



ASSOCIATED STUDENTS
CLARK COLLEGE

THE HOW TO'S OF
BECOMING & BEING
AN ASCC
CHARTERED CLUB

2005

ASCC CHARTERED CLUBS

Defined

What is a Chartered Student Club

A chartered student club is any student club which has been officially recognized by the ASCC. Student clubs may exist on campus without official recognition, but will not be eligible for subsidy by the ASCC or be granted the benefits given to a chartered student club. Chartered student clubs must be open and available to any Clark student regardless of race, creed, religion, color, national origin, sex, age, sexual orientation, marital status, disability, or status as a disabled or Vietnam era veteran.

Your Rights as a Club

A club is entitled to:

- The right to use the name of the college or ASCC in connection with the club or organization's own name
- The right to conduct fund-raising functions
- Use of the financial services provided by the college
- Facility scheduling and use of space

Your Responsibilities as a Club

You are considered an extension of the ASCC and will be expected to conduct your programs and/or activities accordingly. The ASCC Constitution and Bylaws, the ASCC Club Handbook, the Student Code of Conduct and the Clark College Policies and Procedures manual are a few of the documents which define appropriate club conduct.

HOW TO GET STARTED

Becoming an official club

Requirements

In order for a student club to become officially recognized by the ASCC, it must submit a club charter application to the ASCC for approval. Every club, new or old, needs to complete the charter. All pre-existing clubs are required to complete the charter at the beginning of each academic school year.

Charter

A club charter is a document which provides structure for the club organization. It must include the following:

- a. Official name of the club
- b. Mission/statement of purpose of the club—the statement should reflect how the club will benefit the students of Clark College and/or the community
- c. Name and signature of the advisor
- d. Name and signature of the student representative
- e. Names, email/phone numbers of members

Chartering/Approval Process

A sample charter is attached.

Step 1: A student interested in starting a club should contact the Club Coordinator or a member of the Student Life staff. The Club Coordinator or staff member will explain the chartering process and provide the student with a club charter form.

Step 2: Complete the club charter

1. Select a club name and form a mission/statement of purpose. The mission should reflect how the club will benefit all students and/or the community.
2. Seek a club advisor. This individual must be a Clark College employee and preferably, should be a full-time faculty or staff member.
3. Provide the potential advisor with a copy of the Letter of Position Acceptance for Club Advisors.
4. Acquire the name and signature of the club advisor on the club charter form. This is their written commitment to serve as the advisor. If the club has more than one advisor, all advisors should receive a copy of the Letter and should sign the charter form.
5. Acquire signatures from ten currently enrolled students who support the club.

Step 3: Submit the completed club charter to Club Coordinator. The Club Coordinator will bring the club charter to the next scheduled Club Committee meeting for approval.

Step 4: Attend the Club Committee meeting. Be prepared to discuss your club and its mission/statement of purpose.

Step 5: Club Committee votes to either accept or deny the charter.

A club charter may be denied for the following reasons:

- Mission/statement of purpose is unclear or fails to reflect how the club will benefit the students and/or the community.
- A similar club already exists
- Necessary signatures are missing

If a charter is denied, the Club Coordinator will work with the club representative to make any recommended changes to the charter. The charter will need to be resubmitted to the Club Committee for approval.

If approved, the Club Coordinator will sign the charter and ask that the approval of the charter be placed on the agenda for the next regularly scheduled meeting of the ASCC Executive Council.

Step 6: Attend the ASCC Executive Council meeting. The Club Coordinator will present your charter for approval. Be prepared to discuss your club charter and its mission/statement of purpose.

Step 7: Executive Council votes to accept or deny the charter.

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If a charter is denied, the Club Coordinator will work with the club representative to make any recommended changes to the charter. The charter will need to be resubmitted to the Executive Council for approval.

If approved, the ASCC President will sign the charter and submit it to the Director of Student Life for final approval.

Step 8: The Director of Student Life will review the charter. If approved, the Director of Student Life will sign the charter and return the completed and approved charter to the Club Coordinator. If denied, the club representative will meet with the Director of Student Life. If satisfactory outcome is not attained, a final appeal may be made to the Vice President of Student Affairs.

Step 9: The Club Coordinator will return one copy of the charter to the club. The club is now recognized by the college. The club may qualify for Club Service Funding, use of facilities and designated areas of the Office of Student Life located in PSU 160, and gain other valuable benefits provided by the college.

HOW TO MAINTAIN YOUR STATUS

Staying an official club

Attend at least four (4) Club Committee meetings each quarter (excluding summer) in order to be considered active by the ASCC and fulfill any other additional requirements as determined by the ASCC Executive Council.

