



Ohlone College



Club Re-Charter Form & Guidelines

STEPS FOR RE-CHARTERING AN ACTIVE CLUB

IMPORTANT NOTE: Clubs must follow the process outlined below in order to continue to be recognized as an official Ohlone club. **Re-Charter form must be submitted to Student Life (studentlife@ohlone.edu) and the ICC Chair (asocicc-chair@ohlone.edu) no later than May 1st of each year.**

1. Clubs must maintain at least 5 student members willing to participate in club activities. Members must have a valid Ohlone student ID card or student ID number and be actively enrolled in classes at Ohlone College during the semester/year they are participating in the club. For example: if a club member is graduating in the Spring semester and will not be returning in the fall – they cannot be counted as one of the minimum 5 members on the re-charter form.
2. Reminder regarding Club Advisors.
 - a. Advisors must be employees of Ohlone College.
 - b. Advisors must be consulted on the activities of the club, attend official meetings & events, and approve club expenditures. Advisor approval is necessary before any event may be scheduled, on or off campus.
3. Reminder regarding ICC Meetings:
 - a. Clubs must send a consistent club representative to all ICC meetings.
 - b. A club with 3 absences within one semester will be placed on probation, and upon the 4th absence will be deemed inactive. Should this happen – the club will then need to complete a “New Club App” for the following semester.
4. Student club leaders & members are responsible for upholding the Ohlone College policies related to student clubs and cannot act on behalf of Ohlone College unless authorized to do so by the Office of Student Life.

As an official student club, clubs have the following responsibilities, privileges, and services available.

RESPONSIBILITIES OF AN ACTIVE CLUB:

Each club must:

1. Have an Ohlone College faculty or staff advisor.
2. Follow policies & procedures of Ohlone College as described by the Board of Trustees Policies & Procedures, ASOC Rules, ICC Constitution, State and Federal laws, and the ICC Handbook.
3. Have and follow a club constitution and by-laws.
4. Be non-discriminatory in membership.
5. Be represented at all ICC meetings by the club president or consistent designated replacement.
6. Make ALL financial transactions through the club account held in the Ohlone Business Office.
7. File a Re-Charter/Contract form with the Office of Student Life by May 1st of every year, for the following school year.

PRIVILEGES OF AN ACTIVE CLUB:

1. Use of the Ohlone College name when appropriate.
2. Schedule use of available rooms and/or equipment for free.
3. Establishment of a Club account with the Ohlone Business Office.
4. Use of ASOC publicity/paint area to make signs, and/or ability to request flyers to be posted on Canvas.
5. Mailbox and service. NOTE: There may be a charge for large mailings by clubs. ALL mailings must be pre-approved by the Director of Student Life.
6. Ability to apply to hold fundraisers on campus.
7. Participation in college activities, contests, and events.
8. Opportunity to apply for funding from ICC and ASOC.

REASONS FOR LOSING ACTIVE CLUB STATUS:

1. Organizing without a recognized advisor. Advisors **must** be Ohlone College employees.
2. Failure to re-charter club by deadline of May 1st.
3. Failure to follow policies, rules, and regulations of Ohlone College, ASOC, ICC, and club constitution at any club activity or event on or off campus.
4. Failure to follow membership guidelines of ICC Constitution.

Club Re-Charter Application

(page 1 of 2)



Please be advised that it may take up to 7 academic days to process this form.

Submit this form to the Office of Student Life (studentlife@ohlone.edu) and the ASOC ICC Chair (asocicc-chair@ohlone.edu) no later than **May 1st** of every year.

CLUB REGISTRATION FORM FOR SCHOOL YEAR (ex: FALL 2020- SPRING 2021): _____

Club Name: _____

Club Advisor: _____

Club Advisor's Email: _____

Club ICC Representative Name: _____

Club ICC Rep Email: _____

(Must attend weekly ICC Meetings every Monday **except holidays** 12pm – 1pm. Please read ICC Constitution for duties & responsibilities. www.ohlone.edu/studentlife/studentclubs)

Purpose of the Club: _____

CLUB MEMBERS SECTION: You are responsible for ensuring that your club knows and adheres to ICC policies and procedures, and relevant District polices as stated in the Ohlone Catalog, Schedule of Classes and ICC Handbook.

Please note: each club MUST have a designated Treasurer and President or ICC Representative.

#	POSITION (ex: President, ICC Rep, Club Member)	NAME	Student ID #	EMAIL	Signature
1					
2					
3					
4					
5					

*Signature also indicates agreement to allow email to be given to Ohlone faculty, staff, students, and off-campus person/groups (including press & media personnel) seeking club information.



Club Re-Charter Application

(page 2 of 2)



Club Name: _____

CLUB ADVISOR SECTION:

By signing below, I acknowledge that I am an employee of Ohlone College and agree to serve as advisor to this Ohlone Student Club. As a club advisor I agree to attend and be physically present at all meetings, excursions, and events created by this club and to abide by the ICC Constitution and Ohlone College policies and procedures.

Club Advisor Name: _____

Club Advisor's Email: _____ Phone Number: (____) _____ - _____

Are you Faculty, Staff, or an Administrator?: _____

Club Advisor's Signature: _____ Date: _____

CLUB PRESIDENT SECTION:

By signing below, I understand and agree with the following statement: "On behalf of the club members, I apply for continued recognition of our club. As Club President, I agree to attend all ICC meetings or designate a permanent, alternative representative to attend the meetings."

Club President Name: _____

Club President Email: _____

Club President Signature: _____ Date: _____

ASOC ICC CHAIR SECTION:

I certify that receipt of this club re-charter form on (date): _____.

ASOC ICC Chair Name: _____

ASOC ICC Chair Signature: _____

STUDENT LIFE DEPARTMENT SECTION:

I certify that receipt of this club re-charter form on (date): _____.

Student Life Signee Name: _____

Student Life Signee Signature: _____

