



**CLUB CHARTER PACKET
&
ADVISOR HANDBOOK**



ASSOCIATED STUDENT GOVERNMENT

ASG@compton.edu | (310) 900-1600 ext. 2803

Welcome!

The purpose of this handbook is to provide the necessary information to create/reinstate a club at Compton College, both as a student or advisor. Clubs may form to develop an awareness of culture, expand students' interests, create a social outlet, and/or provide service to the campus and community. They are also designed to help enhance student leadership skills as a club member and student leader on campus. We are excited to see your interest in contributing to the student experience at Compton College!

A completed club charter packet should include:

1. Club Constitution
2. Petition for Club Charter

For questions, comments, and packet submissions, please contact:

Associated Student Government
asg@compton.edu



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Club Charter Process:

In order for a club to be chartered at Compton College, four steps must be completed:

Step 1: Find members.

A club must have a minimum of 2 currently enrolled students interested in joining.

Step 2: Find an advisor.

The purpose of an advisor is to be a resource and mentor to the club. An advisor should support the objectives of the club, while advising on best practices for both students and club growth. The potential lead advisor *must* be a Compton College full-time employee. If the club is based on a field of study, the club is encouraged to find an advisor who teaches and/or works in that same area. If the club is not based on a field of study, it is encouraged to find someone who has some expertise in that area.

Step 3: Completing the club charter packet forms.

The purpose of the forms is to get information about the club and begin verifying student members. These documents will be kept within the Office of Student Development for review and updates.

Step 4: Creating a club constitution.

The constitution states the established rules for the club to follow during the academic year. Some topics and questions to consider while creating/updating the charter/constitution:

- I. Mission Statement
 - a. What is the purpose of the organization?
 - i. What do you want to focus on?
 - ii. What do you want to accomplish?
 - iii. What do you want to become?
- II. Position names and descriptions
 - a. What is the name of each position a member can have?
 - b. Once the position has been filed, what is that person responsible for doing?
- III. Member eligibility
 - a. What qualifications does the club require to become an eligible member for the club?
 - b. Are there any circumstances that would disqualify someone from being a member?
 - i. If so, who oversees completing membership checks?
 - ii. If not, how are members handled who are not a good fit for the club?
 - c. What are the restrictions for being an executive member? (e.g., President, Vice President, Secretary, Treasurer)
 - d. How long can someone serve as a regular or executive member?
- IV. Decision making process
 - a. How many members are needed to be present in meetings for official decisions to be made?



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- i. How many members need to vote in favor of something for an official decision to be reached?
- V. Nominations and elections
 - a. How are regular and executive members nominated to their positions?
- VI. Meetings
 - a. How often are meetings taking place?
 - b. What is being discussed during those meetings?

Referring to and answering those questions are important, not only to club members, but to prospective advisors as well. You can go [here](#) to see a detailed template to help you in writing your own.

Step 5: Complete petition paperwork and submit online.

Before the activation process can begin, the Club Charter packet must be completed and emailed to:

Associated Student Government
asg@compton.edu

Step 6: Associated Student Government review and approval.

After all documents have been reviewed and successfully completed, the club paperwork will be forwarded to the ASG Secretary to put on the next ASG agenda. Once placed on the agenda, the ASG Secretary will email the president and advisor the ASG meeting information to discuss the club.

After discussion, the ASG will decide to approve the club for the current academic year. If the club is approved, the club will receive the following:

- Club Charter
- Trust fund process information
- \$300 seed donation from the ASG

Advisor Responsibilities

The Office of Student Development understands the commitment needed from a potential advisor for a club on campus. In your role, you will serve as the liaison between the Office of Student Development and the club you would be advising. The purpose of being an advisor is to guide the students and the club's direction.

Only current Compton College full-time employees can serve as a Lead Advisor to a club.

Responsibilities of a Lead Advisor:



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- I. Ensure you or a co-advisor attend all scheduled meetings.
- II. Ensure you or a co-advisor all events from the club that has received approval from ASG
- III. Ensuring the club follows all rules, policies, and procedures of Compton College
- IV. Knowledgeable of the club's policies and procedures
- V. Adhering to all local and state laws
- VI. Ensuring all meeting agendas and minutes are recorded.
- VII. Signing all official documents

If you are not a full-time employee, you may still serve as a Co-Advisor.

Responsibilities of a Co-Advisor:

- I. Attending all scheduled meetings, in place of the Lead Advisor.
- II. Attend all events from the club that has received approval from ASG, in place of the Lead Advisor.
- III. Ensuring the club follows all rules, policies, and procedures of Compton College.

Things to Consider as a Lead or Co-Advisor:

While the students are leading the club, the advisor plays an important role in its operations. To help facilitate conversation with the club, here are some items to consider:

- I. Group effectiveness
 - a. How well is the club working together to achieve its mission statement and goals?
- II. Finances
 - a. What fundraising opportunities is the club currently partaking in?
 - b. Is the money spent beneficial to the club and its promotion?
- III. Events
 - a. What events are taking place?
 - b. What is the purpose of these events?
 - c. Have the proper steps been followed to ensure all college policies have been followed?
- IV. Personal growth of the members
 - a. How are the members growing due to being involved in the club?
 - b. If they are not, what opportunities could they utilize to help with their own development?
 - c. Do I know enough about the members to know what their goals are and what they are doing to achieve them?
- V. Adhering to the mission statement
 - a. Do students know how to adhere to the mission statement?
 - b. Do students know why it is important to adhere to the mission statement?
- VI. Advocacy for the club and its purpose
 - a. What does advocacy look like within the club?
 - b. Who should they be advocating to?



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- c. What is the purpose of advocating?
- d. Is the club a beneficial part of student life on campus?

ASG Approval

After your club has gone through the approval process, both club members and advisor(s) will maintain, promote, and recruit for the club. Additionally, the club must put in a request to host an event if they are planning on using the facilities request form.

As the academic year progresses, the executive and general members should focus and reflect on these questions to help maintain, organize, and run an effective club on campus:

Club Recruitment:

- I. How do you advertise to the students?
 - a. How do you get them to want to join your club?
 - b. What methods have worked? Which ones don't?
- II. What makes my club unique?
- III. What benefits will the members get when they join?
 - a. Can it go on a resume?
 - b. Is it an experience?
 - c. Is it something you can walk away with?
 - d. Is it applicable outside of school?
- IV. What would club members spend time doing?
 - a. Are members going to be planning events?
 - b. Are members going to be networking with others in their respective fields of study?
 - c. Are members going to be fundraising?
 - d. Are members going to be interacting with their advisor?
- V. Note the Office of Student Development will hold one club rush event per semester so all clubs can recruit.

New Members Process:

- I. What do I want new members to know?
 - a. Purpose of the organization?
 - b. Know about the club charter/constitution?
 - i. New member responsibilities
 - c. Policies and procedures?
 - d. History of the club?
 - e. Current advisor(s)?
 - f. Goals and objectives for the current and upcoming school year?
- II. How can I welcome new members?
 - a. Mixer?
 - b. Orientation event?



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III. How can I keep the new members?

Meetings:

- I. What is the purpose of each meeting?
 - a. How do items get placed on an agenda?
 - b. Is there a time limit to discuss items?
 - c. How do I create an agenda?
- II. How should I be at the meetings?
 - a. What is the protocol for members at club meetings?
- III. What does it mean to 'chair' a meeting?
 - a. Who is supposed to chair a meeting?
 - b. As the chair, what am I supposed to do?
 - c. As a member, what am I supposed to do?
- IV. What are meeting minutes?
 - a. How do I create meeting minutes?
 - b. Who is responsible for taking the meeting minutes?