

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

ASCC Approval Date \_\_\_\_\_

# **Columbia College Student Club Charter Packet**



**Associated Students of Columbia College**

**2026-2027**

# Columbia College Student Club Charter Packet

**Here are the steps to follow when creating and chartering a club through the ASCC (Associated Students of Columbia College):**

- Formulate the purpose of the club and start thinking of a club name. What does this club represent and what can it offer to the student body?
- Find an advisor--- which can be any staff or faculty member--- we recommend multiple advisors.
- Recruit other students to be in the club. The club must have 5 active members --- 2 of which must be officers.
- Fill officer positions. Minimally, the club must have a Club President and one officer. We recommend appointing a Secretary and an Inter-club Council officer for optimal club functionality.
- Finalize club name and statement of purpose.
- Choose to adopt the basic Club Constitution or customize your own.
- To charter the club, the following forms must be completed:
  - ✓ Club Name and Statement of Purpose Form
  - ✓ Club Advisor Responsibility Form
  - ✓ Club President Responsibility Form
  - ✓ Club Officer Form (2 officers minimally)
  - ✓ Club Member Sign-up Form with at least 5 members (including 2 officers)
  - ✓ YCCD Voluntary Activities Participation Form (signed by all club members)
  - ✓ Club Constitution as written basic or customized (editable digital copy available online)
- Turn the paperwork into the Director of Club Affairs, or Program Assistant Rory Thompson, in the Ponderosa Student Center.
- The club charter request will be reviewed at the next available ASCC business meeting.
- Following approval by the ASCC, please expect a processing time of 2-4 weeks for club to be fully activated, including room reservations, business account setup, and other communications.
- Approved club charters will be active through the summer session.
- Plan to provide a copy of club flyer and meeting dates to Program Assistant Rory Thompson to post on the website and in the Student Center.
- Have fun with your new club!



# Club Advisor Responsibility Form

**As a Columbia College Club Advisor, I have, or will, attend the Club Training(s) and understand that I am responsible for and agree to do the following:**

## Attendance

- Attend **ALL** regularly scheduled, and special, club meetings, functions, field trips, and club-hosted events.
- Meet with executive officers of club for the following purposes:
  - To assist with the development of organizational programs
  - To discuss the club goals and direction
  - To discuss the financial status of the club
  - To minimize internal difficulties and to assist officers with problems resolutions
- Attend a club workshop once an academic year or once every charter or recharter period if it is being held.
- Ensure my Club Advisor role and hours are approved by my Manager or Dean. Questions regarding Club Advisor hours should be directed to ASCC Advisor, Courtney Sutton.

## Paperwork and Events

- Ensure that all club paperwork has been completed and submitted within the allotted time frame.
- Ensure event forms are submitted to the ASCC a minimum of 4-6 weeks prior to any event or activity.
- Ensure any liability concerns have been addressed prior to approving club activities and functions.
- Ensure all club meetings take place at Columbia College in a Facility-assigned room.
- Ensure that all district facilities and property are used in accordance with district and campus policies.
- Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.

## Policy and Behavior

- Be familiar with the club's Statement of Purpose and prepared to render assistance with interpretation.
- Be familiar with Columbia College's policies and rules that govern student organizations as found in the [ASCC Constitution and Bylaws](https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC_Constitution_and_Bylaws_July_2024.pdf).
- Oversee that the club operates in good faith, incorporating a high standard of ethics while representing **Itself** and **Columbia College** in all phases of the club's operation.
- Ensure all Yosemite Community College District, Columbia College, and ASCC policies and procedures are followed.
- Ensure all student club activities adhere to [YCCD Board Policy: 5500 Standards of Student Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf).
- Read and review the Columbia College Club Handbook.
- Contact the Director of Club Affairs to discuss organizational problems, changes in organization, and status of the respective club.

## Purchases

- Review and be aware of the financial activities of the club.
- Be a signature holder for all club expenditures -or- designate a **purchasing support person** below.
- Ensure that all purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus with minutes) meeting and are in accordance with district and campus policies and procedures.

