

ASGRCC

Associated Student Government
Of
Rogue Community College



Associated Student Government
Rogue Community College

Club Orientation Packet and Charter

Club Charter Application Form

Associated Student Government of Rogue Community College

Name of Club/Organization					
New or Returning Club		Choose an item.			
Club Officer	Name		Email		Phone
Club Officer (if more than 1)	Name		Email		Phone
Club Advisor	Name		Email		Phone
Club Advisor (if necessary)	Name		Email		Phone
<p>The undersigned representatives acknowledge that the approval of this charter application by the ASGRCC Executive Council is contingent upon receipt of the documents listed below. They are attached to this charter application form. If the charter is approved, the members agree to adhere to the ASGRCC constitution, By-Laws and Policies and Procedures, and all rules governing ASGRCC Clubs established by the RCC Board of Education, and the State of Oregon.</p>					
Club/Organization Check List (all items must be attached)					
<input type="checkbox"/>	Club Constitution/By-Laws				
<input type="checkbox"/>	Club Officer List				
<input type="checkbox"/>	Advisor Acceptance Form				
<input type="checkbox"/>	Anticipated Club annual Balanced Budget				
Club Officer Signature		Title		Date	Click or tap to enter a date.
<p>The Executive Council's decision on your Charter application shall be announced to you by the Director of Clubs, Organizations and Activities within 48 hours following the next Executive Council Meeting.</p>					

**Sample - Club
Constitution/Bylaws**

**Associated Student Government of Rogue
Community College**

Suggested Format

Article I. Name

The name of this club/organization shall be called

Article II. Purpose (one statement or several)

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

Article III. Membership

Student clubs are open to all students without regard to race, color, gender, religion, age, sex, national origin, disability, marital status, veteran status, or sexual orientation. The membership, policies, and actions of a student organization typically are determined by the vote of those individuals who hold bona fide membership in the College community.

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

The club shall meet every week or bi-weekly or once a month. The meetings shall be run by the President. Meeting time, date and location shall be announced by flier and e-mail.

Article VI. Abandonment

If this club/organization is inactive for two consecutive terms the remaining funds should be returned to the ASGRCC 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 ASGRCC Executive Council

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

Club Member List

Associated Student Government of Rogue Community College

Name of Club or Organization							
Club Officer		Email		Phone			
Club Advisor		Email		Phone			
Club Officers List							
Name		Title		Phone		Email	
Name		Title		Phone		Email	
Name		Title		Phone		Email	
Name		Title		Phone		Email	
Club Members List							
Name				Phone		Email	
Name				Phone		Email	
Name				Phone		Email	
Name				Phone		Email	
Name				Phone		Email	
Name				Phone		Email	

The officers above assume responsibilities for the operation of this club/organization and must be a registered student at RCC. The ASGRCC Executive Council will be notified in the event of a change in club contact person.

Club Officer Signature		Date	Click or tap to enter a date.	Campus	Choose an item.
Club Advisor Signature		Date	Click or tap to enter a date.	Campus	Choose an item.

Club Advisor Acceptance Form
Associated Student Government of Rogue Community College

To:	ASGRCC Executive Council
From:	

Re: Acceptance of Advisor Role for			
Name of Club/Organization		Campus	Choose an item.

I have received, read and understand the following:	
<input type="checkbox"/>	I have received and read the Clubs Handbook.
<input type="checkbox"/>	I accept the responsibility of advisor for the club/organization
<input type="checkbox"/>	I understand I must attend one Interclub Council meeting each month or send a club representative on my behalf.
<input type="checkbox"/>	I understand that my club will be allocated a \$100 start-up fee.
<input type="checkbox"/>	I understand the rules of fundraising should my club wish to participate in this activity.
<input type="checkbox"/>	I understand the rules of the field trip and know where to find field trip guideline forms.

Signature of Club Advisor	
Printed Name of Club Advisor	
Date	Click or tap to enter a date.

ASGRCC Policy # 1090, Attachment 4

ASGRCC Advisor Contact:

Club members' needs vary depending upon the mission and activities of the club. If you become unsure of a situation or need advice please contact the ASGRCC Advisor:

Chelsea Daugherty, cdaugherty@rogucecc.edu

Anticipated Club Budget

Associated Students of Rogue Community College

Name of Club/Organization					
Club Officer		Email		Phone	
Club Advisor		Email		Phone	

Anticipated Income	
Current Balance	\$
ASG Fund	\$ 100.00
Fundraisers	\$
Donations	\$
Other Income	\$
Total Income	\$

Anticipated Expenditures	
Current Expenditures	\$
Activities	\$
Supplies	\$
Total Expenditures	\$

ASGRCC Policy # 1090, Attachment 5