



Welcome to SGOC Chartered Clubs

You have taken the first step! Student ran clubs and organizations bring life to the campus. Without you, there would truly be no Olympic College Community. Being a chartered club requires a little bit of work to maintain chartered status. We, the Student Government of Olympic College (SGOC), want you to succeed, and will be with you every step of the way.

In order to get started, or renew your charter status, please take a moment to review the packet and note what parts need to be filled out and returned.

The Student Government thanks you for your service to the community.

This Packet Contains...

1. How To apply for charter
2. Your introduction to student chartered clubs
3. Expected responsibilities of both club officers and advisors
4. Form: Club Advisor agreement (**return filled out**)
5. Form: Club Charter Form (**return filled out**)
6. Club constitution (**return filled out**)

How To Apply for Charter

The SGOC charters new and returning clubs at any point of the year. This packet can help you begin your group. Please follow all directions, complete all the forms, and get all the correct signatures.

Whether you are a returning student club that has not yet renewed your charter, or beginning a brand new group, please follow these steps:

1. Return this packet to the Student Government office (Bldg 12 Rm 119) within 3 business days before the next Executive Council Meeting. Meetings are posted on the Olympic College web page.
2. Find a staff or faculty member to agree to be your advisor. Have them sign the Advisor Agreement. They **cannot** be a Regular Student Employee (RSE).
3. Find enrolled students and have them sign the enclosed form. SGOC officers can't sign those papers.
4. Either write a constitution or edit the sample club constitution.
5. Be available to have a student representative attend an Executive Council Meeting*. Advisors may attend this meeting to support only.

*To officially charter, you must attend a single Executive Council Meeting. An email will be sent to club officers and advisors about which meeting to attend. Once your completed packet is submitted to the Student Government office.

Your Introduction to Student Chartered Clubs...

The Student Government of Olympic College encourages and supports student clubs. Clubs enhance students' classroom learning by bringing students together who have common professional, educational, and social interests.

Club leaders offer a chance to create extra-curricular activities that...

1. Develop leadership skills.
2. Help build effective campus community and exciting student life.
3. Offer networking at college, state and national levels.

Who completes this packet?

1. Groups that need to renew their charter for the new academic year.
2. Groups that have never chartered with SGOC previously.

Expected Club Officer Responsibilities...

The responsibilities of the club officers are outlined both in the constitutions of the club as well as in the Club Handbook. The Handbook offers general responsibilities while the constitution is used to outline specific responsibilities. Below are the responsibilities detailed in the handbook for all officers.

Help the Club Organize...

1. Fill out and return charter.
2. Schedule and advertise regular meetings.
3. Keep records of meetings, minutes, travel and expenditures.
4. Attend Club Congress meetings or arrange for a representative to attend and make reports as required by the SGOC Constitution and By-laws.
5. Organize or oversee publicity for club activities.
6. Ensure club compliance with club constitution, the SGOC Constitution and By-laws, the Club Handbook, the SGOC Financial Code, and other applicable rules and regulations.

Help the Club Grow:

1. Attend quarterly club fairs to advertise to the general student population.
2. Complete and submit a quarterly club update for recognition from SGOC and to maintain your status as a recognized student organization.
3. Approve all fundraising activities and expenditures made by the club.
4. Develop and submit an annual budget request to SGOC each winter quarter, **if applicable**.

Expected Advisor Responsibilities...

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility. Advisors act on behalf of the College in the event of an accident, injury, or disciplinary situation. Club advisors must be Olympic College employees (faculty, staff, or administrators). OC students are not allowed to serve as club advisors. The role of the advisor is based upon the nature and type of activities specific to each student organization and thus varies significantly according to the style demanded by individual student clubs. However, the specific responsibilities performed by each advisor are similar. Advisors are not expected to perform the duties/tasks of clubs; rather, they are encouragers, resource referral agents, guides, and mentors. Advisors are also expected to be aware of club events and issues and intervene as needed in conflict situations, miscommunications, etc.

Interest and Familiarity: Be thoroughly familiar with the nature and objectives of the club. Read the Club Handbook and be familiar with the policies and procedures described in it. Attend club meetings regularly. Take an active part in forming club policies and procedures of operation. Support the mission and focus of the student club on campus.

Review and Monitor Expenditures: Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds. Sign all paperwork for expenditures. The Director of Student Leadership and Success will not approve financial forms without the signatures of the club advisor and club president. Abide by Spending Club Money and Approved Use of Club Funds requirements. Call the SGOC office regarding financial transactions, fundraising, and other funding questions. Funds will be deducted from the next year's allocation for clubs that exceed their budget limit.

Monitor Record Keeping: Monitor good record keeping of all club events, meetings, and plans.

Club Activities: Attend all club organized trips and large events – or make arrangements for another faculty/staff member to attend if you are unable to participate. An official Olympic College staff member must be present for liability purposes. Advisors, or their OC staff employee designee, must drive the Olympic College van if it is used for a club activity. Chaperone ratio: 20 students to 1 advisor within Kitsap County (Bremerton & Poulsbo campus) and Mason County (Shelton campus). Outside the county area requires an 11 student to 1 advisor chaperone ratio.

