



Campus Life Club Charter Packet

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This packet contains:

- ❖ Club Charter Application
- ❖ Club Budget Worksheet
- ❖ Sample Constitution Sample
- ❖ Agenda and Minutes Sample

Clubs may be started with a minimum of four students and one advisor (advisor may be certificated, management or classified). Students who are having difficulty finding an advisor may contact Campus Life for assistance. In order to be legally authorized by the District a student club must have **a) club advisor, b) club approved charter, c) Club Charter approved by the Associated Student group** at the campus where it originated. For this to occur, the following items must be submitted to Campus Life:

1. Club Charter Application
2. Club Budget Worksheet
3. Constitution with minutes approving Club Charter Application and its contents

Approved clubs may use Yuba Community College District facilities free of charge provided they receive approval through appropriate channels. Club activities and meetings must be approved through Campus Life at Yuba College, and the Administration Office at the Clear Lake Campus. Following campus specific guidelines, banners and fliers may be posted on district property.

Clubs are assigned a financial account through the Associated Students; it is the responsibility of the club to use this account exclusively for all monetary transactions. Clubs are not permitted to have petty cash or slush funds. All income and expenditures are processed through Campus Life, Yuba College.

All clubs are required to abide by state laws, YCCD Policies and Procedures, the Student Code of Conduct and requirements set forth by Campus Life and the Associated Students.

Campus Life

Associated Student Club Charter

Application Date: _____

Academic Year: _____

Club Name: _____

Request to: Begin Student Club

Renew Student Club

Duration: One-year Charter

Two-year Charter

Advisor's Signature Date

Club President's Signature Date

Office Use Only

Date Received: _____

Return to Club: _____

To AS: _____

Date Approved: _____

Recorded by: _____

Membership Information

Club Name: _____

Advisor: _____ Department: _____

Telephone: _____ E-mail: _____

Officers for Current Academic Year

President: _____ Colleague ID: _____

Address: _____ Best Tele: _____

City, State, Zip: _____ E-mail: _____

Vice Pres: _____ Colleague ID: _____

Address: _____ Best Tele: _____

City, State, Zip: _____ E-mail: _____

Secretary: _____ Colleague ID: _____

Address: _____ Best Tele: _____

City, State, Zip: _____ E-mail: _____

Treasurer: _____ Colleague ID: _____

Address: _____ Best Tele: _____

City, State, Zip: _____ E-mail: _____

Activities: _____ Colleague ID: _____

Address: _____ Best Tele: _____

City, State, Zip: _____ E-mail: _____

For verification, list member names with Colleague ID

Name: _____ ID: _____ Name: _____ ID: _____

Name: _____ ID: _____ Name: _____ ID: _____

Name: _____ ID: _____ Name: _____ ID: _____

Name: _____ ID: _____ Name: _____ ID: _____

Name: _____ ID: _____ Name: _____ ID: _____

Student Club Budget

Club Name: _____ Fiscal/School Year: _____

1. BEGINNING BALANCE _____

2. ESTIMATED INCOME _____

Donations _____

Fund Raising _____

Sales _____

ESTIMATED INCOME.....+ _____

3. SUBTOTAL of beginning & estimated income _____

4 ESTIMATED EXPENDITURES

Supplies _____

Fund Raising _____

Other _____

Scholarship _____

Consult Fees _____

Mileage _____

Conf./Travel _____

Dues/Other _____

Printing _____

Graduation _____

ESTIMATED EXPENDITURES.....- _____

5. ESTIMATED ending balance _____

Club President: _____

Signature

Print

Date

SAMPLE CONSTITUTION

The underlined/bolded areas of this sample must be included as sections of all club constitutions. You can use the descriptions provided; or edit the descriptions as necessary to fit individual club needs.

Yuba College **Licensed Vocational Nursing Student Association** **Constitution**

Preamble

We, the members of the Licensed Vocational Student Association (LVN) in order to:

- 1** Act as a unified council promoting and supporting the purpose of a Vocational Nursing Student Association as a learning experience;
- 2** Meet the members' needs, either academic or social, through discussion at regular meetings;
- 3** Become the link of communication between the Associated Students, College Administration and members;
- 4** Provide students with a unified voice to state their opinions on issues concerning the nursing environment or the college,

Do hereby submit ourselves to be governed by the following Constitution:

Article I **Name**

Section 1 The name of this organization shall be the Licensed Vocational Student Association, Yuba College, hereinafter referred to as LVN.

