



CLUB HANDBOOK

2018-2019

Los Angeles Harbor College

ASSOCIATE STUDENT ORGINZATION

1111 Figueroa Place, Wilmington, CA 90744

Dear Club Advisor, Officers and Members

Thank you for your interest in forming a student organization at Harbor College!

All official student clubs are chartered by the Associated Students Organization (ASO), a group of student leaders whose purpose is to improve student life through campus and community events. By chartering your club, you now have access to many facets of the campus which will increase the likelihood of your club's success.

The purpose of this handbook is to provide information and guidelines to assist you in fulfilling your obligations as a club leader or advisor. **Take time to review the ASO regulations and chartering handbook.**

Your time, advice, and support create the opportunity for LAHC students to broaden their knowledge. Without your commitment your peers would be unable to have these experiences. You make it possible and for that ASO thanks you. Your enthusiasm to participate and represent yourself and Harbor College contains fundamental rewards that will enrich your life in many and unique ways.

We wish you success in your club's endeavors and will help with anything you may need to accomplish your goals.

Thank you,

Your 2018-2019 ASO Executive Cabinet

TABLE of CONTENTS

Mission Statement.....	3
Benefits	3
Introduction.	4
Creating a Constitution.....	4
How Do You Charter A Club?.....	5
Electing Officers.....	5
The Mission of Inter – Club Council	6
What is Inter-Club Council.....	6
Club Meetings.....	7
Club Advisor.....	7

Introduction

For a student group to function as a recognized club of Harbor College, they must be chartered by the Associated Students Organization (ASO).

LACCD Board Rule 9102:

A college club must be affiliated with and chartered by the Associated Student Organizations and must have an advisor approved by the President of the college. The Associated Students Organization will recommend chartering of clubs to the College President for his/her approval. Clubs must abide by the rules and regulations set forth by the Constitution and Bylaws of the Associated Student Organizations.

The ASO of Harbor College, recognizing that student success directly correlates to social interaction with the campus, encourages the formation of official student organizations. In turn, the ASO has created a simple procedure for chartering a club.

Please note that, as a chartered club, your organization is a public organization. This means that all meetings must be open to everyone who wishes to attend.

What You Need

1. Completed Club Application which can be obtained in the Seahawk Center or by downloading on forms & resources
<http://www.lahc.edu/student-services/aso.html>
2. Minimum of eight (8) student members that have paid the ASO student fee. Also, all members must maintain a Satisfactory Academic Performance (SAP) of a 2.0 gpa
3. Must have a Faculty or Staff advisor from Los Angeles Harbor College

Creating a Constitution

Though not mandatory, the ASO encourages clubs to create a Club Constitution and Bylaws. A Constitution establishes clear roles for officers, sets procedures for elections, and can function to settle any disputes between club members.

If in need of a sample visit the forms & resources

<http://www.lahc.edu/student-services/aso.html>

If you do create a Constitution and /or Bylaws, please provide a copy to the ASO.

For those clubs who do not create a Constitution and/or Bylaws, the ASO Constitution will be used to handle disputes.

For assistance, contact the Club Council President or ASO Advisor.

How do you Charter a Club?

In accordance with district, college, and ASO policies, all campus clubs must be formally chartered by the ASO. The ASO Executive President and the ASO Advisor will supervise the club chartering process. Applications are made available at the beginning of each semester in the ASO Office, SSB 118.

Since the premise of a club is a social organization with a shared interest, the ASO Club Codes require a minimum of eight (8) students who are ASO members and one advisor for a club to be established. The advisor must be a regular college employee. The students must demonstrate proof of ASO membership by providing copies of their fee receipts showing that the ASO fee has been paid for that semester. The chartering forms include a mini-constitution that describes the purpose of the club. After being chartered in the fall, a club can renew its charter for the spring term by again verifying that it has five active ASO members (ASO fee paid) and an advisor. Each club must re-charter each year.

