



BRONX COMMUNITY COLLEGE
OFFICE OF STUDENT LIFE
INTER-ORGANIZATIONAL COUNCIL

APPLICATION FOR CHARTER

This application is for students who want to reactivate or organize a new club or college-wide organization. All clubs/organizations must complete the charter process to be recognized as a legitimate club/organization of Bronx Community College. Clubs/organizations are officially chartered after this application is reviewed and formally approved by the College Senate Committee on Student Activities.

The completed *Application for Charter* must be returned to the IOC office in the Roscoe Brown Student Center, room 309 no later than (60) days from the start of the current semester. Be sure to complete the application in its entirety to ensure the timely processing of this application. Clubs/organizations are expected to retain copies of forms submitted to the IOC office.

Please contact the Inter-Organizational Council Office if you have any questions or comments at (718) 289-5201 or go to RBSC, room 309.

For Your Information

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| <p>1. <i>Applications for Charter</i> must be submitted to the I.O.C. office in R.B.S.C., room 309 within (60) days from the start of the current semester.</p> |
| <p>2. The following academic qualifications are required of executive officers:</p> <ul style="list-style-type: none">• Club officers – minimum of 6 credits, with a cumulative GPA of 2.0.• College-wide organization officers – minimum of 12 credits, with a cumulative GPA of 2.0. |
| <p>3. Students may NOT serve in multiple executive positions of 1 or more clubs/organizations at a time.</p> |
| <p>4. Clubs/organizations are NOT chartered upon submission of an application. <i>Applications for Charter</i> are always reviewed and formally approved by the College Senate Committee on Student Activities.</p> |
| <p>5. Access to club offices is permitted after a <u>completed</u> <i>Application for Charter</i> is submitted to the I.O.C. office.</p> |

Application Content:

- Petition of Intent to Join the Inter-Organizational Council (IOC)
- Petition of Intent to Join the I.O.C. / Membership List
- Election Protocol
- Roles and Responsibilities of Executive Members
- Election Certification Form for Student Officers
- Sample Constitution
- General Responsibilities of the Instructional Staff Advisor/Advisor's Contact Information
- **Budget Forms – NOT AVAILABLE ON-LINE; FORMS MAY BE PICKED UP IN THE IOC OFFICE, RBSC 309**



INTER-ORGANIZATIONAL COUNCIL



PETITION OF INTENT TO JOIN THE I.O.C.

This form may be used to demonstrate the intent to organize a new or re-activate a previously chartered club/college-wide organization. To start a new club, this form must be completed in its entirety with a minimum of ten (10) BCC students and an Instructional Staff Advisor. To organize a college-wide organization, the group must have been a chartered club in good-standing with the Inter-Organizational Council for two (2) or more years and have a minimum of fifteen (15) BCC students and an Instructional Staff Advisor at the time of filing for college-wide status.

Club's/Organization's Name: _____

Advisor's Name (print): _____ Department: _____

E-mail: _____ Extension(s): _____

➤ Goals of club or college-wide organization:

➤ Objectives or steps to achieve the goals stated above:



INTER-ORGANIZATIONAL COUNCIL

PETITION OF INTENT TO JOIN THE I.O.C. / MEMBERSHIP LIST

(Attach additional sheets if needed)



Clubs must have a minimum of 10 members. College-wide organizations must have a minimum of 15 members.

Print Name	Signature	Student I.D.	Today's Date	E-mail address
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Every club/college-wide organization is expected to retain a copy of this form for their records.

THE INTER-ORGANIZATIONAL COUNCIL

ELECTION PROTOCOL

- A. Elections must be supervised by the Instructional Staff Advisor of the club/organization.
- B. The Instructional Staff Advisor must validate that each **club** has a minimum of 10 members, and each **college-wide organization** 15 members to establish quorum.
- C. For elections to be valid, more than half of participants must be present and participate in the election of executive officers.
- D. All **club** officers must have earned a minimum of six credits including remedial courses, with a cumulative grade point average of 2.0. All **college-wide organization** officers must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.0.

The Nomination Process:

- Self nomination or floor nomination can begin once quorum is established.
- Each nomination must be seconded by another member of the club/organization.
- Nominees will choose to either accept or decline nomination.
- After nominations for each executive position are accepted and seconded, a motion to close nominations must be made.
- A motion to close the nomination must be seconded by a voting member.

The Election Process:

- Elections can be conducted by ballot or by show of hands.
- The election process must be done for each executive officer.
- Results must be counted, verified by the supervising Instructional Staff Advisor and recorded on the *Election Certification Form for Student Officers* on page (5) of this application.
- **Election for executive officers are valid only after more than half of group membership has voted for each candidate.**
- Complete page (5) five of this application and submit the completed *Application for Charter* to the Inter-Organizational Council office in the Roscoe Brown Student Center, room 309.

THE INTER-ORGANIZATIONAL COUNCIL

ROLES & RESPONSIBILITIES OF EXECUTIVE MEMBERS

Your role as an officer does NOT supersede your academic obligations. Executive officers must have and maintain the following minimum academic qualifications:

- All **Club Officers** must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.0.
- All **College-Wide Organization Officers** must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.0.

President:

The President's main purpose is to ensure the smooth and effective running of the club/organization and to facilitate the mission and goals outlined in the organization's constitution. The President plays a key role in building collaborations with other clubs, organizations, offices and departments both on and off campus. A main function of the President is to work with the Treasurer and Instructional Staff Advisor to plan the organization's budget for the fiscal year. Other major responsibilities include participating in college committees, assisting with club/organization recruitment, and planning events.

Vice-President:

In the absence of the President, the Vice-President will assume the role and responsibilities of the President. The Vice President is an advisor to the President; they will work in concert to advance the organization's mission and goals. The Vice-President and President are the principal spokespersons for the club/organization.

