

Submission Deadline: Friday, October 19, 2018 at 1 PM

Location: Student Development Office in the Student Activities Center



El Camino College

Student Development Office

How to Charter a Club

What is a Club?

Student clubs may be formed to develop awareness of culture, expand students' interests, create a social outlet, and/or provide service to the campus and community. Free association and the right to organize are the key ingredients to productive campus clubs.

El Camino College has sanctioned student organizations to function on campus through the guidelines developed in Board Policy 5401. The Inter-Club Council (ICC) is the body that has been authorized to charter new clubs as well as revoke the charters of existing clubs. A student organization will be recognized if they meet the following requirements:

1. Are composed of ten or more registered ECC students who are enrolled and have an ASB sticker for the current semester
2. Have a faculty club advisor who shall attend all club meetings, activities and trips scheduled on-campus or off-campus. Classified staff can serve as secondary student club advisors
3. Hold all meetings at the College during the regular school day (Monday – Friday, 8:00AM-9:00PM)
4. Use a democratic plan for the selection of members without regard for the individual's actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law
5. Have been duly chartered by the Inter-Club Council
6. Have a current written constitution on file in the Student Development Office

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

- Use the name of the College as part of the organization's name
- Schedule campus facilities
- Recruit students on campus
- Advertise meetings and events at campus posting locations
- Take advantage of campus services
- Request funding from campus entities such as the Inter-Club Council

Procedures for Chartering a New Club

1. Complete the "Petition to Become an ECC Club" (included in this packet) and obtain the signatures of 10 currently enrolled students interested in being in your proposed club. These 10 students must purchase a current Auxiliary Services Benefit (ASB) sticker and place it on their Student ID Card.
2. On the same form, obtain the signature of at least one ECC faculty member (part-time or full-time) who agrees to serve as the advisor for your club and attend all meetings and events in its entirety. A club may have more than one advisor.
3. Obtain a copy of the club's most recent constitution in the Student Development Office. Do not make any changes to the constitution at this time.
4. File all completed forms with the Student Development Office. A copy will be distributed to the ICC Review Board Commissioner.
5. The ICC Review Board Commissioner will invite you to send a club representative to an ICC Cabinet Meeting to discuss your proposal to become a club. Changes to your club's constitution may be recommended at this time.
6. Provide an updated version of your club's constitution to the ICC Review Board Commissioner. After the Commissioner verifies the updates, the proposed club will be placed on the agenda of the next ICC General Meeting for chartering. Prepare to have a representative attend this meeting and subsequent ICC General Meetings.
7. After approval of the club by the Inter-Club Council during the ICC General meeting, a "Club Registration" form must be filed with the Student Development Office. The form is available online at <http://www.elcamino.edu/student/student-services/sdo/forms.aspx>.
8. If your club wishes to make additional amendments to the club's constitution, you may do so by following the specified instructions in the club's constitution. If no instructions are listed in the club's constitution, the club must abide by the procedures listed in the ICC constitution: the constitution can be amended with a vote of two-thirds of the representatives at roll call. A copy of the updated constitution must be filed in the Student Development Office along with the minutes of the meeting at which the revised constitution was approved.

Register Your Club (Student Development Office)

All El Camino College student clubs must register with the Student Development Office each semester to remain a sanctioned campus student club.

Each club is required to:

- File a "Club Registration" form each semester
- File a "Calendar Date Requisition" form each semester to book their club meetings
- Abide by federal, state and local laws including the California Education Code, ECC Board Policies and the ECC Inter-Club Council Constitution

Active Clubs (Inter-Club Council)

An active club is defined in the ICC Constitution as a club that has had one or more volunteers participating in at least three ICC activities, functions, and committees of the previous semester, as well as have a club representative attend at least 70% of all posted ICC General Meetings.

Please note: the Inter-Club Council may have funds available for new clubs. Obtain an ICC Budget Request packet for details and contact the ICC Finance Commissioner for more information.

Club Charter Checklist

- 10 student signatures on petition
 - Students must be enrolled in at El Camino College and have an ASB sticker for the current semester
- Determine your club's faculty advisor(s)
 - Faculty serve as the primary advisor for the student club. Classified staff can serve as secondary student club advisors.
- Complete a club constitution
- Submit the petition and constitution to the Student Development Office

Petition to Become an El Camino College Club
El Camino College Inter-Club Council

NAME OF CLUB: _____

PURPOSE OF CLUB: _____

Name of student initiating this petition: _____

Phone: _____

Email address: _____

Primary faculty advisor's name (see statement below)*: _____

Secondary advisor's name (see statement below)*: _____

**** Your signature indicates you will attend all club meetings and activities in its entirety and accept all the responsibilities of a club faculty advisor. Contact the Student Development Office to obtain more information.***

This section for office use only

Date Received by SDO: _____

SDO Verification – 10 current students with ASB sticker purchase: _____

Date Forwarded to ICC Commissioner of Review Board: _____

Date Final Version of the Club Constitution is Approved by the ICC Commissioner of Review Board (should be prior to ICC General Meeting): _____

Date Club Charter Approved by ICC Cabinet: _____

Date Club Charter Approved by ICC General: _____

Verified by ICC President (signature): _____

ICC Advisor Signature: _____

Petition to Become an El Camino College Club

El Camino College Inter-Club Council

Name of Club: _____

Additional names of proposed charter members will be reviewed only if one or more of the 10 proposed charter members are not eligible.

