



## Associated Students Club Charter Packet

ASWCC Office: 719 (Building 700)

Phone: (530) 661-5785

Email: [aswcc.reps@gmail.com](mailto:aswcc.reps@gmail.com)

Students who wish to form an official student club or organization must become chartered through ASWCC. Chartered organizations receive the following benefits, provided they receive approval through appropriate channels:

- Use of WCC facilities free of charge for meetings and events
- Permission to post banners and flyers on district property
- Ability to create and maintain a club financial account through YCCD
- A webpage on the WCC website (or a link to your own existing website)

To become chartered, student groups must agree to the provisions governing student organizations in the ASWCC Constitution (Article IV, Section 6):

- a. Recruit a minimum of four students who will serve as officers.
- b. Choose a faculty advisor.
- c. Submit a **Club Charter Packet** for approval by campus administration.
- d. Designate a representative to meet with ASWCC a minimum of once per semester.
- e. Submit an **Annual Budget Update** to ASWCC at the end of each charter year.

All clubs are required to abide by state laws, WCC Policies and Procedures, the Student Code of Conduct and requirements set forth by ASWCC. Failure to comply with any requirement gives ASWCC the authority to revoke an organization's charter. ASWCC is not financially, legally, or morally responsible for any acts committed or debts contracted by any student club or organization.

This charter packet contains:

- Instructions on getting your club started, opening an account, handling club finances, and holding meetings and events (pp. 2-3) – KEEP THESE PAGES FOR YOUR RECORDS
- Club Constitution Template (p.4)
- Club Charter Cover Page (p. 5)
- Student Organization Budget Form (p. 6)

## Getting Your Club Started

1. Once you have recruited at least four students who are willing to serve as officers (president, vice president, secretary, and treasurer), you need to find a faculty advisor. If you need help finding an advisor, you can contact ASWCC for assistance.
2. Create a constitution for your organization. See the **Sample Constitution** (p. 4).
3. Submit your constitution along with the **Club Charter Cover Page** (p. 5) to:  
Melody Johnson, Office of the Dean of Student Services  
530-661-4202, j0390924@go.yccd.edu

## Once Your Club is Approved

Your faculty advisor and ASWCC will be notified once your club has been approved by administration. Now that your charter is official, you can follow the instructions below to set up an account, reserve space for meetings, and hold events. You may also request a webpage by contacting ASWCC.

## Setting up a Club Account

Your club must set up an account for all monetary transactions. To set up an account, contact the Office of the Dean of Student Services. 530-661-4202, j0390924@go.yccd.edu

- a) A **Student Organization Budget Form** (p. 5 of this packet)
- b) A copy of the ASWCC minutes announcing that your club is approved (download from ASWCC website or contact ASWCC for help)  
<http://wcc-aswcc.yccd.edu/documents.aspx>

## Holding Meetings

Set regular club meeting times as outlined in your organization's constitution and reserve a location. Room reservations are made by your faculty advisor through Ana Villagrana in the Office of the President (contact info above). *Notify ASWCC of your planned meeting times.*

You should set an agenda to distribute to members prior to each meeting, and take minutes at every meeting. For samples and templates, see the ASWCC website. At the end of each semester, submit all official meeting agendas and minutes to ASWCC.

Please note that failure to hold official meetings can result in your charter being revoked. *For a meeting to count as official, it must meet the following requirements:*

- have an agenda and minutes (for samples and templates, see the ASWCC website)
- be held in a public location and presided over by an officer of the organization
- have a faculty advisor present
- have enough members present as outlined in your organization's constitution

## Planning Events

To plan events or activities, you must fill out an **Event Form** (on ASWCC website) and file it with Melody Johnson, Office of the Dean Student Services *Notify ASWCC of any events you are planning.*

If you plan to post flyers or signs, have these approved and stamped by the Office of the President before you post them. Please see the campus **Posting Policy** (on ASWCC website). Failure to comply with this policy may result in your charter being revoked.

Student organizations with active accounts may request a copy code (to use the copy machines on campus) from Ana Villagrana in the Office of the President, provided there are funds in the account to cover copying costs.

If you are spending club money or raising funds, be sure to follow instructions for making purchases and deposits.

## Handling Club Finances

### MAKING DEPOSITS:

Once your account is set up, you can deposit funds at the Registration Desk in Building 700 using the **Deposit Slip** form on the ASWCC website.

