

# Chartering Guidelines for Clubs/Organizations

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## **Chartering Guidelines for New Clubs/Organizations**

An important part of the collegiate experience outside the classroom includes involvement in student activities. Membership and/or leadership in student organizations provides an excellent opportunity for students to enhance their overall experience.

Students who are currently enrolled at least part time at Cincinnati State may create a student club/organization. A student organization may be defined as a group of students forming an association who share the same academic social, recreational, political or other special interest. A new organization must not duplicate the purpose of an existing club/organization.

All clubs/organizations must adhere to all Cincinnati State policies and procedures. Clubs and organizations may not engage in events without the knowledge and approval of the respective advisor and the Office of Student Activities.

Definition of an active organization- A club/organization is considered active when they:

- Are chartered through Student Government
- Sponsor awareness/community projects
- Hold fundraising events
- Hold regular meetings on campus
- Organize events (speakers, learning modules, etc.)
- Adhere to clear and concise Student Success Strategy (what contribution your club provides for students at Cincinnati State)
- Attend Student Government 3rd week meetings for Clubs and Organizations.

## Procedures for Chartering

In order to be eligible for chartering, the proposed club/organization must meet the following criteria:

- Provide a list of names and Cincinnati State email addresses of eight to ten currently enrolled students who have expressed an interest in the chartering of the club/organization. Members must be currently enrolled in classes two semesters of the academic year and have a minimum GPA of 2.0
- Students who have been found guilty of violating the College's Student Code of Conduct or have pending Student Code of Conduct charges are not eligible to apply for student leadership positions (i.e., club/organization officers, Mr./Mrs. Cincinnati State, etc.). Applications will be cleared through the Dean of Enrollment and Student Development.
- Provide a list of proposed officers, to include: their mailing address, email address and phone number. Officers must be currently enrolled in classes, remain in classes two semesters out of the academic year, and maintain a minimum GPA of 2.5.
- Provide a letter from one full-time Cincinnati State faculty or staff member who will serve as the designated advisor. In addition, the club/organization may also have a designated co-advisor which could be either a full-time or part-time Cincinnati State employee.
- Complete the ***Club/Organization Charter Application*** and attach the Constitution, By-laws, Letter of support from club advisor, and the Club President and Advisor Signature Page. The Mission Statement must be approved by the respective advisor(s).
- Membership must be open to any currently enrolled Cincinnati State student regardless of race, color, religion, creed, national origin, ancestry, handicap, gender or sexual orientation.
- The goal or purpose of the club/organization must not be in violation of the US and Ohio Constitutions, nor be in violation of the Rules, Regulations and Mission of Cincinnati State.
- The club/organization must not provide profit for any of its member or for other groups.

- Representatives (President and designated advisor preferred) must attend the Student Government meeting when chartering of respective club/organization is on the agenda to be discussed.

## **Privileges of Club/Organization Membership**

Clubs/Organizations recognized and chartered by the Student Government of Cincinnati State Technical and Community College shall have the following privileges:

- Use of College facilities in accordance with College's policies/procedures
- Assistance from the Student Government and Office of Student Activities in sponsoring and promoting activities such as flyers, posters, banners, etc.
- Requesting funds from the Student Government for conferences, programs, activities, etc. (Must attend all required Club/Organization events to be eligible for funds)
- Use College services or resources such as printing, duplicating, office supplies, computer services in accordance with College policies
- Name of club/organization will be listed in College publications
- Permission to sponsor on-campus fundraising events with prior approval from the Director of Student Activities
- Access to the services provided by the Office of Student Activities
- Receive help with club/organization needs. Your success as a club/organization is important.

## Maintenance Guidelines for Clubs/Organizations

- Maintain eight to ten currently enrolled student members, core of officers (as stated in the Student Government Constitution) and one full-time faculty/staff advisor. In addition, you may also have a designated co-advisor.
- Membership in the club/organization must be open to any individual regardless of race color, religion, creed, national origin, ancestry, handicap, gender or sexual orientation.
- Constitution, By-laws and Mission Statement is required for chartering, and any revisions should be submitted to the Office of Student Activities.
- The designated advisor and co-advisor of the club, (or if not available a faculty/staff person from the college) must attend all off-campus travel with the club/organization. An **Event Travel Form** is required before travel.
- Designate a representative to attend Student Government meetings when scheduled.
- In order to receive funding and remain an active organization, a **Yearly Report of Activities Form** must be completed when requesting funding. The Student Government will not approve funds until this form is submitted.
- Clubs/organization may not engage in events without knowledge and approval of their advisor and the Office of Student Activities.
- Adhere to all policies/procedures governing student clubs/organizations

