



Club Charter Packet



Club Organizational Packet

Table of Contents

| | |
|--------------------------------------------------------------|----|
| Definitions..... | 1 |
| Club Registration Information Sheet..... | 2 |
| Interested Club Member List..... | 4 |
| Faculty/Administrator Advisor Agreement..... | 5 |
| Club Officer Listing & Proposed Executive Board Members..... | 6 |
| Club Constitution Guidelines..... | 7 |
| Club Constitution Template..... | 9 |
| Club Charter Agreement..... | 13 |



Definitions

Associated Students of College of Alameda (ASCOA)

Members of the Associated Students and student clubs have the opportunity to participate in the development of governance policy of the college through the Shared Governance process. They are the voice of the students in the college, district, and state issues pertaining to students and their pursuit of a quality education. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials.

Inter Club Council (ICC)

The Inter Club Council is a committee of the ASCOA and is composed of a representative from each club/organization on campus. Clubs must maintain active membership in the Inter Club Council. The Inter Club Council provides support, guidance, and advocate for clubs and organizations at CoA.

Student Clubs & Organizations

Student clubs and organizations present students with opportunities to learn leadership skills with practical experience, while also developing social, and advocacy skills.

Campus organizations offer students a variety of events and activities that cultural, entertaining, educational, and service to students on campus and the surrounding community, Examples of service that the campus organizations have involved themselves in include raising money for books, scholarships, and awards recognition.

COLLEGE OF ALAMEDA

CLUB REGISTRATION INFORMATION SHEET

Congratulations on taking the first step towards enhancing the College community through improving campus activities. By beginning the process, you have shown that you have what it takes to be a leader: an idea and follow-through. Your prospective club will help to enhance the College of Alameda community not only during your time here, but also for many years to come.

To begin review the following documents:

- a. Associated Students College of Alameda (ASCOA) Club Registration Process
- b. Club Constitution Guidelines
- c. Club Constitution Template
- d. Club Registration Forms: Club Officer Listing, Advisor Agreement, Club Charter Agreement, List of Club Members

CLUB REGISTRATION PROCESS

Step 1 Attend a club registration information session, or review the online training presentation.

Step 2 Turn in all required club registration documents (Club Officer Listing, Advisor Agreement, Club Charter Agreement, List of Club Members and Constitution) to the **Office of Student Activities in F-217**. A staff member in the Student Activities office will complete a grade and enrollment check for all listed Executive Board officers. Applications with students that are not eligible to serve as officers will be returned to the club. The club must re-submit the application with new officers. Complete registration packets with students in good academic standing will be forwarded to the ASCOA VP of Operations. **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME. INCOMPLETE PACKETS WILL BE RETURNED.**

Step 3 Completed packets (with officers that meet minimum GPA and unit requirements) will be forwarded to the ASCOA Vice President of Operations. The VP of Operations will have the club's constitution placed on the ASCOA meeting agenda for review. A club representative can attend the meeting to respond to questions. The ASCOA will review the club's constitution and determine whether the club's purpose is distinctly different from a club that already exist on campus. The ASCOA will vote to either approve the charter, continue review of the constitution for a second review or disapprove the charter.

Step 4 If the ASCOA votes to continue reviewing the club's constitution, the ASCOA VP of Operations will inform the club of the necessary changes. Once the club has resubmitted the constitution with the requested changes. The ASCOA VP of Operations will have the club's constitution placed on the ASCOA meeting agenda for a second review. A club representative can attend the meeting to respond to questions. The ASCOA will vote to either approve the charter or continue review of the constitution for a third and final review.

Step 5 If the ASCOA votes to continue reviewing the clubs constitution, the ASCOA VP of Operations will inform the club of the necessary changes. Once the club has resubmitted the constitution with the requested changes. The ASCOA VP of Operations will have the club's constitution placed on the ASCOA meeting agenda for a third and final review. The ASCOA will vote to approve or disapprove the charter.

COLLEGE OF ALAMEDA CLUB REGISTRATION INFORMATION SHEET

Depending on availability of funding, **NEW** clubs may receive an allocation of **\$100.00 in start-up funds**. If approved, funds will be transferred into the club's District account. Renewing clubs are not eligible for start-up funds.

After becoming recognized as a College of Alameda club, all constitutional amendments must be approved by the ICC and filed with the Office of Student Activities and Campus Life within one week of adoption.