### MAKING PURCHASES:

To use money from your account to make purchases (see rules of spending, below), you will need to provide:

- A completed **Purchase Requisition** form (on ASWCC website) signed by a club officer and faculty advisor
- A copy of the approved meeting minutes showing that members voted to spend the exact amount of money you are requesting. (See the **Minutes Template** on the ASWCC website for help keeping minutes of your meetings.)

Bring the signed form and the approved minutes to Ana Villagrana in the Office of the President. The process takes one to two work weeks.

### RULES OF SPENDING:

When you create an account with Yuba Community College District, you cannot use these funds for private interests such as gifts or donations to private parties. All funds must be spent to enhance the educational experiences of club members and the student body at large. (This can include social events.) If your account remains inactive (no withdrawals or deposits) for three years, the account will be closed and any remaining funds get absorbed into the general budget.

# [SAMPLE CONSTITUTION]

## THE WCC SOCIOLOGY CLUB CONSTITUTION

### **ARTICLE I: NAME**

The name of the Club shall be The Sociology Club.

### **ARTICLE II: PURPOSE**

The primary purpose of this organization shall be for students to come together to participate in discussions and activities related to the field of Sociology and promote a “sociological imagination” on the Woodland Community College campus.

### **ARTICLE III: OFFICERS**

#### **Section 1. Offices and Duties**

**President** shall set and prepare meeting agendas, preside over meetings according to Robert’s Rules of Order, and meet with ASWCC as outlined in the ASWCC Constitution.

**Vice President** shall coordinate and publicize special events, preside over meetings in President’s absence, and assist President in duties as needed.

**Secretary** shall take roll and minutes at all official meetings and serve as corresponding secretary in official club business.

**Treasurer** shall conduct all club financial transactions, including purchase orders, deposits, and the annual budget update.

#### **Section 2: Terms and Conditions of Office**

Officers of the Sociology Club will hold a term of one (1) Academic Year. Officers may be replaced with another Member of The Sociology Club by a majority vote of members present; this vote must be formally agendized. Officer vacancies may be filled by majority vote of members present at meeting.

### **ARTICLE IV: MEMBERSHIP**

Membership is open to all students at Woodland Community College. To be a voting Member, student must have attended more than one meeting. Members who are disruptive to the purpose or functioning of The Sociology Club may be voted out of the club by a majority vote of members present; this vote must be formally agendized.

### **ARTICLE V: MEETINGS**

#### **Section 1: Frequency and Times**

Meetings shall be held on a monthly basis in addition to special events. Days and times of meetings shall be decided each semester by consensus and are subject to adjustment.

#### **Section 2: Order of Business**

A brief role call will begin every meeting. Official minutes of each meeting shall be approved at subsequent meeting and given to an Advisor of The Sociology Club.

#### **Section 3: Terms and Conditions**

There must be at least three (3) members of The Sociology Club (including at least one officer) and a Faculty Advisor present to be an official meeting. Club business transactions may only take place at an official meeting.

### **ARTICLE VI: CONSTITUTION**

This Constitution may be amended by a majority vote at the beginning of a new term. Amendments must be proposed by The Sociology Club members or advisors, and voted on by The Sociology Club members.





Student Organization Budget Form

Club Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

1. Beginning balance: +\$ \_\_\_\_\_

2. Estimated income:

- a. Donations: \$ \_\_\_\_\_
b. Fundraising: \$ \_\_\_\_\_
c. Sales: \$ \_\_\_\_\_

Subtotal of beginning balance and estimated income: +\$ \_\_\_\_\_

3. Estimated expenditures:

- a. Supplies: \$ \_\_\_\_\_
b. Printing/Publicity: \$ \_\_\_\_\_
c. Scholarships: \$ \_\_\_\_\_
d. Consult Fees: \$ \_\_\_\_\_
e. Conference/Travel: \$ \_\_\_\_\_
f. Graduation: \$ \_\_\_\_\_
g. Other: \$ \_\_\_\_\_

Subtotal of estimated expenditures: -\$ \_\_\_\_\_

4. Estimated Ending Balance: \$ \_\_\_\_\_

Club President: \_\_\_\_\_
PRINT SIGNATURE

Faculty Advisor: \_\_\_\_\_
PRINT SIGNATURE

Faculty Email: \_\_\_\_\_

To open your club account, turn in this form plus a copy of the ASWCC minutes announcing your club charter approval to:

Melody Johnson
Office of the Dean of Student Services room 720
530-6614202, j0390924@go.yccd.edu

Please make sure to review the rules and guidelines about student organization accounts in your Charter Packet and retain a copy of this form for your records. At the end of the school year you will file an Annual Budget Update with ASWCC.