



CHARTERED ORGANIZATION HANDBOOK

Associated Student Government

2024-2025

Welcome to Becoming a Chartered Organization

At Pueblo Community College, Chartered Organizations allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of Pueblo Community College. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

Chartered Organization Purpose

The purpose of Chartered Organizations is to enrich the academic experience for students at Pueblo Community College. In these groups, students can explore ideas and activities that support or supplement curricular and co-curricular interests.

Mission Statement:

Empower students by creating opportunities to become involved and provide leadership while collaborating with the college and community in order to establish a supportive environment for our PCC students so they become personally enriched.

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Steps to Initiate a Chartered Organization

These are the main steps to start a Chartered Organization at Pueblo Community College

- 1.** Recruit five (5) students who are interested in the club.
- 2.** Find an advisor who is a PCC faculty or staff member.
- 3.** Elect the club's president, vice president, secretary, treasurer, and ASG senator.
- 4.** Create the club's by-laws, goals, and mission statement. (A template is available from the Director of Chartered Organizations or Director of Student Life and Leadership.)
- 5.** Fill out the Club Charter Application, including member list, along with the club's by-laws, and submit them to the Associated Student Government office for review at least 2 weeks prior to the September, October, or February Senate Meeting.
- 6.** Attend the September, October or February ASG Senate Meeting, where the Student Senate will vote to approve or deny charter.

For additional information, contact the Director of Chartered Organizations or Director of Student Life and Leadership.

Chartered Organizations

Why is Chartering Important?

Becoming a recognized Chartered Organization on campus offers structure by providing parameters in which organizations can function. It spells out responsibilities for groups that the Associated Student Government and Pueblo Community College expect them to fill. It is important after an organization is chartered that communication between the organization and the Associated Student Government remain constant and open.

Code of Conduct

A registered Chartered Organization is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of Pueblo Community College, the PCC Student Code of Conduct, the Associated Student Government Constitution, and their Chartered Organization by-laws. Chartered Organizations will be held accountable for the action and behavior of members or guests at their functions.

Hazing

In general:

- If you have to ask if it's hazing, it is.
- If in doubt, ask your advisor or the ASG Office.
- Failure to prevent hazing could result in serious injury or death.

Hazing in any form is not allowed. If you suspect hazing, report immediately to your advisor or the Director of Student Life and Leadership. Clubs found to have engaged in hazing will have their charter pulled immediately while an investigation is conducted. Disciplinary action can be taken with all involved.

Marketing and Social Media

The Marketing Department at Pueblo Community College is the only department that can approve flyers to be posted on campus and grant social media accounts to Chartered Clubs and Organizations. To have a flyer approved, contact Erin Hergert, Director of Marketing and Communications, at 719-549-3226, erin.hergert@pueblocc.edu, or in CA-207. Best practice would include having materials for approval to Marketing a minimum of two weeks before you plan to begin advertising.

Communication with the Associated Student Government

It is important for Chartered Organizations to remain in contact with the Associated Student Government. This can occur through monthly reports, regular meetings, required documentation, emails, etc.

It is imperative that the ASG Senator from each Chartered Organization have a relationship with members of the student government. Club advisors should also have an established relationship with the Director of Student Life and Leadership. These

relationships should be ongoing to promote cohesion and benefit the effectiveness of Student Life at PCC.

Chartered Organization Requirements

Chartered Organizations must meet certain requirements in order to obtain charter as well as receive the monetary stipend from ASG at the conclusion of each semester. In addition to the requirements listed on page 3, each chartered organizations advisor may be REQUIRED to meet with the Director of Student Life and Leadership prior to the October Senate Meeting each year. Extensions can be granted on a case by case basis for organizations that seek charter close to the deadline.

