CHARTERED ORGANIZATION HANDBOOK

Associated Student Government

2016-2017
Welcome to Becoming a Chartered Organization

At Pueblo Community College, Chartered Organizations allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of Pueblo Community College. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

Chartered Organization Purpose

The purpose of Chartered Organizations is to enrich the academic experience for students at Pueblo Community College. In these groups, students can explore ideas and activities that support or supplement curricular and co-curricular interests.

Mission Statement:

Empower students by creating opportunities to become involved and provide leadership while collaborating with the college and community in order to establish a supportive environment for our PCC students so they become personally enriched.
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Steps to Initiate a Chartered Organization
These are the main steps to start a Chartered Organization at Pueblo Community College

1. Recruit five (5) students who are interested in the club.

2. Find an advisor who is a PCC faculty or staff member.

3. Elect the club’s president, vice president, secretary, treasurer, and ASG senator.

4. Create the club’s by-laws, goals, and mission statement. (A template is available from the Director of Chartered Organizations.)

5. Fill out the Club Charter Application, including member list, and submit it to the Associated Student Government office for review.

6. Attend the September or October ASG Senate Meeting, where the Student Senate will vote to approve or deny charter.

For additional information, contact the Director of Chartered Organizations.
Chartered Organizations

Why is Chartering Important?
Becoming a recognized Chartered Organization on campus offers structure by providing parameters in which organizations can function. It spells out responsibilities for groups that the Associated Student Government and Pueblo Community College expect them to fill. It is important after an organization is chartered that communication between the organization and the Associated Student Government remain constant and open.

Code of Conduct
A registered Chartered Organization is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of Pueblo Community College, the PCC Student Code of Conduct, the Associated Student Government Constitution, and their Chartered Organization by-laws. Chartered Organizations will be held accountable for the action and behavior of members or guests at their functions.

Hazing
In general:
- If you have to ask if it’s hazing, it is.
- If in doubt, ask your advisor or the ASG Office.
- Failure to prevent hazing could result in serious injury or death.

Hazing in any form is not allowed. If you suspect hazing, report immediately to your advisor or the Director of Student Life and Leadership. Clubs found to have engaged in hazing will have their charter pulled immediately while an investigation is conducted. Disciplinary action can be taken with all involved.

Marketing and Social Media
The Marketing Department at Pueblo Community College is the only department that can approve flyers to be posted on campus and grant social media accounts to Chartered Clubs and Organizations. To have a flyer approved, contact Erin Hergert, Director of Marketing and Communications, at 719-549-3226, erin.hergert@pueblocc.edu, or in CA-207. Best practice would include having materials for approval to Marketing a minimum of two weeks before you plan to begin advertising.
Communication with the Associated Student Government

It is important for Chartered Organizations to remain in contact with the Associated Student Government. This can occur through monthly reports, regular meetings, required documentation, emails, etc.

It is imperative that the ASG Senator from each Chartered Organization have a relationship with members of the student government. Club advisors should also have an established relationship with the Director of Student Life and Leadership. These relationships should be ongoing to promote cohesion and benefit the effectiveness of Student Life at PCC.

Chartered Organization Requirements

Chartered Organizations must meet certain requirements in order to obtain charter as well as receive the monetary stipend from ASG at the conclusion of each semester. In addition to the requirements listed on page 3, each chartered organizations advisor is REQUIRED to meet with the Director of Student Life and Leadership prior to the October Senate Meeting each year. Extensions can be granted on a case by case basis for organizations that seek charter close to the deadline.

Allocation Process

While it is the intention of the Associated Student Government to help allocate funds to Chartered Organizations as outlined in the ASG Constitution, it is not a requirement to do so annually.

