



Associated Students of Diné College (ASDC) Club Charter Packet

Steps to Chartering a Diné College Student Club

To charter a new club or re-charter an existing club, you must complete the following:

1. Complete a Club Chartering Packet and turn it in to the A.S.D.C. Office or Student Wellness Office.

To have a Club Chartered, you must include:

1. 4 Club Officers who will be responsible for the club.
 - Only currently enrolled students may serve as Officers. Club Officers must be currently enrolled students and maintain a 2.0 cumulative GPA or better.
2. At least 1 Club Advisor. 2 would be great.
 - Only full time DC employees can act as an Advisor.
 - Advisors must sign an Advisor Agreement each year.
 - Students should seek an advisor who will be actively involved in supporting the club/organization reach its goals and be available to attend your meetings and events.
3. Financial Account (Optional).
 - Financial Accounts will be created once the club's charter packet is officially reviewed and approved from ASDC. ASDC will then provide clubs with an acceptance letter and will provide ASDC with a Finance Account Number.

2. Submit an approved Club Constitution.

- Clubs do not need to submit constitutions every year. A new constitution should be submitted when a group makes any change to the document.
- Constitutions must include required text provided by the Office of Student Life.

3. Have 2 Officers attend the Student Club Orientation.

- 2 Officers must attend an orientation each academic year.
- Orientations are scheduled throughout the first few weeks of each semester. Clubs chartering later in the semester may make an appointment for an orientation.

Student Organization Request to Charter/Re-Charter

New clubs may submit charters anytime throughout the semester. Every club must re-charter at the beginning of each semester. Clubs are guided by the DC Student Code of Conduct Handbook (available in the Department of Student Success).

_____ hereby request to charter/re-charter as a Diné College Student Club/Organization for the _____ semester.

In addition to this Request Form, the following must be submitted:

- Club Constitution and must accompany this request. Constitutions must be submitted to the Student Life Office each semester. If any revisions have been made to the club/organization constitution, a copy must also be submitted to the Department of Student Success.

On behalf of the above-named organization, I request Diné College charter/re-charter status, with the understanding that upon chartering, this organization will be granted all privileges extended to DC student organizations and will assume accompanying responsibilities.

Primary Student Officer Contact

Signature: _____

Name (printed): _____

Student ID Number _____

Phone number(s): Home: _____ **Cell:** _____

E-mail address _____

*****OFFICE USE ONLY*****

Constitution ()	Date Submitted _____
Charter Request Form ()	Date Submitted _____
Account Number ()	Date Submitted _____
Orientation Attendance ()	Date(s) Attended _____
Advisor Agreement ()	Date Submitted _____
Chartered Club	() YES () NO

Signature: _____

Student Organization Request to Charter/Re-Charter

PLEASE PRINT CLEARLY

Semester of Application (circle) Fall _____ Spring _____ School Year _____

Name of Club _____

Meeting Information:

Day of the week (circle): M T W Th F Time: _____ Location: _____

Off-Campus Affiliations (if any) _____

Associated Students of Dine' College:

Does your club wish to participate as a member of ASDC*? ____ Yes ____ No

*Membership in ASDC is required to charter.

List of Officers

	Name	Student ID#	Phone	Email
Officer				
Officer				
Officer				
Officer				
ASDC Rep*				

Note: ALL Club Officers must have a 2.0 Cumulative GPA.

* It is imperative that the Club Rep is able to participate in ASDC. The Club Rep must attend meetings. Attendance at ASDC meetings determines the clubs eligibility to request funding from ASDC.

Advisor Information

Advisor Name _____

Department & Office Room # _____ Phone _____

Advisor's Signature _____

(Optional) Co-Advisor Name _____

Department & Office Room # _____ Phone _____

Co-Advisor's Signature _____

DC Student Club Advisor Agreement

Each year, many faculty and staff volunteer to serve as advisors for DC student clubs and organizations. Each is a valuable partner in the personal development of the students involved. While providing a formal link with College administration in interpreting College policy, their most important contribution is in advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth. It is through the aid of the advisors that individual students develop the qualities of effective leadership.

Any full-time employee of the College who is at least 21 years old and not on leave of absence during any part of the year is eligible. Students select their own advisor. The Dean of Student Success approves the advisors, whose term is one year, with options for unlimited renewal.