Student Conduct: Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to the prohibited use of alcohol and narcotic substances at college sponsored events. Report any violations to the Director of Student Leadership and Success.

Resource/Liaison: Be a resource person for the club. Serve as a liaison with other campus offices and staff. Please notify the SGOC VP of Student Life of any changes in the club officers or advisor.

Teamwork/Guidance: Encourage teamwork within the group and provide guidance in decision-making, trust building, and goal accomplishment.



CLUB ADVISOR AGREEMENT

I, _____ agree to be the advisor for

[Your Name]

_____ during the academic year of _____

[Club Name]

[Years]

As club advisor I agree to:

1. Guide officers and members in their development of leadership and team participation skills.
2. Make relevant community contacts to help the group achieve its stated goals; with the aid of the Student Government.
3. Be responsible for seeing that all college procedures regarding club funds and expenditures as are followed.
4. Understand all forms I sign and know how they relate to the club’s goals.
5. Work with the Student Government on all activity programming or purchases the club plans.
6. In accordance with RCW 42.52, I will not use any of the club’s resources for personal or academic gain.

By signing this, I understand that I will not receive compensation from the Student Government of Olympic College for my services provided to the club.

AUTHORIZATION

I hereby understand and agree to the above terms. In the event that I am unable to perform these duties I put the charter status of the club I am supporting at risk to be revoked. If I do not fulfill these terms I may be removed as the club advisor by the Student Government of Olympic College or by the club through additional terms that may be outlined in their constitution.

Advisor Signature

Advisor Name

Department/Instruction Topic

Email

Date

I would like to receive all club related emails
Yes ___ No ___

Club Chartering Officer

Date



1600 Chester Avenue, Bremerton, WA BSC 118
(360) 475-7291 | SGOC@olympic.edu

Club Charter Request Form

Club Name (In 20 Letters)

Quarter/ Year: (/) Are you a returning club?

Club President _____ Phone # and OC student email address _____

Club Advisor (*Must be an OC faculty or staff member*) Phone # and faculty email address _____

Club Vice President _____ Phone # and OC student email address _____

Club Officer (Default as Secretary/Treasurer) Phone # and OC student Email _____

Purpose of the club (to be used for web site description & SGOC publications):

Name of club member (This includes President, VP, and Officer)	SID#	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Club Meeting Time(s) and Locations

Location: _____ Day: M T W Th F Time: _____

Up to date as of: 8/2/2019. Complete this form and return to the Director of Clubs & Student Life located at OC Bremerton Bldg 12 Rm 119.

For OC Shelton and Poulsbo campuses please return the charter form to the SGOC/OCAB office. Please communicate any changes to your charter to the Director of Clubs & Student Life. (SGOC Office phone: 360.475.7291)

Constitution

How to Build a Constitution

Each group works under a constitution. Here is more information about writing a constitution.

What is a Constitution?

A constitution is a guiding document that outlines the purpose of the club, how members will make decisions, how members are elected or excused from office; basically a document that helps the club function.

What Does a Constitution Consist Of?

A constitution consists of a series of Articles each having Sections. Each Article deals with one issue. The Sections explain those issues. While writing the constitution, try to keep what you write brief and simple.

Why Do We Need a Constitution?

All clubs need a constitution as a requirement of the club's program, managed by Student Government. Primarily, it helps Student Government understand how the club wants to manage its affairs. Additionally, it guides Student Government in how the club might want help managing its affairs; especially if any issues arise.

What if We Belong to a State or National Organization?

If you want the club to be a member of a state or national organization, a constitution and by-laws may be available through that organization.

What If We Don't Belong to a State or National Organization?

A sample constitution is available either through the website, <https://www.olympic.edu/student-life/student-clubs/student-club-forms>, through email by request, or in the SGOC office. Email SGOC@olympic.edu for assistance. Or, call SGOC at (360) 475-7291. If you need a constitution from a previous year please let us know.

What If the Sample Doesn't Cover Something We Need?

The sample constitution is just a sample. You are able to change it as you see fit. The only part that must not be changed is Article III which outlines membership and covers the anti-discrimination language that is required of all Student Government sponsored clubs. Roles and rules can be changed as needed for club use. The sample is simply a general document that is able to assist a large number of student organizations. For assistance in writing it, please contact the Student Government.

Sample Club Constitution

Constitution

Insert Club Name

Adopted (Insert Date)

This is a sample constitution; you can adapt this into your own version of it, or base your own constitution on it. If you would like to use this as a basis for your constitution, I've highlighted the bits you should pay the closest attention to. Be sure to read through everything and double check before submission. Thank you! Delete this message for the final submission.

Article I Name

The name of this organization shall be the **XOX** Club and hereafter shall be referred to as *(insert initials of club)*.

Article II. Purpose

The **XOX** exists to _____ (outline purpose)

The first three sections, as well as article V, are mandatory for all constitutions and cannot be edited, delete note after consideration

Article III. Membership

Section 1. All members of **XOX** must be currently enrolled Olympic College students.

