

The Associated Students of Laney College

Club Chartering Packet

Club Chartering Procedures

1. Obtain a Club Chartering Packet. Additional copies can be obtained from Student Activities and Campus Life (SACL).

Packet includes:

* Petition to organize a student club
* Guidelines on developing a club constitution
* Club advisor responsibilities and agreement
* Agreement of club representation

1. Return the petition, constitution, advisor agreement, and agreement of club representation to SACL.
2. Attend an Associated Students of Laney College (ASLC) meeting to be officially chartered. \*You will be notified when your club is on the agenda for chartering.
3. To keep your charter you must adhere to the Agreement of Club Representation.

Petition to Organize a Student Club

Signatures and the last four (4) digits of the Student ID numbers of ten (10) or more students who are interested in becoming members of the proposed club:

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| Name | Student ID (last 4 digits) |
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Constitution Guidelines

Your club’s constitution should be complete and supply enough information to meet the needs of the club. You can contact the ASLC for help with the writing of your constitution and bylaws. Following are guidelines that should be considered in the preparation of your constitution.

1. Name and purpose of club
2. Membership
3. Who may become a member
4. How to become a member
5. Officers
6. Duties
7. When elected
8. How elected
9. Term of office
10. Filling vacancies
11. Records
12. Money handling
13. Minutes
14. Meetings
15. How often
16. How called
17. Rules and Safety
18. Quorum (number of members needed to be present to constitute a valid meeting)
19. How to amend constitution
20. By-laws (if any) should contain:
21. Additional information about

* Meetings
* Officers and duties

1. Statement of

* Standing committees and their duties
* Obligation of members

1. Order of business
2. Parliamentary procedures and authority
3. Amendments

Agreement of Club Representation

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

* As a chartered club of the ASLC, we agree that no less than two (2) representatives from our club will actively assist and participate in all ASLC events.
* We will attend every regular Inter Club Council (ICC) meeting and will appoint one (1) voting delegate and one (1) alternate delegate to vote at these meetings.
* We will adhere to the ICC and ASLC constitutions and the Laney College and Peralta Community College District Code of Conduct.
* We will remove our fliers promptly after events or may forfeit having privilege of posting fliers on campus. Posting guidelines are included in the Event Proposal Packet after chartering is complete.
* As a chartered club of ASLC, we agree that we will have no less than two (2) events per semester.

By signing this document, I have read this document and we the undersigned club agree to all terms prescribed to remain a club in good standing on the campus of Laney College.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club Representative Signature of Club Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of ASLC Officer Signature of ASLC Officer Date

Responsibilities of Club Advisors

In order to provide a common framework in which all clubs can operate with a maximum of student enthusiasm and interest and within reason, advisor participation, we are holding all club advisors of clubs responsible for the following:

1. Club advisor should make every effort possible to attend all meetings of the club. These meetings must be held on campus.
2. Each club is required to file minutes of every meeting with SACL. Club advisor should insure that the students fulfill this and other responsibilities.
3. Club advisor should be knowledgeable of all financial transactions of the club.
4. Club advisor is responsible for supervising the use of the college equipment and facilities during any club activity.
5. Club advisor should have some knowledge of the Ralph Brown Act and parliamentary Procedures. (This information is available upon request)
6. Club advisor is also expected to file travel forms for all off campus activities.

Before agreeing to be a Club Advisor for a club, you should have an opportunity to read the student’s petition to organize so that you may be acquainted with the purposes, objectives, and membership of the proposed club.

A Club Advisor can only serve as an advisor for one club at a time.

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Please return this portion with your completed Club Chartering Packet.

FACULTY/STAFF ADVISOR AGREEMENT

I agree to act as advisor of (name of club)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during the current academic year, provided that the request for the club to be chartered is granted.

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Club Advisor’s Name Phone number Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor’s Signature

Packet Completion and Submission

Objective of proposed club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Provide a description of your club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Club meeting time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club meeting place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed packet received by SACL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student contact name & phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address for club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SACL Staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Note: You will be notified to attend the ASLC meeting for official chartering of your club. This is the final step in the chartering process. Please return the completed Club Chartering Packet to:

Student Activities and Campus Life

Student Center, 4th floor, Room SC412

(510) 464-3188