If you have any questions, please contact the Office of Student Activities at [**coa.activitiesdirector@gmail.com**](mailto:coa.activitiesdirector@gmail.com)

COLLEGE OF ALAMEDA

INTERESTED CLUB MEMBER LIST

List the full names and email addresses for all students interested in the club. Students must be a Peralta College student. A minimum of five (5) students is required.

| Full Name | Email Address |
|-----------|---------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |

COLLEGE OF ALAMEDA

FACULTY/ADMINISTRATOR ADVISOR AGREEMENT

I hereby agree to be the faculty / administrator advisor to _____(organization's name) for the _____ semester. I am aware that in being an advisor I am a teacher, coach, consultant, counselor, supervisor and policy interpreter. I will also provide continuity when members and officers change. In being a faculty/administrator advisor I will take an active role in making this organization a positive contribution to the College of Alameda community.

College of Alameda club advisors are responsible for:

1. Attending all club related events, practices, trips and meetings.
2. Finding a suitable substitute (i.e., a PCCD faculty, staff or administrator) to supervise club activities in your absence.
3. Supervising the use of the college equipment and facilities during all club activities.
4. Filing travel forms for all off campus activities.
5. Providing signatory approval for all club expenditures.
6. Ensuring club expenditures are in compliance with stated District policies and procedures and ASCOA Bylaws.
7. Making sure all expenditures are recorded as an action item in meeting minutes.
8. Ensuring the club submits required meeting minutes to the Office of Student Activities and Campus Life.
9. Mediating conflicts between club members.
10. Helping each club officer and member understand their duties.
11. Helping students understand and apply democratic principles within their organization and in working with others.
12. Ensuring all responsible steps are taken to guarantee the safety and welfare of club members.
13. Ensuring the club complies with District policies and procedures; local, state and federal laws.

Print Name

Advisor Signature

Date

Department Name: _____

Office Location: _____

Email Address: _____

Phone Number: _____

COLLEGE OF ALAMEDA
CLUB OFFICER LISTING
PROPOSED EXECUTIVE BOARD MEMBERS

Club Name: _____ **Year:** _____

New Club **Returning Club** **Fall** **Spring**

- A club must have a minimum of **four** officer positions that are equivalent to a President, Vice President, Treasurer and Secretary.
- All officers are required to have a minimum **2.0 cumulative GPA** and be enrolled in **five (5) units** at College of Alameda.
- A student cannot be listed for more than one officer position. However, a student can serve in one (1) officer position and be the ICC representative.
- The Office of Student Activities and Campus Life must be notified of officer changes.
- If the club has more than four club officers, list them on photocopy of this page.

Position Title: _____

First Name: _____ **Last Name:** _____

Student ID#: _____ **E-Mail:** _____

Phone: _____ **Signature:** _____

Position Title: _____

First Name: _____ **Last Name:** _____

Student ID#: _____ **E-Mail:** _____

Phone: _____ **Signature:** _____

Position Title: _____

First Name: _____ **Last Name:** _____

Student ID#: _____ **E-Mail:** _____

Phone: _____ **Signature:** _____

Position Title: _____

First Name: _____ **Last Name:** _____

Student ID#: _____ **E-Mail:** _____

Phone: _____ **Signature:** _____

FOR STAFF USE

| | | | |
|------------------------------------------------------------|------------------------------|-----------------------------|-----------------------------|
| Current Constitution on File | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Date Received: |
| All officers meet GPA Requirements | <input type="checkbox"/> YES | <input type="checkbox"/> NO | ICC Approval Date: |
| Organization has at least 5 registered COA students | <input type="checkbox"/> YES | <input type="checkbox"/> NO | ASCOA Approval Date: |
| | | | |
| Director of Student Activities Approval: | | | Date: |

CLUB CONSTITUTION GUIDELINES

As the founder of a new club, one of your most important responsibilities is to create a constitution that establishes governing guidelines for future students to follow. These guidelines will help you create a lasting document that will expedite the registration process.

You may add sections as appropriate to your group, but you must include pertinent District required statements that are part of all registration procedures. Your completed constitution must be submitted with your **Club Member List** signed by five (5) currently registered College of Alameda students; **Club Officer Listing** form; **Club Charter Agreement**, and a signed **Faculty/Administrator Agreement** for review according to the club registration process. This information will be kept on file in the Office of Student Activities and Campus Life. Clubs will be notified by the ASCOA Vice President of Operations as to their progress in the club registration process.