Allocation Process

While it is the intention of the Associated Student Government to help allocate funds to Chartered Organizations as outlined in the ASG Constitution, *it is not a requirement to do so annually.*

Chartered Organization Stipend Process

1. Chartered Organizations are eligible to receive \$250.00 per semester and a one-time \$300.00 startup stipend from the Associated Student Government. The requirements that Chartered Organizations must meet include:
 - a. Being in compliance with the Pueblo Community College ASG Constitution, PCC Code of Conduct, College Handbook, PCC operating protocols, particularly 242 and 306, and city, county, state, and federal laws.
 - b. Participation in Horror on the HOAG AND Spring Fling. The advisor is responsible for completing paperwork for each of these events on time. Failure to participate in these events could mean forfeiture of club stipend.
 - c. Participation in a minimum of one approved community service project every semester.
 - d. Participation in a minimum of one approved campus event every semester (excluding Horror on the HOAG and Spring Fling).
 - e. Submitting a minimum of three (3) Monthly Club Reports during the fall and spring semester.
 - f. Must attend Senate Meetings. Missing more than one (1) meeting in a semester forfeits the semester stipend for the organization.

Senator Stipend Process

2. Chartered Organization Senators are eligible to receive \$150 per semester from the Associated Student Government. The requirements that Senators must meet include:
 - a. Representing the organization at ASG Senate Meetings.
 - b. Missing no more than one (1) ASG Senate Meeting in any semester.
 - i. Report to the Senate about activities, events, and/or community service projects that the organization will participate in.

- ii. Assisting the ASG Executive Board in a variety of projects/tasks to enhance the college experience for all PCC students.
- iii. Report information from the Senate Meetings back to club members at the next official club meeting.
- c. Submit monthly reports at or prior to the Senate Meetings.

Fundraising

All Chartered Organization fundraising must be approved by PEAK, Student Life and the college Controller. All requests must be submitted a minimum of two weeks prior to the start date of the fundraiser. The PCC Fundraising Approval Request Form can be found in Ultimus and must be completed by the organization's advisor prior to the established deadline.

Per state fiscal policy, raffles are unacceptable as any fundraiser associated with the college. Fundraisers involving food are limited to one per year per club.

Purchasing

Here are the ways for funds in club accounts to be accessed:

1. Approved purchases can be made with a P-Card. If club advisors do not have one, a person with a P-Card in the department can purchase approved items by proxy for the club advisor. Proxy form must be submitted with monthly P-card paperwork.
2. Purchases can be made with personal funds. Only approved purchases can be reimbursed from the club account electronically. The reimbursement form can be found in the portal under Forms. It is titled Reimbursement Request Form. <https://www2.pueblocc.edu/forms/P-S/Reimbursement-Request-Form.docx>. Students can also be reimbursed if they use personal funds for approved purchases. Students should not use personal funds for purchases unless purchase is approved by the club advisor.
3. Club advisors can work with Ed Iniguez (Edmond.Iniguez@pueblocc.edu) in Purchasing to make the purchases for the club.

If there are questions about a purchase being reimbursable, please contact Ed Iniguez in Purchasing. He will be happy to answer questions. If the club plans to use funds for any kind of food (candy included), an official form request would need to be approved prior to the purchase.

Senate Meetings

Attending Senate Meetings is a requirement for clubs and organizations. The club senator is the only one required to attend, but in the senator's absence, another executive member of the club can fill in. Unless otherwise communicated in advance to advisors

and senators, Senate Meetings will take place the first Wednesday of each month, at 5:30pm. The default location will be the Barb Fortino Conference Room.

1. The only exceptions for not participating in Senate Meetings is if a club has clinicals during a time that interferes with the meetings. This will require an email from the club advisor to the Director of Student Life and Leadership prior to the Senate Meeting explaining the conflict in detail. To receive any stipend, all additional requirements must be met by the senator and the organization.
2. While meetings are scheduled on a monthly basis, the Associated Student Government may call a special meeting of the ASG Senate with a 3-day notice to advisors and senators.

Responsibilities of Chartered Organizations

Chartered Organizations cannot be endorsed or supported by Pueblo Community College unless they follow the necessary steps for recognition. Chartered Organizations are open to all fee-paying Pueblo Community College students. Once an organization has been chartered with the Associated Student Government, it is the responsibility of the Chartered Organization to hold regular meetings, maintain acceptable membership levels, attend Senate Meetings, and fulfill community service requirements.

