

Club Chartering Packet



CLUB NAME:

CLUB CHARTERING PROCEDURES

- Submit the completed packet to the Club Affairs Officer via email to LANEYASLCCLUBAFF@PERALTA.EDU and CC (carbon copy) laneystudentactivities@peralta.edu.
- You will receive an email invitation to attend the next Associated Students of Laney College (ASLC) meeting, where your proposed club may be officially chartered.
- Please be prepared to answer any questions regarding your club.

CLUB CHARTERING PACKET

APPLICATION



Semester of Activation: Fall Spring

Status: Chartering Rechartering

Club Name: _____

Club Email: _____

Club's Purpose Statement:

(This will be added to the club page)

Area for Club's Purpose Statement with 12 horizontal light green bars for text entry.

Meeting Information:

<u>Meeting day(s)</u>	<u>Zoom ID #</u>	<u>Time(s)</u>

CLUB CHARTERING PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



LIST OF OFFICERS

President

Name: _____

Email: _____

Phone #: _____

Student ID #: _____

Signature: _____

Club Advisor

Name: _____

Email: _____

Phone #: _____

Department: _____

Signature: _____

Inter- Council Representative

Name: _____

Email: _____

Phone #: _____

Student ID #: _____

Signature: _____

Treasurer

Name: _____

Email: _____

Phone #: _____

Student ID #: _____

Signature: _____

CLUB CHARTERING PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



LIST OF OFFICERS (CONT)

Position title:

Name: _____

Email: _____

Phone #: _____

Student ID #: _____

Signature: _____

Print Officer Position Name

Name: _____

Email: _____

Phone #: _____

Department: _____

Signature: _____

Print Officer Position Name

Name: _____

Email: _____

Phone #: _____

Student ID #: _____

Signature: _____

Print Officer Position Name

Name: _____

Email: _____

Phone #: _____

Student ID #: _____

Signature: _____

CLUB CHARTERING PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



CLUB MEMBERS ROSTER SHEET

This page serves as a list of members in your club.
Please note that all members must be Peralta College students;
a minimum of 6 students is required for your club.

Student Name	Student ID #	Email Address

CLUB CHARTERING PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



CONSTITUTION GUIDELINES

Your club's constitution should be complete and supply enough information to meet the needs of the club.

Below are guidelines that should be used in the preparation of your constitution:

You must include the required text in your constitution.

If you do not, your club charter request may not be approved.

Name of club

Section I. The name of the club. What is your club's purpose?

Section I. Briefly describe the purpose and objective of your organization. Section II. What is hoped to be accomplished by the club?

Membership

Section I. Describe who is eligible for membership?

Section II. Are there any restrictions on students (ex: GPA, class standing, etc.)

[REQUIRED MEMBERSHIP LANGUAGE]

Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

[REQUIRED ANTI-HAZING STATEMENT]

We will not haze according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Recording

Section I. Who will be in charge of handling your budget? Will you create monthly reports?

CLUB CHARTERING PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



CONSTITUTION GUIDELINES (CONT)

Officers/Elections

Section II. List eligibility requirements.

Section III. Describe the process and required majority of votes by which your officers will be elected.

Section IV. What time of year will selection occur?

Section V. Stipulate term of office.

Section VI. How will officers be removed or replaced?

Meetings

Section I. How often will your club meet? Where will you meet?

Section II. Will there be a call for special emergency meetings?

Section III. How will you notify people of emergency meetings?

ARTICLE VI- CONSTITUTIONAL AMENDMENTS

Section I. Who can propose an amendment?

Section II. How are they proposed?

Section III. How will you notify active members that an amendment is going to be voted upon?

Section IV. Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.*

*Please Note: Because amendments change the structure of the group it is important to have 2/3 approval from the members at large.

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions or deletions must be filed with the Office of Student Activities and Campus Life within one week of adoption.

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RESPONSIBILITIES OF CLUB ADVISORS

In order to provide a common framework in which all clubs can operate with a maximum of student enthusiasm and interest and within reason, advisor participation, we are holding all club advisors of clubs responsible for the following:

1. Club advisor is required to attend all club related events, practices, and meetings.
2. Club advisor should be knowledgeable of all financial transactions of the club.
3. Club advisor is responsible for supervising the use of the college equipment and facilities during any club activity.
4. Club advisor should have some knowledge of the Ralph Brown Act and Parliamentary Procedures. (This information is available upon request)
5. Club advisor is also expected to file travel forms for all off campus activities.

Before agreeing to be a Club Advisor for a club, you should have an opportunity to read the student's petition to organize, so that you may be acquainted with the purposes, objectives, and membership of the proposed club.

A Club Advisor can only serve as an advisor for one club at a time.

FACULTY/STAFF ADVISOR

AGREEMENT

I agree to act as advisor of (Name of club): _____
during the current academic year, provided that the request for the club to be chartered is granted.

Club Advisor's Name

Date

Club Advisor's Signature

CLUB CHARTERING PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



AGREEMENT OF THE CLUB REPRESENTATIVE

Name of club: _____

1. As a chartered club of the ASLC, we agree that no less than two (2) representatives from our club will actively assist and attend or participate in 1-2 events.
2. We will attend every regular Inter Club Council (ICC) meeting and will appoint one (1) voting delegate and one (1) alternate delegate to vote at these meetings.
3. We will adhere to the ICC, ASLC constitutions, Laney College, and Peralta Community College District Code of Conduct.
4. We will submit project proposal packet(s) in a timely matter when planning events.
5. We will remove our fliers promptly after events or may forfeit having privilege of posting fliers on campus.

By signing this document, I have read this document and we the undersigned club agree to all terms prescribed to remain a club in good standing on the campus of Laney College.

Name of Club
Representative

Signature of Club
Representative

Date

Name of Club President

Signature of Club
President

Date

***Please note: You will receive an email to attend an ASLC scheduled meeting in order for your proposed club to be officially chartered.
(Be prepared to answer any questions regarding your club)**

[This is the final step in the chartering process](#)