



Associated Students of Yuba College Student Organization Request to Charter/Re-Charter Instructions

The Club Chartering Packet must include:

- 4 Club Officers who will be responsible for the club.**
Club Officers must be currently enrolled in 5 units and maintain a 2.0 cumulative GPA or better.
- 1 Club Advisor. (advisor may be certificated, management or classified)**
- Student Organization Request to Charter/Re-Charter form**
- Membership information**
- Budget information**
- Club advisor agreement**
- Club Constitution**
- Club minutes approving: Club officers and the club constitution**

Upon completion of club charter, please return to the Campus Life office, after review and approval it will be submitted to the Associated Students of Yuba College for approval. After ASYC approval you will be contacted by the Campus Life office for training.

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. 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.



Associated Students of Yuba College Student Organization Request to Charter/Re-Charter

Application Date: _____ Academic Year: _____

Request to:

- Begin Student Club
- Renew Student Club

Duration:

- One Year Charter
- Two Year Charter

Club Name: _____

Mission/Purpose: _____

Meeting Information:

Day of the week (circle): M T W Th F

Time: _____ Location: _____

Is this a national organization _____

Advisors Signature

Date

Club President' Signature

Date

Office Use Only:

Date Received: _____

Date Approved: _____

Club #: _____

Campus Life Approval: _____

ASYC Approval: _____

Date Charter Expires: _____



Membership Information

Club Name: _____
Advisor: _____ Department: _____
Co Advisor*: _____ Department: _____
*Club Co-Advisors are optional
Telephone: _____ E-Mail: _____

Officers

President:

Name: _____ Student ID: _____
Telephone: _____ E-Mail: _____

Vice President:

Name: _____ Student ID: _____
Telephone: _____ E-Mail: _____

Secretary:

Name: _____ Student ID: _____
Telephone: _____ E-Mail: _____

Treasurer:

Name: _____ Student ID: _____
Telephone: _____ E-Mail: _____

Activities:

Name: _____ Student ID: _____
Telephone: _____ E-Mail: _____

Additional Members

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



Budget Information

Club Name: _____ **Fiscal/School Year:** _____

1. BEGINNING BALANCE: \$ _____

2. ESTIMATED INCOME:

Donations \$ _____

Fund Raising \$ _____

Sales \$ _____

TOTAL ESTIMATED INCOME..... \$ _____

3. SUBTOTAL of beginning & estimated income \$ _____

4. ESTIMATED EXPENDITURES

Supplies \$ _____

Fund Raising \$ _____

Other \$ _____

Consult Fees \$ _____

Mileage \$ _____

Conf./Travel \$ _____

Dues/Other \$ _____

Printing \$ _____

Graduation \$ _____

ESTIMATED EXPENDITURES.....- \$ _____

5. ESTIMATED ending balance \$ _____

(Total estimated income – estimated expenditures)

Advisors Signature

Date

Club President' Signature

Date



Club Advisor Agreement

Yuba College Advisors are required to:

1. Be present at all official club meetings and activities. Activities will not be approved if an advisor or Yuba College staff member is not present at each activity.
2. Ensure that various College, District, and State laws, policies, and processes are upheld.
3. Serve as an authorized signature for club check requests and ensure that:
 - a. An authorized student officer also signs the form.
 - b. The financial expenditure is correct within all existing policies and club approval.
 - c. Supporting evidence (original receipts or invoices AND club minutes) is attached.
 - d. The club minutes reflect detailed approval of the funds request
4. Serve as an authorized signature for the appropriate scheduling of campus facilities and requests for College services and equipment.
5. Help each Club Officer understand his/her duties and encourage Club Officers to plan programs and activities that make definite contributions to the educational needs of the students.
7. Assist students in the preparation of program planning, being a critical supporter of their activities, and help evaluate programs and activities after completion.
8. Ensure that all required forms are turned into the Campus Life office when required.
9. Ensure that all reasonable steps are taken to insure the safety and welfare of club/organization members.
10. An advisor may not be a voting member or use the club to promote his/her own activities.

In agreeing to serve as an advisor for this club, I commit to working with the club, attempting to help them achieve their goals, and uphold the expectations listed above. I understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits for doing so. I agree to contact the Campus Life Office if I have any problems or concerns.

_____	_____
Club Advisor Signature	Date
_____	_____
Club Co-Advisor Signature	Date
_____	_____
Club President Signature	Date



Club Minutes Instructions

1. Call to Order

The meeting is called to order by the president, who rises and says, "The meeting will please come to order."

2. Roll Call

To determine if a quorum is present.

3. Minutes

The minutes of the last meeting are read, and approved if correct.

