

CLUBS

Edmonds Community College

**2017–2018
CHARTERING PACKET**

CLUB NAME: _____



EDMONDS COMMUNITY COLLEGE
CENTER FOR STUDENT
ENGAGEMENT AND LEADERSHIP

INSTRUCTIONS FOR CHARTERING A STUDENT CLUB

Thank you for picking up an application to become an Edmonds Community College Student Club. This is your opportunity to gather students together and involve them in activities that enhance not only the student club but student life at Edmonds Community College. Please do not hesitate to ask questions, find support and get involved with Student Programs. We are here to support you and your club's efforts.

This application includes a sample constitution, instructions for filling out the constitution, advisor duties and responsibilities and an advisor agreement; please read the directions carefully as an incomplete application may delay the chartering process. Please print or type clearly and legibly.

Article I - Name

Section 1: The club name will be used as the financial account.

Article II - Purpose

Section 1: According to the Associated Students of Edmonds Community College, "Students shall be free to organize and join associations to promote their common interests, provided such groups are not in conflict with the educational goals of the college." Define the purpose of your club so you can gather support and membership around similar interests.

Article III - Membership

Section 1: Student chartered groups shall be open to all students on a non-discriminatory basis. All Edmonds CC clubs may be open to non-EdCC students and CWU students. However, a club must be chartered by five students attending Edmonds Community College. All five students must provide a copy of current class schedule. These copies are kept with the application for charter.

Article IV - Officers

Section 1 to 5: Please provide all members' phone numbers, emails, and signatures. Specify qualifications for officers, and how long they will serve as officers. Specify the duties of each officer and provisions for removing officers. A club is not required to have officers. A club may select officers after chartering. If a club chooses officers, descriptions of each officer duties must be provided in Section 4.

Article V - By Laws

Section 1 & 2: Please provide Student Programs with the process your club chooses to make club decisions. Our sample constitution provides options. Any club may provide another constitution.

Article VI - Financial Procedures

Section 1 & 2: This section will provide Student Programs with information as to how your club will collect money, such as joining or membership fees. Please state the amount and due date.

Article VII - Outline of Activities

Section 1: Please give an outline and brief description of club meetings and events. Specify dates, times, and locations.

Advisor Agreement:

~~Before signing the Advisor's Agreement~~ the club advisor must read the Advisor Duties and Responsibilities on page 9.

CHECKLIST FOR CHARTERING A STUDENT CLUB

The following items need to be complete before the Club Chartering Process is approved.

Please fill out the chartering packet completely

- Secure five currently enrolled EdCC students who are interested in forming a club.
- Make copies of five EdCC students' current Class Schedules.
- Submit the Club Chartering Packet Application.
- A minimum of two officers from each club must complete mandatory officer club training, as well as google site training.
- Each academic year, club advisors must complete mandatory advisor training.
- All officers and advisors are encouraged to attend Campus Security Authority (CSA) Training.

***Please remember to provide current edmail addresses.** The Club Administration Programmer will email questions or approval to the student initiator's edmail address.

EDMONDS COMMUNITY COLLEGE APPLICATION FOR CHARTERING A STUDENT CLUB

All chartering applications must be completed by the 7th week of Fall, Winter, or Spring quarter to receive funding for the quarter it is submitted. All clubs will cease to exist on the final day of Spring Quarter and must resubmit an application the following Fall Quarter for re-chartering consideration.

Club Name: _____

Student Initiator's Info

Name:

Contact Address:

Phone:

Edmail Address:

Signature:

Photocopy of current class schedule attached:

Yes No

A request to begin an Edmonds Community College student club is hereby submitted by the following currently enrolled students. A minimum of five students is required to initiate the club approval process and a **minimum of two members or officers must attend Club Officer training as well as Google Sites training**, hosted by the Center for Student Engagement and Leadership **prior to application approval**. Please attach a copy of your current class schedule and **indicate which members or officers will attend Club Officer training as well Google Sites training**. Edmail will be the primary way of contact Club Officers/members.

Print Your Name	Signature	Photocopy of Class Schedule Attached
1. _____ (May be student initiator)	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list all additional members:

Edmail Address

< *Edmail addresses only

The following is a sample Club Constitution. If your club chooses to either write their own Constitution, or are a part of a larger organization with an established constitution, please attach it to the Club Chartering Application. Only one constitution per club is required.

CLUB CONSTITUTION 2017–2018

Article I - Name

Section 1: The name of this club shall be _____

Did this club exist last year? If so, under what name?: _____

Article II - Purpose

Section 1: The purpose of this club shall be to _____

Article III - Membership

Section 1: The membership of this organization shall consist of:

Edmonds CC currently enrolled students Yes No
Central Washington University currently enrolled students Yes No

Other: _____

NOTE: Student chartered groups shall be open to all Edmonds students on a non-discriminatory basis.

Article IV - Officers

Section 1: The officers of this club shall be: (Please print names)

President: _____ Edmail: _____

Signature: _____ Phone: _____

Vice President: _____ Edmail: _____

Signature: _____ Phone: _____

Secretary: _____ Edmail: _____

Signature: _____ Phone: _____

Treasurer: _____ Edmail: _____

Signature: _____ Phone: _____

Section 2: The qualifying requirement(s) for each officer is/are:

- Must be a currently enrolled student at EdCC

Section 3: The term of each officer shall be:

- 1 quarter
- 2 quarters
- Academic year
- Other (please be specific) _____

Section 4: Duties of each officer: (Please check all that apply and/or specify)

President:

- Organizing club functions and leading meetings
 - Communicating with the Clubs Programmers and Clubs Officers on club activities
 - Completing the Quarterly Club Report and active member list on a quarterly basis to remain active
 - Other (please be specific) _____
-

Vice President:

- Assisting the President to lead the club
 - Helping with membership development
 - Other (please be specific) _____
-

Secretary:

- Taking and distributing official meeting minutes
 - Recording club's history
 - Filling out necessary paperwork for club activities, such as facilities requests
 - Returning the Quarterly Club Report to the Clubs Administration Programmer
 - Other (please be specific) _____
-

Treasurer:

- Accurately track financial records by working with the CSEL Fiscal Technician
 - Update club members on available club funding
 - Other (please be specific) _____
-

Please attach a list of any other officer duties.

