

2020-2021

Club Chartering Packet

Pierce College
Fort Steilacoom



**PIERCE
COLLEGE** 
possibilities. realized.

OFFICE OF STUDENT LIFE STAFF USE ONLY

- ☐ Packet Complete
- ☐ 5 Student Schedules Attached

Date Received:

Received by: _____

Instructions for Chartering a Club at Pierce College Ft. Steilacoom

We at the Office of Student Life are excited to see your club become officially recognized! The chartering process is the official process a group of Pierce College students must complete to start a club on campus. Completing the chartering process gives the group of students the official designation as a Pierce College Club and grants the associated benefits, including access to funding and resources through the Office of Student Life.

The following steps are required to complete the club chartering process:

- ☐ Complete the application to charter and communication agreement included in this packet.
- ☐ Establish a club constitution using the constitution template included in this packet or submitting an original club constitution.
- ☐ Find a Pierce College faculty or staff member to serve as club advisor and to complete the advisor agreement included in this packet. Alternatively, agree to the *Independent Flight Application* in this packet and set up a meeting with **Walter Lutsch**, the Student Engagement Specialist, to apply to be an *Independent Flight* club.
- ☐ Submit or attach to this packet copies of quarterly class schedules for five initiating club members to the Office of Student Life to verify current student status.
- ☐ Two members of the club and at least one club advisor must complete Pierce College Club Officer/ Advisor training.

Once all requirements are complete, and all chartering documents turned in to the Office of Student Life have been reviewed by the Club Team, the initiating club members and advisor will be notified that their club's charter has been added to the agenda of the Student Government. The club will need to attend the Student Government meeting to describe their club and answer any questions before its charter can be approved or denied.

Please note Pierce College Clubs are not active during summer quarter or during intersessions between quarters. Clubs can complete the "Intent to Return" packet during Spring Quarter to indicate their intent to return the following academic year and to expedite the chartering process for the following fall quarter.

CLUB TEAM USE ONLY

- ☐ Packet complete
- ☐ Officers trained
- ☐ Advisor trained/*Independent Flight* approved
- ☐ Approved by Club Senator Initial: _____

Submitted to Student
Government on:

Ratified On:

Instructions for Club Constitution

Section 1: Pierce College Club Name

The name listed here will be used in all cases of identifying the club. Clubs must include the word “club” or other acceptable alternatives which reflect the role and purpose of clubs on campus, subject to approval by the Office of Student Life Club Team. Examples of acceptable alternatives include “student association” or “student society”. Examples of alternatives that would not be accepted are “program,” “department” or similar words which have other meanings and denotations throughout Pierce College.

Section 2: Purpose

Your purpose statement will be used to communicate to the campus the mission, vision, intent, and/or goals of your club. This statement will be listed on our Club page on the Pierce College website which lists the clubs on campus. When drafting this statement, make sure to remember that potential club members will be reading your purpose statement to gauge if your club meets their interests.

Section 3: Officers

Your club gets to decide its own organizational structure and develop its own officer roles. You are required to have at least two club officers with at least one as a primary contact for the Office of Student Life, and only currently enrolled Pierce College students may serve as club officers. Complete the “duties of club officers” template or attach your own list of duties to the chartering packet to communicate the roles and responsibilities of each club officer.

Section 4: Bylaws

Bylaws are governing guidelines your club uses to make decisions. Please complete the bylaws template in this packet, or attach your own drafted bylaws which must at minimum address the sections in the template.

Section 5: Outline of Activities

In this section, please outline the activities and events your club is planning to host and/or participate in throughout the year. Please note clubs are required to attend all Club Council meetings.

Application to Charter a Pierce College Club

Initiating Student Information

Please list below the student who is taking primary charge the chartering process for this club. This student will be contacted if there are questions about chartering paperwork.

Name: _____

Phone: _____ ☐ Class schedule attached?

Student Email: _____

Initiating Club Members

In addition to the student above, four additional currently enrolled students expressing interest in the club are required to charter. A minimum of two members must attend Club Training before the charter will be approved.

Name	Student Email	Schedule attached?
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Additional Initiating Club Members

Only five currently enrolled students are required to charter a club, but you may list additional initiating club members below if you would like.