An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the individuals in that group. Advisors should be available to students on an individual and group basis, and maintain an open and honest relationship with members.

Advisors serve as the official representative of the College and liaison with the Department of Student Success for their club(s). In their role, the advisor bears full responsibility for the group's activities as well as the group's liability.

As such, all **DC Advisors are required to:**

1. Be present at all official club meetings and activities. Furthermore, in order to reduce the level of risk involved with the programs, the College expects that advisors will review applicable guidelines with the students. Remember: The advisor bears full responsibility for the group's activities as well as the group's liability.
2. Ensure that various College policies, State laws, and processes are upheld. Interpret these in order to assist students with leading their club and planning programs/events.
3. Serve as an authorized signature for club check requests and ensure that:
 - a. An authorized student officer also signs the form.
 - b. The financial expenditure is correct within all existing policies and club approval.
 - c. Supporting evidence (original receipts or invoices AND club minutes) is attached.
 - d. The club minutes reflect detailed approval of the funds request
4. Serve as an authorized signature for the appropriate scheduling of campus facilities and requests for College services and equipment.
5. Work closely with the club/organization to insure a cooperative relationship between the club/organization membership.
6. Help each Club Officer understand his/her duties and encourage Club Officers to plan programs and activities that make definite contributions to the educational needs of the students.
7. Assist students in the preparation of program planning, being a critical supporter of their activities, and help evaluate programs and activities after completion.
8. Ensure that continuity of the organization is preserved through constitutions, minutes and traditions, and that its past activities are adequately comprehended by succeeding officers and members.
9. Ensure that all reasonable steps are taken to insure the safety and welfare of club/organization members.
10. Inform the Department of Student Success on what the club/organization is doing, especially if students chose to act contrary to the advisor's advice or conflict arises.

In agreeing to serve as an advisor for this club, I commit to working with the club, attempting to help them achieve their goals, and uphold the expectations listed above. I understand that serving as a club advisor is voluntary and that I will not receive compensation, load credit, release time or other benefits for doing so. I agree to contact the VP of Student Success if I have any problems or concerns.

Club Name

Dates Serving as Advisor

Club Advisor Signature

Date

Club President Signature

Date

Student Organization Constitution Instructions

Use this template for your constitution and customize it for your club.

IMPORTANT: You must include the required text in your constitution. If you do not, your club charter request may not be approved.

Article I-Name of club

Section I. The name of the club.

Article II - What is your group's purpose?

Section I. Briefly describe the purpose and objective of your organization.

Section II. What is hoped to be accomplished by the club?

Article III - Membership

Section I. Describe who is eligible for membership?

Section II. Are there any restrictions on students (e.g., GPA, class standing, etc.)?

[REQUIRED MEMBERSHIP LANGUAGE]

[Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.]

[We will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as veteran.]

Article IV - Officers/Elections

Section I. List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus, councils,).

Section II. List eligibility requirements.

Section III. Describe the process and required majority of votes by which your officers will be elected.

Section IV. What time of year will selection occur?

Section V. Stipulate term of office.

Section VI. How will officers be removed or replaced?

Article V - Meetings

Section I. How often will the group meet?

Section II. Will there be a call for special emergency meetings?

Section III. How will you notify people of emergency meetings?

Section IV. What is quorum?

Article VI – Financial Expenditures

- Section I. All monies shall be banked at Diné College.
Section II. If any, how often dues be collected.

Article IV – Constitutional Amendments

- Section I. Who can propose an amendment?
Section II. How are they proposed?
Section III. How will you notify active members that an amendment is going to be voted upon?
Section IV. Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.

*Please Note: Because amendments change the structure of the group it is important to have 2/3 approval from the members at large.

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions or deletions must be filed with the Student Life Office within one week of adoption.

Article VII – Dissolution

(Address each point, please!)

- How will dissolution be decided?
- What is the required majority of votes to dissolve the group?
- What will you do with the unspent funds?

IMPORTANT: Any club that is inactive for more than 2 years or who doesn't re-charter with ASDC will have its account closed. Unless otherwise instructed by the club constitution, all unspent funds will be given to DC. It is very important that your club constitution states what should happen to unspent funds if the club is inactive for more than 2 years.