



## WEST LOS ANGELES COLLEGE CLUB CHARTER APPLICATION

**This application is for:** \_\_\_\_\_

*Fill out this form to establish a new club at West Los Angeles College (WLAC)*

### **Directions:**

#### **All Clubs Must:**

1. Have at least one full time or part time advisor (must be in a certificated or classified employee). You may not have more than three (3) advisors.
2. Have at least six (6) WLAC students who intend to be members of your club and who are paid members of Associated Student Organization (ASO) for the current semester.
3. Develop a Constitution which must include club name, statement of purpose, membership requirements, membership fee (if any), officer position, officer duties, amendment procedures and voting procedures. The constitution must be in compliance with all ASO, WLAC and LACCD regulations and bylaws. A sample constitution will be provided in the following pages to help you create your own.
4. Attend a new club orientation meeting. To schedule one, please contact the office of the ASO Vice-President.
5. Complete and submit all required club registration materials.
6. Attend the inter-club-council (ICC) meeting for official installation and attend the scheduled ICC meeting throughout the semester.

Tips: Read all forms thoroughly. Make sure all forms are complete, signed and dated. Attach a copy of the constitution to this packet.

## **Return completed club charter application to the ASO office-A9**

### **IMPORTANT INFORMATION**

- All clubs must comply with ASO, WLAC and LACCD regulations and bylaws. No club can exclude students from joining on the basis of race, ethnicity, age, gender. Sexual orientation or religious affiliation. It is acceptable to impose GPA, Major and/or unit requirements.
- Meetings must follow parliamentary procedure. For more information about parliamentary procedure, please contact the ICC Chairperson.
- Before a new club can be established, you must arrange a meeting with the ICC Chairperson. The president and/or founder of the club should be present at this meeting. Advisor presence is not mandatory at this meeting.
- The Inter-Club Council: The Inter-Club Council (ICC) is a network of all active campus clubs. The purpose of the ICC is to ensure all clubs are aware of campus activities and events. It is the responsibility of the ICC representative to submit a copy of the minutes to the ICC Chairperson. All clubs are required to send an inter-club council representative to all inter-club council meetings.

### **ADVISOR RESPONSIBILITIES**

- When supervising club activities, advisors have the responsibility to:
- Attend all on and off campus meetings, events and activities to ensure all college policies and rules are being upheld. Advisors must be present at all times during evening or off campus events.
- Advise students in the planning, executing and evaluating of club programs and events.

- Ensure that all appropriate college and district forms are completed and filed in student services office prior to any event.
- Approve budget allocations and cosign all check requests. Be responsible for the solvency of the club account.
- Evaluate and approve all speakers and entertainment for club events.
- Evaluate and approve all club material, events flyers, and brochures and any other written material pertaining to the club. Approved stamp, expiration date, and advisor's initials must be affixed on all the materials before it can be distributed.
- Proofread and approve all minutes and correspondence written on behalf of the club for professional presentation, accuracy and completeness.
- Notify the associate dean of student services when radio, television or print media are expected to cover a campus meeting or event.
- Be responsible to notify the ASO when a scheduled club meeting or even is cancelled.
- Assure continuity of the club by monitoring minutes, agendas, and providing guidance in the use of Robert's Rules of Order for the successful conduct of meetings and the implementation of the Brown Act as indicated.
- Assist students in making sound judgment which will protect their health and safety.
- Provide support to officers and members to ensure academic success and the development of leadership through club activities and events.
- I have read, understand and agree to comply with the advisor's responsibilities.