	Names and signatures of 10 proposed charter members who have paid for the current semester's ASB sticker and have it placed on their ECC student ID card	ECC Student ID Number	Office Use Only
1	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
2	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
3	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
4	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
5	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
6	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
7	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
8	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
9	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
10	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker purchase
11	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker purchase

Petition to Become an El Camino College Club

El Camino College Inter-Club Council

Name of Club: _____

Additional names of proposed charter members will be reviewed only if one or more of the 10 proposed charter members are not eligible.

	Names and signatures of 10 proposed charter members who have paid for the current semester's ASB sticker and have it placed on their ECC student ID card	ECC Student ID Number	Office Use Only
12	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
13	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
14	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
15	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
16	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
17	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
18	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
19	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
20	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker
21	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker purchase
22	Print Name: _____ Signature: _____		<input type="checkbox"/> Current semester units <input type="checkbox"/> Current ASB sticker purchase

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 (we suggest keeping an electronic copy for ease in making changes)

Recommended Format for a Club Constitution

Date approved: _____

CONSTITUTION OF THE _____ CLUB

ARTICLE I

NAME OF THE ORGANIZATION

Section 1. The name of the organization shall be “_____.”

ARTICLE II

PURPOSE OF THE ORGANIZATION

Section 1. The purpose of the organization is _____.

General statement of the purpose and the scope of the organization.

ARTICLE III

MEMBERSHIP

Section 1. Voting membership

Notes: Any ECC 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.

Section 2. Faculty Advisor

This section is optional, however El Camino 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 ECC forms.

Section 3. Honorary Membership

This section is optional - Only ECC students may be voting members of a club. If a club wishes to include non-ECC students (i.e. alumni, staff, or faculty) they should draft a section about “honorary membership.”

Section 4. Dues
This section is optional – the amount can be stated or it can be set by the Executive Cabinet & ratified (voted on) by the membership

ARTICLE IV

OFFICERS OF THE ORGANIZATION

Section 1. The elected officers of this organization shall be: _____
List officers' titles - for example: President, Vice President, Treasurer, Secretary, Inter-Club Council Representative, etc.

Section 2. Duties of the elected officers
List each officer's duties - following format can be used for any club positions

A. It shall be the duty of the President to _____

B. It shall be the duty of the Vice President to _____

Section 3. The term of office shall be _____
Example: The term of office shall be one semester.

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 meetings, 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. Example: "At least 6 members or more than 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.

ARTICLE VIII
RATIFICATION

- Section 1. This constitution shall become effective upon approval of the El Camino College Inter-Club Council, Inter-Club Council Advisor, and Student Development Director.

Club Representative's Signature: _____

Club Faculty Advisor's Signature: _____

Date of Inter-Club Council Approval
ICC Cabinet Meeting Date: _____

ICC General Meeting Date: _____

Approval Signatures: _____
E.C.C. Inter-Club Council Advisor

E.C.C. Student Development Director

Auxiliary Services Benefit (ASB) Sticker Information

El Camino College Student Development Office

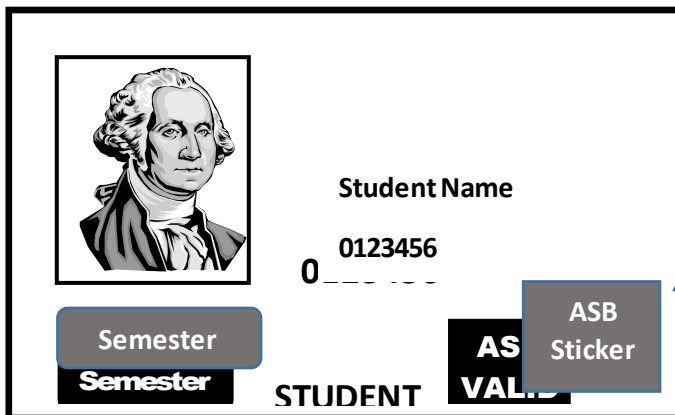
Here is a partial list of students who need to purchase an ASB sticker to participate in student activities:

- All ASO Senate members
- All ASO Division Council members
- All Justices on the Student Court
- All Inter-Club Council officers
- All Inter-Club Council club representatives
- All students who sign a new club's "Petition to Become an El Camino College Club"

Where to Get the ASB Sticker

1. Pay online at the time of class registration
2. Purchase in-person at the Cashier's Office by the Bookstore
3. Purchase in-person at the Marsee Auditorium ticket box office

Where to Place the ASB Sticker



The ASB sticker must be for the current semester

How does the Student Development Office verify purchase of the ASB Sticker?

- By checking the student's records on the computer using the student's name, and Student ID number
- By the student showing his/her Student ID card with the ASB sticker affixed
- By providing a Cashier's Office receipt with proof of ASB sticker purchase to one of the staff members in the Student Development Office

Need Assistance?

Please contact one of the following persons if you need help in developing a club constitution or have questions regarding the club chartering process:

- ICC Review Board Commissioner
 - Mailbox located in the Student Activities Center
 - ICC Office located in the Student Activities Center
- ICC President
 - Mailbox located in the Student Activities Center
 - ICC Office located in the Student Activities Center
- ICC Advisor
 - Visit the Student Development Office located in the Student Activities
 - Call (310) 660-3593, ext. 3500