Section 5: Removal of officers from positions. The following will be the process by which club officers will be removed from office and relieved of officially representing the club:

- Majority vote by club members present at a scheduled meeting, where the member has been previously notified of being removed from office
 - Approval by the club advisor
 - Other (please be specific) _____
-

Article V - By Laws

Section 1: Method of adopting decisions made by club members:

- Majority vote by club members present at the meeting
 - Other (please be specific) _____
-

Section 2: Method for amendment or revision of club decisions:

- Majority vote by club members present at the meeting
 - Other (please be specific) _____
-

Article VI - Financial Procedures

Section 1: Procedure for collecting membership dues:

- No dues will be collected at this time
 - Other (please be specific) _____
-

Section 2: Amount of dues or special fees collected from members:

- No dues or special fees will be collected
 - Other (please be specific) _____
-

Article VII - Outline of Activities

Section 1: Give a brief outline of when your club will meet (dates/times) and activities your club will plan:

Club Meetings: _____

Activities: _____

CLUB EMAIL ACCOUNT REQUEST FORM—REQUIRED

CENTER FOR STUDENT ENGAGEMENT & LEADERSHIP –BRER 252

Please complete the following email account request form for your club and submit it to Center for Student Engagement & Leadership (CSEL) in Brier 252.

Your request will be forwarded to IT and the Club Advisor will receive the email account notification and password to distribute to a Club Officer. The Club Advisor is responsible for the email account and should change passwords if Club Officers transition.

The email account will remain active until the Club Administration Programmer notifies IT that it should be cancelled.

All club email accounts will be created following the format listed below:

(name of club) club@edmail.edcc.edu

Name of Chartered Student Club: _____

Name of Club Officer Responsible for Club Email: _____

Name of Club Advisor Responsible for Club Email Account and Passwords:

Name of CSEL Assistant Director Responsible for Administration of the Club Email Account:

This account is to be used solely for the purposes of club communication and the Officers responsible for the account must adhere to college email account policies and regulations. If the privilege of hosting an email account is abused and college policies are not adhered to, Student Programs and Institutional Technology staff reserve the right to cancel the account with prior notification to the Club Advisor.

I agree to the terms listed above and would like to have an email account created for the above referenced student club. I will give the password to a designated Club Officer and change the password if the designated

Officer transitions and a new Officer is given the responsibility to monitor the email account.

Club Advisor Signature Date

Club Administration Programmer Approval Date

Assistant Director of Student Engagement Approval Date

ADVISOR DUTIES AND RESPONSIBILITIES

Club advisors play a vital role in ensuring that student involvement within the club is meaningful and productive. The most successful clubs are those in which the advisor takes an active interest in the group. The role of the advisor is to support and help guide the club, not to make decisions for the club. The club advisor serves a dual role in serving both the interests of the club and the College. It is essential that the advisors are fully aware of their responsibilities.

Responsibility of Advisors:

- Have a thorough knowledge of the purpose and objectives of the club
- Have a commitment to and enthusiasm for the club
- Attend club meetings and programs; on/off campus
- Assist in training of club officers
- Foster a sense of teamwork with the club
- Encourage participation of club membership in activities and services
- Promote professionalism within the organization
- Be a resource person for the club
- Be knowledgeable of Center for Student Engagement and Leadership policies and procedures
- Encourage active interest in the club within the entire campus so the club will identify itself as part of the college community
- Encourage and monitor sound financial and business practices based on college policies and procedures, and good record keeping
- Encourage opportunities with the group that will contribute to student development
- Allow club officers and members to make all decisions concerning the club, including the expenditure of its funds
- Participate in club advisor training
- Participate in the mandatory Campus Security Authority (CSA) Training (per the Jeanne Clery Act)
- Understand that your presence, or a delegated college staff member, is required for the duration of each club event
- Realize that by signing the Facilities/Activities Request Form you assume responsibility for the actions of the group during a sanctioned club event
- Keep club officers and members informed
- Manage club email account and password
- Make all club purchases

ADVISOR AGREEMENT

This agreement indicates that _____ has read and understood the
(Advisor's Name)

Guidelines for Advisors, and is aware of the Advisor Duties and Responsibilities (including attending advisor training prior to club chartering approval) as a representative of the college, and does agree to

serve as an advisor for _____ for the academic year
(Club Name)

_____.

Agreed upon this _____ day of _____.

Advisor Signature: _____ Print Name: _____

FOR OFFICE USE ONLY

Date club charter received in CSEL: _____

This club has turned in:

- Constitution, outline of structure or organization pattern
- Indication of student interest (5 class schedule copies)
- Two club members/officers completed Officer training Date: _____
- Advisor completed Advisor training Date: _____
- All club officers completed Campus Security Authority Training Date: _____
- Advisor completed Campus Security Authority Training Date: _____
- Advisor Agreement completed Date: _____
- Google Sites training

Club Administration Programmer Approval

Date

CSEL Asst. Director Approval

Date