

Club Charter

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This application packet is designed to assist you in your efforts to learn about the requirements, and the benefits, of being a chartered student club of the Associated Students of Everett Community College (ASEvCC). Included in this application packet:

- A **summary** of the **necessary steps** to follow in **obtaining a Student Club Charter**.
- An **application** for **obtaining active club status** (Club Activation and Official Recognition Form).
- A **form** designed to help you write your own **club constitution**.
- **Rules and regulations** regarding **club funding**.
- **Club guidelines** for the Student Activities **Club Resource Center**.
- In addition, a copy of the **ASEvCC Constitution, by-laws, and Student Rights and Responsibilities, found in the Student Handbook**, should accompany this information packet. There are specific sections in both the ASEvCC Constitution and by-laws, and the Student Rights and Responsibilities, which pertain to student clubs. It would be helpful if you read these sections before applying for your club charter. The sections are:

1. **Article VIII of the by-laws of the ASEvCC Constitution**
2. **WAC 132E-120-150 Student Affairs of the Student Rights and Responsibilities**

Steps to follow in applying for a Student Club Charter

- **Find an Advisor!** (EvCC Faculty or Staff member)
 - Committed to club mission and activities
 - Must attend annual club orientation, club meetings, events and activities and travel with club officers to approved conferences
 - Advise club officers/members on topics such as event planning, leadership skills, fundraising, etc.
 - Assist club members with the preparation of various forms (i.e. travel authorizations, travel expense vouchers, invoice vouchers, etc.)
 - Must travel with club members on all authorized travel
- **Find at least nine interested potential club members.**
- Complete the **Club Activation and Official Recognition Form**
- Write a constitution using the **Club Constitution Form** provided.
- Review and sign the **Club Guidelines** for the **Club Resource Center**.
- **Submit** your application form, constitution and club guidelines signature page to the **Student Activities Office**.

Additional copies of this application packet and any of the documents listed or found in this packet can be obtained in the Student Activities Office (SAO), Parks Student Union, Room 209. If you need any further assistance, please contact the Student Activities Office.

CLUB ACTIVATION FORM

& Official Recognition by the Associated Students of Everett Community College

Name of (proposed) Club _____

Type of Club (check one) ___ Academic/Service ___ Special Interest
 ___ Curriculum ___ Other _____
(Specify)

Brief Description of the (proposed) Club

Purpose & Types of Activities

(Proposed) Club advisor: _____

(Proposed) Club advisor signature: _____

New advisors must contact the Director of Student Activities to review duties and responsibilities for club advising before signing this form and volunteering to be club advisor.

(Proposed) Chairperson or president _____

Email of chairperson/president _____

We, the undersigned members of the Associated Students of Everett Community College, hereby petition for the chartering of the club described above and state that we will be members of the club and believe that the forming of such a student club would be beneficial to other students. Furthermore, we will be active members of the club, participate in the Fall Quarter Annual Club Orientation process and continue to identify the two designated voters to represent the majority interest/concerns of the club at the regularly scheduled Club Council meetings. If petitioning for a new club, we the undersigned members petitioning to charter this club, must meet with the Student Activities Program Support Supervisor as a group to represent and to explain the mission statement of the club as well as future planned activities related to the purpose of the club. **To receive funding, club must have completed an annual club orientation. (Clubs are not funded during Summer quarter).**

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

(List additional members on the reverse side)

Designated Club Council voting members (The two voting members are from the active members listed):

- | | | |
|----------|---------------------|--------------|
| 1. _____ | (Please print name) | Email: _____ |
| 2. _____ | (Please print name) | Email: _____ |

Our Club will be meeting on (days and times) _____

ONLY FULLY COMPLETED FORMS WILL BE ACCEPTED

Action (office use only):

Approval of Club

1. **ASB Vice President of Clubs** _____
 2. **Director of Student Activities** _____
 3. **Vice President for Instruction and Student Services** _____
- ___Approved ___Denied Date:_____

Comments:

Upon acceptance of faculty/staff member as advisor both the advisor and the Vice President of Instruction and Student Services will be notified by the Director of Student Activities.

Date:_____

CLUB CONSTITUTION

Article I

Name of Club

Article II

Purpose - A general statement of the purpose, nature, and scope of the club.

Article III

Goals - Statement relating to the type of activities which the club members will sponsor, or in which they will participate while attempting to achieve the purpose.

Article IV

Membership - Describe club membership participation: special interest, service, curriculum related, or other. All students of EvCC must be eligible and membership selection must be open without regard to sex, race, sexual orientation, religion or national origin.

Article V

Officers - Provide a listing of officers for current academic school year, requirements or qualifications for each office, term of office, duties of officers, and provisions for removal from office.