Club Advisor (Print Name) \* \_\_\_\_\_ Ext \_\_\_\_\_

Club Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Each Advisor Must Sign Their Own Form*

# Club President Responsibility Form

**As a Columbia College Club President, I understand that I am responsible for and agree to do the following:**

- Ensure all Yosemite Community College District, Columbia College, and ASCC policies and procedures are followed.
- Ensure all club members have the opportunity to participate in all club functions.
- Ensure all scheduled meetings are in accordance with district and campus policies and procedures.
- Ensure an up-to-date roster and meeting schedule is on file with the ASCC Director of Club Affairs.
- Ensure that all club paperwork has been completed and submitted within the allotted time frame.
- Ensure event forms are submitted to ASCC a minimum of 4-6 weeks prior to any event or activity.
- Ensure that all district facilities and property are used in accordance with district and campus policies.
- Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.
- Ensure that any purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus with minutes) meeting and are in accordance with district and campus policies and procedures.
- Ensure all student club activities adhere to Standards of Conduct [YCCD Board Policy: 5500 Standards of Student Conduct.](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf)
- Read and review Columbia College Club Handbook.

**I have read all of the above and understand what is required of me as a Columbia College Club President:**

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Club President (Print Name) \_\_\_\_\_

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

# Club Officer Form

Please list officers and positions below. Minimally, each club must have a club president and one officer.

Position

Name

Student Email

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

Officer 1 \_\_\_\_\_

Officer 2 \_\_\_\_\_

Officer 3 \_\_\_\_\_

Officer 4 \_\_\_\_\_

Officer 5 \_\_\_\_\_

# Club Member Sign-Up Form

I would like to be a member of the \_\_\_\_\_ Club:

Name

Student ID

Phone

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

Continue on back of paper if needed

# Club Member Sign-Up Form continued

I would like to be a member of the \_\_\_\_\_ Club:

Name	Student ID	Phone
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____



# Columbia College Club Constitution & Bylaws

Constitution of:

Adopted on:

## ARTICLE I (Name)

The name of this organization shall be:

## ARTICLE II (Purpose)

Section 1. This club will establish aims which are educational and compatible with the best interests of the college.

- A. Mission/Statement of Purpose: (see attached or page 3 of charter/recharter)

## Section 2. Best Practices

- A. This club promotes the values of learning, communication, fellowship, financial security, and health as established by Columbia College.
- B. All members will promote goodwill within its club membership including observing YCCD Board Policy 7-8057 for Civility:  
Members of the Yosemite Community College District embrace the value of civility. Civility refers to the content and style with which verbal, written, and other types of communication occur in professional interactions or settings. In a civil context, all members of the community are heard, valued, taken seriously, treated with dignity and respect, and treated without prejudice. Importantly, civility, especially in an academic context, encompasses vigorous, reasoned disagreement and critique of ideas. Civility underpins the ability to 'agree to disagree' on contentious issues and is a necessary precondition for collegial interchanges that are free and unfettered. Civility enables the diversity of thought and ideas fundamental to an academic institution.

## ARTICLE III (Membership)

### Section 1. Club Membership

- A. Active membership in this club shall be granted to any student registered at Columbia College during the current semester who support the club's mission and statement of purpose.
- B. Membership opportunities remain open without regard to race, creed, sex, religion, or national origin.
- C. Club members will remain in good standing by:
  - i. Regularly participating in club meetings and activities.
  - ii. Missing no more than two (2) scheduled meetings per semester.
  - iii. Absences will be evaluated at the discretion of Club Officers and Advisor(s)
- D. Each student club member is represented by one (1) vote in club meetings and elections.
- E. An updated and accurate membership roster will be submitted to the ASCC by the end of the 4th week of the semester.