Article II **Objective**

Section 1 To promote the general welfare of students living at or participating in the Vocational Nursing program by providing opportunities for effective self-government, through a representative body of students interacting with other groups and organizations (on and off campus) involved with or pertaining to college life.

Section 2 To develop, provide, implement, and continually work to improve a central body for the conduct of business and policies pertaining to all LVN members.

Section 3 To organize and promote participation in events and activities of LVN, Yuba College and its affiliated organizations by providing opportunities for educational and social growth, for scholastic achievement, and the for development of recreational and cultural activities.

Section 4 To provide members with a voice to air their concerns and ideas about the Vocational Nursing program and campus issues that may, or may not, impact them.

Article III Membership

Section 1 **Membership shall include any (insert campus: "Clear Lake Campus: or "Yuba College" member who is in good standing, including students, faculty and staff.**

Section 2 No vote is necessary for approval of membership. All members shall have full voice and voting privileges.

Section 3 Any person interested in upholding and promoting the purposes of LVN is eligible for membership upon attending two meetings, verified by roll call sign-in each semester.

Clause 1 Members are classified as either active or inactive. To be active members must participate in LVN meetings at least once a month. Members who do not participate in LVN meetings for a period longer than 90 days are automatically classified as inactive.

Article IV Executive Officers

Section 1 Executive Officers are elected to office by LVN active members within three weeks of beginning of fall semester. The process can be either open or secret ballot. Positions are for school year remaining.

- | | |
|-------------------------|--------------------------|
| * President (Moderator) | * Treasurer |
| * Vice President | * Activities Coordinator |
| * Secretary | * ICC Representative |

Section 1.1 Duties of Executive Officers

1 The President shall attend and moderate meetings, attend all activities, facilitate discussion, planning, and execution of events and policies; meet and discuss pertinent issues with Officers who request to miss meetings, functions and/or activities as well as authorize Officer requests to miss scheduled meetings; support Officers as needed; serve as ex-officio member to all committees; using information/advice provided by advisor and/or other Officers, re-schedule or cancel activities; perform other duties as required by this Constitution.

The President serves as moderator, and as such shall refrain from voting on any issues at regular meetings and/or executive committee meetings unless the vote is necessary to break a deadlock.

2 The Vice President shall attend all meetings and activities; shall become President if the office becomes vacant; carry out the responsibilities of the President in their absence; facilitate discussion, planning, and execution of events and policies; serve as chairperson to committees as appointed by president; perform other duties as may be delegated by the President.

3 The Secretary shall attend all meetings and activities; in consultation with President prepare and distribute meeting agendas; prepare and distribute minutes; maintain accurate records of meeting attendance; coordinate club records and submit copies to Campus Life as required. Serve as corresponding secretary; perform other duties as may be delegated by the President.

4 The Treasurer shall attend all meetings and activities; responsible for the completion and management of all business transactions; with Officers, prepare and submit annual budget to membership; prepare, record and deposit all funds raised by club; be prepared to provide financial status at meetings; maintain all financial records/files including copies of receipts, purchase requests, etc.; perform other duties as may be delegated by President.

5 The Activities Coordinator shall attend all meetings and activities; suggest/create opportunities for educational and social growth, scholastic achievement and for the development of recreational and cultural activities; organize and encourage participation in club and college functions; utilize support from Officers, members and advisor to ensure success of all events; report to and advise the President, in a timely manner, of any activities that are struggling to succeed. These duties include preparing fliers, posters and appropriate paperwork for activities. Complete these and other duties as delegated by the President.

6 Inner-Club Council (ICC) Representative shall attend all meetings and activities; serve as liaison to the Associated Student ICC and Campus Life for the purpose of unifying clubs and organizations for campus activities; report club activities to ICC. Complete these and other duties as delegated by the President.

Article V Powers Granted to the Executive Officers

Section 1 The Executive Officers named above may meet when necessary to discuss issues that are considered inappropriate for regular meetings; one Executive Officer may request an Executive committee meeting; any two Executive Officers requesting an Executive committee will cause such meeting to be mandatory. Any actions resulting in said meetings must be disclosed in a timely manner to the membership at large.

Section 2 The Executive Officers will follow the laws and regulations established by the Brown Act of the State of California.

Section 3 An Executive Officer committee meeting shall be considered legal when a quorum of officers is present.

Section 4 Remove any elective or appointive officer by a 3/4 vote of the entire Council if they are found in misconduct or neglect of duty.

