



THE ASSOCIATED STUDENT ORGANIZATION

New Club Charter/Charter Renewal Form

Completed application must be submitted to the ASO office by: _____
Redwood Hall C-105

This form is intended for Los Angeles Trade Technical College Clubs that are established and in good standing and need to renew their official club charter, or for those who would like to start a new club. The Associated Student Organization will recommend chartering the club to the college President, or designee, for his/her/approval. Clubs must abide by the rules and regulation set forth by the Constitution and Bylaws of the Associated Student Organization and by the College President. Please note that clubs are required to fill out a Renewal Form every Spring Semester & Fall Semester. Please attach any recent changes to your club such as: president, constitution, etc. *If your club has a new advisor, please fill out a new charter.* **Minimum qualification:** a) *Enrollment in 5units for the entire semester if you are an acting officer for the club;* b) *2.0 semester GPA for executive board members ONLY* b) *A current student ID with paid ASO fee.*

Please Check One:

- New Club Charter:** New Club on campus, never existed before (Will need a minimum of 6 members)
- Re-Charter (Active):** Club was active in current school year _____ (Will need minimum of 6 members) * Re-charter Active clubs do not need to complete the constitution page.
- Re-Charter (In-active):** club has been In-active for more than two years (Will need a minimum of 6 members)

Club Name:

Semester: (ex. Fall 2015)

Mission Statement: Briefly describe the purpose of your club in 200 words or less. Attach your typed proof read version to the application.

Constitution: Please fill out the attached Constitution form.



THE ASSOCIATED STUDENT ORGANIZATION

New Club Charter/Charter Renewal Form

Advisor Name	Advisor Signature	/ / Date
Department	Part Time <input type="checkbox"/>	
	Full Time <input type="checkbox"/>	
Phone Number		
Co-Advisor Name	Co- Advisor Signature	/ / Date
Department	Part Time <input type="checkbox"/>	
	Full Time <input type="checkbox"/>	
Phone Number		

Title	Last Name	First Name	Phone #	Email Address
Advisor*				
President*				
V.President*				
Treasurer*				
Historian				
Secretary				
Delegate 1				
Delegate 2				
Delegate 3				



THE ASSOCIATED STUDENT ORGANIZATION
New Club Charter/ Charter Renewal Form

Obtain and submit the names of ten (10) student who agree to participate in the _____
 _____ Club as Chartered Members.

Directions: Each student must print his/her name, Student ID# and paid ASO status will be determined by the ASO Office. The first six (6) members should be the executive board members.

Note: IMPORTANT

1. It is the Club President responsibility to update this information with the ASO Advisor when information Changes
2. It is very important to list those with the asterisk (*) as ASO may need to contact them for additional information
3. This information may be shared with other Club President
4. ASO membership is required for all club officers.
5. Clubs that become inactive for two years or more, please be aware that any funds that your club had in your account gets distributed back into the ASO budget.

Last Name, First Name	Student ID #	PAID ASO Status(Office Use Only)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

For Office Use Only

Date received: ____ / ____ / ____

Received by: _____

First Name, Last Name

Approved

Denied

Application Complete

Reason Denied: _____



New Club Charter/Charter Renewal Form

Constitution

Article I – Title

The name of this club shall be _____
of the Los Angeles Trade Tech-Technical College.

Article II- Purpose

Mission Statement: Briefly describe the purpose of your club in 200 words or less. Attach your typed proof read version to the application.

Article III- Membership

- Section 1 Membership is open to all Los Angeles Trade-Technical College Students.
- Section 2 All Vice Presidents /or approved representation are to attend all Scheduled ICC meetings
- Section 3 Members are defined as students whom has signed the membership list of the proposed club. The list will be comprised of 10 or more people. A minimum of 10 or more paid ASO members are required to be chartered.
- Section 4 The body of the club is its members
- Section 5 All executive, representatives, and committees are formed from the body of the club.
- Section 6 Non-members are those that have not signed the membership list.
A non-member can serve as a volunteer.

Article- IV Dues

- Section 1 Club have the option of charging dues in accordance with Educational Code number E-34. Clubs will determine the amount by a two-thirds majority vote of its total members.