Please make sure to review the Club Constitution Template before writing the constitution. The template is a **sample** that will help you expedite writing the constitution. The template can be used as the basis for your constitution or you can just refer to it as needed.

Formatting

The founders of a club should take extra care with the format of a club constitution. It is very important for the constitution to have a consistent and professional format. Proper formatting will be crucial to expediting the club registration process.

Formatting Tips:

- Constitutions should not have lengthy paragraphs for articles. Content should be grouped by relevant information. Consider using bullet points or numbers to break up articles. If a portion of an article is extensive enough, consider creating different “Sections.”
- The constitution should be concise and only state facts that are relevant to the club’s operation from year to year.
- Make sure to include the article title along with the article number (i.e. “Article I – Name”)
- Be consistent! If the end of each line ends with semi-colons, be sure to use semi-colons at the end of every line.

Article I - Name

- What is the exact title that will be used in addressing the organization? You may not use College of Alameda as a part of your name unless you perform or compete in the public and are officially sponsored by the College, such as the College of Alameda Volleyball Team. Other groups may refer to themselves as, for example, Asian Cultural Exchange at College of Alameda.

Article II - Purpose

- What is the group’s purpose? The group must state its purpose as related to its expected contribution to the overall mission of College of Alameda, and to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the College community. The group must also demonstrate that it meets a need not presently met by any other club, organization, or department at the College of Alameda.

Article III - Membership

- Who is eligible for membership? Please make sure to state that “membership is open to all registered students at College of Alameda in good academic standing.” Are there any membership restrictions on students (i.e., number or percentage of meetings attended, etc.)? How will your club keep track of members’ meeting and club event attendance?
- All organizations must affirm, **verbatim**, that they will not restrict membership based upon “national origin, race, religion, creed, gender, sexual orientation, age, and mental or physical handicap.”
- If your group differentiates between voting and non-voting members, please clearly explain the distinction. This can easily be done by creating an “active member” status, as is done in the template for this Article.
- State that your club will not impose or participate in any form of hazing.

Article IV - Officers

- What are the club’s officer positions and titles? Detail the duties of each officer. In addition to the duties you list, please make sure to include the following duties under a particular position:
 - Responsible for maintaining contact between the club and the College
 - Responsible for maintaining an accurate budget for the club (usually Treasurer)
 - Responsible for coordinating with the Office of Student Activities and Campus Life for event planning and room reservations

- What decisions must be made by the Executive Board as a whole? How does the Executive Board make decisions? The Executive Board should vote on decisions it makes. If there is a tied vote, who will break the tie?

Article V - Elections

- Describe the process by which officers will be elected or selected. What percentage of your club's full time members must be present for the election vote to take place (also known as a "quorum")? How will students cast their votes? Who will count the votes?
- Describe how vacancies in officer positions will be filled. Will there be a special election? Will one officer succeed another?

Article VI - Impeachments

- How can an officer be removed from his or her position? Describe the criteria that must be met for an impeachment to occur.
- What will constitute quorum for a decision to impeach? What percentage of present members must vote in favor of impeachment for the process to begin?
- How will the officer subsequently be able to address the club to defend him- or herself?
- What will constitute quorum for a decision to remove the officer? What percentage of the club must vote to remove the officer?
- The vote to begin impeachment proceedings and the vote on whether to remove the officer should not take place on the same day.
- What is the timeframe for the impeachment proceedings? How long after the writ of impeachment is presented to the Executive Board is it brought to the club? How long after it is presented will the vote over the impeachment be?

Article VII - Meetings

- How often will the group meet? Who will call the meetings? When stating how often clubs will meet, be sure to include "while classes are in session during the academic school year."
- What percentage of active members must be present for an official meeting?
- What percentage of active members must be present in order for a decision to be made?

Article VIII – Constitutional Amendments

- How are amendments to the constitution proposed? A period of time should be required between the proposed amendment and a final vote.
- What will constitute quorum to vote on an amendment? How many votes are necessary to pass an amendment?
- State that "any and all changes must be approved by the ICC prior to adoption," and that "all amendments, additions, or deletions must be filed with the Office of Student Activities within one week of adoption."

Article IX – Acknowledgements

- State that your club realizes the responsibilities it takes on as set forth in the purpose and that it will abide by the Constitution on file with the Office of Student Activities and Campus Life, ASCOA bylaws and Peralta Community College District (PCCD) policies and procedures.
- State that your club's views do not necessarily represent those of College of Alameda or Peralta Community College District.

