Dear Jamestown Campus/North County Center Club,

First, KEEP THIS TOP PAGE (2 sided) FOR YOUR REFERENCE.

Chartering your club ensures good communication between each student organization, Student Senate, and the Campus Life office, and provides current contact information of club officers and advisor(s) each academic year. Please complete this form **every fall** and update your charter should any changes occur during the school year.

Once a club charter is approved by the Campus Life office, you may request funding from Student Senate by completing the **Budget Request Form** each semester.

**NEW CLUBS** are advised to meet at least 3 times before submitting a charter application to allow enough time for club officer elections, thorough completion of the charter and constitution, and to determine if club membership can be sustained. **Attendance records from every new club for these initial meetings should be attached to your Charter Request Application.** A minimum of 5 student members are required for a club to maintain its chartered status. Student groups that are smaller than 5 students are not eligible for official recognition as a club, nor are they eligible for funding from senate.

**RETURNING CLUBS** are advised to elect officers in the spring semester for the following year to better provide continuity from one year to the next. Officer shadowing is also advised so newly elected officers can learn from current officers and be ready to assume responsibilities the following academic year. **A full list of currently active members should be attached to your Charter Request Application every fall and may be asked for again during the course of the year to ensure accurate data for assessment of club participation.**

**Chartered clubs have access to the following RESOURCES provided by the Student Senate:**
- Club budget (upon approval)
- Fundraising account through FSA (unused fundraising monies may be rolled over from one academic year to the next!)
- Paper products/plastic products stocked by Student Senate
- Coffee Cart and/or Popcorn Machine rental for club events, available fully stocked for $20 per use per machine.
- Club locker (located in the Jamestown Campus Senate Office. Assigned first come first served.)
Email us at studentsenate@mail.sunyjcc.edu or call at 338-1192

Student Senate Co-Advisors:
Kimberly Irland, 338-1004
kimberlyirland@mail.sunyjcc.edu
Linda DeJoseph, 338-1007
lindadejoseph@mail.sunyjcc.edu

Please add yourself to the SUNY JCC Club Council private Facebook Group www.facebook.com/groups/444680815578363/ to stay connected with other clubs and senate on club related matters!

Club Council Expectations

<table>
<thead>
<tr>
<th>CLUB COUNCIL DATES FOR 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Fall 2015 Club Council Dates: September 28, October 26, November 30</td>
</tr>
<tr>
<td>➢ Club Appreciation Luncheon: tentatively schedule for Mon. May 2 from noon</td>
</tr>
</tbody>
</table>

The last Monday of every month, Student Senate meetings are dedicated to Club Council. Club Council is intended to provide a forum for every chartered club and other student organizations to have time and space to report on what they’ve been working on and what events/service projects are coming up, to exchange ideas and to get leadership training.

Attendance at Club Council is REQUIRED by one representative from each club, and more than one absence per semester may result in Club funds being frozen or restricted.

NOTE ON MEETING LOCATION:

➢ Jamestown Campus Clubs attend Club Council in the LENNA THEATER (HULT 142).
➢ North County clubs attend via distance learning from the Training Center distance learning classroom.
# Club Charter Application

**Jamestown Campus and North County Center**

## Club Contact Information

- **Club/Organization Name:**
- **Name of the student completing this form:**
- **J#**
- **Today’s Date:**
- **Phone:**
  - [ ] Cell
  - [ ] Home
- **Preferred Email Address:**
- **Faculty/Staff Advisor (1):**
  - **Phone:**
    - [ ] Cell
    - [ ] Office
  - **Email:**
- **Faculty/Staff Advisor (2):** *(optional, but recommended)*
  - **Phone:**
    - [ ] Cell
    - [ ] Office
  - **Email:**

## Club Description

Briefly describe the purpose of your student organization. Attach a **Club Constitution** including goals for the year, plans of operation, and membership benefits.

*All clubs have a purpose be it social, educational, or for career preparation. If you need help articulating your club’s vision & mission, contact the Campus Life office. All clubs must be open to all JCC students to join or attend.*

## Club Meetings

- **Meeting Days:**
  - [ ] Mondays
  - [ ] Tuesdays
  - [ ] Wednesdays
  - [ ] Thursdays
  - [ ] Fridays
- **Meeting Time(s):**
  - [ ] [___:___] a.m./p.m. TO [___:___] a.m./p.m.
- **Meeting Location:**
  - *Facility Reservation Required*

*All club meeting & event space must be requested through Buildings & Grounds and approved by Campus Life.*
**STUDENT OFFICERS**  *no student may hold more than one office unless otherwise noted.*

<table>
<thead>
<tr>
<th>Officer</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td><em>expected to run club meetings, organize agenda, and lead club operations and initiatives</em></td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td><em>expected to assist the president and act as president in the absence of president</em></td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td><em>expected to take minutes at meetings and track membership attendance</em></td>
</tr>
<tr>
<td><strong>Treasurer</strong></td>
<td><em>expected to submit all receipts for transactions/deposits to the Campus Life with name of club &amp; Advisor’s signature</em></td>
</tr>
<tr>
<td><strong>Club Council Rep</strong></td>
<td><em>required to attend all Senate Club Council meetings on the last Monday of the Month</em></td>
</tr>
</tbody>
</table>

**COMMITMENT TO SERVICE**

Briefly describe how your student organization will give back to the JCC community and to the local community.

*Club Fundraising Request Forms and Service Logs are required for all service projects completed to help ensure accurate tracking of civic engagement on and off campus. Please contact Campus Life for more information.*

By signing this Club Charter, I acknowledge that I have reviewed this document and it meets my approval.

JCC Faculty/Staff Advisor Signature: _______________________________ Date: ______________

JCC Club President Signature: _______________________________ Date: ______________

**FOR CAMPUS LIFE OFFICE USE ONLY**

Club Budget Code: _______________________________

Required Forms:

- ☐ Facility Reservation Request for club meeting space (classroom, conference room, etc) confirmed and approved
- ☐ Club Constitution received
- ☐ List of Active Members (based on first 3 meetings) received

If Applicable:

- ☐ Budget Request submitted on _______________________________
- ☐ Fundraising Request submitted on _______________________________

Charter Approved: ☐ YES ☐ NO Date: ______________ Signature: _______________________________