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

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Advisor	_____
Other position(s)	_____

Section 2 The requirements or qualifications for each office are (participation, attendance, etc):

Section 3 Term of office shall be (It is recommended that officers serve for an academic year, excluding summer quarter).

Section 4 Duties of Officers

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Advisor	_____
Other position(s)	_____

Section 5 Provisions for removal from office

Article VI

By-Laws - A general statement is needed relating to the process and procedures necessary to amend or change this constitution. This section must be consistent with Article VIII of the ASEvCC Constitution and by-laws.

Article VII

Operating Procedures and Standing Rules - Specific statement related to the club's day-to-day operations, general rules the membership must follow, and other specifics.

ASEvCC Club Funding Policy

The intent of this policy is to provide an equitable and structured means for interested students to obtain funds for their recognized club.

Eligibility for Club Funding Status

1. A student club must be officially chartered by the Associated Students of Everett Community College (ASEvCC) and Student Activities and approved by the Director of Student Activities and Vice President of Instruction and Student Services to become eligible for funding.
2. The club must be currently active and have a constitution on file with the Student Activities Office.
3. Active clubs are those clubs that complete a Club Orientation each academic year with the Student Activities Program Support Supervisor, Student Activities Program Manager and/or Director of Student Activities in order to receive funding and to access college facilities and services. Club advisors must attend the annual Club Orientation. ***The ASB VP of Clubs will also attend the Club Orientation as directed by the Director of Student Activities.***
4. The club must meet the other requirements as outlined in Article VIII of the by-laws of the ASEvCC Constitution.

Existing Clubs

1. Existing clubs must complete the Club Activation Form and attend a Club Orientation each academic year with the Student Activities Program Support Supervisor, Student Activities Program Manager and/or Director of Student Activities in order to receive funding and access to college facilities and services. Club advisors must attend the annual Club Orientation. ***The ASB VP of Clubs will also attend the Club Orientation as directed by the Director of Student Activities.***
2. Clubs that are active during the annual ASEvCC budget development process may apply for funding during this process and submit their budget request as per the ASEvCC Financial Code. (Article V, Section 1 & 2).
3. Clubs that missed the deadline to apply for funding may however generate revenue through fundraising activities. Clubs without funding may also apply for additional funding through the Club Development fund distributed through Club Council (*see Club Council for details*). Clubs that have larger funding needs may propose a request for Contingency funds, if available.

New Clubs

1. Clubs that form and become officially chartered during the fiscal year may apply for funding through the Club Development fund. Budget request forms are available at the Student Activities Office.
2. New Clubs must complete a Club Orientation with the Student Activities Program Support Supervisor, Student Activities Program Manager and/or Director of Student Activities in order to receive funding and to access college facilities and services. Club advisors must attend the annual Club Orientation. ***The ASB VP of Clubs will also attend the Club Orientation as directed by the Director of Student Activities.***
3. Initial funding: New clubs may receive up to \$150.00 from the Club Development fund upon recommendation of the ASB Vice President of Clubs and Director of Student Activities and upon completion and approval of club charter by the Vice President of Instruction and Student Services. New clubs must also submit a plan, in writing, for the utilization of their proposed budget when requesting funds from the Club Development Fund.
4. Supplemental funding: Additional funding of a maximum of \$250.00 per quarter for each club may be allocated by Club Council (Refer to Club Council Guidelines).

5. New clubs may also generate their own funds through authorized fund raising activities. (Refer to the Student Club Handbook). The Student Activities Program Support Supervisor, Student Activities Program Manager and/or The Director of Student Activities must approve fund raising activities at least two weeks prior to the fundraising project.

Club Council - Club Development Budget

1. To be eligible for additional club funding a Chartered Club must be active by participating in a Club Orientation **each academic year** in Student Activities. Club advisors must attend the Club Orientation.
2. The Club Council consists of the ASB V.P. of Clubs (chair) and club members who represent the individual EvCC Chartered Clubs. EvCC Chartered Club attendance is mandatory at Club Council meetings to stay in “good standing” (Refer to the Student Club Handbook).
3. Voting members for the Club Council represent the majority decision of their designated club. Each Club Council Member may only represent and vote on behalf of one club during Club Council meetings.
4. A quorum is needed for a regularly scheduled Club Council meeting where a club requests funding or action/motion consisting of seven (7) voting members from seven (7) different clubs. (Only one voting member from each club is permitted to vote).
5. Active Clubs (defined under eligibility status for Club Funding Status #3) may request a maximum of \$250.00 and receive \$250.00 upon approval of a 2/3-majority vote of the voting quorum of at least seven (7) of the Club Council voting members. **Budget requests must include a written plan for the use of their proposed budget.**
6. An active club may request additional funding (maximum \$250.00) once each quarter provided that the club remains active and has participated in the Club Orientation process with their club advisor. (If an active club requests a proposed budget exceeding the maximum of \$250.00 then refer to the process outlined under Existing Clubs, #3)

Good Standing Clubs

Chartered Clubs are given “Good Standing” status automatically on activation. Maintaining “Good Standing” will require the club to:

1. Follow Club policies and rules outlined in the Club Handbook.
2. Have a consistent membership of 9 or more active members and at least one advisor.
3. Participate in mandatory Club Council meetings

What could affect my Club’s standing?

