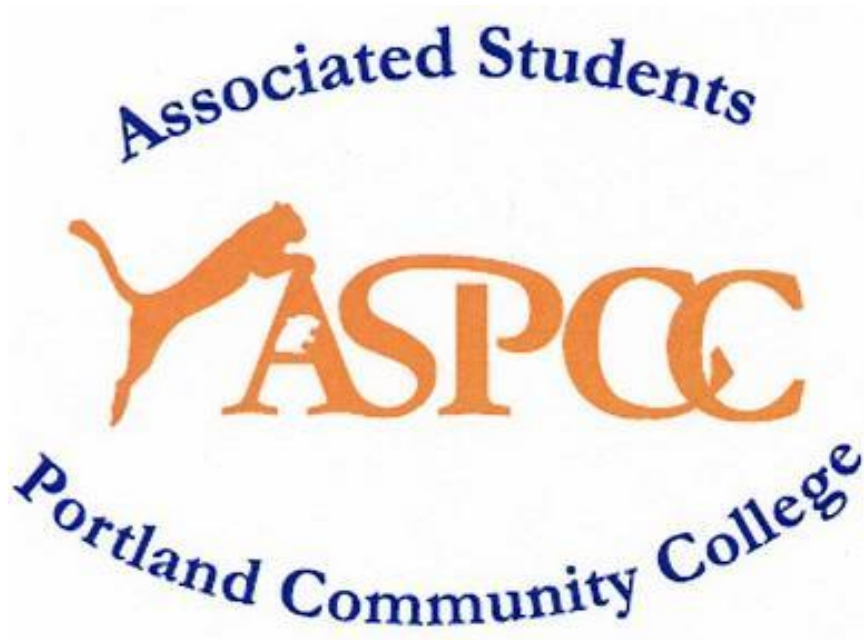


# SYLVANIA STUDENT CLUB CHARTER PACKET



## **Mission Statement**

**To act as a united voice for the student at Portland Community College, Sylvania; to express the needs of students to PCC administrators, faculty, the Board of Directors, and local and state political figures through campus committee work and political activity; and, to serve the student population by implementing services and programs that are responsive to the changing needs of community college students.**

Sponsored by ASPCC Student Government – Sylvania  
12000 SW 49<sup>th</sup> Street, #CC101 / Portland, OR 97219 / 503-977-4361

## Club Charter Explanation and Timeline

ASPCC encourages Sylvania Campus students to organize clubs based on like common interests. If you are interested in creating a club at Sylvania Campus, please read the following information. ASPCC Sylvania strives to make the club charter process EASY! If your club follows the guidelines below, the process will be quick.

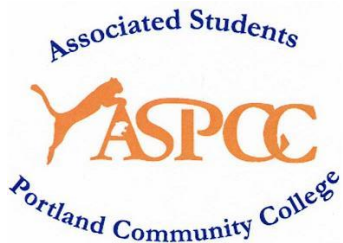
### 1. Club Charter Guidelines and Checklist

- A. Each club must submit a Charter Packet to the Club and Programs Specialist.
- B. Every club must have a minimum of 12 charter members. Club member names must be listed on the Club Roster.
- C. Each club must have an advisor. An advisor is an individual employed by Portland Community College. Club and Programs Specialist, Stephen Arthur, 503-977-4943, located in room CC 102, can make advisor suggestions if needed.
- D. Every chartered club must have open membership and a non-discriminatory policy.
- E. Chartered clubs must update the club roster every term.
- F. Club charter application and Club Roster lists must be submitted to the Clubs and Programs Specialist.

### 2. Process

- A. Once the paperwork has been submitted, the Club and Programs Specialist will be review the application prior to submitting it to the Student Senate.
- B. The student club contact person or the club advisor will be notified about the status of the club within three days after the Senate meeting.
- C. 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 the Senate meetings. Funds can be acquired by submitting receipts or invoices to the Club and Programs Specialist.





