

CLUB CHARTERING PACKET



**Lorain County Community College
Office of Student Life (CC206)**

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Student Senate Office (CC203)

Staff

Manager: Selina Gaddis (440)366-7648

Administrative Assistant: Rochelle Fairley (440)366-7567

Office Hours

Fall & Spring Semester

Monday-Thursday: 8:30a.m. - 6:00p.m. Friday: 8:30a.m.-4:30p.m.

Winter/Spring Break & Summer Semester

Monday-Friday: 8:30a.m - 4:30p.m.

CLUB CHARTERING GUIDELINES

If you have a passion, and want to create a place for likeminded students to come together to socialize, share ideas, and work toward common goals, then you might consider starting a club at LCCC. This packet contains step-by-step information on how to do so, as well as necessary documents and supplementary information. Before you go any further however, please inquire at the Student Life desk for a list of current LCCC clubs, as there may already be one similar to the club you wish to start. If the club in question is inactive, and you wish to reactivate it, please return this packet and request a **Club Reactivation** packet instead. Feel free to stop by the Student Life desk on the second floor of the College Center (CC206) with any additional questions, or contact them using the information below:

Telephone: (440)-366-4036

CHARTERING AN LCCC CLUB

NOTE: The completion of **ALL** parts of the following process must be completed before clubs may request permission to hold events on campus, and access other club privileges.

- Complete a **Club Charter Application**, found at the end of this packet.
 - Collect the signatures and student numbers of ten (10) students interested in joining.
 - Recruit a full or part-time LCCC faculty or staff member to be your club advisor.
 - Ask someone with an interest in the purpose of the club, and the time to be involved.
 - Share and discuss the “Advisor Roles and Responsibilities” section of this packet.
 - If they agree to be your advisor, have them sign the **Club Charter Application**.
- Draft a **Club Constitution** in consultation with your advisor and the “Constitutional Format Guidelines” section of this packet.
- Submit both the **Application** and **Constitution** to the Office of Student Life for review.

- Pending review by the Office of Student Life and the Student Senate, you will be required to attend a Student Senate General meeting to provide the Student Body an opportunity to ask questions about the club. If the purpose of your club and its constitution are in accordance with College Policy and the Student Senate Constitution and By-Laws, the Senate will vote to charter your club.
- Once chartered, your assigned Senator will help you arrange an election meeting with prospective members, which will be conducted following procedures detailed in your **Club Constitution**.
 - Record the **minutes** to the meeting.
 - Verify attendance with a **sign-in sheet**.
- Bring the **sign-in sheet** and the election meeting **minutes** to the Student Life desk.
 - Request a **Slate of Officers** form, and complete it.
 - Submit the **minutes**, **sign-in sheet**, and **Slate of Officers** to Student Life.
- Congratulations! You may now access club privileges, including a club mailbox, club cubicle space (available on a first-come, first-serve basis), and a club email account. You will also be invited to attend an orientation session to acquaint your new officers with Student Life policies and procedures.

Note: All clubs once chartered are **required** to maintain active status based on the definition found in the Student Senate By-Laws, which can also be found in this packet. Failure to do so will result in loss of club privileges and eventual club deactivation.

ADVISOR ROLES & RESPONSIBILITIES

The role of an advisor is to provide guidance and oversight to ensure that student clubs are run effectively and in accord with college policies. While the specific duties and time requirements will differ based on the purpose of the club and level of club activity, below are some general guidelines to follow:

- Stay abreast of all meetings and events the club holds, and try to attend if able.
- Be familiar with all college guidelines, including the Code of Conduct, and apply this knowledge in your advisement.
- Offer advice or assistance when called upon, and act as a mediator in solving personality or organizational conflicts.

- Be accessible: All club paperwork submitted to the Office of Student Life requires an advisor's signature, so post contact information and office hours during which you expect to be available to club members for this and any other needs.
- Be willing to seek advice from the Office of Student Life.

ACTIVE STATUS REQUIREMENTS

All chartered student clubs are required to maintain an active status, as defined in the Student Senate By-Laws. Active status is determined by the following criteria:

1. Hosting a club promotion activity each semester in the College Commons area. Staffing a Welcome Week table satisfies this requirement.
2. Submitting at the beginning of Fall and Spring semesters to the Office of Student Life a Slate of Officers form accompanied by the minutes to the meeting at which elections took place, as well as a sign-in sheet with signatures of all those in attendance.
 - a. For a club to maintain active status, this documentation is required any time there is a change in officers.
 - b. If no change has taken place from Fall to Spring semesters, an officer of the club must request the current Slate of Officers from Student Life for review, and confirm that no changes have been made in the box provided.
3. Requesting an approved copy of the Club Constitution from the Office of Student Life at the beginning of the Fall semester, reviewing it, making any changes as necessary following the process for amendments, and submitting a copy to the Office of Student Life with a Constitutional Verification form.
 - a. If revisions have taken place, they must be accompanied by documentation of the amendment process and must be approved by the Manager of the Office of Student Life before taking effect.
4. Holding at least one (1) general meeting per month during the course of the academic year, defined as Fall and Spring Semesters.
5. Holding at least one (1) on-campus event open to the Student Body each semester during the academic year.
6. Communicating with the club's assigned Senator on a regular basis to report out on club events and activities.

Failure of a club to maintain active status may result in revocation of club privileges, club deactivation, and eventually decommissioning.

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 provide . . .," etc.

Article III: Membership

State the requirements for and privileges of membership in your club, and any conditions thereupon.

Article IV: Meetings

State how often meetings are to be held, who has the authority to call a meeting and any other pertinent information. It is recommended that you hold both General Meetings for the membership, as well as Officers Meetings where the majority of club business is conducted.

Article V: Activities

If your club plans to have activities, projects, etc., state their nature.

Article VI: Advisor(s)

State the method in which advisors may be selected and removed, as well as any specific duties or responsibilities the advisor of your club should adhere to.

Article VII: Officers

State here the officer positions of your club and the specific duties and responsibilities of each. Suggested positions include President, Vice President, Secretary and Treasurer. Here also should be included any qualifications for maintaining a position, the process by which an officer can be removed, as well as the process by which offices will be filled in the case of a vacancy.

Article VIII: Elections

State 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

State here the process for making amendments to this Constitution.



Office of Student Life

Club Charter Application

NOTE: Clubs must conform to the standards set forth in the Student Senate Constitution and By-Laws.

REQUESTOR INFORMATION

Application Date:	<input type="checkbox"/> Spring <input type="checkbox"/> Fall 20_____	Student ID#:
Club Name:	Club Founder:	
Phone:	Email:	
Advisor Name	Phone:	
Email:	Advisor Signature:	Date:

CLUB INFORMATION

Will the proposed club be affiliated with any national or regional organization(s)?

Purpose of Club:

STUDENT'S INTERESTED

Ten (10) student names and ID numbers are required to establish this club.

Student Name	Student ID Number
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

OFFICE USE ONLY

Approved

Not Approved

Inappropriate for Campus

Comment: _____

Student Life's Manager Signature: _____ Date: _____

Student Senate President / Vice President Signature: _____ Date: _____

Student Senate Financial Secretary Signature: _____ Date: _____

Club Notified by: E-mail Phone In Person Date: _____ Initial: _____

Revised 3/22/17