BE SURE TO DATE YOUR CONSTITUTION AND MARK "REVISED" IF IT HAS BEEN REVIEWED AND UPDATED.

CLUB CONSTITUTION TEMPLATE

In order to expedite the process of creating a club constitution, a constitution template can be found below. **This template can be copied directly into your constitution or can be used as a rough format.** The template was created from previously approved constitutions so it is an excellent resource for the sections that require specified detail. An electronic copy is available on the Office of Student Activities website.

You are not required to use the template, but are encouraged to review it while writing the constitution as it contains important information. **If using as a template DELETE highlighted section and insert the Club Name in the Title above (e.g., NURSING CLUB CONSTITUTION).**

Article I – Name

The name of this organization is the (CLUB NAME).

Article II – Purpose

(INSERT PURPOSE OF CLUB – REFER TO ARTICLE DESCRIPTIONS)

Article III – Membership

Section I

All currently registered students of College of Alameda, in good academic standing, are eligible for membership. Attendance will be taken at meetings as to promote attendance and record who are considered active members. Active membership is defined as attendance at a minimum of (PERCENTAGE) of meetings per semester. All active members have voting privileges.

Section II

(CLUB NAME) will not have according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Article IV – Officers

Section I

Executive Board

1. The Executive Board consists of the President, Vice President, Treasurer, and Secretary.
2. All four members are responsible for the planning and enactment of any events and projects the (CLUB NAME) undertakes.
3. The entire Executive Board must vote upon decisions it makes. In the case of a tie, the President has the tiebreaking vote.

Section II

President:

1. Directs and calls meetings of the (CLUB NAME).

2. Point of contact between the (CLUB NAME) and other organizations, ASCOA and Office of Student Activities and Campus Life.
3. Decides the agenda and purpose for each meeting.
4. Ensures that planning and execution of club trips and events are done properly by the Executive Board.
5. Able to delegate duties not specified by the constitution, but within the scope of the club, to members of the club.
6. Communicates with members regarding meetings and events.

Vice President:

1. Assumes the responsibilities of the President in their absence.
2. Assists the President in any projects undertaken by the club, including planning for meetings.
3. Directs advertising of events by working with the Executive Board to allot funding for event marketing, and may delegate advertisement responsibilities, such as the creation of flyer designs, to other willing active members.

Treasurer:

1. Directs club fundraising efforts.
2. Manages club budget and finances.
3. Manages any invoices club receives.
4. Coordinates with the ASCOA Treasurer to attain funding and coordinating with the Office of Student Activities and Campus Life, for planning and execution of club events.

Secretary:

1. Takes attendance at every meeting.
2. Takes meeting minutes
3. Handles all club correspondence

Article V – Elections

Section 1

Nomination Process

1. Nominations will be held at least two weeks in advance of the election. Two ineligible Executive Board members and/or the club advisor will verify the ballot of candidates.
2. Any active club member of the club may nominate another eligible active club member to run in the election. The nominated active club member must accept the nomination by the other person in order to become an official candidate.
3. Self-nomination is allowed.
4. All nominations, including self-nominations, have to be seconded by another active member.
5. All active club members in good academic standing that are not graduating are eligible for nomination.
6. The date for nominations will be announced at least two weeks in advance of when it will occur. Nominations will be held in (MONTH).

Section II

Election Process

1. Active members of the (CLUB NAME) elect officers.
2. 2/3 of active club members must be present and vote at the election meeting in order for an officer to be elected.

3. A majority of the votes of the active members who are present during the election is required to assume an officer position.
4. In the event of a tie or no one receiving a majority vote, a recount of the vote ensues.
5. If there is still not an elected official after the vote tally has been recounted, another election for the position shall be held at the following meeting for the two candidates with the highest vote count. This special election shall follow the same procedure as a normal election, when applicable.
6. Voting will be done in person at a meeting. Elections will be held in the beginning of (MONTH). Members will cast paper ballots.
7. New officers will take office at the end of (MONTH).
8. Two graduating members and/or the club advisor shall count the ballots.
9. Absentee ballots are not permitted.

Section III

Office Vacancy

1. Vacancies in officer positions shall be filled by a special election.
2. If the Presidency is vacant, the Vice President shall become President, and a special election for Vice President will be held when a 2/3 quorum of active members is present and voting. For all other vacancies on the Executive Board, a special election will take place to fill the vacancy.
3. The date of the special election will be announced at least one week in advance of when it will occur. The election will take place within two weeks of the position becoming vacant.
4. Special elections will follow the same procedure as regular elections.