Treasurer:

The Treasurer is primarily responsible for the proper management of the organization's funds. In addition to the President and Instructional Staff Advisor, the Treasurer helps to prepare the organization's budget for the fiscal year. The Treasurer keeps track of the organization's earnings and expenditures. Preparing and planning the organization's budget is a major responsibility of both the Treasurer and President with support from the Instructional Staff Advisor.

Secretary:

According to *Robert's Rules in Plain English*, the secretary is responsible for the minutes of an organization. Minutes are a written record of official business. Accurate minutes are of vital importance as they constitute the permanent record of proposals, decisions, and reports of the members. Minutes must be written as concisely as possible.

I.O.C. Representative:

The I.O.C. representative is the nexus between clubs/college-wide organizations and the Inter-Organizational Council. The I.O.C. Representative is the only voting member on the Inter-Organizational Council; therefore she/he is required to attend all monthly meetings. The I.O.C. Representative is responsible for keeping his/her club/college-wide organization informed of current I.O.C. discussion and informs the I.O.C. of upcoming club/organization activities. Every club must have an I.O.C Representative and an alternate I.O.C. Representative who will attend monthly meetings. Lack of representation at more than 1 (one) monthly I.O.C. meeting, will result in part of the organization's funds being frozen.

Every club/college-wide organization is expected to retain a copy of this form for their records.



THE INTER-ORGANIZATIONAL COUNCIL

ELECTION CERTIFICATION FORM FOR STUDENT OFFICERS

____/____/____
CHARTER APPROVAL DATE

Instructions: This form is used to record election results for the executive offices of Bronx Community College clubs and college-wide organizations. Candidates must meet the minimum academic requirement described below. Elections must be conducted according to Robert's Rules of Order and supervised by the club's or organization's Instructional Staff Advisor. STUDENTS MAY NOT SERVE IN MULTIPLE EXECUTIVE POSITIONS.

All club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.0. All college-wide organization officers must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.0.

ELECTIONS ARE COMPLETE ONLY WHEN MORE THAN HALF OF STUDENTS LISTED ON PAGE 2 HAVE VOTED FOR EACH CANDIDATE.

Table with 7 columns: Today's Date, Elected Officer's Name, Votes (for/against/abstain), Signature, Student I.D. #, Telephone #, E-mail. Rows include President, Vice President, Secretary, Treasurer, and I.O.C. Rep.

I, _____, hereby certify that on ____/____/200____, I supervised the election of student officers for the _____ club/organization. Election of executive officers were in accordance with the election procedures on page (3) three of this application derived from Robert's Rules of Order. STUDENTS MAY NOT SERVE IN MULTIPLE EXECUTIVE POSITIONS.

Instructional Staff Advisor's Signature _____

Every club/college-wide organization is expected to retain a copy of this form for their records.



THE INTER-ORGANIZATIONAL COUNCIL

**GENERAL RESPONSIBILITIES OF THE INSTRUCTIONAL STAFF
ADVISOR**

Club/College-Wide Organization Faculty Adviser's Responsibilities:

- a. To offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed activities: social, recreational, intellectual, cultural, or athletic.
- b. To help students formulate and pursue clear aims through bylaws, so that the club/college wide organization may operate for the welfare of all its members.
- c. To require adherence to Board of Trustees Bylaws and College Regulations as to the aims and practices of organization, their charters, budgeting and activities. (Bylaws available in the Office of Student Life).
- d. To protect the safety and security of student participation.
- e. To encourage student participation to gain useful and valuable experience, but not at the expense or jeopardy of academic responsibilities and standing.
- f. To help students foster good public and human relations.
- g. To help students achieve the highest moral, intellectual and social standards of which they are capable, in their best interest and those of the college.

Instructional Staff Advisor's Contact Information:

Print Name: _____ **Signature:** _____

Department: _____ **Extension(s):** _____

Home Phone: _____ **Mobile Phone:** _____

E-mail Address: _____

Club Name: _____

Keep a copy of this form for your records.

THE INTER-ORGANIZATIONAL COUNCIL

SAMPLE CONSTITUTION FORMAT

Name of Club/College-Wide Organization

Article I. Name

The name is placed in the body of the constitution, as well as in the title so that it may not be changed, except by formal amendment. State the official name of the organization.

Article II. Purpose

State the purpose or goals of the organization. It may be, by definition, academic, cultural, service-oriented, political, etc. The group should not duplicate the ideals of an existing student organization. If there are similarities, state the unique aspects which characterize the organization. State how the organization's purpose is consistent with the College mission.

Article III. Membership

State that the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. State guidelines for membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time. State any requirements for membership such as, academic progress, participation, etc.

Article IV. Officers, Duties and Requirements

State the duties of the officers (call meetings, determine agendas, approve expenditures, etc.). State any requirements for officers—all club officers must have earned a minimum of six credits, including remedial courses, with a cumulative grade point average of 2.0. All college-wide organization officers must have earned a minimum of twelve credits, including remedial courses, with a cumulative grade point average of 2.0.

Article V. Meetings

State approximately how often club/organization meetings will be held. State who has the authority to call meetings. State what quorum is required at meetings. State that meetings will be run according to Robert's Rules of Order (latest edition).

Article VI. Elections & Officer Replacement/Removal

State how officers will be elected, appointed, removed or replaced (elections must be supervised by the Instructional Staff Advisor). State what justifies removal from office and be clear about the formal process for removal.

Article VII. Amendments/Revisions

State the procedures for amending/revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment on the floor for two weeks, etc.)

This must appear at the end of the Constitution:

The (name of the organization) agrees to abide by the policies of Bronx Community College, and Inter-Organizational Council as well as all federal, state and local laws.