

ASGRCC

Associated Student Government
Of
Rogue Community College



Associated Student Government
Rogue Community College

Club Charter

Club Charter Application Form

Associated Student Government of Rogue Community College

Name of Club/Organization

Contact Person	Phone	Email
Contact Person	Phone	Email

Advisor (s): (Staff and/or Faculty)

Advisor's Name	Phone	Email
Advisor's Name	Phone	Email

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.

ASGRCC Policy #1090, Attachment 1

Club Packet

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 articles may be added.

ASGRCC Policy # 1090, Attachment 2

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

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 _____

Fundraisers: \$ _____

Donations: \$ _____

Other Income: \$ _____

Total Income: \$ _____

Anticipated Expenditures

Current Expenditures: \$ _____

Activities: \$ _____

Supplies: \$ _____

Total Expenditures: \$ _____

ASGRCC Policy # 1090, Attachment 5

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.

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:

Chelsea Daugherty	Riverside Campus	541-245-7727	cdaughertyrogucecc.edu
Jenny Jackson	Redwood Campus	541-956-7128	jjackson@rogucecc.edu