- The club representative to the Club Committee must be a currently registered student. The Club Advisor may attend Club Committee meetings in lieu of the representative.
- If a club representative or the club advisor is unable to attend the weekly meeting, alternate arrangements can be made with the Club Coordinator to ensure meeting requirements are met.

Additional requirements apply for clubs seeking Club Service Funding. This information is updated yearly and may be obtained from the Club Coordinator.

Club Inactivity

A club is considered inactive if it is represented at less than four (4) Club Committee meetings in any given quarter. Clubs attending less than four (4) meetings will be required to have their charter renewed. **When a club with an established club account remains inactive (ceases activity) for a period of two years, all funds in the club account will be returned to the ASCC.**

Review of a Club

The ASCC Executive Council conducts a quarterly review of all clubs in order to verify club activity and to ensure that the charter is up-to-date. The review may include the submission of a quarterly report of club activities.

In addition, the ASCC Executive Council has the right to review the activities of a club and may, for cause:

- Put a club on probation
- Suspend a charter

- Revoke a charter

Reasons for probation, suspension and/or charter revoking include (but are not limited to):

- Lack of student support
- Repeated failure to adhere to federal, state and local regulations regarding college clubs, including, but not limited to Clark College policies and procedures, ASCC Constitution and Bylaws and the ASCC Club Handbook
- Inappropriate use of college resources
- Improper use of club funds
- Excessive student code of conduct violations

Clubs may appeal probation, suspension and charter revoking decisions to the Director of Student Life. If satisfactory outcome is not attained, a final appeal may be made to the Vice President of Student Affairs.

CLUB MEMBER STATUS

Who can be in your club

Clubs may have non-students as members, provided the majority of the membership are currently registered Clark College students.

Club officers must be currently registered Clark College students. Clubs must ensure, on a quarterly basis, that the officers are in student status. The Director of Student Life has the right to review the official status of officers.

Clubs without officers must ensure that individuals who are made responsible for such activities as event planning, finances, travel, etc. are currently registered students.

The voting members of a club must be currently registered students. Clubs may determine other criteria with regards to voting members, provided it is consistent with the basic definition.

Club funds may not be used to pay for expenses related to non-students, with a few exceptions. The Director of Student Life can provide further information appropriate expenditures with regards to non-students.

CLUB ADVISOR STATUS

Who is recognized as your advisor

The ASCC Executive Council and Student Life Office recognize the individual(s) who sign the club charter as the official advisor(s) to the club.

Club may have individuals who serve as community resources to campus clubs; however, these persons may not serve in a club advisor capacity; as such, community resources may not make arrangements for use of facilities, sign official paperwork or travel (as the advisor) with the club. Club funds may not be used to pay for any expenses related to the community resource person.

CLUB COORDINATOR

The chair of Club Committee and your #1 student leader contact on campus

The Club Coordinator may be contacted by phone at (360) 992-2353 ext.3169 or by email at ascccc@clark.edu. The office of the Club Coordinator is located in the Office of Student Life, PSU 160 in Gaiser Hall.

It is the responsibility of the Club Coordinator to:

- Serve as chair of the Club Committee
- Work closely with clubs in planning and coordinating club programs and activities
- Demonstrate a working knowledge of the procedures for facilities use, custodial, stage setup requests and campus security requirements for all club events
- Maintain a schedule of club meetings
- In coordination with the Director of Student Life:
 - Prepare the Club Service Funding annual budget
 - Mediate conflicts between and within clubs
 - Plan and implement the training of student club representatives and advisors; prepare and periodically update the ASCC Club Handbook.
- Maintain a working relationship with the Activities Director and Public Relations Director
- Serve as a non-voting member of the Activities Programming Board
- Perform other duties as specified in the Bylaws
- Perform other duties as agreed upon by the ASCC Executive Council

CLUB COMMITTEE

A place for clubs to meet

The Club Committee is a forum in which clubs can share ideas, information and promote participation in club events and activities. It is also a venue for clubs to maintain a working relationship among themselves, the campus, and the community. It also provides an opportunity for the Club Coordinator to inform students of relevant issues affecting the college.

Why it is Important to Participate in the Meetings?

Most of the decisions made by student government depend upon student input and approval. ASCC relies primarily on the Club Committee for this input and approval. The Club Committee is also one of the only ways for the clubs to communicate. Club Committee meetings provide the opportunity for club activities to appear in official minutes so they are properly documented.