Responsibilities of Advisors

Advisors of Chartered Organizations are responsible for providing leadership to their organization. They are responsible for making sure all requirements of the organization are met, will attend all meetings, and ensure that events/activities that the club participates in will positively represent Pueblo Community College and the Associated Student Government. Advisors are required to know everything that the organization is planning, hence must attend all club meetings. Club advisors must also accompany the club to any events or activities. If an advisor cannot attend a meeting or event, then they are able to appoint a PCC employee to sit in for the meeting or accompany the club on the event. Under no circumstances should clubs conduct an official meeting without the presence of an advisor or appointed PCC employee. If the club will be traveling to an event or activity, the club advisor must submit the "Traveling With Students" packet found under Forms on the PCC portal. Club advisors must submit a Request to be a Club Advisor each academic year. This form can be found in Ultimus.

All advisors of student organizations are considered Campus Security Authorities (CSA) according to federal law, based on their responsibilities associated with student and campus activities. All CSA's are required to complete annual training. To learn more about the role of a CSA, see page 15.

In addition, club advisors may be relieved of their responsibilities if PCC operating protocol 242 is not adhered to.

Responsibilities of Officers

Officers of Chartered Organizations experience an enriching leadership opportunity. Responsibilities as the officer of a chartered organization include being able to manage time effectively between academics and the organization, scheduling meetings and promoting said meetings, ensure that the Chartered Organization meets the necessary requirements to remain chartered, attend Senate Meetings, remain in contact with the ASG Executive Board, and abide by ASG constitutional policies.

Responsibilities of Senators

It is especially important that the senator of a chartered organization follow the Associated Student Government guidelines in place in order to effectively aid their chartered organization and ensure they receive their stipend at the end of the semester. The senator will be the primary communicator with the Associated Student Government.

Responsibilities of Members

Members of Chartered Organizations work together with their Officers and the ASG Executive Board to establish goals for their Chartered Organization. It is the responsibility of Chartered Organization members to be able to manage their time between academics and the organization, communicate effectively with their Advisor and Officers, regularly attend organization meetings, attend organization-hosted events, and partake in the Officer Election process when necessary.

Paperwork
Associated Student Government
Chartered Organization Charter/Recharter Form

Club Name: _____

Club Advisor and Title: _____

Advisor's Department:	E-Mail:	Phone Number:
President's Name:	E-Mail:	Phone Number:
Senator's Name:	E-Mail:	Phone Number:
Alternate Senator's Name:	E-Mail:	Phone Number:

The Associated Student Government uses this information for record keeping and to better communicate with chartered organizations.

Chartered Organization Application Status

Membership List Attached:

By-Laws Attached:

Goals & Purpose Statement Attached:

PLEASE DO NOT WRITE BELOW THIS LINE - OFFICIAL USE ONLY

Director of Chartered Organizations Checklist

Required Documents Attached: Yes No

Application Status: Approved Denied

Dir. of Chartered Organization Signature: _____ Date: _____

ASG Advisor Checklist

The above information is correct: Yes No

ASG Advisor Signature: _____ Date: _____

Associated Student Government

Chartered Organization Monthly Report

Club Information

Chartered Organization Name: _____

Senator Name: _____

Advisor Name: _____

Meeting Information

Month/Year: _____, 20_____

Date of Meetings: _____

PLEASE ATTACH TYPED MEETING MINUTES AND SUBMIT WITH THIS FORM

Campus/Community Involvement

List your organizations involvement in campus and/or community events over the past month in the space provided below. Be sure to put dates and descriptions for each event. If you did not participate in any new events, leave the space blank.

<u>Campus Involvement</u>	<u>Community Involvement</u>
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Upcoming Activities

List your organizations upcoming events and activities in the space provided below. Be sure to put dates and as much information as you can so ASG can help promote.

<u>Upcoming Activities</u>

Signatures

Club Senator: _____

Date: _____

Club President: _____

Date: _____

Club Advisor: _____

Date: _____

Please do NOT write below this line

For official use only

Date Received: _____

Dir. Chartered Organizations Signature: _____

Notes:

Additional Electronic Forms

The following forms are located in Ultimus and must be completed by the club advisor:

PEAK Services Reservation Request Form

- a) This is to be completed any time that an organization requires set-up, equipment, materials, or space on the Pueblo campus.
 - a. Must be completed a minimum of two weeks in advance
 - b. Advisor will receive confirmation/communication via email from Conference Services as to progress of request.

