

# COLLEGE OF ALAMEDA

## CLUB CHARTER AGREEMENT

1. All CoA student clubs and organizations are required to deposit their funds in on-campus club accounts. This includes funds generated from club-sponsored events, donations, and any other club-related activities. It is a violation of College and District policy and the State Education Code for student clubs and organizations to place money in non-CoA college accounts and/or off-campus accounts.

Student clubs or organizations found to be placing funds in non-CoA college accounts and/or off-campus accounts are subject to suspension and disciplinary action. Club funds are held in trust by the ASCOA and are administered by the Office of Student Activities. While the Office of Student Activities monitors club financial activity, clubs are also responsible for keeping track of their income and expenditures. It is also important to note that club funds and accounts are considered public funds, and therefore are subject to public disclosure.

**Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_

2. All fundraising activities must be approved by the Director of Student Activities.  
**Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_
3. All club purchases for goods and services must comply with Administrative Procedure (AP) 6330 and 6340. A District issued Purchase Order (PO) is required to purchase goods (e.g., food, decorations, t-shirts, etc.) and/or contract services (e.g., speaker, performer, photographer, etc.). Verbal agreements to purchase goods and/or contract services are prohibited. Students and advisors that enter into a verbal agreement with a vendor will be financially responsible for incurred expenses. And CANNOT receive a reimbursement. To acquire a Purchase Order (PO) the club must submit the required paperwork a **minimum of four weeks** prior to the date needed. (See ASCOA Financial Procedures for additional information). **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_
4. If a vendor does not accept Purchase Orders (PO), the club advisor can request a cash advance. Request for cash advance must be submitted a **minimum of four weeks** prior to the date needed. (See ASCOA Financial Procedures for additional information). **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_
5. Cash payments for contracted services is prohibited. All payments for services (i.e., speaker, band, DJ, graphic designer, location rental, etc.) must be issued directly to the vendor by District check. Students and/or advisors that pay for services WILL NOT receive a reimbursement. **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_
6. All club events and meetings (on-campus and off-campus) must be supervised by the club advisor. If the club advisor is not available a substitute supervisor (i.e., a current PCCD employee) must be in attendance to supervise the event or meeting. **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_
7. Exercises of freedom of expression shall be done in a peaceful, non-disruptive manner with appropriate consideration and respect for opposing points of view and within the parameters of AP 3900 Time, Place and Manner policy. **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_
8. Club Privileges and Expectations

Registered clubs have the following privileges:

- a. Use of College facilities in accordance with applicable policies, meetings and activities.
- b. The ability to engage in approved fundraising activities.
- c. Solicitation of membership on campus under the organization's name.

# COLLEGE OF ALAMEDA

## CLUB CHARTER AGREEMENT

- d. Listing of the organization in the official publications of the College.
- e. Use of College bulletin boards and other designated posting areas.
- f. Access to College services, leadership programs, and the expertise of a faculty or staff advisor.

### Club expectations:

- g. Club meetings, events and programs must be open to all students regardless of their race, religion, sexual orientation, GPA, or other factors. There are NO exceptions!
- h. Meet at least once per month. Submit meeting minutes to the Office of Student Activities.
- i. Meetings must be on campus, during normal school hours, and may not take place during or as part of a class meeting.
- j. Send a representative to the bi-weekly Inter Club Council meetings.
- k. Contribute to the campus by providing events and programs that are of interest to students.
- l. Conduct themselves in a collegial and ethical manner.
- m. Maintain communication between the club, the advisor, and the Office of Student Activities and Campus Life.
- n. Adhere to all applicable ASCOA, Office of Student Activities, College and District rules and regulations.

**Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_

9. All printed posters, postcards and fliers must be approved by the Office of Student Activities and Campus Life. Clubs are prohibited from posting marketing materials on cars, vending machines, glass doors and/or windows, painted surfaces, etc. Approved fliers can be posted on bulletin boards using push pins (clubs are responsible for supplying their own push pins). Tape and staples are prohibited. Clubs are responsible for removing marketing materials after an event is completed and/or the postings has expired.

**Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_

10. All clubs are required to have at least one (1) club advisor. Only faculty (full-time or adjunct) and administrators, employed at College of Alameda are eligible to serve as club advisors. If the club advisor(s) resigns the club president is responsible for notifying the Director of Student Activities. The club will have 14 business days from the date the advisor resigned to identify a new advisor. If the club does not find a new advisor, the club will be considered inactive until a new advisor is identified. **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_

11. All chartered clubs must designate two (2) student representatives for the Inter Club Council (ICC). One representative will serve as the primary representative and will regularly attend ICC meetings. The second representative will serve as the alternate representative. The alternate representative will attend ICC meetings in the absence of the primary representative. Failure to attend ICC meetings will result in the club being placed on the inactive club list. **Advisor Initials** \_\_\_\_\_ **Club President Initials** \_\_\_\_\_

**COLLEGE OF ALAMEDA  
CLUB CHARTER AGREEMENT**

**Position Title:** Primary ICC Representative

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position Title:** Alternate ICC Representative

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Signature:** \_\_\_\_\_