CLUB CHARTERING PROCESS

Spring 2021
**Be aware of new changes**

To become an official (“chartered”) club you must complete the following process:

1. Complete ONE club registration packet per club (hard copy provided by ICC)
   - Contains a Club Constitution and By-laws
   - Advisor approval must be included
   - Roster of your members must be included
     - All members must complete the online Club Participation Form

2. Attend the Student Leadership Conference (2021 date: 2/19/21 10-12pm via Zoom)

3. *If 10 current students completed the club participation form and indicated they want to be part of your club by chartering deadline and they meet campus eligibility (enrolled in at least 1 unit, has paid their $7 College Service Fee, & not on any type of probation)... you will be notified of club status*

4. Both Club President and Faculty Advisor must sign a form stating that all club events will be virtual for the semester including all meetings and events

5. The Student Life & Leadership Advisor will notify all about club chartering status (“club is Rio Hondo College official”)

CHARTERING PROCESS SIMPLIFIED
ALL CLUB(S) NEED TO COMPLETE A CLUB REGISTRATION PACKET AND ENROLL AT LEAST 10 ELIGIBLE MEMBERS

CLUB RECOGNITION PACKET COVERSHEET

Received by: ____________________________ Date & Time: ____________________________

1. ________ Application page filled out and completed by student
2. ________ Advisor(s) page completed and signed by Club Advisor(s)
3. ________ Club Roster completed with student identification numbers
4. ________ Club Constitution and By-Laws

Packet Complete ____________ Packet Incomplete ____________

Upon Club Packet submission, please staple this cover sheet, check off all areas that apply and submit to the Student Life & Leadership Office for processing.

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FOR OFFICE USE ONLY

Application received: ____________________________ Date

☐ Charter Application
☐ Advisor Agreement
☐ Constitution & By-Laws
☐ Club Roster
☐ New Club ☐ Existing Club

☐ Recommended ☐ Not Recommended
☐ Recommended ☐ Not Recommended
☐ Approved by SL&L

Advisor, Student Activities
Director, Student Life
HOW TO ENROLL MEMBERS...

- Start at http://www.riohondo.edu/student-life/ page
- Click on Club Participation Form at the bottom of the Student Life & Leadership Menu
COMPLETE THE FORM

- Begin to complete the form with your information, all fields must be filled out.
SELECT A CLUB(S) FROM MENU...
IF YOU’RE A NEW CLUB, SELECT OTHER AT THE VERY BOTTOM OF THE OPTIONS.
PLEASE TYPE IN THE NAME FOR THE NEW CLUB...
ONCE YOU’VE COMPLETED THE FORM PLEASE HIT SUBMIT

Emergency Contact

The person to contact in case of an emergency:

Name *

First

Last

Relationship *

Phone *

Submit
AND THEN . . .

- Once the Club Recognition packet is completed, turn it in to the ICC Chair or Advisor for review. Remember, there is a chartering deadline, February 19, 2021.
LASTLY, ATTEND THE STUDENT LEADERSHIP CONFERENCE ON FEBRUARY 19TH FROM 10 AM TO 12 PM VIA ZOOM