



## HOW TO CHARTER A CLUB

1. Registration Receipts: A club is required to have at least 5 paid ASG members to be chartered. A copy of each member's registration receipt showing paid ASG fee for the semester must be attached to the charter packet. Fee receipts printed off the college website are acceptable; make sure the student's name and "fees paid" are printed on the receipt.

2. Club Roster: Write the name of those members on the roster page and have each one sign it.

### **INDIVIDUAL SIGNATURES ARE REQUIRED.**

3. Club Advisor: Have your club advisor (Note: **Must be full-time faculty**) agree and sign *Statement of Club Advisorship*.

4. Constitution: Write a club Constitution and submit it attached to the charter application.

(Note: a sample constitution is attached. You may fill in the blanks.)

5. Submit Charter Packet: Submit your completed Charter Application to the Office of Student Life (OSL), located on the second floor of the Student Union, by the deadline (see below).

6. Seed Money Request: Foresee upcoming club projects/events (such as Club Rush) and the need for start-up money. Fill out the Seed Money Request Form and submit with the Event Request Form to the Office of Student Life.

7. Notice of Charter Status: Once a club has been successfully chartered, an email will be sent to the Club President and Advisor, via the emails provided on the application. Clubs who are missing information, or those that have not been successfully chartered, will also be notified via email. Clubs are also required to turn in a verification of officer elections two weeks after chartering. Failure to do so may result in suspension of the club's charter.

8. Club Council: Attend the first Club Council meeting, even if your club has not completed chartering. Watch for flier announcing the first meeting, or inquire with the Office of Student life. Future meeting dates will be scheduled at that meeting. The first Club Council meeting will serve as an orientation, so clubs are required to attend!

9. Club Rush: Club Rush is an excellent opportunity to promote awareness and recruit members for all clubs on campus. Your club is strongly encouraged to participate and have a representative present to recruit members. Look for announcements at Club Council and the Student Activity Center (SAC) desk, located on the first floor of the student union.

**Chartering deadline: 2PM Friday, 8th Week of Semester**

**@ the Office of Student life, 2nd floor Student Union**



# Los Angeles City College Associated Student Government

## CHARTER APPLICATION

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

Advisor's name (Print): \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Day of Meetings: Monday Tuesday Wednesday Thursday Friday

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Alternate Location: \_\_\_\_\_

Frequency:

Weekly	Bi-weekly (Twice a week)	Bi-monthly (Twice a month)	Monthly
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**Projects planned for the semester:**

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**Completed charter application must be submitted to the Office of Student Life, located on in the Student Union Building, 2nd floor) by: FRIDAY, 2PM, of the 8th week of the semester NO EXCEPTIONS**



# Los Angeles City College Associated Student Government

## ROSTER OF CLUB MEMBERS

By signing below we certify that we are chartering members of the \_\_\_\_\_ Club, and by signing below, we also acknowledge that we will abide by the Club Council (CC) Code, statement of club advisorship and College Facilities Use policies. This also certifies that the CC Rep and Delegate is the designated representative to the ASG Service Office and Student Activities Office and is responsible for booking events and conducting general club business.

**Printed Name Signed Name Phone Number Email address Student ID**

*A copy of the above listed members' fees receipts must be attached, showing proof of paid current ASG membership. Receipts printed off the internet are acceptable.*

Printed Name	Signed Name	Student ID



# Los Angeles City College Associated Student Government

## STATEMENT OF CLUB ADVISORSHIP

### Advisor's Responsibilities:

1. To approve all club requests for activities and use of facilities on campus
2. Must be present at all club meetings and activities (S-reg 1, Article 5.D)
3. To advise club members on policies and procedures for organization, activities and operation
4. To approve all requests for club fundraisers and expenditures
5. To provide continuity for club's operations during transition periods.

This statement confirms my agreement to serve as an advisor to the \_\_\_\_\_  
Club for the Winter/Spring/Summer/Fall semester of the year \_\_\_\_\_

Advisor's name (Print): \_\_\_\_\_

Advisor's signature: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_



***SAMPLE CONSTITUTION*** (Note: The Club's Constitution is the main structure for the club)

**Preamble**

We the members of the \_\_\_\_\_ (Club name) Club do hereby establish this constitution for the protection and benefit of the students of LACC. We hereby assume the powers of self-government, in order to form a more efficient and responsive organization dedicated to (Club's goal and/or purpose): \_\_\_\_\_

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Article I. Name

Section I. The name of the association shall be called \_\_\_\_\_

Article II. Membership

Section I. Membership shall consist of any student concerned with the activities of the organization.

Article III. Officers

Section I. The officers of this organization shall be the President, Vice President, Secretary, Treasurer, and Club Council Representative

Section II. The officers shall be elected by majority vote of the members of the organization present on the day of elections  
Section III To ensure continuity of the organization, the members of the organization may elect the following semester's officers prior to the end of the concurrent semester (e.g. Officers from spring semester may hold an election for the incoming officers, to take seat during the following fall semester, before the end of spring semester).

Article IV. Fundraising

Section I. This organization is allowed to fundraise to bring about awareness to its cause.

Section II. All fundraising must be done through LACC/LACCD accepted policies and practices.

Section III. All money raised is to be spent on the organization and cannot be used for personal use. All money is to be deposited in the Business Office account for the organization.

Section IV. After chartering this organization with the ASG, club may request additional funding through ASG in order to fulfill club's stated purpose and/or goals.

Article V. Ratification

This constitution shall be effective upon ratification by a majority of the vote of the organization, verified by the signatures below.

\_\_\_\_\_ Club Advisor's Signature/ Date