Name	Student Email	Schedule attached?
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Club Constitution Template

This template can be filled out to meet the club constitution requirements for chartering a club, or you may submit an original club constitution which must at least address the seven sections below.

Section 1: Club Name

Club Name: _____

To your knowledge, has this club existed in prior years? If so, under what name(s)?

Section 2: Purpose

Club purpose (write legibly and review closely, this statement will be used on the Club page):

Section 3: Officers

First Officer Position Title: _____

Student Name: _____

Student Email: _____

Student Phone #: _____

Second Officer Position Title: _____

Student Name: _____

Student Email: _____

Student Phone #: _____

Third Officer Position Title: _____

Student Name: _____

Student Email: _____

Student Phone #: _____

Fourth Officer Position Title: _____

Student Name: _____

Student Email: _____

Student Phone #: _____

Fifth Officer Position Title: _____

Student Name: _____

Student Email: _____

Student Phone #: _____

You may attach pages with additional club officer positions if desired.

Duties of Club Officers

Below are example duties for each or your Club Officers. You can assign these duties to different officer positions by listing the officer position number to the duties.

Required Club Officer duties:

_____ Noting and tracking attendance at meetings and events.

_____ Communicating with the Club Team regularly, answering emails and notifying the Office of Student Life of any changes to the club including officers, meeting times, etc.

_____ Serve as a public point of contact for the club, answering questions from interested students and campus community members.

_____ Tracking club funds and expenditures.

_____ Fulfilling the duties of the First Officer Position should they be absent.

_____ Communicating with Club Team to make sure information about the club on Pierce College Club webpage is up to date.

_____ Completing and turning in the End of Quarter Report.

Other Recommended or Suggested duties for Officers:

_____ Creating/setting agendas for club meetings.

_____ Leading/chairing club meetings.

_____ Taking minutes/notes for each club meeting.

_____ Submitting Club Space Reservation Requests on behalf of the club.

_____ Submitting Club Council Requests on behalf of the club.

_____ Designing club promotional materials (posters, flyers, etc.).

_____ Managing the club's social media accounts.

_____ Planning/coordinating club events.

Please list any additional club officer responsibilities below.

Feel free to attach additional pages.

Section 4: Bylaws

Method of adopting decisions made by club members:

☐ Majority vote by club members present at the meeting.

☐ Majority vote by Officers present at the meeting.

☐ Other: _____

The term of each Officer Position shall be held for what amount of time before a new election:

- ☐ One quarter.
- ☐ Two quarters.
- ☐ Three quarters (Fall through Spring).
- ☐ Other: _____

If a member has become disruptive to the clubs mission/ well-being, they can be asked to leave by:

- ☐ Majority vote of members present at the meeting.
- ☐ Majority vote of Officers present at the meeting.
- ☐ Two - thirds majority vote of members present at the meeting.
- ☐ Other: _____

If an officer position becomes vacant mid-year, that position is to be filled by:

- ☐ Appointment by the First Officer.
- ☐ Voted selection by majority of the remaining Officers.
- ☐ Majority vote of members present (Emergency Election).
- ☐ Other: _____

Please fill in any additional bylaws you wish to be part of the Club Constitution:

Section 5: Outline of Activities

Outline tentative activities your club plans to host, including club meetings (clubs required to meet at least once per month to maintain active status), any events your club plans to host, and anything else your club is considering.

Please note that any event or meeting listed here will still require any requisite space to be reserved before the event can be held.

Communication Agreement

It is essential that clubs maintain consistent communication with the Pierce College Club Team and campus community. Failure to maintain active communication will result in the club becoming Inactive.

- Clubs are required to identify one club officer as a public point of contact for the club. This Officer's student email will be listed on the Club webpage for interested students and members of the campus community to contact if they have questions about the club. This is listed as a required club officer duty on page 5.
- Clubs are expected to respond to all emails from the Office of Student Life Club Team in a timely manner.
- Clubs are required to use their Pierce student emails to communicate with the Club Team, not personal email accounts.
- The Club Team must be notified of all club officer or club advisor changes as soon as possible.
- Once per quarter, Clubs are required to check in with Club Team to make sure our contact list for the club is up to date. This can be done via email.
- Clubs are expected to check their entry on the Club webpage at least once per month to verify the information is accurate. The club webpage is often the first list of clubs on campus seen by students, so maintaining its accuracy is essential.
- If clubs choose to create a social media presence for their club (on Facebook, Instagram, Twitter, Snapchat, etc.) they must adhere to social media guidelines outlined in the Club Handbook and develop a succession plan to transition the social media accounts if the club member managing the page becomes no longer involved with the club. This prevents inaccessible and outdated club social media accounts from existing on the internet.

