

Welcome to Student Life!

SPSCC ASB charters new and returning clubs at any point of the year! Complete this packet to begin your club. Please follow all directions, complete all the forms, and get the correct signatures.

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## Charter Checklist

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Whether you are a returning club or a brand new club, please follow these steps:

- Identify two club officers willing to take primary responsibility for club activities
- Find 5 registered students who are interested in your club and have them sign your Charter/Re-Charter form
- Find a **full time** staff or faculty member to agree to be your advisor and have them sign the Advisor Agreement
- Either write a constitution or complete the attached Club Constitution form
- Turn in all documents to Student Life

*Your application will be reviewed at the earliest possible ASB Senate meeting. Once the club is officially recognized, you will be contacted to schedule a mandatory club orientation with club leaders and the advisor.*

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## Club Officer Responsibilities

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There are many reasons students join clubs. Some join or start clubs to meet new people, to network in and explore their chosen profession, to celebrate their culture or heritage or to just have fun! The **club leaders** help develop the following:

### Help the Club Communicate:

1. Organize and chair club meetings, and communicate regularly with the club advisor and the ASB VP of Clubs and Organizations
2. Keep records of meetings, travel and funds.
3. Attend Club Roundtables or arrange for a representative to attend and make reports as required by the ASB Constitution and By-laws.
4. Organize or oversee publicity for club activities.
5. Ensure club compliance with club constitution, the ASB Constitution and By-laws, the Club Handbook, and other applicable rules and regulations.

### Help the Club Grow:

1. Lead the efforts to plan meaningful club activities for club members and all students.
2. Use support services from Student Life.
3. Lead efforts to promote the club on campus and recruit new club members
4. Complete and submit an annual club charter to maintain your status as a recognized student organization.
5. Approve all fundraising activities and expenditures made by the club.
6. Develop and submit an annual budget request to ASB each winter quarter, if applicable.

## **Expected Advisor Responsibilities**

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Getting involved with a club is a great opportunity to work with and support the many students of SPSCC. SPSCC is home to a diverse student body, and as such an abundance of varying interests. Club advisors can help students pursue their passion, make connections with other students, get exposed to diverse opinions and viewpoints, and advance their education beyond the classroom.

Below are listed basic advisor responsibilities expected of all club advisors:

### **Be a Mentor**

1. Work with the Student Life, serve as a resource and guide for the club, help students to find resources on campus and to make contacts on and off-campus.
2. Make an effort to be at club meetings and events.
3. Attend and supervise, or organize staff supervision, of all after hours and off campus club activities.

### **Be a Planner**

1. Be familiar with the rules and expectations in the Club Handbook. The handbook is available on the SPSCC website or by contacting the Director of Student Life.
2. Assist club officers and members in planning their programs, activities and budgets.
3. Ensure the club's compliance with the club constitution, the ASG Constitution and By-laws, the Club Handbook, the ASG Financial Code, and other applicable rules and regulations.

### **Be an Approver**

1. Approve all fundraising activities and expenditures made by the club.
2. Sponsor student travel when necessary and help to complete and gather the appropriate travel paperwork.

# CLUB CHARTER

For questions or information contact our ASB VP of Clubs and Organizations

Kristina Hoferer [khoferer@spscc.edu](mailto:khoferer@spscc.edu)

## Club Name

### Club President

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

SID: \_\_\_\_\_

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

### Club Advisor

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

Title: \_\_\_\_\_

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

### Club Treasurer

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

SID: \_\_\_\_\_

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

### Co-Advisor (if applicable)

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

Title: \_\_\_\_\_

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

## CLUB MEMBER INTEREST

Please print legibly. Unreadable info will not be accepted.

Name	SID	Email

### Meeting Schedule (if known)

Day(s): \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

### Office Use Only

Charter/Re-charter Approved

Charter/Re-charter Denied

\_\_\_\_\_  
ASB President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Student Engagement Signature

\_\_\_\_\_  
Date

# SPSCC Student Life Club Advisor Agreement

Student Life | Student Union Building (SUB), Bldg 27 | (360) 596 5217

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I, \_\_\_\_\_ agree to be the advisor for  
**[Your Name]**

\_\_\_\_\_ during the **19-20** academic year.  
**[Club Name]**

As club advisor I agree to:

- Guide officers and members in their development of leadership and team participation skills.
- Attend all off campus and after hours club events, or ensure they are supervised by a co-advisor or full time staff or faculty.
- Be responsible for seeing that all college procedures regarding club funds and expenditures as are followed.
- Understand all forms I sign and know how they relate to the club's goals.
- Make an effort to attend club meetings and activities.
- Approve and help with club travel paperwork as well as be the driver

\_\_\_\_\_  
**Advisor Signature**

\_\_\_\_\_  
**Advisor Name**

\_\_\_\_\_  
**Advisor Email**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Dean/Direct Supervisor Signature**

\_\_\_\_\_  
**Dean/Direct Supervisor Name**

This agreement is in effect until the advisor leaves the club, or June 30<sup>th</sup>. To support you in your duties as a club advisor, Student Life will contact you to provide a mandatory advisor/ club leader orientation. However, if you have questions now, please contact Robert Lane for any assistance.

