Crafton Hills College Student Senate
Student Organization Charter Packet

Every Crafton Hills College Student has the right and opportunity to create a Student Organization, as long as it does not completely replicate or conflict with an existing CHC organization.

All forms must be completed in black or blue ink and turned in to the Student Senate Office. From here on Crafton Hills College will be referred to as “CHC”. Under no circumstances will the Student Senate Office accept partial or incomplete forms.

Contact Information
For any questions pertaining to the Student Organization Charter Packet or for general questions, comments and concerns, please feel free to contact the Student Senate or Department of Student Life.

Department of Student Life: 909-389-3410

Ericka Paddock: Director, Department of Student Life
epaddock@craftonhils.edu

Please keep this document for your records.

C.H.C Student Senate 2013-2014
Purpose and Expectations

Please review the following information. The President of the organization must initial each section to acknowledge that the information below has been read and understood.

Introduction Initial: __________
At CHC, student clubs and organizations are chartered through the Student Senate and their information is held in the Department of Student Life. The mission of the Department of Student Life is to provide a welcoming and safe social environment that intentionally engages campus members in the college life by offering co-curricular opportunities that facilitate leadership development.

Benefits Initial: __________
Benefits provided to chartered student organizations include campus space for meetings, events and fundraisers, at no cost, eligibility for funding through the Student Senate and the ability set up an account through the San Bernardino Community College District.

Constitution Initial: __________
Each student organization is required to submit and maintain an organized constitution. This constitution should define the general operations, membership criteria and election procedures for the organization. Sample constitutions are available in the Student Senate office. The most current copy of the constitution should be on file in the Department of Student Life. Any amendments made to the constitution should be submitted to the Student Senate office no later than two weeks after the amendment has been passed. Every organization must include and comply with the non-discrimination policy, which includes: race, religion, sexual orientation, national origin, ethnicity, color, age, marital status, gender, citizenship, and disability.

Current Information Initial: __________
If for any reason the current on file information, constitution, by-laws, or any other pertinent information changes throughout the academic year, it is the responsibility of the student organization President to submit the updates to the Department of Student Life within 2 weeks of the changes. Clubs may be asked to submit a contact information form, including but not limited to member names, email addresses and student ID numbers. Students ID #’s are optional and are used to provide data that will improve services and programs offered by the Department of Student Life.

Non-discrimination Initial: __________
This charter serves as the annual statement by the President and their Advisor attesting that the organization has no rules or policies which discriminate on the basis of race, religion, natural origin, ethnicity, color, age, gender, Marital status, citizenship, sexual orientation, or disability.

Student Organization Advisor Requirement Initial: __________
All student organizations must have a current CHC faculty or classified staff member as an advisor. CHC Students and Student Senators cannot be advisors of a student organization. The advisor role is a voluntary position whose role is to assist the organization in achieving its goals and objectives by providing a liaison between Crafton Hills College and the organization.

Minimum Membership Standards Initial: __________
Official recognition of a student organization requires a minimum of five members and should include three (3) officers, a President, a Treasurer and/or Secretary, and/or the choice of any other officer. The three officers are included in the minimum of five members. Only currently students enrolled at CHC may obtain membership and vote on issues that come before the student organization.
Application for Charter

New Student Organization _______     Renewing Student Organization _______

Date of Application _________________

Please note that the information below will be publicized in the Club Information Packet and available to the entire CHC campus.

General Information
Organization name: _________________________________________

Mission Statement of the Organization.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please summarize the programs and activities proposed for the coming year.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Organization meets on _____________ at _________ every _____________ in ____________.
(Day) (Time) (Week, month, etc.) (Location/Room)

If the time and/or date location change please advise the ICC Officers as soon as possible.

Membership
Current number of active Student members: __________
Current number of active Faculty/staff members: __________
Cost of membership fees: __________ Fee frequency: __________
Traditionally, elections held every: ________________
(Year, semester, etc.)