## ARTICLE IV (Meetings)

### Section 1. Meeting Date, Time, Location

- A. The club shall meet in person, or virtually/hybrid if deemed necessary, at a regular date, time, and location as determined by its members.
- B. Meeting date, time, location will be re-evaluated on a semester basis for maximum availability and participation by members and advisor(s).
- C. Additional executive or planning meetings may take place as needed and can be scheduled in person, virtually, or hybrid.

### Section 2. Attendance

- A. Club officers and members are expected to attend all regularly scheduled club meetings and club events.
- B. At least one (1) meeting per month shall require in-person attendance unless an excusable circumstance is approved at the discretion of the Club Officers and Advisor(s).

## ARTICLE V (Club Officers)

### Section 1. Club Officers

- A. All club officers must maintain a 2.0 GPA.
- B. All clubs must minimally maintain a Club President and one executive officer.

### Section 2. Duties of Officers

- A. The Club President will have the following duties:
  - i. Preside over all meetings and call special meetings, if needed.
  - ii. Plan and prepare an agenda for all meetings.
  - iii. Work collaboratively with club advisor(s) to complete and submit all required paperwork for club meetings, events, travel, and activities.
  - iv. Act as a facilitator of group discussion by summarizing, clarifying, etc.
  - v. Oversee and support all officers, ensuring accountability, communication, and follow-through.
  - vi. Participate in student club activities.
- B. The Club Vice President will have the following duties:
  - i. Work closely with the president.
  - ii. Serve as the president if the president is unable to fulfill their duties.
  - iii. Help the president prepare the meeting agenda.
  - iv. Support the Club Secretary and Club Treasurer as needed.
  - v. Participate in student club activities.
- C. The Club Secretary will have the following duties:
  - i. Distribute meeting agendas.
  - ii. Notify members of upcoming meetings.
  - iii. Take attendance at meetings and keep permanent attendance records.

- iv. Maintain accurate minutes of all meetings, including date and place, presiding officer, and business conducted.
  - v. Prepare minutes in the prescribed format by the next meeting for distribution to all members.
  - vi. Maintain all files of the club, including original agendas, minutes, and relevant documents.
  - vii. Sign official meeting minutes for submission with event/purchase/trip requests and obtain the signature of Club Advisor on meeting minutes as well.
  - viii. Maintain a membership directory of the club.
- D. The Club Treasurer will have the following duties:
- i. Maintain a complete and accurate record of all club receipts and disbursements.
  - ii. Request an agenda item with President for members to vote on during official club meeting for purchase orders/expenditures/fundraising efforts --- prior to spending.
  - iii. Work closely with club president and club advisor to maintain club budget.
- E. The Inter-Club Council Representative will have the following duties:
- i. Attend all ICC meetings on behalf of the club.
  - ii. Vote on ICC matters and report outcomes to the club.
  - iii. Serve as a student advocate and liaison between ICC and club.
  - iv. In the absence of a standing ICC Rep, any club member may attend ICC meetings with prior agreement.

### Section 3. Elections of Officers

- A. Elections for officer positions shall be held one (1) month prior to the expiration of an officer's term or at the beginning of the semester, as needed, to ensure continuity of leadership and allow time for mentoring, transition, and training.
- B. All club members in good standing shall have the right to vote in officer elections.
- C. Officer elections shall be overseen by the Club President, or by the Vice President in the President's absence, in collaboration with the Advisor(s).
- D. To be eligible for an officer position, a candidate must be a current club member in good standing.
- E. A formal meeting shall be held to allow club members to meet the candidates. Each candidate shall be given the opportunity to present a brief statement or speech outlining their interest, qualifications, and commitment to the club and its mission.
- F. The election shall be conducted in person whenever possible and shall be overseen by the Club President, or by the Vice President in the President's absence, in collaboration with the Advisor(s) to ensure fairness, transparency, and compliance.
- G. Once votes are cast and counted, the senior officer presiding over the election shall announce the results and administer the swearing-in of the selected candidate.
- H. Tie Resolution: In the event of a tie vote during a vacancy election, all tied candidates shall be recognized as having equal support, and the Executive Board, in consultation with the Advisor(s), shall determine whether:
  - i. A shared or interim role is appropriate, or
  - ii. A runoff election is necessary to fill a single-seat position.
  - iii. This process shall prioritize fairness, continuity of leadership, and the best interest of the club.

