ASPCC encourages students of Southeast Center to organize clubs based on like interests. If you are interested in starting a club, please read the following information. The process is easy and quick if you follow the guidelines below.

**Club Charter Guidelines**

- Each club must submit a completed Charter packet.
- Every club must have a minimum of five chartered members.
- Each club must submit a club constitution.
- Each club must have an advisor. (PCC Staff or Faculty)
- Chartered clubs must have open membership and a non-discriminatory policy.
- Chartered clubs must recharter every year.
- Chartered clubs must submit a new roster form every term.
- Club charter forms must be submitted to the Club and Programs Specialist.

**Process**

- Once the paperwork has been submitted, the ASPCC will review the information at the next business meeting. The ASPCC meets weekly.
- The student club representative will be notified about the status of the club within three days after the ASPCC meeting.
- 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 be acquired by submitting receipts or invoices to the Club and Program Specialist.
- Once the club is processed and charted, each term the student club representative must attend the Club Leaders Utilizing the Basics (C.L.U.B) to learn and submit all updated information pertaining to clubs.