



# **CHARTERING A CLUB PROCEDURES**

**EAST LOS ANGELES COLLEGE  
ASSOCIATED STUDENT UNION  
INTER-CLUB COUNCIL**

**2017-2018 Academic Year**

## What is a Chartered Club?

A club is a group of students that organize for a common theme, idea, or goal. In some cases, clubs promote their interests through campus activities, community service, and social events.

The *advantages* of becoming a chartered campus club are that the organization may:

- Use the name of the college as part of the organization's name
- Schedule campus events
- Advertise meetings and events at campus posting locations
- Obtain seed money to facilitate fundraising efforts
- Apply for various ASU Funds
- Participate in ASU sponsored campus events: Husky Bowl, Club Rush, etc.

## Procedures for Chartering an ELAC Club

*Please Note: New Clubs/Inactive clubs need at least 7 **current chartered members**\* to charter (Inactive clubs are defined as clubs who have not been active for more than one academic year). Active clubs need at least 5 **current ASU members**.*

1. **Find** an advisor for your club. Advisor Orientations are available. If you have questions or need assistance finding an advisor please contact ICC Advisor: Frank Lozano [lozanof@elac.edu](mailto:lozanof@elac.edu)
2. **Complete and Submit** the charter application with all necessary signatures and paperwork electronically. *Note: By students providing their personal student identification information, they hereby give consent to the ASU staff to check academic records for charter varication.*  
<http://www.elac.edu/currentstudents/studentresources/asu/charterApp/index.htm>
  - You will receive an email if anything is missing.
3. **Email to conleyc@elac.edu and lozanof@elac.edu**
  - Typed **club constitution**: Microsoft Word or PDF format (a sample format is provided in this packet). The subject of your e-mail is: “*Club Name*” *Constitution*.
  - Typed **mission statement**: Microsoft Word in 200 words or less about the club’s purpose (this will be posted online for prospective members interested in the club). The subject of your e-mail is: “*Club Name*” *Mission Statement*.
4. **Attend mandatory Orientation:**
  - A club delegate and treasurer must attend club orientation (preferably President and Treasurer). Contact Leticia Conley or ICC Advisor for orientation slot. Paper work given at orientation must be submitted prior the ASU meeting in order to be chartered at the meeting.
5. **Approval:**
  - Review by office staff and approval email sent ☺
6. **Come to ASU Meeting:**
  - A club delegate: President, VP or active member must be present at the next ASU meeting to be officially chartered.

Please Note: It is the club’s responsibility to open and maintain an ASU account at Fiscal Office. Do not solely rely on ASU or Fiscal to keep track of club’s finances. Club are not permitted to have outside bank accounts (LACCD Administrative Regulation S-5) Clubs are governed by S-9, S-5, S-6, and the ELAC ASU Constitution/Bylaws.

*\*Criteria to be a chartered member: paid ASU Member, at least 5 current units, 80 cumulative units or less (can be appealed with the over 80 unit exemption form), not a chartered member of another club, at least 2.0 cumulative GPA*

# ASU Funding Information

## Requesting Funds from Your Club Account:

- Per LACCD regulations, all club expenses totaling **\$1000.00** or more need to be presented for notice at the ASU Budgetary Affairs Committee (BAC) meeting. This is required so that there is districtwide transparency for all ASU accounts, including club accounts, and will allow us to stay within compliance of the most recent ASU audit. Please email both Leticia Conley at: [conleylc@elac.edu](mailto:conleylc@elac.edu) and [Lozanof@elac.edu](mailto:Lozanof@elac.edu) with the name and date of the event that will require your treasurer to write Requests for Disbursement Forms (DRs) of \$1000.00 or more.

**Please Note:** Once the expense is approved, you will need to add the BAC approval date on the DR for processing. The fiscal office will not be able to process a DR of \$1000.00 or more that have not been presented at BAC.