## Section 5. Eligibility of Officers

- A. President Eligibility: Candidates should successfully complete a full term as either Vice President or Executive Secretary prior to assuming role as President.
- B. Officer Eligibility: Candidates should successfully complete a full term as club member.
- C. Contingency Clause: If no officer has completed a full qualifying term at the time of an open election and no eligible candidates are available, any club member shall be eligible to run for or be appointed to the President or officer position to ensure continuity of leadership.

## Section 6. Vacancy of Office

- A. In the event that an officer position becomes vacant due to resignation, graduation, removal, or disciplinary action, a special election shall be held in which the club members shall vote to fill the vacancy.

## Section 7. Term of Office

- A. An officer's term starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.
- B. Any officer who completes one (1) year of service in any position, whether remaining in the same role or transitioning to a different role through promotion or election, shall be required to stand for re-election at the next scheduled election.

## ARTICLE VI (Amendments)

### Section 1. Amendments

- A. Whenever necessary, the club shall propose amendments to the constitution and bylaws.
- B. Any proposed amendments to the constitution and bylaws shall be required to provide the specific text of all additions, deletions, or changes.
- C. Amendments shall be limited to one subject, shall not be illegal or inconsistent with any other provision that is not proposed to be modified.
- D. To make such an amendment valid, two-thirds of the club members must approve the proposed amendment.

### Section 2. Adoption

- A. These constitution and bylaw amendments may be adopted by a two-thirds vote of the club members, whereupon they shall go into effect immediately.

## ARTICLE VII (Finances)

### Section 1. Finances and Record Keeping

- A. Club Advisor will confirm a positive club account balance before requesting expenditures such as purchases, travel expenses, or direct payment requests.
- B. Club Members will approve, by vote, all requests for expenditures of any club funds prior to any commitments.
- C. All official meeting minutes being submitted for club expenditures will include the signature of the Club Secretary and Club Advisor.

- D. Minutes of all meetings and financial statements for activities will be filed in the official club binder or online digital folder as established and agreed upon by the club, and made available upon request.
- E. Club financial activities will follow processes outlined in the *Business Office Fiscal Procedures for ASCC Clubs*.

## ARTICLE VIII (Advisor)

### Section 1. Selection of Advisor

- A. The club will have a minimum of (1) advisor.
- B. The club will seek the support of multiple advisors for continuity of club activities.
- C. The Club Advisor will be present at all official campus activities of the club.
- D. The Club Advisor will be an employee of YCCD.

### Section 2. Role of Advisor

- A. The Club Advisor serves in an advisory and support role and is not a voting member.
- B. The Club Advisor plays a vital role in guiding, mentoring, and supporting club members by encouraging:
  - i. Teamwork and collaboration.
  - ii. Campus and community engagement.
  - iii. Conflict resolution.
  - iv. Time management.
  - v. Organizational and leadership development.
- C. The Club Advisor ensures club members and club activities remain in alignment with *YCCD Board Policy* by:
  - i. Fulfilling all college and district requirements.
  - ii. Remaining compliant with YCCD, ASCC, and all club-related policies and procedures.
  - iii. Understanding that failure to follow these procedures may result in disciplinary action for both the advisor and club.

## ARTICLE IX (Activities & Messaging)

### Section 1. Activities

- A. This club follows the *State Educational Code Regulations* and *YCCD Standards of Conduct*.
- B. All club events and trips will submit proper paperwork with supporting documents for approval at least 4 weeks prior to the activity as outlined in the Club Handbook.

### Section 2. Messaging

- A. All club materials and messaging will follow *Club Messaging Guidelines* as outlined in the *Club Handbook*.
- B. All club materials, such as flyers, event posters, etc., will be approved by an ASCC member, ASCC Advisor, Clubs Program Assistant, or a Student Ambassador prior to posting.