

## CLUB REQUIREMENTS & RENEWAL CHECKLIST

- Club renewal forms must be turned in to the Coordinator of Student Activities in H-1015B, by Thursday, September 30, 2010 to be chartered or renewed in October.
- These forms give OSA current information regarding the club and its members allowing us to coordinate the monthly calendar of events.
- It is important for existing clubs to fundraise enough money to allow them to function until new allocated money is available after chartering in October.
- Copies of the forms are available in OSA and on the flash drive under Club Forms.

**\*FAILING TO COMPLY WITH REQUIREMENTS WILL RESULT IN ONE YEAR PROBATION.**

**PLEASE NOTE: AT THE OCTOBER MEETING ALL CLUBS RENEWING THEIR CHARTER WILL BE LISTED ON A SHEET OF PAPER TO BE VOTED ON COLLECTIVELY. THIS WILL EXPEDITE THE CHARTERING PROCESS.**

**THE CLUB MUST BE REPRESENTED AT THIS MEETING EVEN THOUGH THE REPRESENTATIVE WILL NOT BE REQUIRED TO SPEAK ON THE CLUB'S BEHALF. THE CHARTERING WILL BE DELAYED UNTIL A MEMBER IS PRESENT.**

REQUIREMENTS	DATES TO BE COMPLETED BY	COMPLETED
*Mainstreet	Fall: Sept. 8 & 9 Spring: Jan. 26 & 27	
Club Paperwork (3 forms)	Thursday, September 30, 2010	
Club Advisor (must be JJC staff or faculty-retired staff or faculty can still be advisors) must meet with OSA to sign contract.	Prior to date of chartering.	
Club Constitution on file in OSA	Thursday, September 30, 2010	
Officer Contracts signed and on file in OSA	After club elections	
Complete Budget Review	Monday, February 15, 2011	
*Spend Requested Allocated Funds	Thursday, April 30, 2011	
Complete Annual Club Review	Thursday, April 21, 2011	
*Not on Probationary Status	Thursday, April 21, 2011	
Minimum of Two Fundraisers	Yearly	
Conduct Monthly Club Meeting	Monthly electronically submit minutes and attendance to Suzette Hinkle at <a href="mailto:chinkle@jjc.edu">chinkle@jjc.edu</a> .	
Attend CCC Meetings	Each month	

<b>ACTIVITY</b>	<b>GOLD LEVEL \$1500</b>	<b>SILVER LEVEL \$1000</b>	<b>BRONZE LEVEL \$500</b>
Membership	<ul style="list-style-type: none"> <li>• 4 Exec Members</li> <li>• 20+ Active Members</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Exec Members</li> <li>• Minimum of 15 active members</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Exec Board Members</li> <li>• Minimum of 10 active members</li> </ul>
CCC Meetings	<ul style="list-style-type: none"> <li>• See CCC Constitution Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• See CCC Constitution Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• See CCC Constitution Requirements</li> </ul>
Club Meetings	<ul style="list-style-type: none"> <li>• Meeting Minutes and Attendance must be submitted to the OSA Office (prefer electronically)</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Minutes and Attendance must be submitted to the OSA Office (prefer electronically)</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Minutes and Attendance must be submitted to the OSA Office (prefer electronically)</li> </ul>
Civic Engagement	<p>Choose 3:</p> <ul style="list-style-type: none"> <li>• Event Collaboration with OSA or other club</li> <li>• Serve as a CCC Exec Board Member</li> <li>• Complete a group Community/Campus Service Project</li> <li>• Host an all campus event</li> </ul>	<p>Choose 2:</p> <ul style="list-style-type: none"> <li>• Event Collaboration with OSA or other club</li> <li>• Serve as a CCC Exec Board Member</li> <li>• Complete a group Community/Campus Service Project</li> <li>• Host an all campus event</li> </ul>	<p>Choose 1:</p> <ul style="list-style-type: none"> <li>• Event Collaboration with OSA or other club</li> <li>• Serve as a CCC Exec Board Member</li> <li>• Complete a group Community/Campus Service Project</li> <li>• Host an all campus event</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>• Host 3 fundraisers per year</li> <li>• Raise a minimum of \$500 per year and carry over a minimum of \$100</li> </ul>	<ul style="list-style-type: none"> <li>• Host 2 fundraisers per year</li> <li>• Raise a minimum of \$300 per year and carry over a minimum of \$100</li> </ul>	<ul style="list-style-type: none"> <li>• Host 2 fundraisers per year</li> <li>• Raise a minimum of \$200 per year and carry over a minimum of \$50</li> </ul>
Evaluations & Assessments	<ul style="list-style-type: none"> <li>• Complete Mid-Year Evaluations</li> <li>• Complete Club Reviews</li> <li>• Complete Advisor Evaluation Rubrics</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Mid-Year Evaluations</li> <li>• Complete Club Reviews</li> <li>• Complete Advisor Evaluation Rubrics</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Mid-Year Evaluations</li> <li>• Complete Club Reviews</li> <li>• Complete Advisor Evaluation Rubrics</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• Complete Budget Review by Monday of Spring Finals Week</li> <li>• Use 80% of Allocated funds</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Budget Review by Monday of Spring Finals Week</li> <li>• Use 80% of Allocated funds</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Budget Review by Monday of Spring Finals Week</li> <li>• Use 80% of Allocated funds</li> </ul>

