



**STUDENT SENATE
CLUB CHARTERING PROGRAM**

**BENEFITING THE
STUDENT CLUBS & ORGANIZATIONS
OF
LORAIN COUNTY COMMUNITY COLLEGE**

<http://www.lorainccc.edu/>

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 and organizations. A club or organization must obtain an active status by submitting a Club/Organization Charter Application, a Constitution and a Club Registration/Slate of Officers. All of the aforementioned documents are included with 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 Student Senate Financial Secretary via:

Telephone: 1-800-995-5222 extension 7649

Electronic Mail: stsenate@lorainccc.edu

Club Chartering Guidelines

Why charter:

It is necessary for a club or organization 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 filled out and submitted. Next, applicants need to meet to draft and submit a Constitution. Assistance in drafting your Constitution will be available from the Student Senate Office.

The Club Charter Application and the Constitution must be submitted to the Student Senate for review. A representative of the club must leave his/her name with the Student Senate and she/he will be notified of the time and date of the meeting at which the Constitution will be reviewed. The representative should be present at the meeting at which the Constitution is to be reviewed in order to answer and questions and/or authorize any changes deemed necessary 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 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.

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 Student Senate for review and approval before enactment. The updating of the Slate of Officers should be done at the beginning of each semester to retain an active status.

Student Life Club or Organization

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: _____

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?*

A standard formula that would apply to all clubs and organizations would be inappropriate, if not impossible, to provide, because every club and organization is unique in its functions and purpose.

The following is an attempt to provide a list of responsibilities for faculty or staff members to use when working with clubs and organizations.

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 college Vice-President.

4. Be accessible:

- a. In the case problems arise.
- b. Post officer hours.

5. Need advice:

- a. The advisor and officers should feel free to consult the Program Coordinator of Student Life.
- b. Other options include speaking to the Student Senate or other club or organization's officers.

Club Chartering Guidelines

Constitutional Format

CONSTITUTION OF _____ CLUB OR ORGANIZATION

Article I. Name

The name of this club or organization shall be _____.

Article II: Purpose

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

Article III: Membership

Section 1: General Membership

Membership in this club or organization is open to any 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 or organization plans to have activities, projects, etc., specifically state the nature of them and any other pertinent information.

Article VI: Advisor(s)

Every club and organization 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 or organization 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

Here should be mentioned when elections will be held, qualifications for nomination (if any), length of term, when the elected persons take office, election procedures, and any other pertinent information. In your constitution, it should be mentioned that elections will be held at a well-publicized meeting.

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.

Student Life Club or Organization

Club Registration/Slate of Officers

(Please Print)

Application Date: _____ Semester 20 _____

Club Name: _____

Club Officer: _____ Telephone Number: _____

Electronic Mail: _____

Advisor Name: _____ Telephone Number: _____

Electronic Mail: _____

Club meeting dates, times and locations: _____

NOTE: Any time a club or organization elects or appoints new officers a new Club Registration/Slate of Officers form must be submitted to the Student Senate Financial Secretary.

Office/Position	Officer Name	Telephone	Electronic Mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

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