Example: The president will ask "Are there any corrections or additions to these minutes?" "If not, they stand approved as read."

If there are corrections, the president informally directs corrections be made.

"The minutes are approved as corrected."

4. Reports of Officers

The president makes announcements by reading the president's report.

The secretary informs the group of any letters the group has received. Each communication should be handled by a main motion before another is read.

The treasurer reports on receipts and expenses paid. These are "received and placed on file." No vote is taken on reports "placed on file."

5. Reports of Committees

The reports of committees are called for by the president.

Standing committees

Special committees (temporary)

Procedure: In each case, the president calls upon the chairperson of the committee to make the report.

The report is read.

After this has been done, the president says, "This report will be placed on file. Any action required in this report will be taken care of under the proper order of business."

6. Unfinished Business

This is any business postponed from a previous meeting. Discussion follows the motion and then a vote is taken.

7. New Business

This includes any ideas not presented previously. It is moved and discussed by the members.

Example: President states, "We are now ready for the new business of the meeting, which includes the decision about the admission fee for the party. Will someone make a motion so that we may discuss the question?"

Member says: "I move that the admission fee for the party be fifty cents."

Second member: "I second the motion."

President: "It has been moved and seconded that the admission fee for the party be fifty cents. Is there any discussion?" Discussion follows. One member calls "Question," which means that the president must ask, "Are you ready for the question?" (Ready to vote). Or the president acts on personal initiative and, if there are no objections, brings the matter to a vote.

8. Announcements

Announcements are shared about committee meetings or other items of interest.

9. The Program of the Meeting

Example: Guest speaker, movie, slide presentation, etc.

10. Adjournment

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned

Club Constitution Instructions

Use this template for your constitution and customize it for your club.
IMPORTANT: You must include the required text in your constitution. If you do not, your club charter request may not be approved. Constitutions must follow the Associated Students of Yuba College Constitution. A copy of the ASYC constitution can be found online at yc.yccd.edu

Article I - Name of club

Section I. The name of the club.

Article II - What is your group's purpose?

Section I. Briefly describe the purpose and objective of your organization.
Section II. What is hoped to be accomplished by the club?

Article III - Membership

Section I. Describe who is eligible for membership?
Section II. Are there any restrictions on students (e.g., GPA, class standing, etc.)?

[REQUIRED MEMBERSHIP LANGUAGE]

Only currently registered students, with a cumulative GPA of 2.0 may be active members in a registered student organization. Only active members may vote or hold office.

[REQUIRED ANTI-HAZING STATEMENT]

We will not haze according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Article IV - Officers/Elections

Section I. List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).
Section II. List eligibility requirements. All Council members must maintain enrollment in 5 units and a 2.0 grade point average in addition to maintaining any scholarship requirements set by the district, as per Educational Code 76061.

- Section III. Describe the process and required majority of votes by which your officers will be elected.
- Section IV. What time of year will selection occur?
- Section V. Stipulate term of office.
- Section VI. How will officers be removed or replaced?

Article V - Meetings

- Section I. How often will the group meet?
- Section II. Will there be a call for special emergency meetings?
- Section III. How will you notify people of emergency meetings?
- Section IV. What is quorum?

Article VI - Finances & Banking

- Section I. All monies shall be deposited into the individual club account at Yuba College
- Section II. If any, how often dues be collected.

Article VII – Constitutional Amendments

- Section I. Who can propose an amendment?
- Section II. How are they proposed?
- Section III. How will you notify active members that an amendment is going to be voted upon?
- Section IV. Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions or deletions must be filed with the Campus Life Office within one week of adoption.

Article VIII – Dissolution **(Address each point, please!)**

- How will dissolution be decided?
- What is the required majority of votes to dissolve the group?
- What will you do with the unspent funds?

IMPORTANT: Any club that is inactive for more than 2 years will have its account closed. Unless otherwise instructed by the club constitution, all unspent funds will be given to the ASYC. It is very important that your club constitution state what should happen to unspent funds if the club is inactive for more than 2 years.



Club Form Deadlines

Form	Due Date
Student/ Staff Reimbursement Requisition	Should be turned into the Campus Life office immediately after purchase/ when club minutes have been ratified.
Blanket Purchase Order/ Purchase Requisition	3 Weeks before intended date of use.
Travel Forms	4-6 weeks before trip/Conference
ICC Agenda Request form	2 Weeks before desired meeting.
ASYC Agenda Request form	2 Weeks before desired meeting.
Activities Request Form	6 Weeks before desired date of activity for normal activity requests. Graduation requests should be turned in at the beginning of each semester.

Club Advisor Signature

Date

Club Co-Advisor Signature

Date

Club President Signature

Date