Chartered Organization Stipend Process

1. Chartered Organizations are eligible to receive $250.00 per semester and a one-time $300.00 startup stipend from the Associated Student Government. The requirements that Chartered Organizations must meet include:
   b. Participation in Fall Fest AND Spring Fling. The advisor is responsible for completing paperwork for each of these events on time. Failure to comply with registration deadlines set forth by ASG in conjunction with Conference Services will result in forfeit of club stipend.
      i. Exceptions can be made for Fall Fest ONLY if a new club doesn’t charter until the October Senate Meeting.
   c. Participation in a minimum of one approved community service project every semester.
   d. Participation in a minimum of one approved campus event every semester (excluding Fall Fest and Spring Fling).
   e. Submitting a minimum of three (3) Monthly Club Reports during the fall and spring semester.
f. Must attend Senate Meetings. Missing more than one (1) meeting in a semester forfeits the semester stipend for the organization.

Senator Stipend Process

2. Chartered Organization Senators are eligible to receive $150 per semester from the Associated Student Government. The requirements that Senators must meet include:
   a. Representing the organization at ASG Senate Meetings.
   b. Missing no more than one (1) ASG Senate Meeting in any semester.
      i. Report to the Senate about activities, events, and/or community service projects that the organization will participate in.
      ii. Assisting the ASG Executive Board in a variety of projects/tasks to enhance the college experience for all PCC students.
      iii. Report information from the Senate Meetings back to club members at the next official club meeting.
   c. Submit monthly reports at the Senate Meetings.

Fundraising

All Chartered Organization fundraising must be approved by Conference Services, Student Life, and the college Controller. All requests must be submitted a minimum of two weeks prior to the start date of the fundraiser. The PCC Fundraising Approval Request Form can be found in Ultimus and must be completed by the organizations advisor prior to the established deadline.

Purchasing

Clubs and Organizations now have access to a P-Card. Advisors can use the card to make purchases on behalf of the club utilizing the following process:

1. Each order must be accompanied by a vendor specific P-Card Requisition.
   a. Include a summary description of the order, estimated costs, where the items will be purchased, and the club ORG to be charged.
   b. Must be approved by club advisor and advisors supervisor or Dean of the division.
   c. Bring to Purchasing for budget check and approval.
      i. If food is involved, you must also include an approved Official Function Form.
      ii. A list of attendees must be submitted with receipts (only if food is involved).
   d. Return card and all receipts to Purchasing as soon as possible.

Senate Meetings

Attending Senate Meetings is a requirement for clubs and organizations. The club senator is the only one required to attend, but in the senator’s absence, another executive member of the club can fill in. Unless otherwise communicated in advance to advisors and senators, Senate Meetings will take place the first Wednesday of each month, at 5:30pm. The default location will be Fortino Ballroom A.

1. The only exceptions for not participating in Senate Meetings is if a club has clinicals during a time that interferes with the meetings. This will require an email from the club advisor to the Director of Student Life and Leadership prior to the October Senate Meeting.
explaining the conflict in detail. To receive any stipend, all additional requirements must be met by the senator and the organization.

2. While meetings are scheduled on a monthly basis, the Associated Student Government may call a special meeting of the ASG Senate with a 3-day notice to advisors and senators.

**Responsibilities of Chartered Organizations**

Chartered Organizations cannot be endorsed or supported by Pueblo Community College unless they follow the necessary steps for recognition. Chartered Organizations are open to all fee-paying Pueblo Community College students. Once an organization has been chartered with the Associated Student Government, it is the responsibility of the Chartered Organization to hold regular meetings, maintain acceptable membership levels, attend Senate Meetings, and fulfill community service requirements.

**Responsibilities of Advisors**

Advisors of Chartered Organizations are responsible for providing leadership to their organization. They are responsible for making sure all requirements of the organization are met, will attend all meetings, and ensure that events/activities that the club participates in will positively represent Pueblo Community College and the Associated Student Government. Advisors are required to know everything that the organization is planning, hence must attend all club meetings. If an advisor cannot attend a meeting, then they are able to appoint a PCC employee to sit in for the meeting. Under no circumstances should clubs conduct an official meeting without the presence of an advisor or appointed PCC employee.

