

Student Club Charter Petition

**Paradise Valley Community College
Student Life & Leadership Office
Student Club/Organization Charter Petition**

We the undersigned hereby petition to become a chartered student club/organization of Paradise Valley Community College.

1. Proposed name of club/organization _____

2. Name of faculty or employee advisor _____

3. In what way does the proposed club/organization serve to benefit this campus and the members of the club/organization?

4. Contact person for club/organization

Name _____ Student ID# _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Cell Phone _____ Email _____

5. Signature of at least fifteen (15) Paradise Valley Community College registered students as prospective members for the above-mentioned club/organization supporting this petition.

Student Signature

Phone #

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Extra _____

Extra _____

Received by _____ Date _____

Sample Constitution for Student Clubs

**Paradise Valley Community College
Student Life & Leadership Office
Constitution for Student Clubs/Organizations**

- PREAMBLE:** State the purpose and aim of the organization.
- ARTICLE I:** State the complete, official name of the organization. If appropriate, specify any other variation of the official name that the organization might use in its contacts with the public.
- ARTICLE II:** List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.
- ARTICLE III:** List the officers, the terms of office, and their general duties and responsibilities. A provision of filling vacancies may also be included in a section under this article.
- ARTICLE IV:** State the makeup of the executive committee, board of directors, or council; the method of selection; term of office and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.
- ARTICLE V:** State the method and frequency of elections. Specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office.
- ARTICLE VI:** State the number of members required to be present at a meeting in order to conduct the organization's business, i.e., QUORUM. (This number is usually a simple majority.)
- ARTICLE VII:** State by what rules of order or procedure meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure.

Sample Bylaws for Student Clubs

**Paradise Valley Community College
Student Life & Leadership Office
Bylaws for Student Clubs/Organizations**

1. MEETINGS: Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.
2. OFFICERS: List any additional duties or responsibilities assigned to the various officers that have not already been covered in the constitution.
3. COMMITTEES: Name any standing committees and the method to be used for selecting chairpersons and committee members. State the duties and responsibilities of these committees.
4. FINANCIAL: Provide for initiation fees, dues, and other assessments (if any) also, details regarding delinquencies.
5. ELECTIONS: State all election rules and procedures not already covered in the constitution.
6. AMENDMENT OF amending BYLAWS Stipulate method for amending the bylaws. The requirements for the bylaws should not be as great as those for amending the constitution.

Tips for Elected Officers

Usual Duties of the President:

Preside at all meetings and act as principal host at all club functions.

Be familiar with the constitution and bylaws of the club, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies affecting club operations.

Prepare an agenda of a definite plan of things, which need to be done at each meeting. Appoint committees as directed and define their responsibilities. See that committees act and report promptly and fully.

Soon after assuming duties you should plan programs for the year ahead. This can often be delegated to a planning committee, but the president is responsible for seeing that planning is done.

Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor.

Be responsible for seeing that the following materials are filed in the Student Life & Leadership Office:

- A copy of the club's constitution, including bylaws.
- A list of officers for each semester for the particular club, along with a notice of meeting time, place and frequency of scheduled meetings.
- An annual report of the group's activities.

Remember that the club is but a part of the college, and that club projects and activities must be considered for their effect on the total operation of the college.

Presiding at the Meeting: The president presides at all meetings. If he/she must be absent, notification must be given to the vice president who then presides.

Allow time for social preliminaries before the meeting so that individuals can get acquainted with each other and visit before the meeting begins.

Usual Duties of the Vice President:

Conduct meetings in the absence of the president, or upon request.

Perform other official tasks as assigned. (Example: Membership Chairman) Take a full share of responsibility for helping the club to function effectively.

Usual Duties of the Secretary:

Record all decisions and promptly prepare, and make available to members, copies of minutes following each meeting.

Keep an accurate file of minutes and actions. These should be available for ready reference at club meetings.

Get agenda and a copy of all information into hands of members one week in advance of meeting if possible.

Arrange for meeting place and other physical facilities necessary.

Notify members as to the date, time, and place of each meeting.

Suggestions for writing minutes:

- Name of club
- Date and hour of meeting - place of meeting
- List members present and advisor present
- Summary of meeting agenda
- Next steps and responsible parties

Usual Duties of the Treasurer:

Shall be responsible for all club finances and promptly prepare a statement of such finances for each meeting.

Keep an accurate file of financial statements and club budget.

Shall participate and help coordinate all student fund raising activities.

Student/Advisor Partnerships

The following surveys are designed to clarify the student/advisor roles within student organizations. Feel free to use these documents with your student officers and members to increase understanding and improve communication.

Do you agree or disagree with the following statements?

- | | | |
|---|---|--|
| Y | N | A well-organized, effective group of students could plan and produce a quality program of activities without the aid of an advisor. |
| Y | N | A well-organized, effective advisor could plan and produce a quality program of activities without the aid of a group of students. |
| Y | N | In situations where the violation of a university policy is in question, the advisor should have final authority in making decisions. |
| Y | N | In a true student / advisor partnership, the advisor has full and equal standing and voting privileges within the student organization. |
| Y | N | The most successful student / advisor partnerships are often achieved with students who are relatively self-sufficient and independent of their advisors. |
| Y | N | In the case of an ineffective student leader, it is appropriate for the advisor to assume some of the student's responsibilities. |
| Y | N | The student leader's channel to the administration should always be through the advisor. |
| Y | N | The role of an advisor can be a fragmenting one. In other words, there is a fine line between playing a number of demanding roles and trying to be all things to all people. |
| Y | N | Without students, staff advisors stagnate. Without advisors, student learning is slight. |