Clause 1 Utilize Associated Student Constitution to remove an officer from position.

Article VI Meetings

Section 1 Until further notice, meetings will be Tuesdays, bi-monthly, during the college hour (12:00 - 12:50 p.m.). In the event a majority of members elect to change meeting date and/or time (to accommodate student schedules), due notice shall be given. An amendment to this Constitution is not required to change meeting date and/or time.

Section 2 For a meeting to be official at least five members must be present, with a majority of officers present.

Section 3 All members are encouraged to attend meetings.

Clause 1 Students must be in "active" status to participate in travel activities.

Article VII Authority

Section 1 The LVN hereby adopts Robert's Rules of Order as its Parliamentary Procedures, except when in conflict with this Constitution.

Article VIII Amendments

Section 1 The Executive Officers, upon its own initiative, advice of their advisor, college or membership, may amend this Constitution in specific and technical aspects.

Clause 1 Any and all amendments require a 2/3 majority vote of the members present at a regular meeting.

Clause 2 All members must be notified of proposed changes, in writing, 5 days prior to regularly scheduled meeting in which changes are to be discussed.

Clause 3 After discussion of proposed changes a second meeting date and time will be set.

Clause 4 The second meeting will include final discussion of proposed changes followed by immediate vote (either open or secret ballot).

Section 2 Constitutional changes must be submitted to Campus Life within 5 days for final approval.

Signatures

LVN President Date

LVN Secretary Date

LVN Advisor Date

Licensed Vocational Student Association

Agenda
March 16, 2010
12:00 p.m.
Room 117

SAMPLE

- I. Call Meeting to Order
 - II. Roll Call
 - III. Approval of the Minutes of March 9, 2010
 - IV. Guest Speaker
 - V. Closed Session
 - VI. Committee Reports
 - a. Tuesday meeting
 - b. Other
 - VII. Old Business
 - a. Hypnotist/Spring Event Budget \$500.00 - D. Black
 - b. Talent Showcase - Avila
 - VIII. New Business
 - a. Commencement Budget of \$2,000 - D. Black
 - b. Other
 - IV. Announcements
 - a.
 - b.
 - X. Adjournments
- Next meeting March 30, 2010
Room 303

Licensed Vocational Student Association

Minutes

March 16, 2010

12:00 p.m.

Room 117

SAMPLE

- I. **Call to Order:** President Black called the meeting to order at 12:07 p.m.
- II. **Roll Call:**
Members Present: Kimberly Black, President; Katie Hudson, Vice President; Nikki Ercolini, Secretary; Devin Black, Business Director; Gavina Avila, Activities Director; Cory Blakley, Erika Maas, Senators; E. Bowman, Advisor
- III. **Approval of the Minutes:** C. Blakley/D. Black motioned/seconded approval of the minutes from March 9. All in favor, passed.
- IV. **Committee Reports**
 - a. **Tuesday Report:** N. Ercolini and K. Hudson reported on Tuesday's meeting. Included was planning for Commencement, Hypnopalooza, snacks during campaign period, elections and student speakers for commencement.
 - b. **District Council:** E. Maas provided the minutes from the meeting which included discussion for VTEA funding for 10/11. Bowman asked a student to volunteer to read the VTEA proposals. D. Black asked what VTEA was; funding for Vocational/Technical courses. A student is needed to review this year's requests and help recommend funding.
- V. **Old Business**
 - a. **Hypnotist:** Ercolini/D. Black motioned/seconded Spring Event not to exceed \$500.00. Discussion: Hypnopalooza tentatively scheduled for Thursday April 27, Greek Theatre. All in favor of Spring Event, not to exceed \$500.00, passed.
 - b. **Talent Showcase:** Avila reported the flyers are out; no one has submitted to perform. Deadline to submit is March 27.
- VI. **New Business**
 - a. **Commencement Budget:** Ercolini/D. Black motioned/seconded Commencement Budget not to exceed \$2,000.00, all in favor, passed.
- VII. **Announcements**
 - a. **AmeriCorps:** Bowman reported the group raised \$2,000.00 to go toward funeral/medical expenses of a Yuba College student whose 2 year old son died recently in a car accident. \$175.00 was from a bake sale on campus, and the remaining about was made through a bake sale and benefit concert off campus.
- VIII. **Adjourn**

President Black closed the meeting at 12:52 p.m.
Next meeting March 30, room 303.