

CHARTERED STUDENT ORGANIZATIONS

A chartered student organization or a club is defined as “an activity, the aim of which is to promote a special interest, occupation, or field of study.” Chartered groups may be organized to promote any legal purpose which involves educational, recreational, or social interest. Any chartered organization must be open to all students. Members must be

Budgets should be managed according to Article III of the Financial Code. In addition, clubs and organizations may sponsor fundraising projects subject to the approval of the organization’s membership. Such projects must follow the accounting procedures outlined in the ASB Financial Code (copies available in the Student Programs Office), and the college’s procedures.

Clubs and organizations granted a charter during the fiscal year (July 1 to June 30) normally will not qualify for ASB subsidy (funding) until the beginning of the following fiscal year. Subsidy requires the submission of a formal budget request to the ASB Service and Activity Fee Budget Committee in March (see Financial Code, section 6). Public notice is given each year when budget requests are accepted. In order to start a club or organization:

- (1) Gather at least ten students together who are interested in doing something (skiing, hiking, playing chess, etc.)
- (2) Identify a faculty advisor.
- (3) Meet to elect officers and develop a constitution and develop bylaws which include a purpose and operational procedures.
- (4) Complete the club charter application form, which includes the name of the faculty advisor and a list of officers.
- (5) Bring these forms to the V.P. of Clubs and Organizations, which will then be presented to the ASB Senate Rules Committee for approval.
- (6) Submit a budget request, if appropriate. (forms may be obtained in the Student Programs Office.)

The ASB Senate will vote to recognize the club, affirming the application with a two-thirds vote.

The ASB President and Dean of Student Life will sign the charter application within one week of Senate action. Any questions concerning chartering and subsidizing student clubs or organizations should be directed to the Student Programs Office or the ASB Senate Office.

CLUB & ORGANIZATION RECOGNITION FORM

We, the undersigned, request that our organization be officially recognized as a student organization for the _____ year, with all the rights and privileges thereby accorded to such organizations by the AS-SPSCC Constitution and the Student Code of Rights and Responsibilities. We guarantee full cooperation on the part of our organization with respect to the standards and regulations of South Puget Sound Community College.

Date: _____ Name of Organization: _____

Statement of Purpose (Please give a brief statement of the purpose of the organization):

Student Member Roster

(To be officially recognized, a club must list 10 currently enrolled SPSCC students with a minimum of 1 credit bearing class.)

Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature

OFFICERS LIST

President of Senior Officer: _____ E-Mail: _____

Vice President or Subordinate Officer: _____

Secretary or Subordinate Officer: _____

Treasurer or Financial Officer: _____

By signing below, the advisor has read and understands the Club Handbook and agrees to fulfill all responsibilities listed therein.

Faculty/Staff Advisor: _____ Ext: _____ E-mail: _____

Club Representative: _____ Phone: _____ E-mail: _____

PLEASE INCLUDE A CURRENT COPY OF YOUR ORGANIZATIONS GOVERNING DOCUMENT(S).

ACTION

[] Charter Granted [] Referred to committee [] Charter Denied

Signature of ASB President Date: _____

Signature of Dean of Student Life Date: _____

As per Article VI, Section 4 of the SPSCC Bylaws, clubs are eligible for a minimum allocation upon request. To request funds from the Senate, please complete a Contingency Request Form.