New Club Charter/Charter Renewal Form

ARTICLES- V OFFICERS

- Section 1 The Officers of the club shall be the President, Vice President, Treasurer, Parliamentarian and Historian.
- Section 2 Election of the officers will occur at the second official club meeting. The election will be conducted by the show of hands or secret ballot
- Section 3 Vacant position can be filled by Presidential Appointment if no one is interested in the position.
- Section 4 A list of elected officers will be submitted to the Vice-President of ASO

ARTICLE VI- OFFICER DUTIES

- Section 1 The officers named in Article V, Section 1, will comprise of the Executive Board of the club.
- Section 2 The duties of the **President** are:
- a. Preside over all meetings and to see that the purpose of this club is followed.
 - b. Responsible to report on the activities and plans of this club.
 - c. Act as chairperson of the Executive Board.
 - d. Create and appoint any other position necessary, subject to the approval of the club members.
 - e. The President shall have the responsibility of reporting all violations to the club in writing.
- Section 3 The duties for the **Vice President** are:
- a. Perform in the absence of the President, all duties of that office.
 - b. Attend the Inter-Club Council (ICC) meetings twice a month, if the Vice-President cannot attend the meeting she/he can send an official delegate to the meeting(s).



New Club Charter/Charter Renewal Form

- c. Carry out all other duties which the President assigns, pertaining to the business of this club.
- d. Be an ex-officio member of all special committees

Section 4

The duties for the Secretary are:

- a. Keep the minutes of the business and executive board meetings.
- b. Sign all official minutes and obtain the signatures of the President and the Advisor on all official minutes.
- c. Present a paper copy of the minutes and reports to the President, and one electronic copy to the Student Activities Officer.
- d. Maintain records and files of Business affecting the club.
- e. Perform other duties assigned by the President pertaining to the business of this club.

Section 5

The Duties of the Treasurer are:

- a. Maintain a record for the club account budget as (ask ASO treasurer for club account number) allocated and keep record of the remaining unallocated funds.
- b. Give a brief report or summary of the budget expenditures, remaining balances and call attention to any unusual items at each club meeting.
- c. Present club budget recommendations for approval.
- d. Verify and sign all requisitions for the disbursement of funds.
- e. Carry out duties as the President assigns in accordance with the treasurers responsibilities.
- f. Must be present during all club fundraisers, and is required to come into the ASO office and count the raised funds with ASO treasurer and deposit into the Business Office.



New Club Charter/Charter Renewal Form

- g. In charge of submitting proposals to ASO with signed minutes from club meeting, quotes, flyer, and purpose of event.
- h. Turn in Proposal **3 weeks** before event date.*Proposal include: a flyer, a quote (cost break down), minutes from your clubs meeting approving the proposed event, and a brief program/description for the purpose of the event.
- i. Money earned during fundraiser must be counted at the ASO office with the ASO treasurer. Must provide receipts two (2) days after your club event for any funds provided by ASO.

Section 6

The Duties of the **Historian** are to:

- a. Keep contact with the ASO historian send him all club photos from on campus and off campus events

ARTICLE VII- RESIGNATION OF OFFICERS

Section 1

- a. The resigning officer must submit resignation in writing. The letter must be delivered to the club. This letter must explain the reason for resigning and the date of resignation.
- b. If the club executive boards officer is absent for three consecutive meetings, this can be grounds for impeachment.
- c. The resigning or impeachment executive officer position can be filled by the next ranking club officer in descending order.
- d. If the position is declined by the ranking club officer, an election among the club shall be held.
- e. The President has the power to appoint the vacant position.

ARTICLE VIII- PROCEDURE

Section 1

A quorum will consist of one more than half of the total members.

Section 2

The Parliamentary authority in matters not covered by this club Charter will be "Roberts Rules of Orders", the latest revised edition.

ICC Orientation 2016/2017



Fall/Spring 2016/2017 semester, A.S.O
(Associated Student Organization) will have an
orientation for Inter Club Council (ICC) on:
Tuesday September 20th, 2016 from 2-3 p.m.

This year we are starting fresh, and we will
require all clubs to fill out the new charter
packet with updated contact information.