- Per LACCD regulations, **all club DRs** written needs to be signed by the ASU advisor, Sonia Lopez (F5-212) prior to being submitted to the fiscal office for processing. The DRs need to be presented with supporting documents (receipts, invoices) in order for Dean Lopez to sign.

## Chartering Seed Funds:

**\*Entire chartering process must be completed by the deadline date at 6:30 pm to receive seed funds.**

**What:** Clubs receive funds transferred to their account by virtue of chartering.  
**Who qualifies:** Any ELAC chartered student club  
**Purpose:** To provide clubs with the necessary funds to begin independent fundraising.

**Amount Available:** Must **complete** charter process by these deadlines to receive the specified amounts.

**10/06/17 Deadline 1: \$500**

**11/09/17 Deadline 2: \$450**

**12/07/17 Deadline 3: \$400**

**01/19/18 Deadline 4: \$350**

**02/16/18 Deadline 5: \$300**

**03/16/18 Deadline 6: \$250**

## Requesting funds from ASU Accounts

### Match-Funding: Banquet, Competition, Conferences, Workshops

- What:** If approved, ASU will match the funds you raise for events.
- Who may apply:** Any ELAC chartered student club, program, department or students.
- Purpose:** The match-funding program is to be used as a **supplement** to help groups with their various activities.
- Submission:** Groups may apply for ASU match-funding program by presenting a copy of the **deposit receipts** from the Fiscal Office to the ASU Advisor. The event must be pre-approved by the ASU board.
- Guidelines:** ASU will fund, for any pre-approved events or conference. The event must benefit ASU members.

*\*ASU will not match fund for scholarships, membership dues, stipends or tutors.*

- Amount Available:** \$5,000 for the academic year or based on current available funds.
- Deadline:** Clubs/Organizations must turn in receipts according to submission schedule provided by ASU Treasurer/VP of Finance.

**\* Failure to meet the above criteria will result in immediate dismissal of the funding request. If you have any questions regarding funding feel free to contact the ASU Executive Vice-President, Chief Delegate, ASU VP Finance, Treasurer and/or the ICC Advisor.**

### Campus Tours Funds

- What:** If approved, ASU will fund a tour of a 4 year college or University of your club's choice.
- Who may apply:** Any ELAC ASU chartered club.
- Purpose:** To expose ELAC students to opportunities that can assist them in furthering their education beyond the community college level.
- Submission:** Those who wish to apply must submit the necessary paperwork to the ICC Advisor by the Budget Proposal Deadline.
- Guidelines:**
- \* All attendees must be current ASU members**
  - \*Club Advisor must submit a travel packet in a timely fashion.**
- Note: 6 weeks in advance for in state & 6 months for out of state (Link to travel packet online)**
- Amount Available:** \$1000.00 per fiscal year, per club.

## **Campus/Community Event Funds**

Each semester chartered clubs and departments are invited to apply for ASU campus and community event funds for the Fall and Spring semesters. Funded by ASU, these funds are intended to help support clubs and departments with any campus wide or community event.

Important criteria for consideration of funds will be proposal merit, the number of students and people in the community benefiting from this event, as well as the impact of this event on the school and the community. There is no guarantee that all proposals will be funded.

Applications will be reviewed on a first come first served basis. **Applicants are required to present their proposals to the ASU board at the next scheduled meeting.**

**What:** If approved, ASU will fund a campus or community event put on by your club.

**Who may apply:** Any ASU chartered club, program, department or students.

**Purpose:** This fund is to provide those who qualify with the necessary funds to put together community and/or campus wide events that benefit the surrounding community and/or the ELAC students as a whole.

**Submission:** Those who wish to apply must submit the necessary paperwork to the ICC Advisor by the posted Budget Proposal Deadline.

**Guidelines:** The proposal must include (If applicable):

- Any fundraising activities for this event
- Invoices
- Flyers
- Itemized list of expenses
- Other resources of funding requested, the amount requested, and the amount received from other sources (grants, business sponsorship, etc.)