PCC Fundraising Approval Request Form

- b) This form is required to be filled out anytime a club wishes to raise funds. Each fundraiser will require a new form to be completed, unless the fundraiser will be considered ongoing.
 - a. Must be completed a minimum of two weeks in advance.
 - b. Order of approval: Conference Services; Student Life; Controller.
 - c. Once approved by the Controller, an email confirmation will be sent to advisor. If the request is denied, it will be returned to your inbox with reasoning as to why approval was not granted.

Club Advisor Request

- c) The purpose of this document is to inform the Student Life Office and your supervisors of your intent to serve as a club advisor.
 - a. Must be completed by the primary advisory prior to October senate meeting each academic year.
 - b. This process is completed in Ultimus.

Club Advisor Report

- d) The document is to be completed at the end of the fall and spring semesters.
 - a. Form will highlight semester events for the club.
 - b. Required if advisors wish to receive compensation.
 - c. Even though club senators submit monthly meeting notes to ASG, club advisors must attach those notes to the Club Advisor Report in Ultimus.

Ultimus allows the progress of the request to be tracked by the initiator. If you do not receive any communication within 3 business days of submitting the required documentation, you should directly contact the area where the request is pending approval.

Club of the Year

PCC's Associated Student Government is happy to continue with the **Club of the Year** recognition initiative. Winners will be announced at the conclusion of each academic year.

The award will be point-based and the winning club will receive **\$500 in their club account** courtesy of ASG.

The point system will reward **both mandatory and voluntary participation** and will be tracked as follows:

Club Activity/Responsibility	Points Possible
Initial paperwork submitted in completion at the beginning of the fall semester	10
Participation in Horror on the HOAG	10
Participation in Spring Fling	10
Participation in one required additional campus event each semester	10
Participation in required community event each semester	10

Each campus event participated in after meeting the minimum requirement of one	5
Each community event participated in after meeting the minimum requirement of one	5
Having a representative from your organization at each Senate meeting (Points awarded for each Senate meeting attended)	2
For submitting your monthly report at or before the Senate meeting (Points awarded for each Monthly Report)	2
Failure to submit monthly report prior to Senate meeting (Point deduction for each occurrence)	Minus 1

Additional opportunities to obtain points can be created by ASG at any time, but will be made available to all clubs with as much notice as possible.



TO: Campus Security Authorities (CSAs)
FROM: Interim Vice President of Student Success
DATE: June 10, 2024
RE: Reporting Crimes

According to federal law, specifically Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (a.k.a., the Clery Act), Pueblo Community College Office Police Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or to a Campus Security Authority. Your position has been identified by Federal Law as a "Campus Security Authority."

The definition of "Campus Security Authority" includes, but is not limited to: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings."

Examples of CSAs:

- a dean of students who oversees a student center or student extra-curricular activities, or has significant responsibility for other student and campus activities
- a faculty advisor to a student group also has significant responsibility for student and campus activities

Examples of Non-CSAs:

- a single teaching faculty member is **unlikely** to have significant responsibility for student and campus activities, **except** when serving as an advisor to a student group
- a physician in a campus health center whose responsibility is to provide healthcare to students, is **unlikely** to have significant responsibility for student and campus activities
- a clerical staff is **unlikely** to have significant responsibility for student and campus activities

Campus Security Authorities also include all employees of the campus police/security department as well as individuals who have responsibility for campus security but who do not work for the campus police/security department. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses is also considered as Campus Security Authority.

The criminal offenses the College is required to report include murder/non-negligent manslaughter, manslaughter by negligence, aggravated assault, arson, burglary, robbery, motor vehicle theft, rape, fondling, statutory rape, incest, dating violence, domestic violence, stalking, liquor law violations, drug abuse violations, weapons possession, and hate crimes occurring on or off campus, or on public property.

If you have any questions please contact Shirley @ 549.3080 or email her at Shirley.Carey@pueblocc.edu.

Thank you for your assistance in complying with this federal law.