

ASGRCC

Associated Student Government
Of
Rogue Community College



Associated Student Government
Rogue Community College

Club Orientation Packet and Charter

Welcome to RCC Clubs

Hello,

Thank you for showing interest in starting a club here at Rogue Community College – Riverside. Clubs are a great way to meet new people who share your common interest. As the Director for Clubs and Organizations on Riverside campus, it is my privilege to help you through the process of starting and running your club throughout the school year.

Here are the steps in the process:

1. Find students who share the same interests as you. This can be done through flyers and word of mouth.
2. Locate a club advisor; this person **must** be a faculty or staff member of Rogue Community College. If you have any difficulty locating an advisor the Associated Student Government can help you find one.
3. Fill out the club packet. All of the paperwork is included in this packet and should be filled out completely. If you have any questions or concerns regarding the paperwork I would be happy to sit down and discuss it with you, as well as help you fill it out.
4. Return the packet to the ASG Office. ASG will then process the packet and vote on the club charter at our next executive session.

Clubs are a huge part of the Rogue Community College. We are happy to welcome you! We look forward to spending time learning about your club and to any events your club will be putting on. If you have any questions feel free to contact the Associated Student Government at (541)245-7730 or stop in to meet us in room 128 of the G building.

Director of Clubs and Organizations
Associated Student Government
Rogue Community College
Riverside Campus

Responsibilities of a Recognized Club

- A. Verify that all club members are registered students at RCC and enrolled in at least 1 credit as outlined in the ASGRCC Constitution.
- B. Submit a Club Charter every academic year during fall term. If this is not possible, please contact the Director of Clubs for consultation.
- C. Student clubs are open to all students without regard to race, color, gender, religion, age, sex, national origin, disability, marital status, veteran status, or sexual orientation. The membership, policies, and actions of a student organization typically are determined by the vote of those individuals who hold bona fide membership in the College community.
- D. Assign at least one representative to attend ICC each month.
- E. Club Officers must notify ASGRCC if the club is no longer active.
- F. Clean up and properly store items after each meeting and/or event/activity.
- G. Provide ASGRCC with club meeting times and locations each term.
- H. Provide ASGRCC with scheduled club event and activities.
- I. Request meeting and event spaces through the Director of Clubs ASGRCC.
- J. Seek AdHoc approval for events and activities by completing the AdHoc Proposal Form for all event and activity planning, and submitting to ASGRCC.
- K. Consider risk management in event and activity planning and take action steps to ensure risk and liability are addressed.
- L. Follow all policies, procedures, and guidelines of Rogue Community College.

Club Members' Responsibilities to the Advisor

- 1. Club members have certain responsibilities to their advisor. These include:
 - A. Communicate in a timely and effective manner with the advisor.
 - B. Discuss club expectations of the advisor's role with the advisor.
 - C. Notify the advisor of all meetings including committee and business meetings.
 - D. Provide a copy of all minutes, club charters, event and activity plans, budget drafts for event and activity planning, AdHoc forms, ASGRCC funding request, fundraising request, waivers, and other essential documents to the advisor.
 - E. Consult the advisor before any changes in the structure of the club and/or changes are made to the charter/bylaws.
 - F. Seek advisor approval prior to planning major projects, events and/or activities.
 - G. Understand the advisor should have speaking privileges although the advisor is not a voting member.
 - H. Understand that the advisor's role is to guide the club members in leadership and following college procedures and policies.
 - I. Understand the responsibility for the success or failure of a group project, event, or activity rests ultimately with the group, not the advisor.

CLUB INFORMATION HANDOUT

Official Recognition and Membership:

- There must be a minimum 3 members who are enrolled at Rogue Community College.
- The club **must** have a staff or faculty advisor on campus who will be at regular meetings when business is conducted. If you have an additional advisor, please have them fill out an advisor acceptance form as well.
- The club must attend one ASGRCC sponsored event once a term.
- Be non-discriminatory in membership regarding protected groups (see non-discrimination policy).
- Constitution/Bylaws **must** reflect this.
- Clubs seeking charter/recognition must submit a constitution/bylaws within the given guidelines in the club orientation packet.
- Clubs **must** have purpose and goals that fit within the purpose of ASGRCC and follow the student code of conduct.
- Charter/Recognition cannot be granted to any club or organization that supports a policy of discrimination in any sense.

Privileges Granted to Chartered Clubs/Organizations:

- Use of college name through ASGRCC.
- Use of college facilities without charge.
- Organizational mailbox opportunities with ASGRCC.
- Limited funding through ASGRCC.
- Assistance in advertising, poster and flyer production and copies. Some assistance in distribution.
- Inter-Club Council Membership.