The charter application includes:

- Charter Application and Club Data Form
- Responsibility Club Advisor Form
- Roster of Club Members (names, signatures, ID #'s of at least 8 LAHC)

The completed charter application must be emailed to the ASO Office by the deadline specified each term, the sixth week of the semester, as per the Club Codes.

The ASO President and ASO Advisor will aid students trying to start a club. S/he will schedule a Club Rush activity to help them recruit members. She/he can be contacted through the ASO Office in Seahawk Center.

ASO Club Codes are the operating codes for the clubs, as are the ASO Bylaws, the college's policies and regulation, the LACCD Board Rules and Administrative Regulations, and the California Education Code. A copy of these codes will be provided in the chartering approval packet by ASO.

Electing Officers

Use a democratic procedure (preferably not by a secret ballot) for the selection of officers. Be sure to detail in your Constitution the officer titles, job descriptions, length of officer terms, and recall procedures. No club may set up a rule whereby the elected officers make all the decisions for the club.

Note that the advisor must oversee the election

The Mission of Inter Club Council

The Inter-Club Council represents each club's interests and allows them to connect with ASO, making them aware of what resources are available to them on campus. The Inter- Club Council coordinates campus wide initiative and activities that support classroom instruction and the quality of student life in leadership community service, co-curricular events which celebrate the diversity of the many campus cultural and interest groups.

What is Inter Club Council (I.C.C)

The Inter Club Council is a subordinate organization under the sponsorship of the ASO. Which is encompassed of one designated representative from each chartered club. The purpose of the Council is to assist clubs by:

- Serving as a representative body of all clubs
- Providing communication with other clubs
- Assisting in the coordination of campus wide activities or initiatives
- Assisting in the support of club's programs
- Providing a forum for the expression of club opinions
- Providing a voice for clubs on the ASO Student Senate.
- Assisting in promoting club membership

The Club Council meets weekly in accordance with the Club Codes. Each chartered club is required to have their designated representative attend. If the Chartered Club rep is absent without excuse from more than two consecutive meetings, the club's charter will be suspended. If the designated rep cannot attend, an alternate rep can serve if s/he is a member of the Charter Club and was acknowledged to step in as a replacement.

The ICC information in regards to schedule of meetings will be emailed to Club President.

Club Meetings

Club meetings are to be held on-campus during regular college hours. Special activities, approved by most club members, may be held off-campus. However, a district approved excursion form must be secured by the advisor, signed by students participating in off campus event. Brief minutes summarizing actions taken, or decisions made, including items voted upon, should be maintained.

The club advisor is to be present at all club meetings.

The ASO encourages clubs to hold regular meetings throughout the semester. Please give your meeting place/day/time to the ASO so they can make this information available to the public.

Also note that any interested student must be allowed to attend meetings.

Securing a Meeting Place

ASO Senate Room – The ASO manages its own area. Therefore, the ASO room can be scheduled for your use to hold meetings.

Note that your club advisor must be present if you use the ASO room after 4:00pm.

Classrooms – If you wish to use another area on campus, please fill out a request form found in the ASO office or on the ASO web page.

Note that if you use an area other than the ASO room (i.e. a classroom), the club advisor must be present.

Make sure the room is cleaned up after your use. Any complaints regarding your club's use of a room could result in your club charter being revoked.

Advising the Club

Club Advisor Duties

It is mandatory that each chartered club be supervised by a Harbor College staff or faculty member, full or part time. The advisor is obligated to be present at all club meetings and activities held on or off campus and to supervise in all financial transactions, the handling of club funds, and the maintenance of financial records. **If an advisor is not present during an activity it will be terminated and may cause revocation of the club's charter.** An advisor can designate another LAHC regular employee to serve in their absence at an activity.

Part of the student's experience of being involved in an organization (club) is learning to deal with a variety of people and understanding and dealing with the consequences of decisions and actions. Ensure that members are selected in a democratic manner with no restrictions regarding race, national origin, ancestry, religion, creed gender, status of pregnancy, marital status, sexual orientation, age, disability, medical condition or Veteran's status.

The advisor should only advise or assist the club, not directly run it.