

CLUB RECOGNITION PACKET

Received by: _____ Date & Time: _____

- 1. _____ Advisor(s) Agreement completed and signed by Club Advisor(s)
- 2. _____ Application page filled out and completed
- 3. _____ Complete Club Constitution and By-Laws
- 4. _____ Club Roster with 10 minimum (required)

Packet Complete _____ Packet Incomplete _____

Before club packet submission, please review this cover sheet, check all areas that apply and submit to the Student Life & Leadership Office for processing.

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FOR OFFICE USE ONLY

Application received: _____

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

Recommended
 Not Recommended _____
Advisor, Inter-Club Council

Recommended
 Not Recommended _____
Chair, Inter-Club Council

Approved by SL&L
 Denied by SL&L _____
Director, Student Life & Leadership

Completed charter application must be submitted to Student Life & Leadership via email studentlife@riohondo.edu or in the Student Union Building, 3rd floor by the chartering deadline (the 6th week of each semester). Special requests for extensions can be considered.

Advisor Agreement

TO: Inter-Club Council Advisor

SUBJECT: Agreement to Serve as a Student Club Advisor and Information Form

I, _____, consent to function as Advisor for _____.
(Name) (Club/Organization)

As Advisor to this club, I will become knowledgeable of relevant rules and regulations of the Rio Hondo College Student Life & Leadership Office.

Roles and Responsibilities:

An Advisor position is both a rewarding and challenging role. An Advisor, who motivates and provides solid advisement to student organization leaders, assists them in their personal growth and development. Clubs and Organizations are active contributors to life on campus, and the Advisor's role is to contribute their time to promote this effort. To that end, the Office of Student Life encourages you to carefully consider the following roles and responsibilities in agreeing to serve as an Advisor.

As an Advisor, I will:

1. View the Mandatory Advisor Orientation; viewing the Orientation is necessary in order for a club to be recognized as a registered club on campus.
2. Help students develop critical life skills and promote student development, as well as civic responsibility.
3. Provide leadership and supervise all activities of the club or organization. I am responsible for the implementation of all policies and procedures prescribed by the governing board.
4. Attend all meetings and official activities of the club/organization. It is required that the club or organization advisor, attend each meeting and official activity of the club or organization.
5. Provide leadership to the organization and implement policies and procedures for approval of funds requisitions and purchase requests.
6. Serve as a role model, facilitator and a resource to promote the correct use of college procedures, policies and business processes. I will promote good planning, organization, and interpersonal relationships.
7. Be responsible for proper care of college facilities and ensure that all rules and regulations are adhered to in connection with use of facilities.
8. Travel to and from all events off-campus travel. All off-campus travel must be in accordance with the Student Life & Leadership procedures, and travel forms must be submitted to the Office of Student Life & Leadership before departure.
9. Be responsible for all club or organization expenditures. I will ensure that the purchase is appropriate and that the appropriate receipts and documentation are submitted to the Student Life & Leadership Office. Receipts are required for audits. I will assist the Club Treasurer in monitoring club or organization expenditures.
10. I will carefully review the Club Regulations, BP 5430.

I will uphold and accept all of the responsibilities as outlined above and consent to the Advisor for the above named Club/Organization. I also understand that in the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified. I also recognized that BP 5500 addresses standards of conduct, in the event that a club does not adhere to policies and procedures of the college and district at all times.

Advisor Signature

Department Dean Approval

ICC Advisor

SL&L, Director

Rio Hondo College Club Charter Application

Club Name: _____

Advisor(s) Name (print): _____

Email Address: _____

Day of Meeting: _____

Time: _____

Location: _____

Alternate Location: _____

Frequency (weekly, bi-weekly, bi-monthly): _____

Description of Club (to be use for app portal):

CLUB CONSTITUTION AND BY-LAWS

INSTRUCTIONS: Fill out this form or devise your own constitution format. Turn the constitution and by-laws in to the Student Life & Leadership Office (SU-201). Clubs must keep a copy for your club's file. The Student Life Office is not responsible for supplying copies of a club constitution.