## NEW CLUB CHECKLIST

- Chartering of new clubs occurs at CCC meetings in October and February ONLY.
- Copies of the forms needed for chartering can be found on Survival Guide Flash Drive and in OSA.
- Students attempting to start new clubs have 2 opportunities (excluding Fall & Spring Mainstreet) to reserve space and host activities prior to initial chartering. This gives new students a chance to determine interest. Contact the Coordinator of Student Activities to make space arrangements.
- New Clubs must attend the CCC meeting when chartering takes place to discuss the purpose and activities of the club. The advisor and student must attend the CCC Meeting to be chartered.

<b>REQUIREMENTS</b>	<b>DATES TO BE COMPLETED BY</b>	<b>COMPLETED</b>
<b>Club Paperwork (3 forms-see OSA for correct forms)</b>	<b>Wednesday, September 30, 2010 Wednesday, January 27, 2011</b>	
<b>Club Advisor (must be JJC staff or faculty - retired staff or faculty can still be advisors) &amp; is required to meet with OSA to discuss advisor roles and sign contract.</b>	<b>Prior to date of chartering</b>	
<b>Club Advisor has read the Advisor Handbook (Survival Guide)</b>	<b>Depends on date of chartering</b>	
<b>Club Constitution on file in OSA</b>	<b>Prior to date of chartering</b>	
<b>Officer Contracts signed and on file in OSA</b>	<b>Depends on date of chartering</b>	
<b>*Spent Requested Allocated Funds</b>	<b>Thursday, April 30, 2011</b>	
<b>Complete Annual Club Review</b>	<b>Thursday, April 21, 2010</b>	
<b>*Not on Probationary Status</b>	<b>Thursday, April 21, 2011</b>	
<b>Two Fundraisers</b>	<b>Yearly</b>	
<b>Conduct Monthly Club Meeting</b>	<b>Monthly electronically submit minutes and attendance to Suzette Hinkle at <a href="mailto:chinkle@jjc.edu">chinkle@jjc.edu</a>.</b>	
<b>Attend CCC Meetings</b>	<b>Each month</b>	

<b>ACTIVITY</b>	<b>GOLD LEVEL \$1500</b>	<b>SILVER LEVEL \$1000</b>	<b>BRONZE LEVEL \$500</b>
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**Joliet Junior College  
Office of Student Activities  
2010-2011  
CLUB REVIEW CHECKLIST**

