



Club Council Codes

Article I - Name and Organization

The name of this organization shall be the “Club Council of The Associated Student Organization of Los Angeles City College,” hereafter referred to as the “Club Council.”

The Club Council of Los Angeles City College is a committee of the Associated Student Organization.

Article II - Function

The purpose of the Club Council is to plan events for clubs, to provide support for club activities, and to provide representation for clubs on the Student Senate.

Article III - Structure

Section 1. Memberships

1. Chartered clubs, which have been recognized by the Associated Student Organization, shall be members of the Club Council. Each chartered club shall select a representative and alternate.

B. Each member club will remain chartered for the school year in which it received its charter unless revoked under Article VI Section 3.

C. To maintain the charter from fall to spring semester, each member club is required to complete the renewal process.

Section 2. Officer

The ASO Vice President of clubs will serve as the chairperson of the

Council. He/she represents the Club Council on the ASO Student Senate.

Article IV - Powers of the Club Council

Section 1. The Club Council shall:

1. Serve as a representative body of all club organizations.
2. Give recommendations to the ASO Student Senate regarding student activities.
3. Sponsor Club Rush no later than the 6th week of both the fall and spring semesters.

Article V - Duties of Club Council Officer and Members

Section 1. Duties of the Chairperson

1. The Club Council Chair shall:
 1. Process and issue club charters on behalf of the Club Council
 2. Schedule and preside over all Club Council meetings.
 3. Represent the Club Council and all chartered clubs, and make regular reports on the activities and plans of the Club Council to the ASO Student Senate.
 4. Be responsible for maintaining the records of the Club Council.
 5. Upon the chartering of a club, shall provide the club's president with the following:
 - a. Club Council Codes
 - b. Club Manual, which includes information on funding procedures and college policies regarding publicity, distribution of materials, speakers, and events.
 - c. Any other documents and forms that may be pertinent or useful to member organizations.
 6. Maintain an active list of chartered clubs.

Section 2. Duties of Club Council members

1. Each member organization shall:
 1. Send one official Club Council representative to each and every Club Council

meeting. An individual student may serve as the representative for only one club.

2. Notify the Club Council Chairperson of any change of representative, officers or advisors.

3. Be responsible for the dissemination of all materials presented at any Club Council meeting or placed in the Club's official mailbox located in the ASO services office.

Article VI - Procedures

Section 1. Club Council meetings

1. The Club Council shall meet monthly, and may meet bi-monthly (every two weeks) if needed, on a day, time, and at a place to be decided by the Club Council Chair.

2. Club Council representatives shall give prior notice to the Club Council Chair if they are unable to attend a meeting.

3. No Club Council meetings shall be held during the final examinations period.

4. The unexcused absence of a representative from two (2) consecutive meetings shall constitute an automatic suspension of the club's charter for four (4) weeks. The Club Council Chair shall make proper notice of this action to the ASO Student Senate, the Student Activities Office, the Club Council, and the club concerned.

Section 2. Procedure for Club chartering

The organization desiring Club Council membership shall:

1. Present a roster with a minimum of eight (8) paid ASO members, including copies of their current registration receipts, agreement and signature of a faculty advisor, a copy of the club constitution, proper chartering forms, the names of the designated Club Council representative and official alternate, to the Club Council Chair. A completed chartering package must be submitted by the 6th week of the fall semester.

2. Be a newly formed club and follow the above procedures and submit their completed chartering package by the 6th week of the spring semester.

3. Have the master copy of the club constitution and all other forms and other material signed by the club advisor and the president of the club concerned.

4. If chartered during the fall semester, have the privilege of submitting only the required roster with copies of current registration receipts and name and signature of

club advisor, with the renewal charter form by the 6th week of the spring semester, provided the club constitution has not changed.

5. Not be considered officially chartered until its charter application has been reviewed and approved by the Club Council Chair and the ASO advisor.

6. Ensure that their eight (8) charter members are not charter members of more than one (1) other chartered club.

Section 3. Suspension and revocation of charter

1. The charter of any club may be revoked by a majority vote of the ASO Student Senate, following a recommendation by the Club Council Chair, for the following:

1. Failure to abide by the Associated Student Organization Constitution and Bylaws, Club Codes, or policies and regulations of the college.

2. Absences exceeding those outlined in Section 1-D of this Article.

2. Procedure for suspension or revocation of charter.

1. The Club Council Chair may bring to the attention of the Student Senate a recommendation for the suspension or revocation of the charter of any club.

2. The recommendation must be in writing with documentation of the reasons supporting it.

3. The Club Council Chair, by direct authority, may suspend a club's charter due to excessive absences from Club Council meetings as per Section 1-D of this Article.

4. The Club Council Chair shall inform the Club Council, Student Activities Office, and the club concerned of the Student Senate's decision on suspension or revocation of any club's charter.

5. Violations of the college's Student Code of Conduct and/or Student Activities procedures regarding literature distribution, free speech, fund raising, and use of college facilities may be cause for charter suspension or revocation.

6. Suspension shall be for a maximum of four (4) weeks.

3. The Student Senate may vote to suspend rather than revoke a charter.

4. Term of suspension and revocation of club charters.

1. A suspended club shall cease to have the rights and privileges accorded to an on-campus club, except the privileges of holding club meetings, during the period of suspension.

2. A suspended club must continue to send a representative to Club Council meetings.

3. A suspended club must continue to abide by Club Council Codes.

4. A club whose charter is revoked shall cease to be recognized as an on-campus club, and all rights and privileges will be immediately withdrawn.

Section 4. Requests for funding

1. No club shall receive more than 10% of the Club Council annual budget.

2. If, by the sixth week of the spring semester, there is a balance in the Club Council Operating Account, a club that has received its 10% may request up to an additional 5% (of beginning balance).

3. All funding requests must name the club, have the signatures of the club president and advisor, specify a contact person and telephone number.

1. If event – indicate type of event, purpose, date, time, place, itemized budget, club contribution

2. If purchase - specify item vendor, cost, purpose and itemized estimate, club contribution.

4. All appropriate forms must be completed, signed and filed with the Club Council Chair.

5. All requests for Club Council funds are presented by the Club Council Chair to the Student Senate.

6. All funding requests must be approved by a majority vote of the Student Senate.

7. All items, event programs, uniforms, literature, etc., that are purchased with Club Council or Associated Student Organization funds must acknowledge that support, i.e. "This event sponsored by (name of club), Club Council and Associated Student Organization."

Section 5. Fund Raising

1. All club sponsored fund raising activities must have prior approval from the ASO Advisor and the college's AVP of Budget.

2. To obtain approval, a request must be submitted a minimum of two weeks prior to the activity. It must include:

- Purpose for which funds raised will be used
- Type of activity
- Date, time and place
- Signed approval by club president and advisor
- A copy of club minutes authorizing the fundraising activity, signed by both club president and advisor

3. All funds collected must be deposited in the club account in the College's Business Office. An accurate accounting of funds raised shall be provided to the ASO Vice President of Finance and the ASO Vice President of Clubs one week after the conclusion of the fund raising event.

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