

# CLUB CHARTER CHECK LIST

- Petition for Club Charter
- Charter Membership Form
- Mission Statement
- Club Advisor Responsibility Form
- Constitution

**Associated Student Organization**

Los Angeles Southwest College

**"Creating a Path and Leaving a Legacy"**

1600 West Imperial Highway

Los Angeles, CA 90047 Office: 323-241-5253



ASSOCIATED STUDENT ORGANIZATION  
LOS ANGELES SOUTHWEST COLLEGE

**Associated Students of Los Angeles Southwest College  
Petition for Club Charter**

We, the undersigned, do hereby petition for a charter to organize and operate under the umbrella of the Associated Student Organization on the campus of Los Angeles Southwest College as a recognized club, to be known as:

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The following information is hereby submitted as a part of this petition, being understood that every organization states it's purpose for which the group is organized.

**Statement of purpose for which the club is to be organized:**

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**Purposed activities or methods by which purpose of organization may be achieved:**

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**Club/ Organization Charter Membership Form**

Name of Members	Student ID #	Signature of Members
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

**(Members listed above must be paid ASO members)**



We, the undersigned, do hereby verify that the above information is accurate and complete and that we have given consideration to the regulations for the chartering of clubs listed in the Associated Student Organization, Clubs & Organizations Handbook for 2011-2012

Club Founder \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Club Advisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

.....  
**(for office use only)**

Date submitted \_\_\_\_\_ Submitted by \_\_\_\_\_ Rec'd by \_\_\_\_\_

Members' attached \_\_\_\_\_ Petition attached \_\_\_\_\_ Advisor Form attached \_\_\_\_\_

Approved Constitution attached : Yes: \_\_\_\_\_ No: \_\_\_\_\_





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**Mission Statement**

**Please state the mission of your organization. This may be published or distributed in order to promote organizations on campus.**





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ASSOCIATED STUDENT ORGANIZATION

LOS ANGELES SOUTHWEST COLLEGE

**Club Advisor Responsibility Form**

1. I agree to stay informed about all organization activities.
2. I agree to attend all Interclub Council Meetings (ICC) and/or ensure a representative of the organization is present.
3. I agree to attend organization meetings and all officially approved off-campus organization events.
4. I agree to sign Facility Request Forms for the approval of all activities that require space on campus other than regularly scheduled meetings in a timely manner.
5. I agree to sign all requisitions for the withdrawal of organization funds from the LASC Business Office.

**I understand these responsibilities and others listed in the club handbook and agree to assist the members of this organization to achieve their goals.**

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Advisor's Signature

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Date



**Advisor's Copy**

**Sample Constitution**

**Article I: Name of Club**

**Article II. Statement of Purpose** (What is the purpose, goal and philosophy of the organization?)

**Article III. Membership**

ALL STUDENTS ARE WELCOME TO JOIN ANY ORGANIZATION AT LOS ANGELES SOUTHWEST COLLEGE

**Section 1.** Detail how membership will be selected.

**Section 2.** Students who join a club/organization must be in good standing with the college. Some organizations may have a clarification of good standing, including dues paid, attendance to meetings, GPA, etc.

**Article IV: Officers**

**Section 1:**

A. Titles: Include the titles of the individuals who will be the leaders of the organization. If there is no hierarchy in the group, include that fact and state who will be the main contact person for logistical purposes.

B. Elected: Indicate which positions are elected by membership

C. Appointed: Indicate the positions appointed by the president or chair.

D. Advisor: All organizations are required to have an advisor who is a member of the Los Angeles Southwest College professional staff. What are the duties of the advisor?

### **Section 2: Elections**

- A. Indicate when the elections will be held
- B. Procedures for elections. Detail how the elections will proceed.

### **Section 3: Term of Office**

- A. How long will officers serve in positions?

### **Section 4: Duties**

- B. Detail the duties of the officers, including advisor.

### **Article V. Meetings**

Section 1. Frequency of meetings.

- C. Indicate when meetings will be held.

**Section 2.** Special meeting procedures.

Indicate who will be able to call special meetings.

### **Article VI. Finances**

This section should include how records will be kept, by whom, etc.

### **Article VII. Discipline and expulsion of members**

Section 1. Procedures

This section should include grounds for action, investigations, hearings, final decisions, and reinstatement.

### **Article VIII. Amendments to Constitution**

Notices, forms, methods of consideration, and votes required.