**Club Roster**

**Sylvania Campus**

Term: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Club Name:</b>	
<b>Student Coordinator:</b>	<b>E-Mail:</b>
<b>Club Advisor:</b>	<b>Phone:</b>

	Active Member's name	Phone Number / my.pcc E-Mail	Interested in leadership? <input type="checkbox"/>
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>
10			<input type="checkbox"/>
11			<input type="checkbox"/>
12			<input type="checkbox"/>
13			<input type="checkbox"/>
14			<input type="checkbox"/>
15			<input type="checkbox"/>
16			<input type="checkbox"/>
17			<input type="checkbox"/>
18			<input type="checkbox"/>
19			<input type="checkbox"/>
20			<input type="checkbox"/>

Minimum of 12 students required to charter a club.  
Questions call Club and Programs Specialist at 503-977-4943 or visit CC 102.

# How to Write a Club Constitution

## Sample Constitution Format

### *(Club Name)* Constitution

**Article I      Organization Name ( and acronym if used)**

**Article II      Purpose**  
(Organizations may have multiple purposes)

**Article III     Membership**

(This section must include a sentence stating that the club does not discriminate on the grounds of race, color, sex, gender identity, affectional/sexual orientation, marital status, national origin, age, height/weight ratio or disability)

**Article IV     Dues**

(Omit if none)

**Article V      Officers**

(Organizations need to have at least one contact person, the club coordinator. Position responsibilities should also be outlined in this section or in associated bylaws.)

**Article VI     Meetings**

(Explain when regular and/or special meetings may be held)

**Article VII    Elections/Selection Process for Leadership**

**Article VIII   By-laws**

(Bylaws define the articles of a constitution. This section should describe the process required to establish new bylaws or to revise established ones. If there are no bylaws you can state that bylaws should be established by a majority of club membership)

**Article VII    Abandonment**

Club funds shall remain in the (your clubs name here) Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to ASPCC Sylvania

**A copy of revised constitutions should be submitted to the Club and Programs Specialist as soon changes are made by the club membership.**

## Advisor Agreement

### Responsibilities of Student Organization Advisors

Advisors to student clubs provide important assistance to student leaders. Advisors assist student groups to be effective in accomplishing organizational goals while helping enrich the personal and social development of students involved in student activities.

Each student club must have an advisor to be chartered.

Advisors are asked to assist students in the following ways:

Serve the organization as a resource person helping outline strategies on how to successfully accomplish group goals.

Assist the Clubs and Programs Specialist and Student Leadership Coordinator in supervising the financial activities of the student club using procedures established by Portland Community college.

Attend all group events that require a liability waiver for student participation (please contact the Clubs and Programs Specialist for more details).

Attend all other club meetings and events when able.

On occasions, assist the Club and Programs Specialist in resolving problems that may arise with the club, student coordinator or club events.

I, \_\_\_\_\_, accept the advisor

responsibilities listed above for the \_\_\_\_\_ Club,

for the \_\_\_\_\_ academic year.

Advisor: \_\_\_\_\_ Extension: \_\_\_\_\_

# Student Coordinator Agreement

## Responsibilities of Student Organization Student Coordinators

Attend, or ensure a club officer recognized in the charter, is present at all club meetings, events and activities.

Contact the Clubs and Programs Specialist to reserve rooms for club meetings, as well as providing notification if a club meeting or event has been canceled.

Maintain communication with Club Advisor about all club meeting dates and activities.

Read and follow Club Funding guidelines when requesting funds / reimbursements for items.

Consult with the Clubs and Programs Specialist prior to the club entering into a contract.

Explain liability waivers to club members when necessary, collect completed liability waivers from club members before club activity and turn in completed waivers to the Clubs and Programs Specialist.

Turn in all club funding request forms to the Clubs and Programs Specialist and attend Student Senate Meetings to answer questions about club funding requests when required.

Record all proceeds generated from Club Fundraising and turn in funds to the Clubs and Programs Specialist.

Turn in all travel forms for club activities or events to the Clubs and Programs Specialist.

Contact the Clubs and Programs Specialist regarding any inappropriate behavior or activity that might occur during a meeting.

I, \_\_\_\_\_, as the student coordinator of the

\_\_\_\_\_ Club, accept the responsibilities listed above

for the \_\_\_\_\_ academic year.

Student Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

MyPCC Email address: \_\_\_\_\_