

**Berkeley City College
Club Chartering Packet
Approved 01.29.2015**

To Charter a New Club at Berkeley City College

1. Obtain the BCC Chartering Packet from the ASBCC Vice President of Programs, who is located in the ASBCC office (Room 057) or from the ASBCC website:
<http://www.berkeleycitycollege.edu/wp/asbcc/student-clubs-organizations/>

Packet includes:

- Petition to Charter or Recharter a Club
 - Guidelines on developing a club constitution
 - Guidelines on developing a club budget
 - Financial Request Instructions
 - Faculty/Staff Sponsor Responsibilities and Agreement
2. Return all items (Petition, Constitution, Budget, Financial Agreement and Club Advisor Agreement) to the ASBCC Vice President of Programs.
 3. Attend an Associated Students of Berkeley City College (ASBCC) meeting to be officially chartered.

You will be notified when your club/organization is on the agenda for chartering.

To Re-Charter an Active Club at Berkeley City College

1. Return the following items to the ASBCC Vice President of Programs **one week before the first fall semester meeting of the Inter-Clubs Council**:
 - Petition to Charter or Recharter a Club
 - Faculty/Staff Sponsor Responsibilities and Agreement

Petition to Charter or Re-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 and THE ASSOCIATED STUDENTS OF BERKELEY CITY COLLEGE.

Objective of Proposed Organization:

Provide a description of your club, meeting time, meeting place, and contact number:

Signatures and the student ID numbers of ten or more students who are interested in becoming members of the proposed group:

<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.	
13.		14.	
15.		16.	
17.		18.	
19.		20.	

Date Petition obtained _____

Date Petition, Constitution, and Faculty/Staff Sponsor Agreement filed _____

Student Contact Name: _____

Phone: _____ Student Contact Email: _____

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

Received by: _____ Date: _____

ASBCC Vice President of Programs Signature

Club Advisors Form

Responsibilities of Club Advisors of Associated Student Organizations

- Club Advisors should make every effort possible to attend all meetings of the organizations. These meetings must be held on campus.
- Each organization is required to file minutes of every meeting with the Student Activities Advisor. Club Advisors should insure that the students fulfill this and other responsibilities.
- Club Advisors should be knowledgeable of all financial transactions of the organization.
- Club Advisors are responsible for supervising the use of college equipment and facilities during any club activity.
- Club Advisors should have some knowledge of The Ralph Brown Act and Parliamentary Procedures.
- Club Advisors are also expected to file travel forms for all off campus activities.
- Before agreeing to be a Club Advisor for a club/organization, advisors should have an opportunity to read the student's petition to Charter or Re-Charter so that they may be acquainted with the purposes, objectives, and membership of the proposed organization.
- Advisors should also be familiar with the above list of minimum responsibilities you are expected to assume as Club Advisor.

Please return this portion along with Petition and Constitution to the VP of Programs

FACULTY/STAFF SPONSOR AGREEMENT

I agree to act as advisor of _____ during the
(name of club/organization)
current academic year, provided that the request for the club/organization to be chartered/re-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 _____

WHAT A CONSTITUTION CONTAINS

- ARTICLE I. Name and purpose of organization
- ARTICLE II. Requirements for membership and means of selection of members
- ARTICLE III. Officers (names, terms of office, election process, duties)
- ARTICLE IV. Dues: **MAY NOT BE COLLECTED AT BCC**
- ARTICLE V. Rules for amending the constitution
- ARTICLE VI. Frequency of meetings
- ARTICLE VII. Provision for board of directors or executive council and the means of selecting it
- ARTICLE VIII. Committees (standing)

This is a More Comprehensive Outline for a Constitution

Membership Provisions:

All members of BCC clubs must be enrolled in at least half a credit at BCC.

Method of dropping members

What constitutes “good standing?”

