



# Lorain County Community College

## STUDENT CLUB

## CHARTERING PACKET

# Introduction to the Club Chartering Program

The purpose of the Student Senate Club Chartering Program is to provide a way for students to establish student clubs. A club must obtain an active status by submitting a Club Charter application, a constitution, and a Club Registration/Slate of Officers. All of the required documents are included within this packet and additional packets can be obtained at the Student Life Office.

For further questions or clarification on any information, please feel free to contact the Office of Student Life via:

Telephone: (440)366-4036

Electronic Mail: [slevents@lorainccc.edu](mailto:slevents@lorainccc.edu)

# Club Chartering Guidelines

Why charter:

It is necessary for a club to become chartered if it seeks college recognition and the privileges that accompany said recognition.

How to charter:

First, a Club Charter Application must be completed and submitted. Next, applicants are expected to draft and submit a Club Constitution. Please refer to the Constitutional Format Guideline within this packet to assist in the development of the Club's Constitution.

The Club Charter Application and the Constitution must be submitted to the Office of Student Life for review. The Application and Constitution will then be submitted by the office of Student Life to the Student Senate for further review and club charter approval. The submitting club representative will then be notified of the time and date of the meeting at which the Constitution and Application will be reviewed by the Student Senate for approval. A minimum of one (1) representative is required to be present at the general meeting at which the Constitution is to be reviewed in order to answer any questions and/or authorize any changes that are deemed necessary by the Student Senate. Any exceptions to the above attendance requirement must be pre-approved by the Student Senate.

What to do after the charter and constitution is approved:

After the Club Charter Application and the Constitution are approved, the club or organization needs to meet to choose officers and file a Slate of Officers form. The club or organization has the right to request a place and time for its meetings, a mail box in the Student Life area, and special funding from the Student Senate, if necessary, i.e. The incentive packet.

Suggested officer titles and positions:

- President – Presides over meetings and represents the club or organization when applicable.
- Vice-President – Assist the President with their duties and fill in when the President is absent.
- Secretary – Arranges meetings, creates meeting agendas and maintains non-financial records.
- Treasurer – Maintains financial information and approves the payment of invoices.

Documentation adjustments and approvals:

All clubs and organizations must submit Constitutional revisions to the Office of Student Life for review and approval by the Student Senate before enactment.

## Student Life Club Charter Application

(Please Print)

Application Date: \_\_\_\_\_ Semester 20 \_\_\_\_\_

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

Club Founder: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Electronic Mail: \_\_\_\_\_ Date of Consideration (Senate Only): \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Will the proposed club or organization have any affiliation with any national or regional clubs or organizations? \_\_\_\_\_

Statement of purpose: \_\_\_\_\_

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NOTE: All clubs and organizations must conform to the rules and standards set forth in the Student Senate Constitution and Bylaws. In addition, ten (10) student names and identification numbers are required by students who wish to establish this club or organization. A constitution must be submitted to the Student Senate within two weeks of this document's approval.

1. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

2. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

3. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

4. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

5. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

6. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

7. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

8. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

9. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

10. Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Please submit this application to Student Life Office in triplicate (3). Photocopied applications are acceptable. Additional comments and information may be included.

# Club Chartering Guidelines

## Advisor Roles & Responsibilities

Every year faculty and staff members are asked to be advisors to clubs and organization and every year the inevitable questions are asked by the prospective advisors: What do I have to do? What are the responsibilities of a club advisor? How much time must I devote to being an advisor?

The following is an attempt to provide a list of responsibilities for faculty or staff members to use when working with clubs and organizations to aid in the club facilitation process:

1. Try to attend meetings for the purpose of working with the students in:
  - a. Defining the philosophy of the organization
  - b. Discussing the goals and objectives of the organization
  - c. Helping to plan the yearly program of the organization
  - d. Helping to prepare the budget of the organization
  - e. Offering advice or assistance to club members when problems arise
  - f. Acting as a resource person when called upon by the club or organization
  - g. Acting as a mediator in solving personality or organizational conflicts.
2. Be familiar with college guidelines concerning:
  - a. Budgeting and spending
  - b. Event scheduling procedures
  - c. Facility usage
  - d. Chaperoning
  - e. Alcohol, firearm and drug usage
  - f. Fire, severe weather and safety regulations
3. Assist the club or organization with:
  - a. Contacting and contracting artists, speakers, films and etc.
  - b. Ensure final negotiations and signing of all contracts in consultation with officers and the Office of Student Life.
4. Be accessible:
  - a. Resolve any club concerns.
  - b. Post contact information and office hours in which you expect to be available to the Club.
5. Need advice:
  - a. The advisor and officers should feel free to consult the Office of Student Life for general concerns.
  - b. Other options include speaking to the Student Senate or other clubs.

# Club Chartering Guidelines

## Constitutional Format Guidelines

CONSTITUTION OF \_\_\_\_\_ CLUB

### Article I: Name

The name of this club shall be \_\_\_\_\_.

### Article II: Purpose

State specifically the purpose of your club, for example: "to promote . . .," "to encourage . . .," etc.

### Article III: Membership

#### Section 1: General Membership

Membership in this club is open to any active student at Lorain County Community College.

#### Section 2: Voting Members

1. To vote at a meeting, individuals must place their names on the membership roster at or prior to the last previous meeting.
2. A roster of voting members must be maintained by the secretary (or other appropriate officer).

### Article IV: Meetings

State how often meetings are to be held, who specifically can call a meeting and any other pertinent information.

### Article V: Activities

If your club plans to have activities, projects, etc., specifically state the nature of them and any other pertinent information.

### Article VI: Advisor(s)

Every club must have at least one faculty advisor whose signature must appear on any purchase requisitions written by the treasurer. It is recommended that you state a method in which an advisor is to be selected and removed. Advisors should serve in a nonvoting capacity.

### Article VII: Officers

State here specific officers you intend to incorporate into your club and the specific duties and responsibilities for each. Here also should be mentioned the processes by which an officer can be removed from office. Also include the process by which the offices will be filled in the case of a vacancy.

#### Article VIII: Elections

State publically when elections will be held, qualifications for nomination, length of term, when the elected persons will take office, election procedures, and any other pertinent information..

#### Article IX: Amendments

Provisions must be made for amendments. Amendments are required to be approved by a 2/3 vote by the general membership of your club.

