Proposed **Club Charter Form** for the _____**C**lub

Submission Requirements: One electronic copy, sent as an attachment to ASKCC at ASKCC@klamathcc.edu.

One paper copy, submitted to Shannon Childs, Administrative Assistant to the Vice President of Student Services with advisor signature.

☐ New Club

☐ Current Club Re-Charter

I. Name: *What name do you propose for this club?*
   a. Affiliation(s): *Will you have any outside affiliations?*

II. Purpose: *What is the purpose of the club? What do you want to achieve? How does the club support or complement the mission of KCC?*

III. Membership:
   a. Eligibility: *(must be current enrolled students; any other requirements?)*
   b. Dues: if needed *(will you charge dues? How much? When due? What if members don't pay?)*
   c. Non-discrimination statement: *(must include at least "KCC and club will not discriminate on the basis of age, disability, national origin, race, marital status, religion, or sex, in accordance with federal and state laws"; may include more)*
   d. Attendance, participation requirements: *(What limits on absences, requirement on participation?)*

IV. Officers:
   a. Names, titles of officers and duties:
   b. Terms of office: *(make sure this aligns with elections Article)*
   c. Qualifications: *(must be currently enrolled, Pres. & VP must maintain a 2.00 GPA)*
   d. Replacement procedures if needed: *(how replace officers if they cannot/do not finish term?)*

V. Election/Selection of Officers:
   a. Date of selection/election:
   b. Eligibility to vote: *(all members? Active members? Those at meeting? …?)*
   c. Conduct of selection/elections: *(how? Paper vote? Hand vote at meeting? Other?)*
   d. Determination of winner: *(majority of votes? Majority of members? What if tie? …?)*

VI. Meetings:
   a. When:
   b. Where:

VII. Communication:
   a. Name and e-mail address of one individual that will receive communication from ASKCC.
   b. Contact information (phone number and/or email) to be given to students interested in your club.

VIII. Advisor:_____ Signature required on paper submission. *(What faculty or staff member has agreed to serve as your advisor?)*

IX. Money management: *(Do you anticipate receiving/spending funds? If so, the office of treasurer is required. Outline your plans for raising money.)*

**********Official Use Only**********

Submitted to ASKCC on _____

Recommendation (check one) Approve ____ or Return for modification ____

ASKCC President _____ Date _____

Vice President for Student Services _____ Date _____