- **Breaking a policy and rule outlined in the club handbook.** First offenses will get a reminder of the rules/policies from the Program Support Supervisor. Second offenses may affect your good standing status.
- **Becoming a dormant club by not having sufficient club membership.** To keep chartered status, all clubs must keep a consistent membership of 9 or more active members and at least one advisor.
- **Not participating in Club Council meetings.** Clubs are allowed one excused absence (per quarter). To apply for an excused absence the representative must email the ASB Vice President of Clubs. Missing two consecutive meetings (per quarter) will remove your “good standing” status.

What happens to clubs that are not in “Good Standing?”

- Non-participation in Club Council could affect additional funding requests to Club Council.
- Rule/policy breaking could affect use of club resources in Student Activities.
- Insufficient membership could result in denied access to club funding.

How can I earn my Club’s “Good Standing” status back?

- For policy/rule breaking - A conference with the Student Activities Program Support Supervisor will be held to discuss the issue.
- For membership below minimum requirements - Clubs may be required to meet with the Director of Student Activities in order to receive access to their club funding.
- Absences from Club Council - A conference with the Student Activities Program Support Supervisor and ASB Vice President of Clubs will be held to discuss the issue.

Club Advisor

1. Advisors must sign the ASEvCC Club Activation Form (for the club they are advising) annually *in order* to receive club funding and access to college facilities and services.
2. Club advisors may be full or part time employees of EvCC.
3. Advisors must contact the Director of Student Activities to review duties and responsibilities for club advising.
4. Advisors must attend a Club Orientation **each academic year** with club members facilitated by the Student Activities Program Support Supervisor, Program Manager and/or Director of Student Activities in order to access the club’s budget and assist club members in following state procedures and guidelines.
5. Advisors must assist club members with the preparation of various forms which includes the use of Centralized Scheduling when needed by the club as well as travel authorizations, travel expense vouchers, purchase requisitions, invoice vouchers, etc.
6. Club advisors must travel with club members on all authorized travel.

Travel Authorization/Purchase Requisitions/Invoice Vouchers/Petty Cash Vouchers

1. All proposed Travel Authorizations, Purchase Requisitions, Invoice Vouchers, and Petty Cash Vouchers must have written approval by the club advisor and an active club member, preferably a club officer/treasurer.

A description of expenses is required with signatures from an active club member and the advisor prior to receiving the appropriate paperwork and approval from Student Activities. The Director of Student Activities approves all expenditures.

General

1. **At the discretion of the Director of Student Activities, if the membership of a club does not meet the minimum number of club members, then the membership of a club may be required to meet with the Director of Student Activities in order to receive access to club funding.**
2. All clubs must register their event/activity with the Student Activities Office at least (3) three weeks in advance. Failure to do so may result in a denial of funding. *(Please complete the Club Event Registration form in Club Resource Room).*
3. Club events and activities must adhere to the regulations and guidelines listed in the ASB Financial Code and have prior approval from the Director of Student Activities.
4. Excess revenue generated by a club but not used during the fiscal year may be rolled over into the next year's club budget. Requests must be in writing or email from an active club member or club advisor. (Excess revenue is additional revenue after projected revenue has accrued, not excess expenditure line items) **Only clubs with a revenue requirement may roll over excess revenue. If excess revenue exceeds \$2,000, then the club advisor and club member(s) must meet with the Director of Student Activities.**
5. Clubs may receive full funding for an event or activity they sponsor if it is determined to be of benefit to the entire campus community, upon the approval of the Director of Student Activities e.g. travel, purchasing, tickets. (Fully funded events are listed on the Budget Justification page of the club budget approved by the S & A Fee Budget Development process as outlined in the ASB Financial Code).
6. Only currently enrolled EvCC students and/or EvCC employees, acting as club advisors, may use the S & A Fee Budget for authorized travel approved by the Director of Student Activities.
7. All Travel Authorizations and supporting documents must be in the Clubs Advisor's name and the Club Advisor must attend all approved travel with club members.
8. If your Travel Authorization is approved, all EvCC students attending must complete an Assumption of Risk Contract which addresses the student's personal liability when traveling on an EvCC recognized trip.
9. Existing and new clubs shall submit their proposed budget to the S & A Fee Budget Committee (refer to Article V, Section I of the Financial Code) during the annual budget development process and shall include:
 - a. A review of the utilization of their current account expenditures.
 - b. Matching funds from other sources to support the budget request.**
 - c. A plan for the utilization of their proposed budget request.
10. No club or organization may fundraise for a third party/off-campus agency, profit or non-profit. **All funds generated must be deposited with Student Activities within 24 hours.**

