



# HOW TO CHARTER A CLUB

- 1. What is a club?**
- 2. Procedures for chartering a new club**
- 3. Sample format for developing a club constitution**

**Also attached:**

- Petition to Become an ECC Club**
- ASB Sticker Information**

# 1. What is a Club?

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 5132. The Inter-Club Council (I.C.C.) 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.
2. Have a faculty adviser who shall attend all club meetings, activities and trips scheduled on-campus or off-campus.
3. Hold all meetings at the College during the regular school day.
4. Use a democratic plan for the selection of members without regard for race, religion, sex, or national origin.
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

## Active Clubs

An active club is defined in the I.C.C. Constitution as a club that has had one or more volunteers participating in twenty percent of all I.C.C. activities, functions, and committees of the previous semester.

Each club is required to:

- File a "Club Officers and Advisers Information Sheet" each semester
- Have a representative attend at least 70% I.C.C. meetings per semester.
- Abide by federal, state and local laws including the California Education Code, ECC Board Policies and the ECC Inter-Club Council Constitution.

## 2. Procedures for Chartering a New Club

1. Complete a form entitled "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 have paid the \$10 Photo ID fee for a current ASB VALID sticker on their Student ID card.
2. On the same form, obtain the signature of at least one ECC faculty member who agrees to serve as the adviser for your club. A club may have more than one adviser.
3. Submit a copy of a typewritten constitution that reflects a democratic plan for selection of members without regard for race, religion, sex, or national origin. (Recommended format is included in this packet)
4. File all completed forms with the Student Development Office. A copy will be distributed to the I.C.C. Review Board Commissioner.
5. The I.C.C. Review Board will meet to discuss your proposal to become a club. Prepare to have a club representative attend this meeting.
6. After recommendation by the I.C.C. Review Board the proposed club will be placed on the agenda of the next Inter-Club Council meeting for chartering. Prepare to have a representative attend this meeting and subsequent I.C.C. meetings.
7. After approval of the club by the Inter-Club Council, a "Club Officers and Advisers Information Sheet" must be filed with the Student Development Office.

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

## 3. 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 (suggest keeping a copy on disk for ease in making changes)

## Recommended Format for a Club Constitution

Date approved: \_\_\_\_\_ (example of page format to be included on each page) Page 1 of 2

### 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 Adviser (this section is optional, however El Camino College requires that each club has at least one faculty adviser who must be in attendance at all meetings and activities of the club. The faculty adviser is not a voting member of the club, however a faculty adviser'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 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)  
A. It shall be the duty of the President to \_\_\_\_\_  
B. It shall be the duty of the Vice President to \_\_\_\_\_  
etc.
- 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)

**Due Date: 5PM, 10/24/2016**

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 – Suggestion: "at least 6 members or one over 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 El Camino College Inter-Club Council, Inter-Club Council Adviser, and Student Development Director.

CLUB REPRESENTATIVE 'S SIGNATURE: \_\_\_\_\_

CLUB FACULTY ADVISER'S SIGNATURE: \_\_\_\_\_

DATE OF INTER-CLUB COUNCIL APPROVAL: \_\_\_\_\_

APPROVAL SIGNATURES: \_\_\_\_\_  
E.C.C. Inter-Club Council Adviser                      E.C.C. Student Development Director

## 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:

- I.C.C. Review Board Commissioner – mailbox and office in the Activities Center
- I.C.C. President – mailbox and office in the Activities Center
- I.C.C. Adviser – office in the Activities Center (Student Development) – phone: (310) 660-3593 ext.3394

**Due Date: 5PM, 10/24/2016**

El Camino College Inter-Club Council  
**PETITION TO BECOME AN E.C.C. CLUB**

NAME OF CLUB: \_\_\_\_\_

PURPOSE OF CLUB: \_\_\_\_\_

NAMES & SIGNATURES OF 10 PROPOSED CHARTER MEMBERS WHO HAVE PAID \$10 FOR A CURRENT ASB VALID STICKER ON THEIR ECC I.D. CARD		ECC STUDENT I.D. #
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		
PRINT NAME: _____ signature: _____		

OFFICE VERIFICATION OF STUDENT AND \$10 ASB VALID STICKER
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____
(Office Use only) Units verified _____ ASB verified _____

Use the form on the back of this page to submit the names of additional proposed charter members if needed.

