

**Associated Students of Merritt College Inc.
Charter and Re-Charter Policy**

Step 1: If you are a previous organization established before creating a club on the Merritt College campus, that paperwork would need to be brought in for filling first the proceed with step 2. If you not a previous organization and this club is just starting then immideatly proceed to step 2.

Step 2: Obtain Student Club Chartering/Re-Charting packet from the Merritt College Office of Student Activities and Campus Life

Step 3: Seek out a faculty/staff advisor for your club, at least one (1) but no more than two (2), role of advisor is below.

Step 4: Seek out an executive board (Merritt College Students Only w/ at least a 2.0 GPA)

Step 5: Make policies or rules of understanding for the club executive board, adviors, and members. [The proposed policies or rules of understanding must not discriminate in its services, activities based on race, sexual orientation, gender, age, ancestry, gender identity, marital status, color, nationality, disability, religion and/or political affiliation].

Step 6: Seek out membership of at least ten (10) enrolled Merritt Colleges Students

Step 7: Submit the Student Club Chartering Packet to the Merritt College Office of Student Activities and Campus Life

Step 8: The Vice President of Inter-Club Council reviews the pack for completion. When approved, they will forward the information to be signed by the Vice President of Inter Club-Council and Merritt College Director of Student Activities and Campus Life, this will be the official charter or recharter of a club.

Step 9: Student Clubs will then have to be in a **MANDATORY** Inter-Club Council Orientation.

***Student clubs are not officially chartered until having been cleared through this process**

**** Note:** that if your club has not completed the necessary process to charter/re-charter your club is NOT allowed to hold meetings, reserve rooms, put up postings, tabling, no event planning, etc. Please check in with the Vice President of Inter-Club Council if you have further questions.

Inter-Club Council Important Information:

1. The Inter-Club Council is a student run body that officiates, oversees, and supports the operations of clubs, who are all governed under the ASMC Inc., unless there is paperwork shing that they were an organization before becoming a club on campus.
2. The Inter-Club Council consists of one voting member from each active club.
3. The Inter-Club Council and most clubs have operating budgets funded and overseen by the Associated Students of Merritt College Inc. Any active Club has the opportunity to make a proposal to the Inter-Club Council before coming to the Associated Students of Merritt College Inc.
4. Clubs should read our list of what External and Interal Affairs of Clubs are as well.
5. The most important thing that Inter-Club Council and the Associated Students of Merritt CollegeInc. promote is to be a student first and have fun at Merritt College!

Role of an Advisor for a Student Club

1. Advisors attend all respective club meetings throughout the academic semester/year.
2. If any event of the clubs is an off-campus event then the advisor needs to be present at all times, this would include fundraisers, outside events, etc. throughout the academic semester/year. On-campus events do not require the advisor to be present at all times, but to at least be present sometimes throughout the event, this is excluding night events which require an advisor present the entire time.
3. Advisors will assist in helping the club set goals, run meetings, organizing fundraisers, and setting up events.
4. Each Faculty/Admin/Staff member is allowed to sign for no more than two (2) clubs throughout each academic semester/year.

Club External and Internal Affairs

<i>External Affairs</i>	<ol style="list-style-type: none">1. Clubs can create and foster relationships with other organizations outside of Merritt College that goes along with the scope of their club's goals, this excludes final calls items (i.e. receiving donations directly, negotiating/selling, etc. – This will need to involve ASMC Inc.)2. Clubs may table at events outside of the college, as long as their advisor(s) is present at all times.3. Clubs can create their own event off-campus with the inclusion of an advisor(s) present at all times..
<i>Internal Affairs</i>	<ol style="list-style-type: none">1. Clubs have the liberty to table whenever they need to on campus when following the proper procedure in order to table.2. Clubs can set their own meeting dates.3. Clubs can make their own policies that do not conflict with ASMC Inc., Merritt College, Peralta Community College District procedures and policies.4. Clubs can create their own events for the campus.

Information & Authorization Form	
Club Account Number _____	Fall[] or Spring[] Year _____
Name of Club _____	
Club E-Mail (Required): _____ Example: merrittinterclub@gmail.com	
Disclaimer: Club email will be put onto our website as soon as possible.	

*The President, Vice President, Secretary, and Treasurer MUST be filled positions to be considered active. Anyone of these positions can be a Club Council Representative or there can be a person as the Club Council Representative. GPA will be checked by the Student Activities Office.

Club Officer Signatures / GPA (At least 2.0)	
Club President Name Print & Signature & ID# _____	GPA _____
Club Vice President Name Print & Signature & ID# _____	GPA _____
Club Secretary Name Print & Signature & ID# _____	GPA _____
Club Treasurer Name Print & Signature & ID# _____	GPA _____
Club's Club Council Representative Name Print & Signature & ID# _____	GPA _____

Club Advisor Signatures	
Club Faculty or Staff Advisor Name Print _____	Club Faculty or Staff Advisor Signature _____
Club Faculty or Staff Advisor Name Print _____	Club Faculty or Staff Advisor Signature _____

*One Club Advisor is needed for clubs to be considered active, but two is the maximum.

Director of Student Activities and Campus Life

Vice President of Inter-Club Council

CLUB ROLL SHEET

This page serves as a roster for members in your club. This information is valuable for the college to record the involvement of club life on campus, as well as to justify the 'support for student life' programs. ALL INFORMATION MUST BE LEGIBLE!

CLUB NAME:	
Students Name	Students ID #'s
1.	
2.	
3.	
4.	
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9.	
10.	
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18.	
19.	
20.	

WHAT ABOUT NEW MEMBERS?

- When a new member joins your club, it's important to update your official roster. **SAVE A COPY OF THIS ROLL SHEET**, and continue to add to it as your club grows. If your club adds more members than can fit on this sheet, print out a blank copy of this page and continue to grow!!
- **IMPORTANT:** Throught the academic year, the Vice President of Inter-Club Council will collect copies to keep an updated list in the Inter-Club Council Records.