



Steps to Chartering/ Re-Chartering a Club at Chaffey College

Any student interested in starting a club will need to take the following steps:



chaffeycollegehspartnerships.formstack.com/forms/club_chartering_form

Any questions?

Please contact Sonia Juarez, Student Life Coordinator, at sonia.juarez@chaffey.edu or (909) 652-6589.

STEP 1 Contact the Office of Student Life.

It is recommended that you discuss your intent to start a new club with the Student Life Coordinator because they will assist you with any information you may need to complete the steps required to create your club. Review the student club privileges and responsibilities.

STEP 2 Recruit other Chaffey students who are interested in joining this club.

Each student club is required to maintain a membership roster of at least seven (7) active club members, who are currently enrolled students. We encourage you to advertise the intent to start a club by posting approved flyers on campus or on social media, tabling, and by attending an Inter-Club Council (ICC) meeting to inform ICC representatives who may know of other students with the same interest.

STEP 3 Recruit a Club Advisor.

Find an Advisor who will be actively involved in supporting the club's goals and activities. Advisors must be a full-time, permanent employee (faculty or classified professional) of the district who will be present at all club meetings and official functions. If the club cannot find an advisor, the Student Life Coordinator can assist in trying to find a club advisor.

STEP 4 Create a Club Constitution.

All clubs are required to maintain a constitution. You should work with your club members to create your club constitution. A club constitution is a document, which states the club's purpose, the roles of its members and how club business should be conducted. A sample club constitution is provided to assist you.

STEP 5 Select and Elect Club Officers.

All clubs must have a President, Vice-President, Treasurer, Secretary, and ICC Representative. Students may not hold more than one (1) officer position within a club or two (2) overall.

STEP 6 Submit the Club Chartering Form online.

Once you have all of your club's original members and officers, an Advisor, and a constitution, you must fill out the Club Charter Form online, which you can find on the Office of Student Life website or by using the QR code on this poster.

STEP 7 Verifying Eligibility of Club Officers.

The Student Life Coordinator will review your charter application and verify the eligibility of the club members and club officers.

STEP 8 New/Re-Chartering Clubs Review and Approval by the ICC.

Once the club members and club officers eligibility has been verified, the Office of Student Life will notify the club President, ICC Representative and Advisor of the next ICC meeting where they will have a chance to present and discuss their new/re-chartering club prior to the ICC members voting to approve or deny the new/re-chartering club.