Changes to Club Constitution/Bylaws, Logo, or Other Documentation:

- Any changes that are made to the official documentation require a two-thirds majority vote from the **club board and approval of the advisor**. Changes to the Club Constitution/Bylaws would then need the additional approval of the ASGRCC Executive Council, but other document or logo changes are effective immediately after club vote. We request that you inform the Director of Clubs and Organizations of such changes.

Club Revocation:

- Clubs that fail to attend 2 ICC meetings in a term may have their charter revoked
- There **must** be a 2/3 majority vote of the ASGRCC executive council.
- Clubs and Organizations will be notified in writing as to the reasons for the revocation. They must also be notified as to what steps they need to take before they can reapply to regain official recognition with ASGRCC.

Renewal of Charter:

- Each fall, clubs must update their Club Charter Application, Officer List if there are any, and must have a newly signed Advisor Acceptance Form.
- Re-Chartered clubs must also submit their annual budget for the new academic year. If any old funds exist from the previous year, they will roll-over to the new academic year.

Inactive Club Status:

- If during the course of the year the club advisor withdraws sponsorship, the charter becomes inactive and must be renewed in order to retain ASGRCC recognition. The Director of Clubs and Organizations must be notified about this change.

- If a club becomes inactive for a year, their funding account will be closed. Clubs that have been inactive for more than one year must submit a full charter application form and all accompanying materials in order to become a recognized ASGRCC Club/Organization.

Changing Advisors

- As clubs cannot operate or be officially recognized by the college, the club must have an active advisor at all times. In the event that an advisor wishes to step down from his/her duties, it is the responsibility of club members to find another staff/faculty member willing to serve in this capacity.
- In the event that club members wish to change advisors, they must first discuss the change directly with the advisor. The next step is to involve the ASGRCC Advisor and Director of Clubs to discuss the request for change.

Club Funding and Forms:

Club Funding:

- Complete the packet which contains:
 - **Club Charter Application Form**
 - **Club Constitution**
 - **Club Officer List**
 - **Signed Advisor Acceptance Form**
 - **Anticipated Club Annual Budget Form**
- The club will receive a \$50.00 fund when the club is chartered.
- The RCC Accounting Specialist will create a budget line for the club. Only the advisor are permitted access to the club's account and make purchases.

Club/Organization Funding

Please note that funding is available through ASGRCC for club activities and we encourage clubs to utilize this funding. In order to request funds for activities or supplies from ASGRCC, please fill out an *Allocation for Funds Request*. Each club is responsible for providing 25% of any requested money, excluding any fees regarding licensing.

Preparation of ASGRCC funding request:

1. Carefully think over the details of your plan. Make certain you have checked with all the appropriate offices involved in carrying out your idea (Plant Services, Business Office, Student Services, etc.). Secure their support as appropriate.
2. Complete the **Allocation for Funds Request** with as much detail possible. NOTE: Please be accurate in describing the details of your project's budget. Clubs are required to contribute 25% of all requested money.
3. Bring your completed application to the Inter-Club Council Meeting, and give to the Director of Clubs and Organizations. The Director will give this information to the Executive Council to get it approved unless a club representative would like to present the application to the Executive Council themselves, by attending an Executive Council Meeting.
4. Your application will be considered as quickly as possible and you will be notified of the Council's decision.

Acceptance:

If your proposal is accepted, you will be expected to give additional information on budget items, work orders, implementation schedules, or other details as requested by the council. All general policies of the college must be followed.

Rejection of Proposal:

If the council rejects your application, you may request a time to personally present a new proposal or additional information at an Executive Council meeting.

Resolving Conflicts

Should a conflict of interests, such as, favoritism by the Director of Clubs and Organizations resulting in uneven distribution of funds; inadequate representation and/or lack of communication arise between the Director of Clubs and Organizations and a club, the following guidelines shall be put into effect:

1. A committee shall be formed consisting of one Executive Council member (excluding the Director of Clubs and Organizations), one Inter-Club Council member, and one student chosen by the ASGRVC advisor.
2. The committee will discuss all allegations with all involved parties and submit their findings to Executive Council.
3. If the allegations are found to be true, the Director of Clubs and Organizations shall be asked to resign within three days of the Executive Council meeting.
4. If the allegations are found to be false, all allegations will be dropped and the committee disbanded.