**Responsibilities of Officers**

Officers of Chartered Organizations experience an enriching leadership opportunity. Responsibilities as the officer of a chartered organization include being able to manage time effectively between academics and the organization, scheduling meetings and promoting said meetings, ensure that the Chartered Organization meets the necessary requirements to remain chartered, attend Senate Meetings, remain in contact with the ASG Executive Board, and abide by ASG constitutional policies.

**Responsibilities of Senators**

It is especially important that the senator of a chartered organization follow the Associated Student Government guidelines in place in order to effectively aid their chartered organization and ensure they receive their stipend at the end of the semester. The senator will be the primary communicator with the Associated Student Government.

**Responsibilities of Members**

Members of Chartered Organizations work together with their Officers and the ASG Executive Board to establish goals for their Chartered Organization. It is the responsibility of Chartered Organization members to be able to manage their time between academics and the organization, communicate effectively with their Advisor and Officers, regularly attend
organization meetings, attend organization-hosted events, and partake in the Officer Election process when necessary.

Paperwork

The following pages consist of explanations of the paperwork required for Chartered Organizations, both for the Allocation Process and for records kept by the Director of Chartered Organizations.

**Associated Student Government**

**Chartered Organization Charter/Recharter Form**

<table>
<thead>
<tr>
<th>Club Name: Enter your organization name</th>
<th>Club Department: Enter what department the club is from.</th>
<th>Club Advisor &amp; Title: Enter the name and title of your advisor here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Department: Enter the department that your advisor is from here.</td>
<td>E-Mail: Enter an email address that is regularly checked.</td>
<td>Phone Number: Enter in the advisor’s most current phone number or extension.</td>
</tr>
<tr>
<td>President’s Name: Enter the name of the club’s president here.</td>
<td>E-Mail: Enter an email address that is regularly checked.</td>
<td>Phone Number: Enter in the president’s most current phone number. Specify if calling or texting is preferred.</td>
</tr>
<tr>
<td>Senator’s Name: Enter the name of the club’s senator here.</td>
<td>E-Mail: Enter an email address that is regularly checked.</td>
<td>Phone Number: Enter in the senator’s most current phone number. Specify if calling or texting is preferred.</td>
</tr>
<tr>
<td>Alternate Senator’s Name: Enter the name of the senator who is substitute if the senator can’t attend a meeting.</td>
<td>E-Mail: Enter an email address that is regularly checked.</td>
<td>Phone Number: Enter in the alternate’s most current phone number. Specify if calling or texting is preferred.</td>
</tr>
</tbody>
</table>

The Associated Student Government uses this information for record keeping and to better communicate with chartered organizations.

**Chartered Organization Application Status**

| Membership List Attached: ☐ | By-Laws Attached: ☐ | Goals & Purpose Statement Attached: ☐ |

**ASSOCIATED STUDENT GOVERNMENT EXECUTIVE BOARD USE ONLY — DO NOT WRITE BELOW THIS LINE**

**Director of Chartered Organizations Checklist**

| Required Documents Attached: ☐ | Application Was: Approved ☐ Denied ☐ |
**ASG Advisor Checklist**

The above information is correct: ☐

**ASG Advisor Signature:** Date:

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**Associated Student Government**  
**Chartered Organization Monthly Report**

### Club Information

**Chartered Organization Name:** Enter the club’s FULL name, no acronyms.

**Senator Name:**

**Advisor Name:**

### Meeting Information

**Month:** Specify month that the report will be submitted.  
**Year:**

**Date of Meeting(s):** Enter the dates that you had meetings on.  
**Attendance Numbers:** Enter in the number of people who attended.

The ASG Executive Board requires each Chartered Organization to attach TYPED meeting minutes with this form.