Club Committee Representatives

The Club Committee includes one representative from each active club and the Club Coordinator as chair of the committee.

Meetings

The Club Committee meets once a week, beginning the second week of the quarter. Times are posted and changed as needed.

Meeting Format

As with most committees, Club Committee follows an agenda. Here is an example agenda and some of the items it includes:

ASCC Club Committee
Agenda
June XX, 20XX, 2:30 p.m.
PSU 258A

- I. Call to Order.
- II. Statements from the audience.
At this time, invited guests are asked to introduce themselves and present their information.
- III. Review of agenda.
- IV. Approval of the minutes.
Club representatives are asked to review the minutes and make any necessary corrections.
- V. Officer reports.
At this time student officers from the Executive Council are able to relay any information they deem important to the committee. It is also a means of relaying ways for clubs to participate and benefit from campus and community events. The Director of Student Life can also pass on any relevant information to the clubs at this time.
- VI. Club Reports.
At this time in the meeting, club representatives, usually one per club, present a brief report of their club activities and events. This is also a time for clubs to ask questions of each other, share meeting times and any other beneficial information.
- VII. Old Business.
This section is where business that has previously been discussed by the committee comes up for discussion again and a short debrief of any events occur.
- VIII. New Business.
At this time, new business is presented to the committee. Discussion of the topic is encouraged and this allows for a question and answer session.
- IX. Action Items.
 - A. Club Charters
The Club Committee must approve club charters for all clubs on campus before they can be processed further. During this time, the statement of purpose is read, then a motion is made to approve the charter, next there is any discussion relevant to the charter, and finally the club representatives vote to approve or deny the charter. If the charter is approved, it is passed on to Executive Council for approval. If it is denied, then it returns to Club Committee for further discussion. Each club representative has one vote.
- IX. Adjournment.

ASCC Club Charter Application

Quarter: _____ Year: _____

SAMPLE CHARTER

Club Name: _____

Statement of Purpose: _____ Your statement of purpose should reflect _____

- The purpose for forming the club (what you hope to achieve)
- How the club will benefit the students that join
- How the club will benefit students at Clark as a whole
- How the club will benefit the community Clark College serves

Club Representative Name: _____
(must be a currently registered student)

I have read and understand the ASCC "How to Charter A Club" procedure packet. I agree, as the main student club member contact, that our club will abide by the procedures and rules stated in the ASCC Club Handbook. In addition, I understand that our club will adhere to all federal, state and local regulations regarding college clubs and if our club violates any rules, regulations and procedures it may be grounds for probation, charter revocation, or a freezing and/or reclaiming of club funds. I also agree to ensure that a representative of the club is present at no fewer than four (4) Club Committee meetings in any given quarter (excluding summer) in order to be considered active by the ASCC.

Club Advisor Name: _____ Make sure you have given your advisor a copy of the Letter of _____
(full time faculty or staff member preferred) Position Acceptance for Club Advisors

I have read the Letter of Position Acceptance for Club Advisors and I agree to serve as a club advisor. I declare that the club subscribes to the notice of Non-Discrimination statement found on in the current Clark College catalog and that the club, under my guidance, will adhere to all federal, state and local regulations regarding college clubs, including (but not limited to) the Clark College Policies & Procedures Manual, ASCC Constitution & Bylaws and ASCC Club Handbook.

 Club Representative Signature/Date

 Club Advisor Signature/Date

Club Members: (Ten (10) currently registered Clark College student names are required for club charter consideration)

Name	Phone # or E-mail	Name	Phone # or E-mail
1. _____	_____	8. _____	_____
2. _____	_____	9. _____	_____
3. _____	_____	10. _____	_____
4. _____	_____	11. _____	_____
5. _____	_____	12. _____	_____
6. _____	_____	13. _____	_____
7. _____	_____	14. _____	_____

These should be the names of students who support your club and plan on participating in the club! While the names may be printed for legibility, each name should be printed by the student interested in supporting the club.

OFFICE USE ONLY

Club Committee Approval Club Coordinator	Executive Council Approval ASCC President	Administrative Approval Director, Student Life
_____ Submitted by club (date _____) _____ Application approved by C.C. (date _____) _____ Application approved by E.C. (date _____) _____ Application approved by Adm. (date _____)	_____ Application denied (initialed _____; date _____) _____ Application on C.C. hold (initialed _____; date _____) _____ Application on E.C. hold (initialed _____; date _____) _____ Application on Adm. hold (initialed _____; date _____)	

Original (white): Student Programs Yellow: Club Coordinator Pink: Club Representative Gold: Club Advisor Revised 09/05