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*Student ID numbers will be used to provide data to improve services and programs offered by the Department of Student Life.
Advisor Roles and Responsibilities

Advisors assume a variety of roles when they agree to sponsor a campus organization. These roles will be performed to a greater or lesser degree depending on the purposes, complexity, skills, and attitudes of the group.

Personal Advisor
Because the students choose the advisor, they are placed in a key position to assist with personal advice and counsel. They are a liaison between the student and the college/district staff. The Advisor also serves as a key person who can direct students to counseling, health, financial aid, or other college resources. In addition, Advisors can provide important feedback to students as well as the Department of Student Life and other campus departments, so that programs and services can be continually updated and improved.

Instructor-Learner
Ample opportunities are afforded the Advisor to provide a meaningful learning experience for the members, especially in the area of interpersonal relations, while allowing them to creatively apply new ideas and insights. At the same time, this association provides the Advisor a unique opportunity to learn from the students.

Participant
Assuming the position of an Advisor implies that the Advisor will not only be aware of the plans and the activities of the group, but will actively participate in activities and attend all meetings or help find a substitute or designee when they are unavailable.

Troubleshooter and Expediter
There should be as short period as possible between a well thought-out plan and the activity itself. This period is often extended by a myriad of details, such as scheduling of facilities, fund requests, etc. While these details are the responsibility of the members, there are times when Advisors will have the opportunity to use their knowledge of the campus and influence as campus employees to ensure the organization's events run smoothly.

Evaluator
If membership in a campus organization is to be a meaningful learning experience, and if the stated purpose is to be achieved, the Advisor should encourage periodic evaluation of the group’s efforts to ensure their goals and mission is being achieved.

Supervisor
There are certain minimal legal requirements, which the Advisor assumes when sponsoring an organization. To assist in making decisions in this role, the Advisor has the entire administrative staff of the college available for advice and counsel. In addition, the Director of Student Life is available to review materials, publications and/or activities that the advisor may consider questionable in light of college and local community interests.

Please give this from your Advisor(s)

C.H.C Student Senate 2013-2014
Advisor Information

Primary Advisor
Name: ____________________________________________
Specific Title of Position on Campus: ______________________
Department/Office: ___________________________________
Telephone: _________________________________________
Email: ____________________________________________

Advisor Agreement
I agree to serve as the primary campus advisor to ______________. I have read and agree to the above guidelines and I understand that I am responsible for compliance with campus regulations, policies and procedures pertaining to organizations, clubs, associations and activities. I also understand that I, or my co-Advisor, must attend all club meetings.

________________________________          _______________________
Signature        Date

Secondary Advisor (If applicable)
Name: ____________________________________________
Specific Title of Position on Campus: ______________________
Department/Office: ___________________________________
Telephone: _________________________________________
Email: ____________________________________________

Advisor Agreement
I agree to serve as the secondary campus advisor to ______________. I have read and agree to the above guidelines and I understand that I am responsible for compliance with campus regulations, policies and procedures pertaining to organizations, clubs, associations and activities. I also understand that I, or my co-Advisor, must attend all club meetings.

_________________________________   _________________________
Signature         Date
Statement of Agreement

All officers, members and advisors of _________________________________, agree to:
(Organization name)

• Appoint a student representative to attend Inter-Club Council (ICC) meetings which are
to be held on dates and locations determined by the ICC officers. If a student
representative is unable to attend an ICC meeting, please contact CHC Student Senate to
arrange a one on one meeting with either ICC Officer.

• Have a membership that consists of a minimum of five currently enrolled CHC students
(required for chartering). For clubs with memberships greater than five, at least 75
percent of the additional members must also be currently enrolled CHC students.

• Have a Club Advisor present at all meetings and official functions.

• Comply with the non-discrimination policy.

_________________________    _________________________
President Signature        Date

_________________________    _________________________
Advisor Signature        Date

Upon Student Senate approval, charter shall be in effect until August 31 of the following
year.

Office use only:
ICC Recommendation: ______________________________
Student Senate Action
Approval Date: _________ Denied: __________ Pending: __________
All information on file in the Student Senate Office
Yes _____ No _____ Date: __________
Missing information ______________________________