



Berkeley City College Club Chartering Packet

Club Name: _____

VP of Programs Signature: _____

Date: _____

Chief Justice Signature: _____

Date: _____

Date approved by ASBCC: _____

***Please put your club's name at the top of every page**

Club Name: _____

To Charter a New Club at Berkeley City College

1. Obtain the BCC Chartering Packet from the Associated Students of Berkeley City College (ASBCC) Vice President of Programs, who is located in the ASBCC office (Room 057) or from the ASBCC website:

[\[INSERT LINK TO NEW DOC\]](#)

Packet includes:

- Petition to Charter a Club
- Club Advisor Agreement
- Template for a Club Constitution
- Guidelines on developing a Club Budget
- ASBCC Funding Request Instructions and Agreement

2. Return all items listed above in person to the ASBCC Vice President of Programs in room 057.

3. Attend an Associated Students of Berkeley City College (ASBCC) meeting to be officially chartered. You will be notified by the VP of Programs when your club is on the ASBCC agenda for chartering.

4. Contact the Academic Support Services Specialist to secure a meeting room for your club.

Club Name: _____

Petition to Charter a Student Club

We, the undersigned students, request permission to organize the club described below in accordance with the rules and regulations of Peralta Community College District (PCCD) and the ASBCC.

Objective of Proposed Club:

Provide a description of your club and meeting frequency:

Signatures and the student ID numbers of at least ten students who are interested in becoming members of the proposed club:

<u>Name</u>	<u>Student ID Number</u>	<u>Name</u>	<u>Student ID Number</u>
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	

Date Petition obtained _____ Student Contact Name: _____

Student Contact Phone: _____ Student Contact Email: _____

SID #: _____ E-mail address for club: _____

Received by: _____ Date: _____

ASBCC Vice President of Programs Signature

Club Name: _____

Club Advisor Agreement

Responsibilities of Club Advisors of Student Clubs

- Club Advisors should make an effort to attend meetings of the club. These meetings must be held on the BCC campus.
- Each club is required to file meeting minutes of every meeting. Club Advisors are tasked with making sure these minutes are filed with the VP of Programs.
- Club Advisors should be knowledgeable of all financial transactions of the club.
- Club Advisors are responsible for supervising the use of college equipment and facilities during any club activity.
- Club Advisors should ensure that the club is following the meeting procedures outlined by the Ralph Brown Act and general parliamentary procedure.
- Club Advisors are expected to file travel forms for all off campus activities.
- Before agreeing to be a Club Advisor for a club, Club Advisors should have an opportunity to read the students' Petition to Charter so that they may be acquainted with the purposes, objectives, and membership of the proposed club.
- Club Advisors should be familiar with the above list of minimum responsibilities that they are expected to assume and ensure that the students fulfill their duties.

Please return this page along with all other requested materials in person to the VP of Programs in room 057.

FACULTY/STAFF SPONSOR AGREEMENT

I agree to act as advisor of _____ during
(NAME OF CLUB)

the _____ academic year, provided that the request for the club to be chartered in an academic year be granted. I also agree to advise interested students while they are formulating a constitution.

Club Advisor's Name (Please Print) _____

Phone # _____ Date _____

Club Advisor's Email _____

Club Advisor's Signature _____

Club Name: _____

TEMPLATE FOR A CLUB CONSTITUTION

This sample constitution is provided for use as a guideline only. You may use this document as a template. Simply delete this introductory paragraph, put your club's or name at the top, and fill in the sections with information relevant to your club. Your club's actual constitution may be expanded or abbreviated but must include the following sections marked with an asterisk (*) in order to be considered for charter as a student club at Berkeley City College.

* Components marked with an asterisk (*) are required for student club constitutions. Constitutions submitted without these components will not be approved.

Article I – Name

* Section 1 – The name of this club shall be [Insert the formal name by which the student club shall be officially known.]

Article II – Purpose/Mission Statement

* Section 1 – The purpose of this club shall be to [Insert the club's defined purpose (to promote, to organize, to educate, etc.) and if applicable, its mission statement.]

* Section 2 – [Name of Club] shall abide by all Peralta Community College District and Associated Students of Berkeley City College guidelines and regulations.

Article III – Affiliations

Section 1 – [Identify any local, regional, national, or international groups with which the student club is affiliated. This section may be removed if the club is not affiliated with an entity other than Berkeley City College.]

Article IV – Membership

* Section 1 – Berkeley City College students must comprise 100% of the student club's membership.

* Section 2 – [Insert eligibility requirements (including that they must maintain a 2.0 grade point average) and special qualifications which may be required for eligibility that do not illegally discriminate.]

* Section 3 – Membership in this club is open to all meeting the above criteria,

Club Name: _____

irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, political affiliation, gender identity, and/or sexual orientation.

Article V – Officers/Executive Board

* Section 1 – The officers of this club shall be: [Insert the number of officers, their titles, and their duties. Officers must be students at Berkeley City College. Any club must identify at least a President, Secretary, and Treasurer.]

Section 2 – [Insert qualifications for each office, if any. For example, “Candidates must have been a member of the club for at least one semester to be eligible to run for election as President.”]

* Section 3 – [Insert the term length of each position. Be careful to include provisions for holding elections before an officer’s term expires.]

* Section 4 – [Insert provisions for removing an officer, in the event it is necessary.]

Section 5 – [Insert whether reports from officers to the membership will be required. If the club decides they are required, also note how often they will be made and how they will be made available.]

Article VI – Elections

* Section 1 – Election of officers shall be held [Insert the month(s) of elections and specify who will oversee them. List who will announce the election date, who the candidates are, and the results of the election. A provision should be made that specifies how far in advance election meetings will be announced.]