Section 2. Membership in the **XOX** is open to all students, and is open without regard to race, color, creed, sex, sexual orientation, marital status, age, national or ethnic origin, gender identity or expression, handicap, the presence of any physical, sensory, or mental disability, status as a disabled or Vietnam era veteran, religious or political beliefs.

Section 3. Associate members consist of OC faculty, staff, Student Government employees, and community members who are interested in the club's purpose. These are non-voting members and they cannot hold office.

Article IV. Officers

Section 1. The officers of the **XOX** are as follows:

- President
- Vice President
- Secretary/Treasurer

Please note you can have other positions such as public relations. Also, chairpersons may serve as officers if you so choose. The three above are mandatory for every club. Do not put the names of individuals in the constitution. Delete this note after deciding the officer titles of your club.

Section 2. Officers shall be elected, by student club members, in the spring of each year for the next academic year. Election shall be based on a simple majority, with the candidate with the majority vote being selected for the position.

Section 3. Eligibility of officers shall be standard with that of all members of **XOX** Club, and they must be able to attend most **XOX** Club meetings and functions as scheduled.

Section 4. Duties of officers

a. President

- Preside over all meetings of the **XOX** Club.
- Ensure members receive notice of meetings, training, and other club functions
- Complete reports as required by the Student Government

b. Vice President

- Assume role of President in absence
- Facilitate dissemination of information throughout the center
- Initiate and Coordinate all fund raising activities
- Attend or appoint a delegate to attend the Club Congress meetings **(This role can also be done by person can be the President)**

c. Treasurer/ Secretary

- All accounting and purchasing policies, procedures, and regulations of the OC will be followed.
- Keep a ledger tracking all expenditures and revenue
- Provide reports on the financial status of the organization to the membership
- Secretarial roles: **(These can be split off into another position if needed, delete this note after consideration)**
 - Keep Minutes of meetings
 - Keep accurate and updated rosters of all participants in the club.
 - Notify Club Members of future events including, but not limited to:
 - Meetings
 - Educational events
 - Other Group Activities

Section 5. Vacancies in any position will initiate a special election. The vote shall operate as outlined for regular elections. The election to fill the vacancy shall happen at the next scheduled meeting following the announcement to the membership of said vacancy. In the event that the responsibilities of said position are of immediate importance, the President may temporarily appoint another club member to perform those duties until a successful candidate has been elected by the club membership.

Section 6. The term of office for each elected position shall be one academic year. Current officers may run for re-election to the position that they are currently holding or a new position.

Article V Advisor

Section 1. Students will contact, interview, and select an advisor. The advisor must be a faculty or staff member of Olympic College.
(Do not put the name of the advisor in the constitution)

Section 2. The advisor will be responsible for reviewing and approving all forms and documents. The advisor shall stay informed of the club's activities and serve as a resource for the club in OC policies, processes, and resources. Attend meetings and other activities of the club. Travel with the club. Chaperone ratio: 20 students to 1 advisor within Kitsap County (Bremerton & Poulsbo campus) and Mason County (Shelton campus). Outside the county area requires an 11 student to 1 advisor chaperone ratio.

Article VI. Meetings

Meetings will happen at least once per month with an average duration of one hour, unless the members present approve an extension of the meeting. Quorum will consist of a simple majority of the officers.

Article VII Amendments

Amendments to this document must be voted on and approved by 2/3 of the club membership during a scheduled meeting. After being approved, the updated constitution must be submitted to the SGOC VP of Student Life for review. After the advisor has reviewed and approved the amendments, the amended constitution will be kept on file.

By-Laws
Club Name

Adopted (Insert Date)

I. Membership

Members are expected to attend meetings and events as possible, and should notify an executive board member should they be unable to attend.

Members will also be asked to provide basic contact information (name, phone, e-mail, SID) to aid in dissemination of information.

II. Meetings

Meetings will be held a minimum of once each month. At the first meeting of each quarter, the membership will vote on the time for future meetings.

Meetings may be called at other times as needed to discuss club business and issues. It is the responsibility of the Executive Board to contact and notify all listed members of these dates and times.

All meetings will be advertised so interested students may attend.

Other activities of the Club (i.e. speakers, training, seminars, etc) are not a required meeting, but attendance is encouraged.

III. Election Committee

All members not seeking office of the XOX Club are eligible to comprise the Election Committee, which will consist of no less than 2 members and the advisor. The current president will solicit nominations for the election of candidates at the meeting before the election meeting. Nominations can also be accepted just prior to the election being held. If voting is done by secret ballot the election committee will count the ballots and reveal the results at the meeting.

IV. Impeachment of Officers

Impeachment or removal of an officer will require a 2/3 vote of the membership in favor of the proposal. A proposal of this nature must be presented to the membership at one meeting and the vote taken at the next meeting. These meetings must be publicized to the entire membership and the officer being impeached shall be notified that these actions are taking place.

V. Committees

Committees will be appointed by the president as need arises for their development.

VI. Amendment Procedures

Amendments to this document must be voted on and approved by 2/3 of the club membership present during a scheduled meeting. After being approved, the updated bylaws will be submitted to the SGOC advisor for review. After the advisor has reviewed and approved the amendments, the amended constitution will be kept on file.