

**NEW**

# ON LINE CLUB CHARTER APPLICATION

**COMPLETE THE FOLLOWING REQUIREMENTS TO BECOME A RECOGNIZED CLUB ON CAMPUS.**

## STEP 1

### CLUB INFORMATION & STRUCTURE

- Create a Constitution & By-Laws.** This document describes the policies and procedures of the club including the club's purpose. It shouldn't duplicate the objectives or programs of any club/organization already in existence. Membership must be open to all SWC students.
- Club Information Flyer.** All Clubs must upload a one-page Club Information Flyer in jpeg format. Ideally, it should contain Club activities, meeting day & time, advisor contact information.

### CLUB ADVISOR

- Select an SWC Club Advisor.** Only Faculty members (full time or adjunct) can serve as a Club Advisors. Selecting a Co-Advisor is optional. Administrators or Classified Staff can only serve as Co-Advisor. Students have the right to choose their own advisor. \*Note: Club officer signatures on the signature page indicate that the advisor listed was approved by the club/organization.
- Club Advisor Contract & Orientation.** Club Advisor/s must complete, sign, and return the Contract Agreement to the Office of Student Activities, Rm. 601C. Mandatory Orientation information will be sent via email.

### CLUB OFFICERS & MEMBERS

- Minimum of ten (10) members.** No less than 10 members (5 Officers + 5 Members) listed must be currently registered SWC Students and Student Activity Sticker (SAS) holders. Members must maintain enrollment to ensure club/organization recognition status. Members must provide their signature to verify membership.
- Title IX Training.** All Club Officers (President, Vice President, Treasurer, Secretary, ICC Rep) must complete the "Not Anymore" online training. Training can be found in MySWC>Campus Apps. Training is required once every two (2) years. All club members are encouraged to complete the training.

- After completing all the requirements above, submit your application to charter your club/organization **ON LINE**.**
- Submit using this link: [CLUB CHARTER ONLINE APPLICATION](#) or use SWC Website>Student Life>Associated Student Organization >Clubs/Organizations >To Start A Club**
- Use SWC email address to log in and fill out form.**

## STEP 2

### SCAN & UPLOAD:

- 1) Electronic copy of Club Constitution & By Laws
- 2) Electronic copy of Club Officers, Membership, Advisor/s List with all required signatures. Form available in the Office of Student Activities, Room 601C.
- 3) Electronic copy of Club Flyer in jpeg format

### DEADLINE TO SUBMIT APPLICATION:

Friday, February 21, 2020 at 11:59pm.

### SUBMIT IN PERSON:

- 1) Signed Faculty Advisor Contract (to be submitted to the Office of Student Activities, Room 601C) with original signatures.

For any questions, please contact the Office of Student Activities Rm. 601C or call 619-482-6568.



# CLUBS IMPORTANT DATES & DEADLINES

## SPRING 2020

**Open - Dec. 6, 2019 (Fri) by 3pm:**

- **EARLY Club Activity Requests** scheduled between Feb 4 - Feb 14, 2019.
- **Approved Continuation Packet is REQUIRED** prior to any club activities.

**Nov. 22, 2019 (Friday) - Feb. 21, 2020 (Fri) 3pm:**

- **CONTINUING Club Charter /New Club Charter Packets** available online & at Student Information Window.
- **Approved Continuation Packet is REQUIRED** prior to any club activities.

**Jan 29, 2020 (Wednesday) - Feb. 21, 2020 (Fri) 3pm:**

- **Allocations** Packets available online via SWC Website.
- **Approved New & Continuation Packet is REQUIRED** prior to submitting allocations packet.

**Jan. 29 – 31, 2020:**  
(Wednesday -Friday)

- **ASO Welcome Week Activities** (Amphitheater/Jaguar Walk). *No club activities.*

**Feb. 3, 2020 (Monday) - April 24, 2020 (Fri) 3pm**

- Begin submitting Activity Requests for club events/activities beginning **February 18<sup>th</sup> through May 8<sup>th</sup>**.
- **Approved Continuation Packet is REQUIRED** prior to any club activities

**Feb. 3, 2020 (Monday)**

- **First ICC meeting** in Room 601E @ 1:20pm

**May 11, 2020 (Monday)**

- **Last ICC meeting** in Room 601E @ 1:20pm

**Feb. 7, 2020 (Thursday)**

- **Club Fair Jaguar Walk @ 11:00am** (Time subject to change)



# CLUB OFFICERS & ADVISOR(S)

**INSTRUCTIONS:** Upon completion, scan and upload this page in the *ONLINE Club Charter Application*.

Name of Club: \_\_\_\_\_

Term: **SPRING 2020**

President's Name (print):	SWC ID NO:
President's Signature:	
Email Address:	Phone No:

Vice President's Name (print):	SWC ID NO:
Vice President's Signature:	
Email Address:	Phone No:

Secretary's Name (print):	SWC ID NO:
Secretary's Signature:	
Email Address:	Phone No:

Treasurer's Name (print):	SWC ID NO:
Treasurer's Signature:	
Email Address:	Phone No:

ICC Rep's Name (print):	SWC ID NO:
ICC Rep's Signature:	
Email Address:	Phone No:

Advisor's Name (print):	SWC ID NO:
Advisor's Signature:	
Email Address:	Phone No:

Co-Advisor's Name (print):	SWC ID NO:
Co-Advisor's Signature:	
Email Address:	Phone No:

----- OFFICE USE ONLY -----

\_\_\_\_\_  
Coordinator of Student Activities                      Date

\_\_\_\_\_  
Director of Student Development                      Date



# CLUB MEMBERSHIP FORM

**INSTRUCTIONS:** Upon completion, scan and upload this page in the ONLINE Club Charter Application.

All student clubs must complete the Club Membership Form in order to be an officially recognized organization of the College. Each club must have a minimum of ten (10) Student Activity Sticker (SAS) holders. All students listed must be currently registered for the following term: **SPRING 2020.**

Print Student Name	Signature of Student	SWC ID N <sup>o</sup>	Email Address
1			
2			
3			
4			
5			
6			
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8			
9			
10			
11			
12			
13			
14			
15			

Southwestern Community College District  
Student Club/Organization  
**Faculty Advisor Agreement**

**The Student Club/Organization ADVISOR will:**

- 1) Attend the mandatory Advisor Orientation, which is scheduled at the beginning of each semester.
- 2) Attend all regularly scheduled and special meetings of student club organization.
- 3) Ensure all student-generated-meeting agendas and minutes are submitted by the end of the 14<sup>th</sup> week of each semester. If club leaders do not submit the club meeting agendas and minutes for the semester by the deadline, the advisor may forward a minimum of two emails or other correspondence to demonstrate that he/she has requested this information from the student leaders on repeated occasions. Clubs that do not comply with this requirement will not be permitted to charter for the following semester under the same club name and/or constitution/bylaws and/or club advisor.
- 4) Ensure an updated active membership roster is submitted by the end of the 10<sup>th</sup> week of each semester to the Office of Student Activities.
- 5) Meet with executive officers of student club organization to:
  - a) Assist in the development of meeting agendas and to review meeting minutes
  - b) Assist with the development of the organization's programs
  - c) Discuss organizational goals and directions
  - d) Discuss the financial status of the organization
  - e) Minimize internal difficulties by assisting officers with resolutions
- 6) Be familiar with the constitution, bylaws, or other governing documents of student club organization and be prepared to render assistance with interpretation.
- 7) Be familiar with the institution's policies and procedures, which govern student organizations and student conduct.
- 8) Be familiar with the ASO Constitution, By Laws, and House Rules, which govern student organizations and student conduct.
- 9) Attend all functions on and off campus sponsored by student club organization.
- 10) Contact the Office of Student Activities to discuss student organization problems, plans, or changes in organizational structure.
- 11) Be familiar with campus regulations regarding unruly conduct, alcohol, drugs, and injury.
- 12) Keep in possession a membership roster with a list of telephone numbers and persons to contact in case of emergency for off campus events.
- 13) Supervise financial transactions, the handling of club funds, and the maintenance of financial records. Expenditures may not be made without the prior approval of both -- the advisor and the Director of Student Development and Health Services.
- 14) Club members reserve the right to choose their faculty club advisor. Members will sign off on the charter packet that they have chosen their advisor for that semester.



# FACULTY ADVISOR CONTRACT

**INSTRUCTIONS:** Upon completion, **SUBMIT** this page in person to the Office of Student Activities, Room 601C.

Club advisors are required to complete a Faculty Advisor Contract each semester to be considered for the advisor stipend. Faculty who share advisor responsibilities with a co-advisor shall have the stipend divided accordingly.

**I have read the responsibilities, understand, and hereby agree to comply with the responsibilities and duties as stated in the Faculty Advisor Agreement.**

Highlights of the Faculty Advisor Agreement:

- Attend the mandatory Advisor Orientation, which is scheduled at the beginning of *each* semester.
- Attend all meetings and activities (on or off campus) of the student club/organization.
- Ensure all student-generated meeting agendas and minutes are submitted by the end of the 14<sup>th</sup> week of each semester to the Office of Student Activities. **Reminder:** Clubs that do not submit agendas or minutes by the end of the semester will **not** be eligible to charter the following semester.
- Ensure an updated active membership roster is submitted by the end of the 10<sup>th</sup> week of each semester to the Office of Student Activities.

Name of Club/Organization
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Print Name of Club Advisor	Signature	SWC ID No.	<input type="checkbox"/> Administrator <input type="checkbox"/> Faculty <input type="checkbox"/> Classified Staff	Date
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Print Name of Club Co-Advisor	Signature	SWC ID No.	<input type="checkbox"/> Administrator <input type="checkbox"/> Faculty <input type="checkbox"/> Classified Staff	Date
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Approved by:

Director of Student Development	Date

Dean of Student Services	Date