Fundraising – ALL STEPS MUST BE COMPLETED AND APPROVED BY THE COLLEGE

- In order to hold a fundraiser or solicit donations, your request activity must be approved by RCC's AdHoc. Before the club presents to AdHoc, please complete the AdHoc Proposal form and send to the Associated Student Government for completion assistance (form attached).
- You will need to fill out a **Request to Conduct Fundraiser/Solicitation Form** twelve business days in advance and receive approval. (Solicitations should be used with discretion. A thank you card must be mailed to the donor.)
- If money is collected at the door of an event, the club advisor or a representative from Rogue Central or Financial Services must be present. Revenue generated from admittance is to be deposited at Rogue Central with a deposit slip.
- All revenue collected from an event must be deposited with Rogue Central within twenty-four hours or the next business day after the event. For the club account number needed to deposit funds, please contact ASGRCC's Accounting Specialist at least five business days prior to the event.
- In order to get cash in advance for an event, the club advisor need to have completed the **Change for Event Request Form** and turned it into Rogue Central at least twenty-four hours prior to event. At the end of this event, monies will be split into "borrowed" and "profits," and turned into Rouge Central with a Cash Deposit Slip.

Inter Club Council

Each club/organization is granted one voting seat on the ASGRCC Inter-Club Council (ICC). The ICC exists to facilitate the functions of all ASGRCC clubs/organizations, these meetings are mandatory to retain current charter. ICC meets every month. All clubs must send a representative to every ICC meeting. ICC provides an opportunity for clubs/organizations to be involved with student issues on campus, meet with other club/organization representatives,

exchange ideas, plan co-sponsored events, and ensure coordination of events on campus. All funding requests to the Executive Council are recommended by the ICC.

Facilities Scheduling/Use

As a chartered club/organization you may use campus facilities free of charge. The first step in planning a meeting or special event is scheduling the room. Room reservations are made through the Advisor of ASGRCC. You will need to provide information on the date, time, location, number of people and type of activity when scheduling. Use of campus facilities is a privilege that ASGRCC enjoys. Keep in mind that the condition of the facility when you leave will reflect directly on your club or organization, ICC and ASGRCC.

Club Activities and Liability

With each club activity risk management needs to be considered. Risk management considerations include but are not limited to:

- Off campus activities and events and/or overnight trips
 - Any attending member must file a Waiver form and the advisor must complete the Field Trip Information Form depending.
- Events held after hours
- Security
- Events open to the public
- Insurance coverage

All ASGRCC club activities are an extension of the college, therefore, both students and staff are expected to uphold appropriate conduct. The use, possession, distribution, manufacture, vending, or being under the influence of alcohol and other drugs are not permitted on the college campus or at any college-related activity.

Forms are located under Risk Management on RCC's Human Resources website: www.roguecc.edu/HumanResources/

- Travel Forms:
 - Student Travel Guidelines:
 - Off-Campus Field Trips / Sponsored Events
- Individual Student Travel Forms
- General Propose Waiver

If there are activities in which you have safety or risk management concerns, please contact Human Resources at 541-956-7329; in advance of the event to make timely inquiries and arrangements.

Club Charter Application Form
 Associated Student Government of Rogue Community College

 Name of Club/Organization

Contact Person	Phone	Email
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Contact Person	Phone	Email
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Advisor (s): (Staff and/or Faculty)

Advisor's Name	Phone	Email
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Advisor's Name	Phone	Email
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The undersigned representatives acknowledge that the approval of this charter application by the ASGRCC Executive Council is contingent upon receipt of the documents listed below. They are attached to this charter application form. If the charter is approved, the members agree to adhere to the ASGRCC constitution, By-Laws and Policies and Procedures, and all rules governing ASGRCC Clubs established by the RCC Board of Education, and the State of Oregon.

Club/Organization Check List: (all items must be attached).

- _____ Club Constitution/By-Laws
- _____ Club Officer List
- _____ Advisor Acceptance Form
- _____ Anticipated Club annual Balanced Budget

Club Representative Signature	Title	Date
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The Executive Council's decision on your Charter application shall be announced to you by the **Director of Clubs/Organizations** within 48 hours following the next Executive Council Meeting.

Sample - Club Constitution/Bylaws

Associated Student Government of Rogue Community College

Suggested Format

Article I. Name

The name of this club/organization shall be called

Article II. Purpose (one statement or several)

The purpose(s) of this club/organization shall be:

Article III. Membership

Student clubs are open to all students without regard to race, color, gender, religion, age, sex, national origin, disability, marital status, veteran status, or sexual orientation. The membership, policies, and actions of a student organization typically are determined by the vote of those individuals who hold bona fide membership in the College community.