NAME OF STUDENT INITIATING THIS PETITION: \_\_\_\_\_ PHONE: \_\_\_\_\_

CLUB FACULTY ADVISER'S NAME: \_\_\_\_\_ SIGNATURE\* \_\_\_\_\_

CLUB FACULTY ADVISER'S NAME: \_\_\_\_\_ SIGNATURE\* \_\_\_\_\_

\*Your signature indicates you will attend all club meetings and accept all the responsibilities of a club faculty adviser.  
Contact the I.C.C. Adviser in the Student Development Office to obtain more information.

THIS SECTION FOR OFFICE USE ONLY			
Date Received: _____	Copy to ICC Review Board Chair: _____	ICC President _____	ICC Adviser _____
SDO VERIFICATION – 10 student charter members who have paid \$10 for an ASB VALID STICKER: _____			
CLUB CONSTITUTION RECOMMENDED BY REVIEW BOARD: _____			
CLUB CHARTER APPROVED BY I.C.C. ON: _____			
VERIFIED BY ICC PRESIDENT: _____		ICC ADVISER: _____	

**Due Date: 5PM, 10/24/2016**

El Camino College Inter-Club Council  
**PETITION TO BECOME AN E.C.C. CLUB**

NAME OF CLUB: \_\_\_\_\_

PURPOSE OF CLUB: \_\_\_\_\_

*Completion of this page is optional – these additional names of proposed charter members will be reviewed only if one or more of the 10 proposed charter members are not eligible.*

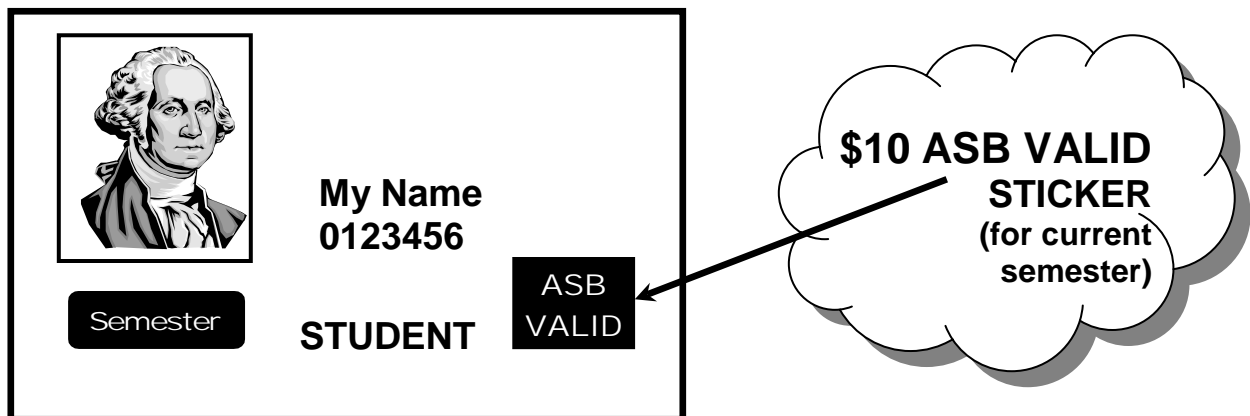
NAMES & SIGNATURES OF PROPOSED CHARTER MEMBERS WHO HAVE PAID \$10 FOR A CURRENT ASB VALID STICKER ON THEIR ECC I.D. CARD	ECC STUDENT I.D. #	OFFICE VERIFICATION OF STUDENT AND \$10 ASB VALID STICKER
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____

El Camino College Student Development Office  
ASB Sticker Information

**Here is a partial list of students who need a valid ECC student photo I.D. card 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
- 10 students who sign a new club's "Petition to Become An ECC Club"

**What does a valid student photo I.D. card look like?**



**How much does the ASB/Photo I.D. sticker cost?** \$10 each semester

**How does a student get his/her card validated each semester?**

- Pay for the \$10 ASB/Photo I.D. sticker fee at the time of registration
- OR pay for the \$10 ASB/Photo I.D. sticker fee at the Cashiers window in the Administration building.
- The photo I.D. cards are issued at the Library circulation desk and if the student shows proof of the \$10 payment a sticker designating "ASB Valid" will be placed on the card.

**How does the Student Development Office verify the payment of the \$10 ASB fee?**

- By checking the student's records on the computer using the student's name, and Student ID number #
- OR by the student showing his/her valid I.D. card, copy of valid I.D. card or receipt to one of the staff members in the Student Development Office