## **Guidelines for Club/Organization Advisor**

All chartered clubs/organizations at Cincinnati State must have one designated advisor who must be a full-time faculty or staff member of the College, in addition one designated co-advisor can be added. This person may be a part-time Cincinnati State employee. Below are guidelines and responsibilities for advisors:

- The designated advisor and co-advisor should attend as many meetings as possible in order to help the club/organization:
  - Define the philosophy of the organization.
  - Discuss the goals and objectives of the organization.
  - Assist with planning the yearly program.
  - Assist with preparing the budget or budget requests.
  - Provide guidance or assistance to club members when problems arise.
  - Act as a resource person.
  - Act as a mediator in solving personality or organizational conflicts.
- Be familiar with college guidelines regarding spending funds, scheduling meetings and use of facilities.
- Assist the organization in planning events.
- The advisor must be accessible to students.
- Assume responsibility for the Club/Organization
- Establish a college account for the club/organization on campus only. Complete the **Club/Fund Agreement** eForm to activate an on-campus account. Bank accounts off campus are not permitted.
- Work with officers to compile the documents needed for the Yearly Report of Club/Organization Form which includes accomplishments and events (including fundraising activities) and submit the form.
- If the current advisor is unable to continue, a new advisor must be selected and new officers are elected.

- The advisor must travel with the club/organization to off-campus activities (i.e. conferences, etc.) or designate another staff/faculty member to accompany the group. A **Travel Event Form** must be filled out prior to travel and submitted to the Office of Student Activities.
- The advisor may recommend the revocation of the student club/organization or place a moratorium on all club activities.
- The advisor assumes responsibility for the actions and operation of the club/organization, including funds.

## Procedures for Club/Organization Funding

It is important that all club/organizations be self-sufficient; however, as an organization you may request funding through the Student Government. The Office of Student Activities will manage disbursement of funds. Below are guidelines and procedures for requesting funds:

- Funds may be requested for travel for conferences, guest speakers, student development, leadership training, etc. These funds are monies received from the State of Ohio and there are limitations.
- In order to receive funds, all clubs/organizations must participate in some type of fundraising activity. This can be accomplished through membership dues, sales, etc. Bake sales are not allowed. **Prior approval and accurate documentation are required.**
- A **Request for Funds Form** must be submitted by the Club Advisor a minimum of three weeks prior to the time the funds are needed. Additionally, the **Yearly Report of Activities for Clubs/Organizations Form** must be completed at the time of request.
- If the request requires travel, the **Request for Funds Form** must be submitted one month prior to the event.
- An **Event Follow-Up Form** must be submitted with receipts along with a detailed account of expenses for all money received from the Student Government. Failure to submit this form within 14 days after the event/activity will penalize your club/organization from receiving future funding.
- A representative from the club/organization must be present at the Student Government meeting when requests for funds are discussed. This representative must not be an elected member of Student Government.
- All clubs/organizations must have an account on campus, and all monies must be deposited into that account.

## Raffles/Fundraising

Raffles and fundraising events can be conducted by student organizations if they have been approved by the Office of Student Activities. Student organizations need to complete the **Event Follow-Up Form** **within 14 days after** the event and provide the requested information listed below at that time. Records are required to be kept for three (3) years after the drawing (this information can be stored in the Office of Student Activities):

- The date of the drawing
- The number of tickets sold and how much each ticket cost.
- What prizes were given out and value of each.
- Beginning and ending ticket numbers.
- The numbers or other identifying information for the winning tickets.
- The amount the organization kept for itself.
- If the drawing was part of a social event, for example a dinner, how much was paid by the organization for food and drink, and any other expenses of the event.

Raffles conducted by student organization and approved by the Office of Student Activities would not fall under the provisions in the Student Code of Conduct.

## **Charter Revocation of Club/Organization**

Chartering of a student club/organization may be revoked for the following:

- Failure to comply with the requirements of the rules/regulations governing organizations.
- Failure to comply with the Constitution, By-laws, and Mission Statement of the respective organization.
- Failure to comply with College policies and procedures.
- Misuse of funds received from the Student Government or funds raised by the club, failure to submit the Event Follow-Up form or failure to adequately document the expenditure of such funds.
- Charting will be revoked only by two thirds (2/3) vote of the members of the Student Government.
- Any member of the Student Government or the Director of Student Activities must present requests for revocation in writing to the Executive Board of the Student Government.
- A club/organization's officers shall be given written notification of the revocation of the organization and shall be given the opportunity to present its case before the Student Government.
- The Executive Officers of the Student Government reserve the right to take up to 30 days to reach a decision concerning revocation. A report would be prepared and submitted to the full Student Government for a vote.

