

Student Senate

Club Chartering Program

Benefiting the Student Clubs
& Organizations of Lorain
County Community College

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

Introduction

- Allows for the establishing of student-operated clubs and organizations.
- Requires an active status that requires updated charters, constitutions and slate of officers.
- Documents are available in Student Life.

Have Questions?

- Contact the Student Senate Financial Secretary at:
 - ◆ Telephone: 1-800-995-5222 at extension 7649
 - ◆ Electronic Mail:
stsenate@lorainccc.edu

Chartering Guidelines

- Why charter?
 - ◆ For college recognition.
- How to charter?
 - ◆ Submit the Club Charter Application and Constitution.
- What to do after approval?
 - ◆ Hold a meeting, select officers, submit a Slate of Officers form.

Suggested Officers

- President
 - ◆ Presides over meetings.
 - ◆ Represents the club.
- Vice-President
 - ◆ Accepts delegated duties from the President.
 - ◆ Fills in during Presidential absences.

Suggested Officers

- Secretary
 - ◆ Arranges meetings.
 - ◆ Maintains non-financial records.
- Treasurer
 - ◆ Maintain financial information.
 - ◆ Approves expenditures.

Document Adjustments

- The following must be supplied to the Student Senate at the beginning of each spring and fall semesters to be considered active:
 - ◆ Slate of Officers
- Requires Student Senate approval before enacting:
 - ◆ Constitution

Charter Application

- What information does it ask for?
 - ◆ Founding officer's information.
 - ◆ Founding advisor's information.
 - ◆ If the club or organization will be part of a national or regional group.
 - ◆ A statement of purpose.
 - ◆ Ten signatures and student identification numbers.

Advisor Roles

- Attend meetings.
- Work with students.
- Be familiar with college guidelines and offer input.
- Assist with outside contacting and contracting.
- Be accessible.
- Give advice.

Constitutional Format

- Must cover the following topics:
 - ◆ Name
 - ◆ Statement of purpose
 - ◆ Membership levels & requirements
 - ◆ Meeting information
 - ◆ Advisors
 - ◆ Officers
 - ◆ Elections
 - ◆ Amendments

Club Registration

- Also known as the Slate of Officers and it asks for:
 - ◆ Filing officer's information.
 - ◆ Advisor's information.
 - ◆ Meeting dates, times & locations.
 - ◆ A list of officers, including:
 - ★ Offices/Positions
 - ★ Names
 - ★ Telephone Numbers
 - ★ Electronic Mail Addresses

Submitting Documents

- Remember to submit three copies of the same document to the Student Life Office.
- The documents are dated upon receipt, sent to the Student Senate for either approval or disapproval and copies are given to the Student Life Office, Student Senate and the issuing club or organization.

In Closing

- You can find copies of this slideshow and related documents at the Student Senate web site on the LCCC Student Life web portal.
- <http://www.lcccstudentlife.com>
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