Article VI – Impeachments

1. An officer can be removed from his or her position if he or she is found to be violating the constitution of (CLUB NAME) or violating AP 5500 Standards of Student Conduct, Discipline Procedures and Due Process.
2. The President will call and preside over impeachment meetings and procedure.
3. If the President is being impeached, the Vice President will preside over the impeachment.
4. Any active club member can bring forth an impeachment proceeding. They must present his or her case for impeachment in writing to the Executive Board.
5. The President will call a general club meeting within one week of the writ of impeachment being presented to the Executive Board.
6. To begin the impeachment process, a vote for impeachment will be taken by eligible voting members.
7. 2/3 of voting members must be present for a vote to proceed.
8. A majority of the voting members present must vote in favor of beginning the impeachment process.
9. The officer subject to impeachment will be allotted a maximum of 5 minutes to speak in defense. This meeting will be held within two weeks after the meeting where the vote to begin the process of impeachment takes place. This second meeting must be scheduled when the officer in question can attend.
10. A quorum of 2/3 of active club members must be present to remove an officer once the process has started and the officer has been given an opportunity to address the club.
11. 2/3 of active club members present at the meeting must vote in favor of removing the officer in order for the officer to be removed.
12. The vote to begin impeachment proceedings and the vote on whether to remove the officer shall not take place on the same day.

Article VII – Meetings

1. (CLUB NAME) shall meet every week while classes are in session during the academic school year.
2. The President has the authority to convene additional meetings in preparation for an event of any type.
3. The President has the sole authority to call meetings. In the President's absence, the Vice-President shall call meetings.
4. The President shall alert all active members 48 hours before any meeting is called.
5. 51% of active club members must be present in order for a decision to be made.
6. The minimum quorum to hold a club meeting is 51% of active club members.
7. The club advisor must be present to hold a club meeting.

Article VIII – Constitutional Amendments

1. Any active member of (CLUB NAME) can propose amendments to the constitution in writing during a club meeting. There will be a discussion period at this meeting of no longer than (X MINUTES).
2. The vote on the amendment will be at the following meeting after the meeting it was presented and discussed at.
3. At least 2/3 of active club members must be present at the meeting in order to vote on the measure. 2/3 of those active members present at the meeting must vote in favor of the amendment for it to pass.
4. Any and all changes must be approved by the ICC prior to adoption. All amendments, additions, or deletions must be filed with the Office of Student Activities and Campus Life within one week of adoption.

Article IX – Acknowledgements

1. (CLUB NAME) realizes the responsibilities it assumes as set forth in its purpose and that it will abide by the Constitution on file in the Office of Student Activities and Campus Life, ASCOA bylaws and Peralta Community College District (PCCD) policies and procedures.

(CLUB NAME) views do not necessarily represent those of College of Alameda or the Peralta Community College District.

Ratified by a vote of (INSERT NUMBER) in favor and (INSERT NUMBER) opposed and (INSERT NUMBER) abstaining on this (ENTER DATE) of (INSERT MONTH), (INSERT YEAR).

COLLEGE OF ALAMEDA CLUB CHARTER AGREEMENT

1. All CoA student clubs and organizations are required to deposit their funds in on-campus club accounts. This includes funds generated from club-sponsored events, donations, and any other club-related activities. It is a violation of College and District policy and the State Education Code for student clubs and organizations to place money in non-CoA college accounts and/or off-campus accounts.

Student clubs or organizations found to be placing funds in non-CoA college accounts and/or off-campus accounts are subject to suspension and disciplinary action. Club funds are held in trust by the ASCOA and are administered by the Office of Student Activities. While the Office of Student Activities monitors club financial activity, clubs are also responsible for keeping track of their income and expenditures. It is also important to note that club funds and accounts are considered public funds, and therefore are subject to public disclosure.