* Section 2 – [Insert procedures for filling vacancies.]

* Section 3 – [Insert procedures for voting in elections. For example, some clubs make provisions for an open-secret ballot whereas some feel a vote by a show of hands is best. List what percentage of those voting shall constitute a candidate’s election. Consider procedures for election proceedings in which no candidate has won.]

Article VII – Meetings

* Section 1 – Regular meetings of this club shall be held [Specify the frequency of meetings, but NOT the regular day, time, and location of the meeting. Determine who has the authority to call a meeting and who has the responsibility of notifying members of

Club Name: _____

meetings and how it should be done. For example, “The secretary shall notify members of the meeting, via e-mail, no later than three business days in advance of the meeting.”]

* Section 2 – Quorum shall consist of at least half of the club’s voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club.]

* Section 3 – The current edition of Robert’s Rules of Order shall govern meetings of this club within the requirements of this constitution once approved by the ASBCC Judicial Council and the ICC VP of Programs.

Article VIII– Advisors

* Section 1 – There shall be at least one Berkeley City College faculty or staff Advisor who shall serve as an Advisor to the club.

* Section 2 – [Insert a description of the duties or responsibilities of the Advisor. This description must be congruent with the guidelines established by the Club Advisor Agreement within the Club Chartering Packet. In situations in which the role of the Advisor prescribed in a student club’s constitution is different, policies established by the Club Advisor Agreement supercede them.]

Article IX – Committees

Section 1 – [Insert a description of the club’s standing committees (if any), their functions, financing powers, etc.]

Section 2 – [Describe the selection of committee members. For example, “Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

Article X – Finances

Section 1 – [Insert a description of accounting procedures, how accounts are maintained, etc.]

Article XI - Constitutional Amendments

* Section 1 - This constitution may be amended by a vote of two-thirds of the club membership.

* Section 2 - Each time the club’s constitution is amended, a revised copy must be e-mailed to the ASBCC VP of Programs and the ASBCC Judicial Council via the Chief

Club Name: _____

Justice.

Article XI – Enabling Clause

* Section 1 - The constitution takes effect upon the approval of the ASBCC Judicial Council and ASBCC VP of Programs.

Club Name: _____

CREATING YOUR BUDGET

The Club Budget should include an outline of the estimated expenses for the entire year (July 1st to June 30th) for the following:

1. Any items that your club will be purchasing, with their costs and potential vendors
2. Club Rush, ASBCC events, show costs, and public speaker costs
3. Lodging and transportation

Each club is allowed one hundred dollars (\$100) of seed money per semester.

- a. Each club must submit a request for their seed money check to the ASBCC at least three (3) weeks prior to usage.
- b. Club seed money can only be used for the following:
 - i. Event supplies (food, decorations, fliers, etc.)
 - ii. Materials for basic club functions (meeting agendas, writing instruments, etc.)
 - iii. Club advertising (posters, art supplies, etc.)

Club Name: _____

CLUB BUDGET TEMPLATE

Event Name: _____

Items for Event:	Vendor:	Quantity	Estimated Cost

Event Total: _____

Event Name: _____

Items for Event:	Vendor:	Quantity	Estimated Cost

Event Total: _____

Event Name: _____

Items for Event:	Vendor:	Quantity	Estimated Cost

Event Total: _____

Fall Semester Total: _____

Spring Semester Total: _____

Club Name: _____

ASBCC COPY: PLEASE TURN THIS COPY IN!

ASBCC Funding Request Instructions and Agreement

The Associated Students of Berkeley City College (ASBCC) hereby informs you of the process for ASBCC funding requests:

1. Obtain the ASBCC/ICC Funding Request page for your completion, from the ASBCC office, room 057. Make sure you have provided all the pertinent information and the attachments requested on the forms.
2. Deliver a completed packet of the application and all supporting documents to the ASBCC Vice President of Programs in room 057. The supporting documents required are:
 - a. A vendor quote
 - b. An event flyer/brochure/detailed description
 - c. An itemized budget of the event in question
3. Any funding requests must be turned in at least four (4) weeks prior to the date by which funding is required. Funding requests turned in after the four (4) week mark may not be processed in time. (Turning in your funding request does not necessarily guarantee that your funding will be approved and processed in time.)
4. Place your funding request on the ICC Agenda by emailing the ICC Secretary and Vice President of Programs. Funding requests must be placed on the ICC Meeting Agenda and approved before approaching the ASBCC Council.
5. **Reimbursement: ASBCC/ICC has a strict NO REIMBURSEMENT policy. Late items, items not on the agenda, and/or incomplete requests will not be considered. NO EXCEPTIONS!**
6. Each club is entitled to \$100 seed money per semester. To access this seed money, please contact the ASBCC VP of Finance.

By signing this document, we the undersigned club representatives agree to all terms therein prescribed to access funds from the Associated Students of Berkeley City College.

Club Representative Signature _____ Date _____

Club Advisor's Signature _____ Date _____

VP of Programs Signature _____ Date _____

Club Name: _____

ASBCC COPY: PLEASE TURN THIS COPY IN!
AGREEMENT OF CLUB REPRESENTATION

- As a chartered club of the Associated Students of Berkeley City College, we agree that we will have no less than two (2) events per semester.
- As a chartered club of the Associated Students of Berkeley City College, we agree that no less than one (1) representative will be present at every ICC meeting or possibly face decommission (your seed money will be frozen, your room privileges will be revoked, and all support from the ASBCC will cease).

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Club Name: _____

CLUB COPY: PLEASE KEEP FOR YOUR RECORDS

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