### Meeting Summary

**Upcoming Activities & Their Dates:** Enter information about upcoming activities and events to include dates, times, location, etc. If on campus, be sure to complete the Conference Services Reservation Request Form in Ultimus if tables, chairs, equipment, or a specific space is required. This requires two week notice.

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### Signatures

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<th>Date</th>
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<td>Club Senator: Have the club senator sign here.</td>
<td>Date signed</td>
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<tr>
<td>Club President: Have the club president sign here.</td>
<td>Date signed</td>
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<tr>
<td>Club Advisor: Have the club advisor sign here.</td>
<td>Date signed</td>
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It is required per the allocation process that each Chartered Organization turn in this form every month. Not doing so can result in the denial of club funds.

**Associated Student Government Executive Board Use Only – DO NOT WRITE BELOW THIS**
## Associated Student Government
### Chartered Organization Stipend

#### Club Expectations
The requirements to receive the $250.00 chartered organization stipend are as follows:
1. Organization must be in compliance with the Pueblo Community College Associated Student Government Constitution. Senators cannot miss more than one (1) senate meeting in a semester.
2. Organization must participate in Fall Fest (Fall Semester) and Spring Fling (Spring Semester).
3. Organization must participate in one approved community service project per semester.
4. Organization must participate in one approved campus event per semester.
5. Turn in all Chartered Organization Monthly Report for the corresponding semester.

*Please refer to the Chartered Organization Allocation Process for further information.*

We state that to the best of our knowledge our club has met all the above requirements to receive the stipend for:
- Fall: ☐
- Spring: ☐

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<tr>
<th>Chartered Organization Account Number:</th>
<th>Date: Date turned in.</th>
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<tbody>
<tr>
<td>Club Name: Enter the club’s full name, no acronyms.</td>
<td>Date: Date turned in.</td>
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<tr>
<td>Club President: Have the club president sign here.</td>
<td>Date: Date turned in.</td>
</tr>
<tr>
<td>Club Senator: Have the club senator sign here.</td>
<td>Date: Date turned in.</td>
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<td>Date: Date turned in.</td>
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## Director of Chartered Organizations Checklist

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<tr>
<th>Fall Fest: ☐</th>
<th>Spring Fling: ☐</th>
<th>Community Service: ☐</th>
<th>Campus Event: ☐</th>
<th>Extra Activities: # #</th>
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<tr>
<th>Director’s Approval: ☐</th>
<th>Signature:</th>
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Additional Electronic Forms

In an effort to simplify certain processes, two forms regularly utilized by Chartered Organizations have been created electronically. The following forms are located in Ultimus and must be completed by the club advisor:

Conference Services Reservation Request Form
a. This is to be completed any time that an organization requires set-up, equipment, materials, or space on the Pueblo campus.
   i. Must be completed a minimum of two weeks in advance
   ii. Advisor will receive confirmation/communication via email from Conference Services as to progress of request.

PCC Fundraising Approval Request Form
b. This form is required to be filled out anytime a club wishes to raise funds. Each fundraiser will require a new form to be completed, unless the fundraiser will be considered ongoing.
   i. Must be completed a minimum of two weeks in advance.
   ii. Order of approval: Conference Services; Student Life; Controller.
   iii. Once approved by the Controller, an email confirmation will be sent to advisor. If the request is denied, it will be returned to your inbox with reasoning as to why approval was not granted.

Ultimus allows the progress of the request to be tracked by the initiator. If you do not receive any communication within 3 business days of submitting the required documentation, you should directly contact the area where the request is pending approval.
Special Instructions

P-Card Purchase Requisition
Not a Purchase Order

Vendor ___________________________ Date ______________

______________________________

ORG ____________________________

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<tr>
<th>Item(s) Description and Justification (Be Specific)</th>
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Requestor's Signature: ____________________________
Supervisor Signature: ____________________________

INSTRUCTIONS:
1 Fill out completely.
2 Sign and have Supervisor sign.
3 Forward to Purchasing Office.
4 If approved, attach with P-Card statement.