**Amount Available:** Total amount to be dispersed per year varies based on current available funds.

**Failure to meet the above criteria will result in immediate dismissal of the funding request. Clubs must work with the ASU Treasurer, VP of Finance, Dean of student services, ICC Advisor, or Office Staff to determine deadlines for submitting receipts and unused funds.**

## **Student Rep Fee Funds**

- What:** If approved, ASU will use the student rep fee account to fund activities that are for “STUDENT ADVOCACY” purposes.
- Who may apply:** Any ELAC ASU chartered club, program, department or students.
- Purpose:** To provide student governmental affairs representatives the means to state their positions and viewpoints before city, county, district, state, and federal government as well as other public agencies. It will also allow students to participate in policy development and higher education initiatives at the system, state and national levels.
- Submission:** Those who wish to apply must submit the necessary paperwork to the ICC Advisor by the Budget Proposal Deadline
- Guidelines:** \* **All attendees must be current ASU members**  
\* **Club Advisor must submit a travel packet in a timely fashion.**
- Amount Available:** Total amount to be dispersed per year varies based on current available funds.

## **Inter Board**

- What:** A funding source for ASU leaders to use for ASU sponsored events.
- Who may apply:** Current ELAC ASU board members.
- Submission:** Those who wish to apply must submit the necessary paperwork to the ASU Advisor by the posted Budget Proposal Deadline.
- Guidelines:** The proposal must include (If applicable):
- Any fundraising activities for this event
    - Invoices
    - Flyers
    - Itemized list of expenses
  - Other resources of funding requested, the amount requested, and the amount received from other sources (grants, business sponsorship, etc.)
- Amount Available:** Total amount to be dispersed per year varies based on current available funds.

**Duties of *Club Delegates*:**

1. Delegates shall consist of a representative from each chartered club.
2. Chartered clubs shall designate a member from their club to be an ICC Delegate. Clubs shall determine their selection process and the representative must qualify as an ICC Delegate. Alternates will assume the role of Delegate when the Delegate is unavailable to attend ICC Board meetings or when the Delegate vacates their position.
3. Delegates shall act as ICC liaisons between the ICC Board and their respective chartered club. After attending an ICC meeting, they shall report back to their club.
4. Should a Delegate vacate their office, an alternate shall assume the role of Delegate and their respective chartered club shall designate another alternate.
5. Delegates can submit project requests to the Chief Delegate for ASU Board for consideration.
6. Delegates shall serve to benefit and promote students' interest and activities.
7. Clubs who fail to have a Delegate present at two (2) ICC meetings shall lose their club's charter. Please see ICC By-laws for more information.

**Duties of the *Club President*:**

1. The President must keep ASU updated with any current changes such as current contact information of the club board and advisor, current meeting locations with dates and times.
2. The President is in charge of making sure a delegate from the club is present during the Inter Club Council Meetings.
3. The President is in charge of obtaining any necessary signatures for the match funding/budget request form with the final signatures of the Club Advisor.
4. The President can serve as the Club Delegate.

# Suggestions for Developing a Club Constitution

- The club constitution must reflect a democratic plan for the club's decision-making process.
- The constitution should contain all the Articles in the recommended outline format. In addition, each club may include Articles and Sections as needed (i.e. Executive Board or Committees).
- The club constitution must be typed (try keeping a typable electronic copy for ease in making changes)

