

LOS MEDANOS COLLEGE

STUDENT CLUB CHARTER REQUIREMENTS 2024-2025

1. Complete a Club Packet every semester and submit it to the Office of Student Life on the Pittsburg campus, Student Union 2nd floor.

The charter packet includes:

- ☐ Student Organization Contact Information form
- ☐ Student Organization Request to Charter form
 - **Contact information for 4 club officers**
 - Officers must be enrolled at LMC and have at least a 2.0 GPA
 - **1 club advisor**
 - Full or part time LMC employee (not temp)
 - Must be at least 21 years old
 - 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.
- ☐ LMC Student Club Advisor/Co-Advisor Agreement Form
- ☐ Club Financial Form
- ☐ A club constitution (including required language)
 - If your club already has a constitution on file, a constitution is only required if it’s been changed
 - Constitution examples available

2. At least 2 Officers must attend an Inter-Club Council Orientation Once Each Year

- ☐ There will be multiple dates scheduled at the beginning of the semester
- ☐ Contact Lindsay Litowitz: Llitowitz@losmedanos.edu

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

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

Student Organization Contact Information

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.

As the club president, I agree to have my email address below made public on the Student Life Club/Organization homepage so that individuals can contact me about club meetings and activities.

Contact Email Address for the LMC Club Website: _____

Club President's Signature: _____ **Date:** _____

Advisor Name: _____	
Advisor's Signature: _____	
Department & Office Room # _____	Phone Ext. _____
(Optional) Co-Advisor Name _____	
Co-Advisor's Signature _____	
Department & Office Room # _____	Phone Ext. _____

OFFICE OF STUDENT LIFE USE ONLY

Complete Charter Packet _____ Date Submitted _____

Orientation Attendance _____ Date(s) Completed _____

ICC Advisor Signature: _____ **Date** _____

Student Organization Request to Charter

Semester of Application (CIRCLE) 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

ALL Club Officers must be currently enrolled and have a minimum of 2.0 Cumulative GPA

The ICC Representative must be able to attend ICC Meetings on Wednesdays from 2:30-3:30PM

Officer Title: _____

Student Name	Student ID #	Student Phone Number
Email Address	Signature	

Officer Title: _____

Student Name	Student ID #	Student Phone Number
Email Address	Signature	

Officer Title: _____

Student Name	Student ID #	Student Phone Number
Email Address	Signature	

Officer Title: _____

Student Name	Student ID #	Student Phone Number
Email Address	Signature	

LMC Student Club Advisor/Co-Advisor Agreement

Advisor Information

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.

Club Advisor Signature

Dates

Club Co-Advisor Signature

Date

Updated September 14, 2023

Club Financial 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.

Name Printed

Email

Phone Number

Officer #1

Officer #2

Club Advisor

Club Co-Advisor if applicable

OFFICE of STUDENT LIFE USE ONLY

ICC ADVISOR SIGNATURE: _____

Date Received: _____

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.