**Name of Club** \_\_\_\_\_

Advisor: \_\_\_\_\_ Dept: \_\_\_\_\_ Ext: \_\_\_\_\_

Advisor: \_\_\_\_\_ Dept: \_\_\_\_\_ Ext: \_\_\_\_\_

Advisor: \_\_\_\_\_ Dept: \_\_\_\_\_ Ext: \_\_\_\_\_

## ADVISORS SIGNATURE PAGE

### PRIMARY ADVISOR

I, \_\_\_\_\_ agree to be advisor to \_\_\_\_\_ for the \_\_\_\_\_ semester 20\_\_\_\_. As the advisor, I will ensure that all club operations are in compliance with the WLAC and LACCD regulations. I agree to all advisor responsibilities listed on page 2-3 of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CO-ADVISORS

I, \_\_\_\_\_ agree to be advisor to \_\_\_\_\_ for the \_\_\_\_\_ semester 20\_\_\_\_. As the advisor, I will ensure that all club operations are in compliance with the WLAC and LACCD regulations. I agree to all advisor responsibilities listed on page 2-3 of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ agree to be advisor to \_\_\_\_\_ for the \_\_\_\_\_ semester 20\_\_\_\_. As the advisor, I will ensure that all club operations are in compliance with the WLAC and LACCD regulations. I agree to all advisor responsibilities listed on page 2-3 of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Student Member Page

Semester & Year: \_\_\_\_\_

Club Name: \_\_\_\_\_

### **Student/Club member information:**

#### President

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

#### ICC Representative 1:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

#### ICC Representative 2:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

### **Please indicate the date, time and location of your meetings here:**

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Please list a minimum of six (6) WLAC students who will be members of named club this semester. President, ICC Reps 1 & 2 and the ASO Liaison may also be included.

Print Neatly:

NAME	STUDENT ID NUMBER	SIGNATURE

I HEREBY CERTIFY THAT \_\_\_\_\_ (club name)  
will comply with all WLAC, ICC and LACCD regulations and bylaws.

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASO VP Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASO Advisor

\_\_\_\_\_  
Date

## SAMPLE CONSTITUTION

*(YOU MAY USE THIS AS AN OUTLINE FOR YOUR CLUB'S CONSTITUTION)*

**Club Name:** New Student Organization

**Statement of Purpose:** The New Student Organization is dedicated to helping students new to West Los Angeles College become familiar with the various programs at this college. Through membership in the New Student Organization, students will gain the knowledge and tools they need to become successful college students.

**Membership:** Membership is open to all West L.A. College students enrolled in at least 9 units.

**Dues:** All members are required to pay a due of seven (7) dollars per semester.

**Meetings:** New Student Organization meetings will be held every Wednesday at 1pm in FA-116. Time and location are subject to change.

**Amendments:** Amendments to the constitution can be made after addressing the group at a meeting and gaining a simple 2/3 majority vote.

**Elections:** Election of new officers will be held at the last meeting of each semester. At this meeting the candidates will address the members with their campaign platform. The candidates will be given the opportunity to have a debate and the members will have the opportunity to ask the candidates questions after the debate. A voting member must move to "call for the vote" which must be seconded by another voting member. The winner must obtain a fifty percent plus one (50% + 1) majority of the vote.

**Officers:** President, Vice President, Secretary, Treasurer, two (2) inter Club Council Representatives and ASO Liaison.

**Officer Duties:**

- The President shall preside over all NSO meetings. It is the responsibility of the President to encourage and inspire all club members to become active

leaders themselves and to ensure that all NSO operations run smoothly and effectively.

- The Vice President is to preside over the NSO meeting in the event the President is unavailable. The role of the Vice President is to serve as a spokesperson for NSO. The Vice President is responsible for raising campus awareness of NSO events and should communicate regularly with administrators, other campus clubs and the NSO President. The duties of the Vice President are shared with the President; therefore, teamwork and communication are crucial.
- The Treasurer is responsible for all money received and raised by the club. The treasurer shall also be responsible for keeping a clear and simple ledger of all money taken in by the club and should include date and amount for all moneys received and spent.
- The Secretary is responsible for recording a clear and accurate account of all NSO meetings. In addition, the secretary is also responsible for drafting the agenda and minutes for all NSO meetings.
- The ICC Representative will be responsible for attending all ICC meetings and will serve as ASO liaison. ICC Representatives should expect to present all information gathered at ICC meetings to the entire club during the next NSO meeting immediately following the ICC meeting.

\*Adopted September 14<sup>th</sup>, 2011.

\*Revised 7/2016