THE _____ CLUB OF
RIO HONDO COMMUNITY COLLEGE

CONSTITUTION

PREAMBLE

We as students of Rio Hondo College, in order to charter for the _____ semester 20__ pledge to: (include mission statement of club)

ARTICLE I NAME AND PURPOSE

SECTION 1: The name of this club shall be _____

SECTION 2: The purpose of this club shall be __ (Include the type of activities that the organization will be conducting) _____

ARTICLE II STRUCTURE

SECTION 1: This club shall be a nonprofit, nonunion, nonpartisan, and nonsectarian organization whose members shall have the right to govern and control its activities through its duly elected officers and faculty/staff advisor.

SECTION 2: Robert's Rules of Order, revised, shall be the parliamentary authority for all matters of procedures of this club, not otherwise covered by this constitution.

SECTION 3: This club shall conform to the policies and regulations established for the supervision of all approved student organizations at Rio Hondo College.

SECTION 4: Regular meetings of the club shall be held as provided in the By-laws at a time and place to be designated by the officers and shall conform to the regulations governing all student organizations.

SECTION 5: All official meetings must be under the supervision of a permanent Rio Hondo College employee advisor.

SECTION 6: The Club advisor shall be selected unanimously by the Executive Board (Refer to Article IV) and shall meet the requirements stipulated in the **Board Policy 5430**

ARTICLE III

MEMBERSHIP

- SECTION 1: Any student enrolled at Rio Hondo College is eligible for membership upon acceptance to the club as prescribed in this constitution and the by-laws, and will need to meet these additional requirements based on the club: _____
(N/A if none)
- SECTION 2: Membership is based on the following criteria: Have paid the College Services Fee for the current semester, is a student registered for 1 or more units at Rio Hondo College, have a minimum (GPA) of 2.0 (new students are exempt), and not be on academic, progress or disciplinary probation
- SECTION 3: Members shall adhere to the standards set forth in this constitution.
- SECTION 4: Dues for each semester may be decided by a majority vote of the membership.

ARTICLE IV EXECUTIVE BOARD OFFICERS

- SECTION 1: There shall be an Executive Board composed of elected officers.
- SECTION 2: The manner of selection of the Chairperson shall be specified in the By-laws of this club.
- SECTION 3: The members of each committee shall be appointed by the Chairperson of that committee.

ARTICLE V STANDING COMMITTEES

- SECTION 1: There shall be the following Standing Committees: Membership, Program and Social.
- SECTION 2: The manner of selection of the Chairperson shall be specified in the By-laws of this club.
- SECTION 3: The members of each committee shall be appointed by the Chairperson of the committee.

ARTICLE VI AMENDMENTS

This constitution may be amended at any regular or special meeting by a two-thirds vote of the membership, provided:

- SECTION 1: They conform to policies and regulations established for the supervision of all approved student organizations at Rio Hondo College.
- SECTION 2: That the full text of the proposed amendments to the constitution have been made known to the club membership not less than fourteen (14) days or one regular meeting prior to the date of the meeting.
- SECTION 3: The amended document is submitted to the A.S.B. for final ratification within two weeks of the club vote.

CLUB BY-LAWS

ARTICLE 1 ELECTIONS

- SECTION 1: A nominating committee shall be appointed by the President with the approval of the Executive Board. It shall be the duty of the nominating committee to present a list of nominees for the vacant offices at the meeting for the purpose of electing officers.

SECTION 2: In order for club members to be nominated by the nominating committee, they must meet the following requirements:

SECTION 3: Nominations may also be made from the floor.

SECTION 4: All nominations shall have the prior consent of the nominee.

SECTION 5: Officers shall be elected by secret ballot at the beginning of each semester except the President for the Fall semester may be elected at the last regular meeting of the preceding Spring semester.

ARTICLE II TERMS OF OFFICERS

SECTION 1: Officers shall be elected for a term of one semester, or until their successors are duly qualified for office. They shall assume the duties of their respective offices immediately upon election.

SECTION 2: Vacancies which may occur in any office during the semester are to be filled by appointment by the Executive Board and ratified by a majority vote of the club membership.

