



Club Council Codes

Article I - Name and Organization Function

The name of this organization shall be the “Club Council of the Associated Student Government of Los Angeles City College,” hereafter referred to as the “Club Council”.

The Club Council is a committee of the Associated Student Government, also referred to as “ASG”, whose purpose is:

1. to help clubs plan events;
2. to provide support for club activities;
3. to provide representation for the clubs on the Student Senate;
4. to request and organize volunteers for ASG events.

Article II - Structure

Section 1 - Memberships

1. Chartered clubs which have been recognized by the Associated Student Government shall be members of the Club Council. Each Chartered club shall select a representative and alternate representative;
2. To maintain the charter each club is required to complete the chartering process every academic year.

Section 2 - Officer

The ASG Executive of Clubs shall serve as the chairperson of the Club Council. They represent the Club Council on the ASG Student Senate.

Article III – Powers of the Club Council

The Club Council shall:

1. Serve as a representative body of all club and organizations;
2. Give recommendations to the ASG Student Senate regarding student activities.

Article IV - Duties of Club Council Officer and Members

Section 1 – Duties of the Chairperson

The Club Council Chair shall:

1. Process and issue club charters on behalf of the Club Council;
2. Schedule and preside over all Club Council meetings;
3. Be responsible for maintaining the records of the Club Council;
4. Maintain an active list of chartered clubs;
5. Upon the chartering of a club, shall provide the club's president with the following:
 - Club Council Codes;
 - Club manual, which includes information on funding procedures and college policies regarding publicity, distribution of materials, speakers, and events;
 - Any other documents and forms that may be pertinent or useful to member organizations.

Section 2 – Duties of Club Council Members

Each member organization shall:

1. Send one (1) official Club Council representative to each and every Club Council meeting. An individual student may serve as the representative for only one club.

2. Notify the Club Council Chairperson of any changes of representative, officers, or advisors.
3. Be responsible for the dissemination of all materials presented at any Club Council meeting or placed in the club's official mailbox located in the ASG sac desk.

Article V - Meetings

The Club Council shall meet monthly and may meet bi-monthly (every two weeks) if needed, on a day, time, and place decided by the Club Council Chair. No Club Council meetings shall be held during the final examinations period.

Article VI - Procedures for Club Chartering

The organization desiring Club Council membership shall:

1. Present a roster with a minimum of five (5) paid ASG members, including copies of their current registration receipts, charter applications, agreement and signature of a faculty advisor, and a copy of the club constitution;
2. Have a master copy of the club constitution and all other forms and materials signed by the club advisor and the president of the club concerned on hand;
3. Not be considered officially chartered until its charter application has been reviewed and approved by the Executive of Clubs and ASG advisor;
4. Ensure that their five (5) charter members are not charter members of another chartered club.
5. Clubs chartered in Fall semester will be chartered for the entire academic year (Fall & Spring), unless the club notifies the Executive of Clubs otherwise.
6. Clubs chartered in the Spring semester will be chartered through the end of Spring term.
7. All clubs must submit paperwork to charter every academic year.

Article VII - Suspension and Revocation of Charter

Section 1 - Reasons for Suspension and Revocation

The charter of any club may be revoked by a majority vote of the ASG Student Senate, following a recommendation by the Executive of clubs, for failure to abide by the Associated Student Government Constitution and Bylaws, Club Codes, policies and regulations of the college, or failure to produce a verification of officers list.

Section 2 - Procedures for Suspension or Revocation of Charter

1. The Executive of Clubs may bring to the attention of the Student Senate a recommendation for the suspension or revocation of the charter of any club;
2. The recommendation must be in writing with documentation of the reasons supporting it;
3. The Executive of Clubs shall inform the Club Council, Office of Student Life, and the club concerned of the Student Senate's decision on suspension or revocation of any club's charter;
4. The Student Senate may vote to suspend rather than revoke a charter.

Section 3 - Terms of Suspension and Revocation of Club Charters

1. Suspension shall be for a maximum of four (4) weeks;
2. A suspended club shall cease to have the rights and privileges accorded to an on-campus club, except the privileges of holding club meetings, during the period of suspension;
3. A suspended club must continue to abide by the Club Council Codes;
4. A suspended club must continue to send a representative to Club Council meetings;
5. A club whose charter is revoked shall cease to be recognized as an on-campus club, and all rights and privileges will be immediately withdrawn.

Article VIII - Funding

Section 1 - Request for Funding

1. No club shall receive more than \$300 per semester from the Club Activities annual budget.
2. All funding requests must have the name of the club, the club president and the club advisor's signature, as well as a specific contact person and telephone number.
3. All appropriate forms must be completed, signed, and filed with the Executive of Clubs. Funding requests must be accompanied by 3 (three) quotes for the intended expense. The selection for funding must be based on the most cost-effective quote.
4. All request for Club Council funds are presented by the Executive of Clubs to the Student Senate.
5. All funding requests must be approved by a majority vote of the Student Senate.
6. All items, events programs, uniforms, literature, etc., that are purchased with club Council or Associated Student Organization funds must acknowledge that support, i.e. "This event sponsored by (name of club), Club Council, and the Associated Student Government.

Section 2 – Fundraising

1. All club sponsored fundraising activities must have prior approval from the ASG Advisor and the college's Administrative Vice President of Budget.
2. To obtain approval, a request must be submitted a minimum of two (2) weeks prior to the activity. It must include:
 - Purpose for which the funds raised will be used;
 - Type of activity;
 - Date, time, and place;
 - A copy of club minutes authorizing the fundraising activity, signed by both club president and advisor.
3. All funds collected must be deposited in the club account in the College's Business Office. An accurate accounting of funds raised shall be provided to the ASG Executive of Finance and the ASG Executive of Clubs one week after the conclusion of the fundraising event.

Section 3 - Seed Money

The purpose of Club seed money is to aid clubs in starting up for the semester by providing capital for their club projects and to encourage early chartering and project planning. Any club - new or re-chartering - that meets the eligibility requirements detailed below can request for the Club seed money until the allocated budget is consumed.

1. Seed money will be automatically allocated to each chartered club upon approval of their charter.
2. Maximum seed amount is \$500 per academic year. Seed funds will be distributed in two installments of \$250 each, once per semester (Fall/Spring) depending on when the club is chartered.
3. The allocation is uniform, ensuring that every club receives the same amount.
4. Club seed money is allocated on a first come-first serve basis until the entire allocated budget is consumed.

Section 4 - Club Accounts

1. Club collections and disbursements are handled through the College Business Office.
2. All collections and expenditures shall be approved by the following:
 - Club Advisor
 - Club President
 - Dean of Student Life/ ASG Advisor

Section 5 – ASG Branding and Inclusivity

1. ASG branding is required on all club-hosted events.
2. All promotional materials and communications must use inclusive language.
3. For detailed guidelines on branding and inclusivity, clubs should consult the Executive of Clubs.

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