Officers:

Duties and powers

Provision for filling unexpired terms

Rules for election

Procedure for recall

Amendments to Constitution and By-Laws:

Notice to membership of proposed amendments

Type of notice required

Vote required to effect amendment

Procedure for proposing an amendment: petition, motion

ONCE YOUR CONSTITUTION HAS BEEN WRITTEN:

After the Drafting Committee has completed its work on the constitution, it will report to your membership, usually at a meeting and upon request of the chair. If you are the reporter, you will say, “I move that the charter be adopted.” Your motion is then seconded, repeated by the chair, and the charter is then read in its entirety to the assembly. (If each member can be provided with a copy of the charter, this reading step may be eliminated.). After the reading, each article and section is taken up and amended if necessary. When all the provisions of the charter have been read, and corrected if necessary, your chair will ask, “Are there any further amendments to the charter? (pause to give members a chance to respond) -all in favor of adopting the charter, signify by rising.” A majority vote will adopt a charter, constitution, and by-laws in most organizations. However, a two-thirds vote is required to effect amendment thereto.

CREATING YOUR BUDGET

The Club Budget should include estimated expenses for the entire year (August 20th till July 28th):

1. A outline of supplies along with cost
2. Lodging, transportation and public speaker cost
3. Club Rush, ASBCC events and show cost

Each club is allowed to use the following amounts:

1. One Hundred Dollars in seed money. (Each club must submit a request for their seed money check to the ASBCC.)
2. One Hundred Dollars in supply money. (Fliers, Posters, Paper Products)
 - a) This Money takes a minimum of (6) six weeks of deliberation.

A club may petition the council for more funds but must follow the guidelines for Fund 84, which has a minimum of (6) six weeks deliberation period. Fund 84 cannot be used for food, the expense must enrich and educate Berkeley City College students and must be passed by both the ICC and the ASBCC council before being sent to the district for review.

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 packet for your completion, from the Student Government Room, Room 057.** Make sure you have provided all the pertinent information and the attachments requested on the forms. If an item is not applicable, please so indicate.
2. **Deliver a completed packet of the application and all supporting documents to the ASBCC Vice President of Programs/ ICC Chair.** 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**

Please place your materials in a sealed envelope and deliver to Room 057 between 9:00 AM and 8:00 PM. If the officer is not present, place the envelope in the ASBCC Treasurer's inbox with a note.

3. **Any funding requests must be turned in 3 weeks prior to the date by which funding is required. Funding requests turned in after the 3 week mark may not be processed in time.**
4. **Place your funding request on the ICC Agenda.** The ICC meetings are on Mondays, 12:15 PM in Room 253. **Funding requests must be placed on the ICC Meeting Agenda before approaching the AS 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 annually. To access this seed money, please contact the ASBCC Treasurer.**

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

Student Representative Signature _____ Date _____

Club Advisor's Signature _____ Date _____

VP of Programs Signature _____ Date _____

CLUB COPY: PLEASE KEEP FOR YOUR RECORDS
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Club Advisor's Signature _____ Date _____

VP of Programs Signature _____ Date _____

AGREEMENT OF CLUB REPRESENTATION

Name of Club:

- As a chartered club of The Associated Students at Berkeley City College, we agree that no less than (2) two representatives from our club will actively assist and participate in all ASBCC events. _____ initial
- As a chartered club of The Associated Students at Berkeley City College, we agree that no less than (1) one representative will be appointed to a committee by the President of The Associated Students at Berkeley City College and will attend meetings and bring a report back to the Executive Board of The Associated Students at Berkeley City College _____ initial
- As a chartered club of The Associated Students at Berkeley City College, we agree that we will have no less than (2) two events per semester. _____ initial
- As a chartered club of The Associated Students at Berkeley City College, we agree that no less than (1) one representative we will be present at EVERY ICC meeting or possibly face immediate decommission (your seed money will be frozen, your room privileges will be revoked and all support from the ASBCC will cease). _____ initial

By signing this document, I indicate that I have read this document and we the undersigned club agree to all terms therein prescribed to remain a club in good standing on the campus of Berkeley City College.

Student Representative Signature _____ Date _____

Club Advisor's Signature _____ Date _____

VP of Programs Signature _____ Date _____

AGREEMENT OF CLUB REPRESENTATION **(CLUB COPY)**

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