

## ASRMC Club Charter

**Club Name:** \_\_\_\_\_

**Current Officers and Members:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Faculty Advisor:** \_\_\_\_\_

**Statement of Structure and Purpose:**

(Include goals, expectations, how club funds might be spent, and anything else the Senate should know)

**Proposed Meeting Dates and Time:** \_\_\_\_\_

\_\_\_\_\_

*\*\*Please return all pages to the ASRMC President no later than 48 hours prior to the Senate meeting to be included on the agenda*

## ASRMC Constitution Bylaws

### ARTICLE VIII: Chartered Clubs and Organizations

#### Section I: Definitions.

**A. Club:** An RMC student group with open enrollment, organized for a common purpose.

**B. Organization:** A student group affiliated with an external entity, potentially with restricted membership.

#### Section II: Chartering.

**A.** Clubs and organizations must submit a charter to the ASRMC President for Senate approval. The charter must include a mission statement, a list of officers, organizational goals, and the name of a faculty or staff advisor. Additionally, a completed advisor contract must be submitted and approved before the club or organization may begin conducting any official business.

**B.** Membership must be limited to ASRMC members (any RMC student registered for more than 5 credits). Groups with non-RMC members require approval from the Dean of Students.

**C.** Chartered groups can hold meetings on campus, conduct business, and advertise events. Chartered groups receive ASRMC funding as outlined in Article X and may submit proposals for additional funding as needed.

**D.** Upon being chartered, a club or organization is required to renew its charter annually if the mission statement, objectives, and faculty advisor remain unchanged. To renew, the organization must submit a renewal form to the ASRMC President. All renewal requests must be submitted before the final ASRMC meeting of the academic year (typically held in April). If there are any changes to the mission, objectives, faculty advisor, or if the renewal deadline has passed, the club or organization must complete the full re-chartering process.

**E.** Clubs or organizations with a religious focus must receive approval from the College Chaplain or their designee before being considered for ASRMC recognition.

#### Section III: Funding.

Funding requests must comply with ASRMC budgeting procedures. ASRMC funds cannot be used to support events that exclude ASRMC members.

*\*\*Please return all pages to the ASRMC President no later than 48 hours prior to the Senate meeting to be included on the agenda*



## **ARTICLE X: Financial Procedures**

### **Section IV: Club Funding.**

Chartered clubs receive an automatic budget allocation each semester, with the amount determined by the Senate during its biannual budget meetings. Clubs requesting additional funds may submit a formal proposal for consideration. The Senate reserves the right to approve, partially fund, defer, or deny any funding request.

### **Section V: Funding Restrictions.**

ASRMC funds may not be used to support programming that is not open and accessible to all ASRMC members. Additionally, organizations that receive direct institutional funding from RMC—excluding Outdoor Recreation and Student Activities—are not eligible for ASRMC funding. Eligibility for ASRMC funding will be determined by the Dean of Students for any petitioning organization.

### **Section VI: Proposal Requirements.**

Funding requests over \$1,000 require deliberation over two Senate meetings. Detailed guidelines for submitting funding proposals are available on the ASRMC webpage.

### **Section VII: Unspent Funds.**

Allocated funds must be used before the fiscal year-end (May 31st) unless extended by the Senate for up to six months. All club funds must be used during the term in which they were allocated. There is no carry-over period for club funds.

### **Section XII: Prohibited Transactions.**

Clubs cannot withdraw ASRMC funds for external accounts.

Proposals seeking ASRMC funding will not be approved for any off-campus activity or event.

**PRINTED NAME OF CLUB PRESIDENT** \_\_\_\_\_

**SIGNATURE OF CLUB PRESIDENT** \_\_\_\_\_

**PRINTED NAME OF FACULTY ADVISOR** \_\_\_\_\_

**SIGNATURE OF FACULTY ADVISOR** \_\_\_\_\_

**SIGNATURE OF ASRMC PRESIDENT** \_\_\_\_\_

**DATE REV'D BY PRESIDENT** \_\_\_\_\_

*\*\*Please return all pages to the ASRMC President no later than 48 hours prior to the Senate meeting to be included on the agenda*