**Club Name:** \_\_\_\_\_ **Review Completed by:** \_\_\_\_\_

Club Level (Circle One): Gold Silver Bronze

<b>ITEM BEING REVIEWED</b>	<b>COMPLETE</b>	<b>INCOMPLETE</b>
<b>Paperwork on file</b>		
Club Application		
Club Petition/Officer List		
Application for Funds		
Club Constitution		
<b>Attendance at Collegiate Club Council</b>		
September		
October		
November		
December		
January		
February		
March		
April		
<b>Club Meeting Minutes</b>		
<b>Civic Engagement</b>		
Event with OSA or fellow club		
Serve on one CCC Committee		
Complete Group Community or Campus Service Project		
Host an all campus event		
Professional & Leadership Development		
<b>Fundraisers (list)</b>		
<b>Evaluation &amp; Assessments</b>		
Mid-Year Evaluation		
Club Review		
Advisor Evaluation Rubric		

<b>Budget</b>		
Budget Review		
Use 80% of Allocated funds		
<b>Participation in Mainstreet</b>		
Fall 2010		
Spring 2011		

**Number of Active Executive Board Members:** \_\_\_\_\_

**Number of Active Members:** \_\_\_\_\_

**Remaining Funds:**

Allocated: \$ \_\_\_\_\_ Earned: \$ \_\_\_\_\_

**Use of remaining funds for this year:**


**Suggestions for OSA Staff members:**


**Will you remain an advisor for next year?**      **Yes**      **No**

**If no, why not?** \_\_\_\_\_

**Webpage Review:** \_\_\_\_\_

**Club Level Next Year (11-12):**    **Gold**      **Silver**    **Bronze**

# **“Club” Constitution**

Adopted: *(date)*

## ***Article 1—Club Name and Mission Statement***

*The purpose/mission of... is to....*

## ***Article 2—Membership***

***Section I—This club is open to....***

*Members are required to....*

***Section II—All members of The Club are entitled to... and expected to...***

***Section III—Membership to this club can be revoked based on...***

## ***Article 3—Meetings***

*Meetings are held....members are expected to attend \_\_\_ meetings. The schedule of meetings is determined by... Issues requiring membership vote will require a “number” majority.*

## ***Article 4--Officers***

***Section I—The officer positions of said club include:***

*A. President*

*B. Vice President*

*C. Secretary/treasurer*

*D. Promotions Officer*

*Officers must be...(list qualifications)*

***Section II—The duties of the officer positions are as follows:***

*A. The President is responsible for...*

*B. The Vice President is responsible for...*

*C. The Secretary/Treasurer is responsible for...*

*D. The Promotions Officer is responsible for..*

***Section III—The terms of office for these positions is one year beginning....and ending...***

## ***Article Five—Electing, Appointing, and Removing Officers***

***Section I***—The officers are elected...by a (number) majority...

***Section II***—The positions of ...are appointed by... The criteria for appointment will be as follows:

***Section III***—If an officer is unable to fulfill his/her responsibilities, the vacancy will be filled...  
List chain of command if needed.

***Section IV***—A person can be removed from an office based on...  
Procedures for removal from office will include:  
A vote of (number) will be needed to remove a person from office.

## ***Article Six—Standards of Behavior***

***Section I***—The students who are officers and members of ... are expected to adhere to the Joliet Junior College Code of Conduct when in attendance at meetings, events, or field trips. In addition, students members are expected to remember that they are representatives of the college and should conduct themselves accordingly.

***Section II***—In the event that a member of ....violates the JJC Code of Conduct while conducting club business, the club will handle this by..... If a second offense occurs, the club will..... (Please note, you could refer them directly to the judicial process of the Code of Conduct if you choose to do so).

## ***Article Seven—Amendment Process***

Amendments to this constitution may be proposed by... Adoption of these amendments occurs with a (number) majority.

## ***Article Eight—Ratification***

The constitution shall be ratified by a (number) majority. It will be reviewed yearly.