

NORCO COLLEGE



How to Charter a Club

PROCEDURES FOR FORMING STUDENT CLUBS/ORGANIZATIONS AT RIVERSIDE COMMUNITY COLLEGE DISTRICT - NORCO COLLEGE

Steps to follow when forming a new club or organization:

1. A full time faculty member must agree to sponsor the club or organization. The faculty advisor must agree to be present at the club/organization's functions, meetings, and events. The club/organization may have more than one advisor who will agree to share the responsibilities. The "Agreement to Sponsor" form, included with this material, must be signed and submitted to the Student Activities Office. The proposed advisor's name will be forwarded to the President of the College (or his designee) for approval and to the FLEX coordinator, as credit for a committee assignment.
2. Student organizers need to provide a list of no less than seven (7) currently enrolled students/prospective club members (form included) and submit the list to the Coordinator of Student Activities at the Norco College. In order to be a club member, students must pay the ASRCCD Student Services fee.
3. Student organizers need to write a club/organization constitution. The Student Activities office provides a sample constitution at the end of this document for your reference. For existing clubs, the constitution will only need to be resubmitted if any changes have been made to the original document previously approved. All chartering documents must be submitted to the Student Activities Office, Center for Student Success Room 106
4. Student clubs/organizations must submit a list of their members each semester to the Student Activities Office.
5. When the Coordinator of Student Activities has received and approved the following forms, the information will be submitted to the Dean of Student Services at Norco College and the ASNC Senate for final approval.
 - a. Application for recognition as an RCCD Campus Club/Organization
 - b. Agreement to Sponsor
 - c. Club Roster
 - d. Club Constitution
6. The club/organization must make copies of their forms to keep in their files.

**ALL COLLEGE CLUBS AND ORGANIZATIONS OPERATE UNDER THE
ADMINISTRATIVE SUPERVISION OF THE DEAN OF STUDENT SERVICES,
AND ARE SPONSORED BY THE ASSOCIATED STUDENTS OF RIVERSIDE
COMMUNITY COLLEGE DISTRICT - NORCO COLLEGE.**

**PROCEDURES FOR FORMING STUDENT CLUBS/ORGANIZATIONS
WHEN SPONSERED BY AN OUTSIDE ORGANIZATION
(LOCAL, REGIONAL, NATIONAL, & INTERNATIONAL)**

Steps to follow when forming a new club or organization:

1. A full time faculty member must agree to sponsor the club or organization. The faculty advisor must agree to be present at the club/organization's functions, meetings, and events. The club/organization may have more than one advisor who will agree to share the responsibilities. The "Agreement to Sponsor" form, included with this material, must be signed and submitted to the Student Activities Office. The proposed advisor's name will be forwarded to the President of the College (or his designee) for approval and to the FLEX coordinator, as credit for a committee assignment.
2. Student organizers need to provide a list of no less than seven (7) currently enrolled students/prospective club members (form included) and submit the list to the Coordinator of Student Activities at the Norco College. In order to be a club member, students must be active members of ASNC.
3. Provide all necessary and required paperwork that will demonstrate full sponsorship from an outside organization. Such documentation could be: a letter of intent from the organizations head quarters, sponsorship document signed by organization officials, proper documentation such as rules, regulations and requirements for chartering or any other official document relevant to sponsorship. The Student Activities Coordinator and Dean of Student Services will verify the validity of those documents and proceed in authorizing or not the chartering of the clubs on campus in accordance to ASRCCD rules and procedures
4. Student organizers need to write a club/organization constitution. The Student Activities office provides a sample constitution at the end of this document for your reference. For existing clubs, the constitution will only need to be resubmitted if any changes have been made to the original document previously approved. All chartering documents must be submitted to the Center for Student Success Room 106.
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7. The club/organization must make copies of their forms to keep in their files.

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Getting Organized Checklist

- ❖ Is the club constitution in order? Is the club following it?
- ❖ Does each officer have a copy of the constitution?
- ❖ Does each member have their own copy of the constitution or access to one?
- ❖ Do all officers have a job description, either written or verbal?
- ❖ Are all signatures on the club's trust account current?
- ❖ Are all necessary documents filed with the Student Activities Office?
- ❖ Do all members have the names, addresses, and phone numbers of the officers, advisors, and/or other club members?
- ❖ Have yearly goals been established? Does everyone agree to them? Does everyone know about them?
- ❖ Is someone assigned to pick up mail out of the club mailbox regularly?
- ❖ Does everyone know when and where club meetings are scheduled?
- ❖ Have you assigned a reliable club member to be an ICC representative?

CLUB CONSTITUTION AND BY-LAWS

INSTRUCTIONS: Selections that must appear in the constitution are starred (*). Sections in red need to be deleted and the proper information inserted. Turn the constitution and by-laws in to Student Activities Office after the club has ratified the constitution. Please keep a copy for your club's file.

CONSTITUTION OF

NAME

ARTICLE I NAME

Section 1. The name of this organization is **NAME**

ARTICLE II PURPOSE

Section 1. The purpose(s) of this organization shall be **purpose...**

ARTICLE III MEMBERSHIP

*Section 1. Membership is open to **(all students, those with a GPA over 3.0, etc)**

*Section 2. A person is in good standing when he or she **(has paid club dues, has attended all club meetings, etc)**

*Section 3. The rights of voting and holding an office are reserved for **(all members, only members in good standing, etc.)**

ARTICLE IV OFFICERS

Section 1. The officers shall be **(Titles, President, Secretary etc.)**

Section 2. Duties of officers **(what does each officer have to do)**

*Section 3. The club shall select a member to represent the club on the Inter-Club Council.

Section 4. To be eligible for office, candidates shall

(Example: be a member of the club, carry 10 units, have a 2.0 GPA, show and interest in the club, etc.)

Section 5. Officers shall be elected/appointed (select one and state when) and shall take office (when) [Example: upon election; on May 15; in Spring semester, etc] Elected officers must receive ____ of votes to be elected. (Example: majority; plurality; 2/3, etc.)

Section 6. Vacancies in offices shall be filled (how) [Example: by appointment, by election, etc.]

ARTICLE V MEETINGS

Section 1. Regular meetings shall be held (when)

Section 2. Special meetings may be called by (Example: request of two officers, vote of club members, president, etc.)

Section 3. A quorum of ____ (Example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select a number which allows you to do business regularly, but which prevents a small number of members or officers from controlling the organization.)

ARTICLE VI AMENDMENTS AND RATIFICATION

Section 1. The constitution shall be ratified by a (majority, 2/3, etc.) vote of the members attending a meeting with a quorum.

Section 2. Amendments may be made by a (majority, 2/3, etc.) vote of the members present at a meeting with quorum.

BY-LAWS

ARTICLE I RULES OF PROCEDURE

The club shall be guided in its procedures by Robert's Rules of Order, Revised when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II DUTIES OF OFFICERS

The duties of the officers shall be:

1. Inter-Club Council Representative: Attend ICC meetings and report back.
2. The president shall (what do they have to do? More detailed than constitution)
3. The secretary shall etc
4. The treasurer shall etc

ARTICLE III

The club shall have the following committees to do the following tasks: (any separate committees that the club may wish to have)

ARTICLE IV

Dues (if any) shall be _____ per _____ (quarter, year) payable at the beginning of that time period. Additional articles can be added according to the needs of club/organization.