## Accessing Club/Organizations Forms

Most club forms are electronic and can be accessed through the Club/Organizations website or through the MyCState Portal. Users are required to be logged into MyCState to access and submit the eforms. The following forms are available electronically:

- Club/Organization Charter Application\*
- Club/Fund Agreement Form (Club Advisor Only)
- Club Update Form (Club Advisor Only)
- Request for Fundraising Approval Form\*
- Yearly Report of Activities for Clubs/ Organizations Form\*
- Request for Club Funds Form (Club Advisor Only)
- Event Follow Up Form\*
- Travel Event Form (Club Advisor Only)

\*The Signature Page (available on the next page) is required to be completed by both the Club President and Club Advisor. It must be printed, filled out and signed, and uploaded when completing the indicated forms.

### How to Access Club Forms



1. Log into MyCState <https://mycstate.cincinnatistate.edu/webapps> using your assigned username and password
2. Click the **eForm** link located under the Tools section
3. Click the **Search by keyword** box
4. Enter the name of the form and click the **Search** button
5. Complete and attach all necessary paperwork to the form

## Signature Page

This page is required to be included for all Club/Organization Eform Requests. Please complete and upload this Signature Page. Failure to include this page will result in denial of your request(s).

**Name of form being submitted** \_\_\_\_\_

### Club President

*Please print*

**President's Name** \_\_\_\_\_

First name

Last Name

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

### Club Advisor

*Please print*

**Club Advisor's Name** \_\_\_\_\_

First name

Last Name

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

# **Sample Club Documents**

## **Sample Constitution of (Club Name)**

**Adopted on (Date of Adoption)**

**PREAMBLE:** State the purpose and aim of the club/organization.

**ARTICLE I:** State the official name of the club/organization.

**ARTICLE II:** List the qualifications, requirements, rights, duties, and all other conditions for membership in the club/organization. Benefits and privileges of membership could be included. Also, state how membership may be resigned or terminated.

**ARTICLE III:** List the officers, terms of office, and general duties and responsibilities.

**ARTICLE IV:** The makeup of the executive committee, committees, councils, etc. could be stated in this article including term of office and general duties and responsibilities. A provision for filling vacancies may be included in a section under this article.

**ARTICLE V:** Include the method, date of elections, who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office.

**ARTICLE VI:** Address the number of members required to be present at a meeting in order to conduct the business. A quorum is usually required and is a majority of members.

**ARTICLE VII:** State what rules of order or procedure meetings of the organization will be conducted (many organizations use Robert's Rules of Order) and specify source or authority to be used in deciding questions of parliamentary procedure.

Below are requirements for chartering that should be included in the Constitution:

- There shall be no discrimination based on religion, race, color, creed, national origin, ancestry, handicap, gender or sexual orientation.
- Members must be currently enrolled in classes two semesters out of the academic year and have a minimum GPA of 2.0.

- Officers must be currently enrolled in classes and remain in classes two semesters out of the academic year and maintain a GPA of 2.5.

Officer Duties (Suggestions):

**President:** Presides over all general membership meetings; appoint chairmen as needed with the approval of the Executive Board. Perform other such duties as may be required by the By-laws or resolutions of the Executive Board.

**Vice President:** Presides over all executive committee meetings; presides in the President's absence and perform other such duties as may be required by the By-laws or resolutions of the Executive Board.

**Secretary:** Handles all general correspondence of the organization, keeps minutes of all Executive Board and general membership meetings, and preserves all records of the organization. He/she will also perform other such duties as may be required by the By-laws or resolutions of the Executive Board.

**Treasurer:** Supervises the financial administration of all revenue periodically to the Executive Board and membership on the financial condition of the organization and performs other such duties as may be required by the By-laws or resolutions of the Executive Board.

## **Sample By-laws for Student Clubs/Organization**

1. Meetings: State frequency of meeting. If possible, day of week and times.
2. Officers: List any additional duties or responsibilities assigned to the various officers not covered in the Constitution.
3. Committees: If committees will be established, process for selection, their duties and responsibilities.
4. Financial: Include fees, dues, etc.
5. Elections: State all rules and procedures not covered in the Constitution.
6. Amendment: State method for amending the By-laws. These requirements for amending the By-laws should not be as great as those for amending the Constitution.