By signing below, you acknowledge you have read and agree to the communication requirements listed above.

Initiating student signature

Date

On behalf of

Proposed Pierce College club

Date

Guidelines for Pierce College Club Advisors

Advisor Role

The position of Club Advisor is an important and valued one; and not just because the advisor is acting on behalf of the College in the event of an accident, injury, or disciplinary situation. Many of the most successful clubs at Pierce College are those in which the advisor is an active and engaged figure within the club. An Advisor's primary role is to support, inspire, and empower club leaders; developing their leadership skills and self-confidence while providing a safe and supported environment. At the same time, Advisors provide an attentive element of guidance for the club's members as well, listening and engaging with the students in attendance to better provide the club's leaders with an accurate perspective of how the club is functioning.

Some of the important learning outcomes Advisors seek for students within the club are:

- Learn and practice leadership skills
- Grow in artistic, technical, and social skills
- Develop friendships and build community
- Contribute to the life of the campus by providing activities and/or services
- Connect with faculty and peers along academic pathways and interests
- Build an environment that inspires and empowers students

Advisors support the club and its leaders by checking in on important deadlines and forms, ensuring that the club's leaders are informed on procedures and policies. While a club's leaders are responsible for all forms and paperwork, they are also encouraged to review those forms with their Advisor.

Advisors should always be updated by the club's leadership about requests to the Club Council, the current meeting schedule, and other important updates about the club's activities.

Advisor Responsibilities

- Attend Club Advisor Training every academic year.
- Attend all club events held outside regular college business hours, including weekends and holidays.
- Have a thorough knowledge of the club's Constitution and purpose
- Have a commitment to student leadership development within the club.
- Promote professionalism within club membership.
- Be knowledgeable of Student Life policies and procedures as they pertain to clubs, including Financial this handbook, Guidelines on the Use of Services and Activities Fees (aka Killian Outline), and Student Rights and Responsibilities Policy.
- Provide oversight and advising for decision making related to spending club funds.

If either club leaders or advisors need support or more information about advising, they can always reach out to the Club Senator or Student Engagement Specialist.

Advisor Agreement

By signing this agreement the Pierce College faculty and/or staff members listed below agree that they have read and understand the Guidelines for Club Advisors, are aware of the Advisor Role and Responsibilities, have or will attend Club Advisor Training, and agree to serve as an advisor for _____ during this academic year.

Advisor name: _____ Signature: _____ Date: _____

Advisor name: _____ Signature: _____ Date: _____

Advisor name: _____ Signature: _____ Date: _____

Independent Flight Application

By signing this agreement, the initiating members formally apply for the *Independent Flight* program; and agree to meet with **Walter Lutsch** the Student Engagement Specialist *within two weeks of submitting this packet*. If approved, the proposed club agrees to the following responsibilities:

- A minimum of three check in meetings (one a month) per quarter with either the Student Engagement Specialist or Club Senator.
- Meetings or events planned for outside normal college business hours or off-campus must be discussed with the Student Engagement Specialist a minimum of one week in advance with the following details determined:
 - Full itinerary of location, time and duration of the event.
 - Whether there will be a Pierce College Faculty/Staff member in attendance to oversee safety. **If no Pierce Faculty/Staff will be present**, the event **must** be located within 50 miles of Pierce College **and** the Club will provide the following:
 - Direct contact information for all Officers leading the event.
 - Verification via text message/WhatsApp to the Student Engagement Specialist when the group has arrived at the event location, left the event location and arrived back at Pierce College/the student's homes.
- Mandatory Legacy Documents for each Officer Position turned in to the Club Team at the end of every academic year *or* when an Officer vacates a position.

If the applying club is not approved, they agree to resubmit this sheet with a signed Advisor agreement before their club will be considered for recognition.

Initiating Club Member #1: _____ Date: _____

Initiating Club Member #2: _____ Date: _____

Initiating Club Member #3: _____ Date: _____