to participate as a member of ICC\*?     Yes     No

\*Membership in ICC is not required to charter, however only ICC members can request ICC funds and other resources

### List of Officers

Name	Name	Student ID#	Phone	Email	Signature
<b>President</b>					
<b>ICC Rep*</b> <small>Available for ICC Mondays 3:30-4:30 Leave Blank if not Participating in ICC</small>					
<b>Officer</b> <small>If not participating in ICC</small>					
<b>Officer</b>					
<b>Officer</b>					

**Note: ALL Club Officers must have a minimum of 2.0 Cumulative GPA.**

\* It is essential that the ICC Rep. is able to attend the weekly meetings, on Mondays 3:30pm-4:30pm in **CC2-213**  
Attendance at ICC meetings determines the clubs eligibility to request funding from ICC. For more information regarding  
this policy, refer to The Guide "Policy of attendance at ICC Meetings"

### Advisor Information

Advisor Name \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Department & Office Room # \_\_\_\_\_ Phone Ext. \_\_\_\_\_

(Optional) Co-Advisor Name \_\_\_\_\_

Co-Advisor's Signature \_\_\_\_\_

Department & Office Room # \_\_\_\_\_ Phone Ext. \_\_\_\_\_

## LMC Student Club Advisor/Co-Advisor Agreement

Each year, many **faculty and staff** volunteer to serve as advisors for LMC student clubs and organizations. Each is a valuable partner in the personal development of the students involved. 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.

Any **full-time or part time** employee of the College who is at least 21 years old and not on leave of absence during any part of the year is eligible. Students select their own advisor. The Director of Student Life approves the advisors, whose term is one year, with options for unlimited renewal.

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 official club meetings and present for club activities. Furthermore, in order 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 various College, District, and State laws, policies, and processes are upheld. Interpret these in order 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 insure a cooperative relationship exists between the club/organization and its 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 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 comprehended by succeeding officers and members.
9. Ensure that all reasonable steps are taken to protect the safety and welfare of club/organization members.
10. Inform the Office of Student Life of club/organization activities, especially if students chose to act contrary to the advisor's advice or conflict arises.

*In agreeing to serve as an advisor for this club, I commit to working 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 problems or concerns in my role as club advisor.*

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Club Advisor Signature

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Dates

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Club Co-Advisor Signature

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Date

**Los Medanos College (LMC)  
Club Financial Signature Form**

Name of LMC Club/Organization: \_\_\_\_\_

Three signatures are required on an LMC Club Payment Authorization Form, as listed below. Please list the student(s) who are authorized to sign on behalf of the club in the designated space below. Please note, to keep in compliance with the Contra Costa Community College District (CCCCD) auditing procedures, **all requests for funds must be documented with club minutes**, therefore no financial requests will be processed without club minutes confirming them. Also, no individual student may sign a requisition for a check to be issued to him/herself. Lastly, clubs/organizations will receive copies for all deposits and withdrawals; such copies will also be kept on file in the Office of Student Life. As a chartered LMC student club/organization, in compliance with CCCCCD, this club/organization affirms that its fund will be banked with the CCCCCD and will be available for audit upon request.

<b>Name Printed</b>	<b>Email</b>	<b>Phone Number</b>
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*Officer #1*

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*Officer #2*

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*Club Advisor*

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*Club Co-Advisor if applicable*

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Copy Sent to Business Office on

# 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 will 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 Student Life Office within one week of adoption.**

### **Article VIII – Dissolution** **(Address each point, please!)**

- How will dissolution be decided?
- What is the required majority of votes to dissolve the group?
- What will you do with the unspent funds?

**IMPORTANT: Any club that is inactive for more than 2 years will have its account closed. Unless otherwise instructed by the club constitution, all unspent funds will be given to ICC.**