ARTICLE III DUTIES OF OFFICERS

SECTION 1: The President shall preside at all meetings, and, in every endeavor, promote the interests and purposes of the club. The President shall be familiar with the constitution and by-laws and with parliamentary procedure. The President shall, with the consent of the Executive Board, appoint all committee Chairpersons, as well as be an ex-officio member of all committees, and shall be held responsible for the progress and work of the club and ICC

SECTION 2: The Vice-President shall serve as assistant to the President and shall assume the duties of the President. In the absence of the President, the Vice-President shall be the Chairperson of the Program Committee.

SECTION 3: The Secretary shall keep a careful record of the proceedings of the club and of each Executive Board meeting. The Secretary shall maintain an accurate roster of the club membership and an accurate list of all committees and personnel. In cooperation with the President, the Secretary shall provide an agenda for each business meeting, and provide a copy of each to the Student Activities Office. The Secretary shall also carry on the correspondence pertaining to the affairs of the club as directed by the President,

SECTION 4: The Treasurer shall receive all funds belonging to the club and shall deposit them in the club account with the ICC advisor. The Treasurer shall be acquainted with the procedure for expenditure of funds and shall follow the established procedures for obtaining purchase orders, funds requests, etc. The Treasurer shall prepare a budget for the club by the 4th - 5th week of every semester, in consultation with the Executive Board. The Treasurer shall monitor the budget and generate a report to be distributed to E-Board. The Treasurer and the President may not be the same individual per internal controls.

SECTION 5: The Inter-Club Council Representative (ICC Rep) shall serve as an official representative and non-voting delegate of the club and act as they will be voting and representing their club at ICC. The ICC Rep shall attend all regular and special meetings of the Inter-Club Council. The ICC Rep shall give a report at the club meeting directly following the ICC meeting.

ARTICLE IV EXECUTIVE BOARD

SECTION 1: The Executive Board, composed of the elected officers, may meet prior to each regular and/or special meeting of the club,

SECTION 2: The duties of the Executive Board shall be to act upon matters of business which may arise between the regular meetings of the club, make recommendations to be acted upon by the membership, and fill vacancies which may arise between semi-annual elections.

ARTICLE V MEETINGS

SECTION 1: The club shall meet ____ (weekly / biweekly / monthly) ____, on this day: _____ at this time: _____ at this location: _____

SECTION 2: Meetings will be deemed official when there is quorum. Quorum is defined as 50% plus one (1) active club members in attendance.

SECTION 3: In order to approve any expense, it must be a voting item on an official club meeting where club members may ask questions. The expense must be approved by a majority vote of club members at an official club meeting to move forward.

SECTION 4: Special meetings of the club may be called by the President, a majority of Executive Board, or by written petition of twenty (20) percent of the membership.

SECTION 5: Official meeting minutes must be recorded at all regular and special meetings. Minutes must be made available to all club members.

ARTICLE VI COMMITTEES AND DUTIES

SECTION 1: The Membership Committee shall conduct a continuing membership campaign.

SECTION 2: The Program Committee shall assist the Vice-President in planning the programs and special activities of the club and shall report at each regular meeting.

SECTION 3: The Social Committee shall plan all social functions of the club.

SECTION 4: All committee Chairpersons shall be selected through a majority vote by club members during a regular or special meeting.

SECTION 5: The Membership, Program, and Social Committees shall work closely with the Executive Board. These four bodies shall at all times endeavor to develop feelings of mutuality and fraternity among the club members. They shall encourage intellectual achievement and school spirit on the Rio Hondo College campus.

ARTICLE VII ESTABLISHMENT OF BY-LAWS

SECTION 1: By-laws may be established or revised as are necessary to conduct the business of the club.

SECTION 2: The By-laws may be amended at any regular or special meeting by a two-thirds majority vote of the club membership.

ARTICLE VIII ENABLING CLAUSE

Amendments to this Constitution and By-laws must be approved by a majority vote of club members at an official club meeting as well as by The Executive Board of Inter-Club Council.

Member Roster

Club Name: _____

Term: Spring / Fall Year: _____

Advisor's Name: _____

(PLEASE PRINT)

	Member's Name (Last, First)	Office Held (if any)	Have they joined the club portal on the RHC app?	Rio Hondo Email Address	CSF FEE PAID Y/N
1					
2					
3					
4					
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