How to Organize a Club:

A club organization is governed by the College of the Sequoias By-Laws, Article III, Section 1. As an advisor, it is important that you make yourself familiar with the policies and procedures of these By-Laws.

Charters:

Obtain a “Club Charter Form” form the Student Activities Director in the Student Activities and Affairs office. Information on this form, which is a request to be organized or recognized, shall include the following information:

1. Name of the organization
2. Name and signature of the staff advisor
3. Purpose and need of this organization
4. A copy of the Constitution and By-Laws
5. The approximate number of interested students (list)
6. The time, day, and location the group will meet

This request, with the information attached, must be submitted to the Student Activities Office for club charter consideration and will be submitted to the Student Executive Board.

The request to “Charter a New Club” must be approved at a regular scheduled Student Executive Board meeting for final approval and chartering.

The Commissioner of Clubs will be responsible for the completion of the charter form. The Commissioner of Clubs is responsible for:

1. Notify the advisor of the status of charter decision
2. Obtain the necessary signature for the charter form
3. Return a copy of the charter form to the advisor for their club files.
   Retain the original charter form in the club file in the Student Activities and Affairs office.