Student Activities Club Resource Center

Club Guidelines

The Student Activities Club Resource Center is designed so that students involved in clubs can use it as a meeting place, to pick up incoming mail, and as a resource for students interested in becoming involved in student clubs. Those clubs that meet the requirements as outlined in the Financial Code as an **active**, chartered club, must adhere to the following guidelines and **sign and submit the Official Recognition page**.

1. The student club must be an official chartered, **active** club (for the definition of **active**, please refer to ASB Financial Code, Official Recognition page). All active chartered clubs must complete an Initial Orientation each academic year with their club advisor.
2. Clubs wishing to schedule use of the conference table for meetings in the Club Resource Center can do so at the reception desk in the Student Activities Office (SAO). **Clubs must be aware that doing so reserves the use of the conference table, however there may be individuals doing other business (i.e. checking mailboxes, using computer, accessing documents) in the center.**
3. The Club Resource Center may be used only during normal Paperclip business hours and during the regular quarter session. The Center will be opened each morning during Paperclip business hours. **Remember to keep valuables, books, etc. with you if you leave the Club Resource Center. Student Activities will not be responsible for stolen items.**
4. The Club Resource Center's equipment shall be used only for official club business only.
5. The Club Resource Center must be kept orderly, neat and presentable at all times. All information posted must be limited to bulletin boards and pertain to club business, activities and/or events only. **Please check and empty mailbox daily.**
6. Clubs will use their club budget for any office supplies needed. Any club using excessive amounts of Staff Services printing (exceeds \$100.00) or photocopying more than **25 copies per day** (one sheet of paper equals one copy) will be required to reimburse the Publicity budget from their club budget. **Club members will be allowed to use the copy machine for club related materials only.** Photocopies for homework or personal use will need to be done on another machine. Club members must record photocopies in SAO Copy Room. **A recording sheet is posted on Copy Room wall, clubs are required to use it!**
9. SAO Office Assistants and staff have priority usage over the Student Activities Office equipment (photocopier, fax, etc.). If club members need access to SAO office equipment (for club use only) they need to be willing to wait for SAO business to be completed, even if this means having club member use of office equipment interrupted.
10. Since the Student Activities Club Resource Center is a public area in the Parks Student Union, it is very important that a sense of professionalism is maintained and noise is kept at an acceptable level. Also, please be aware of, respectful and courteous to your neighbors. Remember, you are one club sharing a Center that is available to 25-30 clubs.
11. There is extremely limited storage space in the Student Activities Office and specifically the Club Resource Center. **All clubs must regularly clean out stored items.** Any club having an inordinate

amount of materials must find an alternate storage space outside of Student Activities. (Due to the limited storage space, **prior to the storing of any club materials**, the Student Activities Program Support Supervisor **must approve the materials to be stored**).

Club Guidelines Signature Page

We, the undersigned, have read and fully understand and adhere to the rules and regulations governing Student Activities Club Resource Center:

Name of Club/Organization

Signature, Club President

Date

Signature, Club Advisor

Date

Signature, Student Activities Program Support Supervisor

Date

Signature, Director of Student Activities

Date

- **Clubs**, who are not in compliance with these guidelines, will be notified in writing during an individual conference by the Student Activities Program Support Supervisor, Program Manager and/or the Director of Student Activities and placed on a two-week probationary period. If no improvement occurs after a two-week probationary period, use of the Club Resource Center will be revoked. (The probationary period will include a written contract outlining areas of improvement for club.) (Refer to the ASB Constitution, Article VIII, Section 6.)
- **Members** who are not in compliance with these guidelines will be notified in writing during an individual conference by the Student Activities Program Support Supervisor, Program Manager and/or the Director of Student Activities and placed on a two-week probationary period. If no improvement occurs after a two-week probationary period the offender may be asked to leave the Student Activities Club Resource Center indefinitely. (The probationary period will include a written contract outlining areas of improvement for club member.) (Refer to the ASB Constitution, Article VIII, Section 6.)

**Please review the guidelines during your club meetings
so all club members may read and become familiar.**

Once signed, please submit this form to:

**Student Activities Program Support Supervisor,
Program Manager or the Director of Student Activities.**