

Inter Club Council

Each club/organization is granted one voting seat on the ASRCC Inter-Club Council (I.C.C.). The ICC exists to facilitate the functions of all ASRCC clubs/organizations. All funding requests to the Executive Council are recommended by the ECC. Also, each club is responsible for providing 25% of any requested money, excluding any fees regarding licensing. It provides an opportunity for clubs/organizations to be involved with student issues on campus, meet with other club/organization representatives, exchange ideas, plan co-sponsored events, and ensure coordination of events on campus. ICC meets every month. All clubs must send a representative to every ICC meeting. Each chartered club/organization will receive meeting announcements and agendas in their mailbox, located in the Instructional Building. Each club must submit a budget, expenditures, and revenue quarterly

ASRCC Executive Council Assistance

The Commissioner of Clubs is the Executive Council Member who will facilitate the operation of clubs/organizations and the Inter Club Council. The Commissioner of Clubs will answer all of your questions regarding the charter forms, bank account, as well as other privileges granted to chartered clubs/organizations.

Privileges Granted to Chartered Clubs/Organizations

1. Use of College name through ASRCC
2. Use of College facilities without charge
3. Use of campus vehicles
4. Organizational mailbox through ASRCC
5. Co-sponsorship opportunities with ASRCC
6. Funding through ASRCC
7. Assistance in advertising, poster and flyer production and copies. Some assistance in distribution
8. Inter Club Council Membership and voting privileges.

Renewal of Charter

Club and Organization Charters are active for one academic year. In the beginning of each academic year, all clubs must renew their charter with the ASRCC Executive Council. The renewal involves an update of the Club Charter Application, Officer list, and renewal of the commitment of the Advisor. The Constitution can remain as filed unless changes are made.

Club/organizations seeking renewal must also submit their annual budget for the new academic year.

Inactive Status

If during the course of the year the club advisor withdraws sponsorship, the charter becomes inactive and must be renewed in order to retain ASRCC recognition. The Commissioner of Clubs must be notified about this change.

If a club becomes inactive for a year, their bank account will become part of the ASRCC fund. Clubs that have been inactive for more than one year must submit a charter application form and all accompanying materials in order to become a recognized ASRCC club/organization.

Advisor Responsibilities

1. Is responsible to oversee club activities, and programs. Advisors should guide club officers to ensure that programs conform to the educational purposes of the College.
2. Attend club functions and programs, as required.
3. Assist in planning and evaluating club efforts to provide meaningful social, cultural, and recreational opportunities within club purposes.
4. Promote dialogue between club officers and the Commissioner of Clubs and the ASRCC Executive Council.

Facilities Scheduling/Use

As a chartered club/organization you may use campus facilities free of charge. The first step in planning a meeting or special event is scheduling the room. Room reservations are made through the Facilities Use person in the Instructional Office. Keep in mind the number of people and type of activity when scheduling. Use of campus facilities is a privilege that ASRCC enjoys. Keep in mind that the condition of the facility when you leave will reflect directly on ASRCC, ICC and your club or organization.

Writing a Club Constitution

Associated Students of Rogue Community College

Suggested Format

Article I. Name

The name of this club/organization shall be called the Rogue Community College (club).

Article II. Purpose (one statement or several)

The purpose(s) of this club/organization shall be:

Article III. Membership

Membership shall be open to any Rogue Community College student, Administrator, Faculty Member, Classified Staff Member, or any Community Member regardless of Race, Color, Religion, Sex, National Origin, Age Disability, or Sexual Orientation.

Article IV. Officers

Section 1.0 Officers shall consist of President, Vice-President, Secretary, Treasurer, Other.

Section 2.0 Duties of the President shall be:

Section 3.0 Duties of the Vice-President shall be: etc.

Article V. Meetings

How often, when, run by whom, how announced.

Article VI. Abandonment

If this club/organization is inactive for two consecutive terms the remaining funds should be returned to the Student Activities Budget directed by the ASRCC Executive Council.

Article VII. Amendments

An amendment may be initiated by any member of the club and passed by a two-thirds majority vote of the members present at the meeting. Amendments must then be approved by the ASRCC Executive Council

This is only a sample. These articles are mandatory, but additional article may be added.

ASRCC Policy # 1090, Attachment 2

Club Officer List

Associated Students of Rogue Community College

Name of Club or Organization _____

Contact Person _____ Phone _____

Club Advisor _____ Phone _____

Club Officers

Name Title Phone

Name Title Phone

Name Title Phone

Name Title Phone

Name Title Phone

Name Title Phone

The officers above assume responsibilities for the operation of this club/organization. The ASRCC Executive Council will be notified in the event of a change in club contact person.

Club Representative Signature/Title

Date

Club Advisor Acceptance Form

Associated Students of Rogue Community College

Date: _____

To: ASRCC Executive Council

From: _____
Club Advisor

Re: Acceptance of Advisor Role for _____
Name of
Club/Organization

I understand the role of the club advisor and accept the responsibility of advisor for this club/organization.

Signature of Club Advisor

Date

Anticipated Club Annual Balanced Budget

Associated Students of Rogue Community College

Name of Club or Organization _____

Contact Person _____ Phone _____

Club Advisor _____ Phone _____

Anticipated Income

Current Balance \$ _____

ASRCC Start Up Fund _____ 50.00

Other Income _____
(sales, dues, etc.) _____

Total _____
=====

Anticipated Expenditures

Scholarships or Grants \$ _____

Activities _____

Supplies _____

Contingency _____

Other (specify) _____

Total _____
=====

Bank Account # _____ Name of Bank _____

Account Signatories _____ / _____