Article IV. Officers

Section 1.0 Officers shall consist of President, Vice-President, Secretary, Treasurer, Other.

Section 2.0 Duties of the President shall be:

Section 3.0 Duties of the Vice-President shall be: etc.

Article V. Meetings

The club shall meet every week or bi-weekly or once a month. The meetings shall be run by the President. Meeting time, date and location shall be announced by flier and e-mail.

Article VI. Abandonment

If this club/organization is inactive for two consecutive terms the remaining funds should be returned to the ASGRCC Executive Council.

Article VII. Amendments

An amendment may be initiated by any member of the club and passed by a two-thirds majority vote of the members present at the meeting. Amendments must then be approved by the ASGRCC Executive Council
This is only a sample. These articles are mandatory, but additional article may be added. ASGRCC Policy #

Club Officer List
 Associated Student Government of Rogue Community College

Name of Club or Organization _____

Contact Person _____ Phone _____ Email _____

Club Advisor _____ Phone _____ Email _____

Club Officers

 Name Title Phone Email

 Name Title Phone Email

 Name Title Phone Email

 Name Title Phone Email

 Name Title Phone Email

 Name Title Phone Email

 Name Title Phone Email

The officers above assume responsibilities for the operation of this club/organization and must be a registered student at RCC. The ASGRCC Executive Council will be notified in the event of a change in club contact person.

 Club Representative Signature/Title Date Campus

 Club Advisor Signature/Title Date Campus

Club Advisor Acceptance Form
Associated Student Government of Rogue Community College

To: ASGRCC Executive Council

From: _____
Club Advisor

Re: Acceptance of Advisor Role for _____
Name of Club/Organization Campus

- _____ I have received and read the Club Advisor Handbook.
- _____ I accept the responsibility of advisor for the club/organization.
- _____ I understand I must attend one Interclub Council meeting each month or send a club representative on my behalf.
- _____ I understand that my club will be allocated a \$50 start-up fee.
- _____ I understand the rules of fundraising should my club wish to participate in this activity.
- _____ I understand the rules of field trip and know where to find field trip guideline forms.

Signature of Club Advisor

Printed Name of Club Advisor

Date

Advisor Responsibilities

Club advisor responsibilities varies by the activity of each club. The following outlines the responsibilities of an advisor, but may not be inclusive of those responsibilities which are mutually agreed to by the club and the advisor.

Advisor Responsibilities:

- Oversee club activities and programs to ensure that they conform to ASGRCC guidelines, policies, procedures and the student code of conduct.
- Attend club functions and programs as required to supervise and maintain college facilities use.
- Assist in planning and evaluating club efforts to provide meaningful opportunities.
- Promote communication between club officers, other clubs and the ASGRCC Executive Council.

ICC Procedures:

- The club advisor has no vote in any club proceedings but may offer their opinions or advise on issues and events.
- Ensures that a club officer attends ICC meeting. In the event that no representative can attend, the club advisor can speak on behalf of the club by proxy.

Keeping a Strong Team:

- Help the Board of Directors/Club Officers delegate tasks to students, so they may learn valuable leadership skills.
- Oversee the work of the students allowing them to grow as leaders.
- Step in if:
 - a) There is a violation of the college guidelines, policies, procedures or the student code of conduct.
 - b) An internal conflict arises that may damage the efficiency of the group
- As the advisor you may find it necessary to request a member's resignation.

Budgeting

- Oversee the financial integrity of the club.
- Only advisors are permitted access to the club account.
- Ensures that all expenditures are correct and submitted in a timely fashion to the Business Office.

ASGRCC Advisor Contact:

Club members' needs vary depending upon the mission and activities of the club. If you become unsure of a situation or need advice please contact of the ASGRCC Advisors:

Melissa Merryman	Riverside Campus	541-245-7727	mmerryman@rogucecc.edu
Jenny Jackson	Redwood Campus	541-956-7128	jjackson@rogucecc.edu

Anticipated Club Annual Balanced Budget

Associated Students of Rogue Community College

Name of Club/Organization: _____

Contact Person	Phone	Email
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Contact Person	Phone	Email
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Anticipated Income

Current Balance: \$ _____

ASG Fund: \$ 50.00

Fundraisers: \$ _____

Donations: \$ _____

Other Income: \$ _____

Total Income: \$ _____

Anticipated Expenditures

Current Expenditures: \$ _____

Activities: \$ _____

Supplies: \$ _____

Total Expenditures: \$ _____

ASGRCC Policy # 1090, Attachment 5