

ASSOCIATED STUDENT GOVERNMENT



CLUB CHARTERING PACKET 2026-2027 ACADEMIC YEAR



**EVERGREEN
VALLEY COLLEGE**

WHY IS THERE A CHARTERING PROCESS?

Student organizations are an important part of student life and the educational experience here at EVC. Student involvement in organizations offers valuable learning experiences and provides students with the opportunity to meet others with common interests (i.e. educational, cultural, spiritual, recreational, and social).

The student organization chartering process allows the college to ensure that each organization is composed of EVC students, has purposes consistent with college's mission and has the structure necessary to function as a successful organization. The Office of Student Life is responsible for helping prospective organizations to complete the chartering process.

ADVANTAGES OF BEING A CHARTERED STUDENT ORGANIZATION

- Reserve campus facility (e.g. Classrooms, Montgomery Hall, The Gymnasium, the Gullo Student Center I & II, the Amphitheater, and tables to distribute information) for meetings and other campus activities.
- Apply to Associated Students (ASEVC) for funding of events and activities.
- Be invited to co-sponsor and/or participate in campus-wide EVC events & activities.
- Use the display cases and bulletin boards for advertising meetings, programs, and events (certain restrictions apply, check with the Office of Student Life).
- All first-time chartered student clubs will be given \$100.00 in the first semester as seed money used to assist the club to get started. The money can be used for fundraising supplies, meetings, recruiting events, and marketing materials.
- All returning chartered student organizations will receive \$50.00 in the first semester.

PROCEDURE FOR BECOMING A CHARTERED STUDENT ORGANIZATION

1. Complete the following pages of this chartering packet: Club Recognition Code Acknowledgement Form Club Officer Signature Page Club Charter Confirmation
2. Submit Club Constitution
3. The club president, treasurer, and secretary MUST attend an Officer's Orientation and monthly training as hosted by the Director of Outreach, Student Life and Community Standards.
4. All Executive Club members must complete an online Bystander Intervention Training and Title IX Training, within a semester of being elected or appointed.
5. All chartering packets must be submitted to the Office of Student Life. Once turned in, clubs will placed on the ASG Agenda for board approval.

MAINTAINING YOUR STATUS AS A CHARTERED STUDENT ORGANIZATION

1. Student organizations who miss two consecutive ASG meetings in a semester will be placed on warning status.
2. Student organizations currently on warning status who miss an additional two consecutive meetings will be deemed inactive for the remaining of the semester.
3. Student organizations must establish and actively utilize a club email account in the following format EVC *club name*@gmail.com, for example (evcgreatestclubs@gmail.com)
4. Your organization must maintain a membership of at least five (5) enrolled students at EVC each semester. Club Rosters are due to the Office of Student Life at the beginning of each semester (Fall and Spring).
5. All club members must maintain a GPA of 2.0 or higher
6. Student Organizations must use the services of Student Accounts/Business Services for banking and accounting.
7. All student club members will expected to participate in one campus sponsored workshop or campus event at least once a semester.
8. All student clubs will be expected to participate in a form of civic engagement or volunteer project at least once a semester to be eligible to receive ASG funding.

WHEN THERE IS A CHANGE IN OFFICERS IN YOUR ORGANIZATION

Every effective organization has a leadership transition plan. It helps the organization establish a groundwork for new officers to build upon, without having to “re-invent the wheel” each year. Outgoing officers get a sense of closure and have the opportunity to sit down and examine their accomplishments, while new officers increase their knowledge and build confidence in their new leadership positions.

Each officer should develop a notebook to record important procedures, contracts on campus and key resources for future officer’s use. This notebook should be handed down to the new officers during the transition period. It also helps to summarize the year’s activities.

Review your organization’s constitution. If you would like to make changes to your constitution (or bylaws), feel free to do so. Submit your revised constitution to the Director of Student Development, Engagement, and Inclusion.

If needed, meet with the Director of Outreach, Student Life, and Community Standards to be informed of campus resources and services that are available to student organizations: and to receive information that can help the organization function more effectively.

In addition, the new President should organize a transition meeting with the outgoing and new officers of the organization. This meeting should bring all the officers together. New and old officers should be aware that their participation is a fundamental obligation of holding an office and that is critical to the ongoing success of the organization. It allows new officers an opportunity to understand each other’s roles and how they fit together within the organization.

STUDENT ORGANIZATION ADVISORS

Student organizations are required to have at least one EVC Faculty and/or Staff member to serve as an advisor (organizations can have a primary and secondary advisor).

EXPECTATIONS OF THE ADVISOR:

- To ensure that the student organization is providing a service to EVC students.
- To assist the organization in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource to organization members based upon his/her experiences.
- To assist organization officers in evaluating group projects, performance, and programs.
- To make suggestions that will permit the officer to improve leadership skills.
- To be available when emergencies or problems arise.

GENERAL RESPONSIBILITIES

- Be familiar with policies and regulations of EVC including the Office of Student Life, Associated Students, scheduling, funding, etc. The advisor must also be familiar with the constitution of the student organization.
- Assist student officers and members in becoming acquainted with these policies.
- Keep abreast of the activities of the organization.
- Assist the organization in all aspects of program planning (managing a budget, developing a time line, scheduling, etc.)
- Address issues of failure within the organization and members’ lack of assuming responsibility: assist in resolving issues of conflict.
- Help to maintain an active relationship between the student organization and the Office of Student Life.
- Be present at scheduled meetings and in attendance at all social events of the organization.

This page is intentionally left blank.

Please complete and return the following three pages to the Office of Student Life, with a copy of your club constitution.

The remaining pages of this packet should be kept for your records and as a guide.



Associated Students of Evergreen Valley College
Club Recognition Code: 3000 Series
Acknowledgement Form

Please read the Club Recognition Code:

http://www.evc.edu/StudentAffairs/Documents/club_recognition_code.pdf

Club Presidents and advisors are required to share this information with the student club/organization members. Please keep a copy for your records.

By signing below, we acknowledge that we have read and agree to act in accordance with the Club Recognition Code: 3000 Series.

Student Club/Organization President

Date

Print Name

Student Organization Advisor

Date

Print Name

Student Organization Co-Advisor

Date

Print Name

Officers/Club Representatives Signature Page

President

Name: _____

Signature: _____

Phone: _____ Email: _____

Student ID: _____

Vice-President

Name: _____

Signature: _____

Phone: _____ Email: _____

Student ID: _____

Secretary

Name: _____

Signature: _____

Phone: _____ Email: _____

Student ID: _____

Treasurer

Name: _____

Signature: _____

Phone: _____ Email: _____

Student ID: _____

NOTE: Signatures are required for student clubs to access club accounts via Business Services/Student Accounts

EVERGREEN VALLEY COLLEGE
Club Charter Confirmation

Date:

The Office of Student Life and Associated Students have approved the charter request for the following club:

In agreement (to being a chartered club), the Associated Students has approved to provide \$100.00 in seed money for new clubs, or \$50 for returning

clubs. This amount will be transferred from budget no:

_____ To _____
(AS Student Club/Organization Support)

Director of Student Development

Director of Finance

Club President

Student Accounts

ASSOCIATED STUDENT GOVERNMENT



Join a club or start your own!
Being part of a student organization gives you the opportunity to host campus events, build your network, attend leadership conferences, develop valuable skills, and make a lasting impact on campus.

Evergreen Valley College
Gullo I - Student Life Office
3095 Yerba Buena Road. San Jose, CA 95134

Email: studentlife@evc.edu
Website: evc.edu/services/student-life/asg



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