Advisor Initials _____ **Club President Initials** _____

2. All fundraising activities must be approved by the Director of Student Activities.
Advisor Initials _____ **Club President Initials** _____
3. All club purchases for goods and services must comply with Administrative Procedure (AP) 6330 and 6340. A District issued Purchase Order (PO) is required to purchase goods (e.g., food, decorations, t-shirts, etc.) and/or contract services (e.g., speaker, performer, photographer, etc.). Verbal agreements to purchase goods and/or contract services are prohibited. Students and advisors that enter into a verbal agreement with a vendor will be financially responsible for incurred expenses. And CANNOT receive a reimbursement. To acquire a Purchase Order (PO) the club must submit the required paperwork a **minimum of four weeks** prior to the date needed. (See ASCOA Financial Procedures for additional information). **Advisor Initials** _____ **Club President Initials** _____
4. If a vendor does not accept Purchase Orders (PO), the club advisor can request a cash advance. Request for cash advance must be submitted a **minimum of four weeks** prior to the date needed. (See ASCOA Financial Procedures for additional information). **Advisor Initials** _____ **Club President Initials** _____
5. Cash payments for contracted services is prohibited. All payments for services (i.e., speaker, band, DJ, graphic designer, location rental, etc.) must be issued directly to the vendor by District check. Students and/or advisors that pay for services WILL NOT receive a reimbursement. **Advisor Initials** _____ **Club President Initials** _____
6. All club events and meetings (on-campus and off-campus) must be supervised by the club advisor. If the club advisor is not available a substitute supervisor (i.e., a current PCCD employee) must be in attendance to supervise the event or meeting. **Advisor Initials** _____ **Club President Initials** _____
7. Exercises of freedom of expression shall be done in a peaceful, non-disruptive manner with appropriate consideration and respect for opposing points of view and within the parameters of AP 3900 Time, Place and Manner policy. **Advisor Initials** _____ **Club President Initials** _____
8. Club Privileges and Expectations

Registered clubs have the following privileges:

- a. Use of College facilities in accordance with applicable policies, meetings and activities.
- b. The ability to engage in approved fundraising activities.
- c. Solicitation of membership on campus under the organization's name.

COLLEGE OF ALAMEDA CLUB CHARTER AGREEMENT

- d. Listing of the organization in the official publications of the College.
- e. Use of College bulletin boards and other designated posting areas.
- f. Access to College services, leadership programs, and the expertise of a faculty or staff advisor.

Club expectations:

- g. Club meetings, events and programs must be open to all students regardless of their race, religion, sexual orientation, GPA, or other factors. There are NO exceptions!
- h. Meet at least once per month. Submit meeting minutes to the Office of Student Activities.
- i. Meetings must be on campus, during normal school hours, and may not take place during or as part of a class meeting.
- j. Send a representative to the bi-weekly Inter Club Council meetings.
- k. Contribute to the campus by providing events and programs that are of interest to students.
- l. Conduct themselves in a collegial and ethical manner.
- m. Maintain communication between the club, the advisor, and the Office of Student Activities and Campus Life.
- n. Adhere to all applicable ASCOA, Office of Student Activities, College and District rules and regulations.

Advisor Initials _____ **Club President Initials** _____

9. All printed posters, postcards and fliers must be approved by the Office of Student Activities and Campus Life. Clubs are prohibited from posting marketing materials on cars, vending machines, glass doors and/or windows, painted surfaces, etc. Approved fliers can be posted on bulletin boards using push pins (clubs are responsible for supplying their own push pins). Tape and staples are prohibited. Clubs are responsible for removing marketing materials after an event is completed and/or the postings has expired.

Advisor Initials _____ **Club President Initials** _____

10. All clubs are required to have at least one (1) club advisor. Only faculty (full-time or adjunct) and administrators, employed at College of Alameda are eligible to serve as club advisors. If the club advisor(s) resigns the club president is responsible for notifying the Director of Student Activities. The club will have 14 business days from the date the advisor resigned to identify a new advisor. If the club does not find a new advisor, the club will be considered inactive until a new advisor is identified. **Advisor Initials** _____ **Club President Initials** _____

11. All chartered clubs must designate two (2) student representatives for the Inter Club Council (ICC). One representative will serve as the primary representative and will regularly attend ICC meetings. The second representative will serve as the alternate representative. The alternate representative will attend ICC meetings in the absence of the primary representative. Failure to attend ICC meetings will result in the club being placed on the inactive club list. **Advisor Initials** _____ **Club President Initials** _____

COLLEGE OF ALAMEDA CLUB CHARTER AGREEMENT

Position Title: Primary ICC Representative

First Name: _____ **Last Name:** _____

Student ID#: _____ **E-Mail:** _____

Phone: _____ **Signature:** _____

Position Title: Alternate ICC Representative

First Name: _____ **Last Name:** _____

Student ID#: _____ **E-Mail:** _____

Phone: _____ **Signature:** _____