# Write Your Own Constitution

A club will often have a constitution that describes its purpose and structure. However, the club still needs some direction as to how they are going to function on day to day issues or business. Use the amendment and bylaws section to describe first, how you are going to change the constitution if needed and second how the club is going to create bylaws and adhere to them.

If the club's constitution is changed, a new one must be presented to the ASG Executive Board to be kept on file.

The following Article titles are suggestions, if you would like to write your own constitution; but also mirror the attached "fill-in-the-blank" constitution. You may change any of the Sections titles to meet your club's needs.

## **Article I – Club Name**

Give your club a name. The name should reflect the purpose of the club.

## **Article II – Purpose**

This article describes the reason for and focus of the club. The constitution is written to protect and encourage this purpose; help students make decisions; resolve problems if they occur.

## **Article III – Membership**

The "Fill in The Blanks" constitution meets the non-discrimination and other legal requirements for recognition as a college organization, and for ASG funding. It also describes what rights members have in the club.

## **Article IV – Officers**

List your club's officer titles, their responsibilities, and how long they can expect to be an officer. Examples are listed in the attached constitution. Other titles may be chosen.

## **Article V – Officer Elections**

Specify when and how often elections will be held. New clubs must have an election by their third regular meeting.

## **Article VI – Removal From Office**

A removal from office article is important to include in a constitution because it helps the club through the procedures and processes associated with removing an officer from their position. Removing an officer from their leadership position could happen for numerous reasons, but the purpose to do so should focus on keeping club leadership intact.

## **Article VII – Financial Procedures**

The financial procedures section outlines how the club intends to handle money; including the requirement of dues, treasurer reports, and who collects and deposits money. If your club will have dues, describe them here; if not, state that the club does not intend to collect dues.

## **Article VIII – Outline of Activities**

This section provides Student Programs, as well as club leaders, an opportunity to think about activities they would like to create. It also includes a section where all club meetings are outlined. This information will be used to advertise the club; including listing meeting times and locations on the website.

## **Article IX – Amendments & Bylaws**

By-laws explain more specific rules and duties of the club, whereas the constitution describes less flexible policies or purposes. It also outlines how and when decisions are made by club leaders/members.

# CLUB CONSTITUTION

## ARTICLE I – CLUB NAME

1- The name of this club shall be: \_\_\_\_\_

## ARTICLE II – PURPOSE/MISSION STATEMENT

1- The purpose of this club shall be \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ARTICLE III – MEMBERSHIP

(Membership must be open to all current SPSCC students. Exclusive memberships are not accepted)

1- This club is open to: \_\_\_\_\_

2- All club members are eligible to vote on business during a scheduled meeting.

## ARTICLE IV – OFFICERS

1- This club shall maintain the following positions:

a. Club President

b. Club Treasurer

c. Club Advisor

i. This must be a full time staff or faculty member of SPSCC.

d. Other: \_\_\_\_\_

e. Other: \_\_\_\_\_

2- Officers must meet the following requirements

a. Must be a currently enrolled student at SPSCC

b. Must be an active member of the club and its activities

# CLUB CONSTITUTION

**3- Officer terms shall be:**

- 1 quarter
- 2 quarters
- Academic year

**4- The duties of each officer shall be as follows**

**a. President:**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**b. Treasurer:**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**c. Other: \_\_\_\_\_**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**d. Other: \_\_\_\_\_**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



# CLUB CONSTITUTION

## ARTICLE V – OFFICER ELECTIONS

- 1- Fall quarter officers shall be appointed on a volunteer basis
  - a. Unless an election was carried out in Spring quarter the previous year
- 2- Elections must be held on an agreed upon meeting by the present club members.
  - a. Elections must be held during a regularly scheduled meeting.
- 3- In the event of a vacancy, a temporary officer may be appointed by the president.

## ARTICLE VI – VOTING

- 1- Voting will take place with whatever members are present at regularly scheduled meetings.

## ARTICLE VII – REMOVAL FROM OFFICE

- 1- Club officers that members feel are failing to uphold their responsibilities to the club and the college can be removed in the following way:
  - a. \_\_\_\_\_ can call for the removal of any officer.
    - i. After that, a majority vote must pass to open the Vote of No Confidence.
- 2- Vote of No Confidence
  - a. Once this vote is open, each present member shall be allowed to voice their discussion.
  - b. Discussion may continue until the vote is called by a majority of present members.
  - c. Before the vote, the officer in question shall be permitted a rebuttal.
  - d. A Vote of No Confidence must be passed by a 2/3 majority of members present.
  - e. If passed, the officer shall be removed from duty, but still allowed to participate in club activities if they so choose.
  - f. If passed, a new election must be scheduled before the meeting comes to a close.

# CLUB CONSTITUTION

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## ARTICLE VIII – FINANCIAL PROCEDURES

- 1- All purchases must be discussed and voted on at regularly scheduled club meetings
- 2- All purchases must adhere to the rules of the ASB Constitution, By-laws, Club Handbook and Financial Code.
- 3- All purchases must follow the Student Life approval process:
  - a. Paperwork complete and submitted on time.
  - b. Paperwork approved by Club Advisor before turning in to Student Life.
  - c. Purchases approved by Director of Student Life

4- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARTICLE IX – AMMENDMENTS

- 1- Amendments may be added to this constitution by a majority approval at any regularly scheduled club meeting.