



**How to:
Fill out and submit your
Club Charter**

Charter Packet

About the Chartering Process



A charter is formal recognition that grants the club the authority and rights to represent RHC and ICC as an official club.

Clubs who hold an official ICC charter will be formally recognized by Rio, Student Life and ICC.

CLUB RECOGNITION PACKET

Received by: _____ Date & Time: _____

1. _____ Advisor(s) Agreement completed and signed by Club Advisor(s)
2. _____ Application page filled out and completed
3. _____ Complete Club Constitution and By-Laws
4. _____ Club Roster with 10 minimum (required)

Packet Complete _____ Packet Incomplete _____

Before club packet submission, please review this cover sheet, check all areas that apply and submit to the Student Life & Leadership Office for processing.

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FOR OFFICE USE ONLY

Application received: _____

Charter Application
 Advisor Agreement
 Constitution & By-Laws
 Club Roster
 New Club Existing Club

Recommended
 Not Recommended _____
Advisor, Inter-Club Council

Recommended
 Not Recommended _____
Chair, Inter-Club Council

Approved by SL&L
 Denied by SL&L _____
Director, Student Life & Leadership

Completed charter application must be submitted to Student Life & Leadership via email studentlife@riohondo.edu or in the Student Union Building, 3rd floor by the chartering deadline (the 6th week of each semester). Special requests for extensions can be considered.

Charter Check List

The charter packet has a checklist that you can use to confirm yours is complete. It must have an application, signed advisor agreement, club constitution and member roster. These are all mandatory for the packet to be considered complete.

Have minimum 10 members
They meet all requirements
Must have Advisor
Submit new constitution
Turn in complete packet

Conditional deadline:
4th week of the semester

Must Have

Must have 2.0 GPA
Registered for semester
Enrolled in at least 1 unit
Paid the \$7.00 CSF
No kind of probation

Member Requirements

Advisor Agreement:

The advisor agreement must be signed and their Dean must sign as well when the packet is turned in.

If you have difficulty finding an advisor, let us know and we can help in the process.

Advisor Agreement

TO: Inter-Club Council Advisor

SUBJECT: Agreement to Serve as a Student Club Advisor and Information Form

I, _____, consent to function as Advisor for _____.
(Name) (Club/Organization)

As Advisor to this club, I will become knowledgeable of relevant rules and regulations of the Rio Hondo College Student Life & Leadership Office.

Roles and Responsibilities:

An Advisor position is both a rewarding and challenging role. An Advisor, who motivates and provides solid advisement to student organization leaders, assists them in their personal growth and development. Clubs and Organizations are active contributors to life on campus, and the Advisor's role is to contribute their time to promote this effort. To that end, the Office of Student Life encourages you to carefully consider the following roles and responsibilities in agreeing to serve as an Advisor.

As an Advisor, I will:

1. View the Mandatory Advisor Orientation; viewing the Orientation is necessary in order for a club to be recognized as a registered club on campus.
2. Help students develop critical life skills and promote student development, as well as civic responsibility.
3. Provide leadership and supervise all activities of the club or organization. I am responsible for the implementation of all policies and procedures prescribed by the governing board.
4. Attend all meetings and official activities of the club/organization. It is required that the club or organization advisor, attend each meeting and official activity of the club or organization.
5. Provide leadership to the organization and implement policies and procedures for approval of funds requisitions and purchase requests.
6. Serve as a role model, facilitator and a resource to promote the correct use of college procedures, policies and business processes. I will promote good planning, organization, and interpersonal relationships.
7. Be responsible for proper care of college facilities and ensure that all rules and regulations are adhered to in connection with use of facilities.
8. Travel to and from all events off-campus travel. All off-campus travel must be in accordance with the Student Life & Leadership procedures, and travel forms must be submitted to the Office of Student Life & Leadership before departure.
9. Be responsible for all club or organization expenditures. I will ensure that the purchase is appropriate and that the appropriate receipts and documentation are submitted to the Student Life & Leadership Office. Receipts are required for audits. I will assist the Club Treasurer in monitoring club or organization expenditures.
10. I will carefully review the Club Regulations, BP 5430.

I will uphold and accept all of the responsibilities as outlined above and consent to the Advisor for the above named Club/Organization. I also understand that in the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified. I also recognized that BP 5500 addresses standards of conduct, in the event that a club does not adhere to policies and procedures of the college and district at all times.

Advisor Signature

Department Dean Approval

ICC Advisor

SL&L, Director

Charter Application:

The application portion of the packet is important as it contains the contact and meeting information of the club.

This will be used to create your club portal on the RHC app and will be shared by any student inquiring about the club.

Rio Hondo College Club Charter Application

Club Name: _____

Advisor(s) Name (print): _____

Email Address: _____

Day of Meeting: _____

Time: _____

Location: _____

Alternate Location: _____

Frequency (weekly, bi-weekly, bi-monthly): _____

Description of Club (to be use for app portal):

Constitution & By-Laws:

Your club Constitution and By-Laws are what govern your club. It is already prefilled out with the college polices and information on how to govern your club.

This will assist the club in how to hold elections, description of positions, and how to host meetings.

CLUB CONSTITUTION AND BY-LAWS

INSTRUCTIONS: Fill out this form or devise your own constitution format. Turn the constitution and by-laws in to the Student Life & Leadership Office (SU-201). Clubs must keep a copy for your club's file. The Student Life Office is not responsible for supplying copies of a club constitution.

THE _____ CLUB OF
RIO HONDO COMMUNITY COLLEGE
CONSTITUTION

PREAMBLE

We as students of Rio Hondo College, in order to charter for the _____ semester 20__ pledge to: (include mission statement of club)

**ARTICLE I
NAME AND PURPOSE**

SECTION 1: The name of this club shall be _____

SECTION 2: The purpose of this club shall be ___(Include the type of activities that the organization will be conducting)_____

**ARTICLE II
STRUCTURE**

SECTION 1: This club shall be a nonprofit, nonunion, nonpartisan, and nonsectarian organization whose members shall have the right to govern and control its activities through its duly elected officers and faculty/staff advisor.

SECTION 2: Robert's Rules of Order, revised, shall be the parliamentary authority for all matters of procedures of this club, not otherwise covered by this constitution.

SECTION 3: This club shall conform to the policies and regulations established for the supervision of all approved student organizations at Rio Hondo College.

SECTION 4: Regular meetings of the club shall be held as provided in the By-laws at a time and place to be designated by the officers and shall conform to the regulations governing all student organizations.

SECTION 5: All official meetings must be under the supervision of a permanent Rio Hondo College employee advisor.

SECTION 6: The Club advisor shall be selected unanimously by the Executive Board (Refer to Article IV) and shall meet the requirements stipulated in the [Board Policy 5430](#)

Club Roster:

Your club roster must have a minimum of 10 members to be official and they must meet the requirements to participate **(requirements from slide 3)**.

Keep your roster small to begin with (10-15 members) so that you only need 6-8 members at each meeting.

Member Roster

Club Name: _____

Term: Spring / Fall Year: _____

Advisor's Name: _____

(PLEASE PRINT)

| | Member's Name (Last, First) | Office Held (if any) | Have they joined the club portal on the RHC app? | Rio Hondo Email Address | CSF FEE PAID Y/N |
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Student Life Handbook

For a deeper dive into all of these topics, please check out the new Handbook on our webpage. It goes into depth on each college policy that governs ICC and Clubs on campus.

If you need additional assistance or have more questions, please contact us at Studentlife@riohondo.edu