

What you need to know

Club Charter Guidelines:

1. Each club must submit a charter form and club constitution.
2. Every club must have a minimum of five chartered members.
3. Each club must have an advisor. An advisor is an individual employed by Portland Community College (faculty or staff).
4. Every chartered club must have open membership and a non-discriminatory policy.
5. Club charter forms and constitution must be submitted to the ASPCC office in order to become official.

Process:

1. Find students who have the same interest as you in a subject!
2. Fill out all proper paper work: Charter form and Club constitution.
3. Once the paper work has been submitted, the ASPCC will review the information at the next business meeting. The ASPCC meets weekly.
4. The student club contact person will be notified about the status of the club.
5. Once the club is chartered, the name of the Club Representative should be submitted to the Club and Program Specialist.
6. A chartered club is entitled to funding from the ASPCC. A minimal amount is awarded to each club automatically. Additional funds must be requested at ASPCC meetings. Funds can also be acquired by submitting receipts or invoices to the Club and Program Specialist.