## Recommended Format for a Club Constitution

<b>CONSTITUTION OF THE _____ CLUB</b>
<b>ARTICLE I</b>
<b><i>NAME OF THE ORGANIZATION</i></b>
Section 1. The name of the organization shall be _____.
<b>ARTICLE II</b>
<b><i>PURPOSE OF THE ORGANIZATION</i></b>
Section 1. The purpose of the organization is _____ ( <i>general statement of the purpose and the scope of the organization.</i> )
<b>ARTICLE III</b>
<b><i>MEMBERSHIP</i></b>
Section 1. Voting membership ( <i>Notes: Any ELAC student should be allowed to be a member of the club, however the club may determine any or none the following: how many meetings members have to attend, or if dues are mandatory for membership or what criteria a member has to have. Also, keep in mind the college's anti-discrimination policy. For example, club membership cannot be restricted based on race, color, ancestry, religious creed, sex, national origin, marital status, sexual orientation, physical disability, mental disability, medical condition or age.</i> )
Section 2. Faculty Advisor ( <i>this section is optional, however East Los Angeles College requires that each club has at least one faculty advisor who must be in attendance at all meetings and activities of the club. The faculty advisor is not a voting member of the club, however a faculty advisor's approval signature is required on club documents including the minutes, financial forms and other ELAC forms.</i> )
Section 3. Honorary Membership ( <i>this section is optional - Only ELAC students may be voting members of a club. If a club wishes to include non-ELAC students (i.e. alumni, staff, or faculty) they should draft a section about "honorary membership".</i> )
Section 4. Dues ( <i>this section is optional – the amount can be stated or it can be set by the Executive Cabinet &amp; ratified by the membership</i> )
<b>ARTICLE IV</b>
<b><i>OFFICERS OF THE ORGANIZATION</i></b>
Section 1. The elected officers of this organization shall be: _____ ( <i>list officers' titles - for example: President, Vice President, Treasurer, Secretary, etc.</i> )
Section 2. Duties of the elected officers ( <i>list each officer's duties - following format can be used</i> )
A. It shall be the duty of the President to _____
B. It shall be the duty of the Vice President to _____ <i>etc.</i>



Section 3. The term of office shall be \_\_\_\_\_ (example: for one year)

Section 4. Elections (this section is optional - may include when the elections should take place and qualifications that a member must have to run for office)

Section 5. Vacancies (this section is optional - if there is a vacancy will the position be filled by appointment or election?)

#### ARTICLE V

##### MEETINGS

Section 1. Frequency of meetings (example: the club shall meet every week – do not include specific days, times or rooms)

Section 2. Special Meetings (procedure - who calls a special meeting, how much notification is needed, etc.)

#### ARTICLE VI

##### QUORUM

Section 1. Quorum (State specifically the minimum or number of the members which must be present at a meeting in order to transact business legally – Suggestion: "at least 6 members or over one half of the membership of the club whichever is larger" Note: keep in mind that a small percentage of members should not be making decisions for the whole club)

#### ARTICLE VII

##### AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the membership at which a quorum is present.

Section 2. Notification must be given to the members regarding a proposed amendment to the constitution at least one meeting prior to the actual vote. (This section is optional – but recommended)

Section 3. A copy of the club's constitution must be filed in the Student Development Office along with a copy of the minutes of the club meeting at which the approval of amendments occurred. (This section is optional although the college requires that this be done.)

#### ARTICLE VIII

##### RATIFICATION

Section 1. This constitution shall become effective upon approval of the East Los Angeles ASU Board.

CLUB PRESIDENT 'S SIGNATURE: \_\_\_\_\_

CLUB ADVISOR'S SIGNATURE: \_\_\_\_\_

Source: [www.elcamino.edu/students\\_services/activities/docs/charterinfo.pdf](http://www.elcamino.edu/students_services/activities/docs/charterinfo.pdf).

# HAVE QUESTIONS OR CONCERNS? PLEASE FEEL FREE TO CONTACT US.

- Student Activities/ASU Office, **F5-212, (323) 265-8742**
- Monique Hernandez, ASU Executive Vice President at **[lua.moni13@gmail.com](mailto:lua.moni13@gmail.com)**
- Daveed Lopez, ASU Chief Delegate at **[asu.daveedlopez@gmail.com](mailto:asu.daveedlopez@gmail.com)**
- Leticia Conley, Student Service Aid at **[Conleylc@elac.edu](mailto:Conleylc@elac.edu)**
- Frank Lozano, Inter Club-Council Advisor at **[Lozanof@elac.edu](mailto:Lozanof@elac.edu)**