Appendix 1

The following guidelines must be followed by all clubs wishing to be charted by WWCC ASG and by those clubs wishing to receive funds from ASG. No club may automatically use College facilities free-of-charge unless they are a charted club. See Article VIII of the ASG By-Laws for chartering requirements.

Article VIII, Section A, Item 4. The Constitution:

All clubs wishing to charter through ASG must submit a constitution containing the following elements:

ARTICLE I

Name

Section 1: The official name of this organization shall be ________________________.

ARTICLE II

Objectives

Section 1: The objectives of the club shall be (list all objectives of the club).

ARTICLE III

Membership

Section 1: Sample: Active members shall be any credit student of the institution and upon graduation, or resignation, or dismissal, the person shall automatically cease to be an active member.

ARTICLE IV

Officers

Section 1: Sample: Elected officers of the club shall be: President, Vice-President, Secretary and Treasurer.

Section 2: Officers will be elected by ________________________.

Section 3: Duties of the officers shall be:

a) President: ________________________.

b) Vice-President: ____________________.

c) Secretary: ________________________.

d) Treasurer: ________________________.

Section 4: Procedure in case an office is vacated: ________________________.
ARTICLE V
Faculty / Staff Advisor

Section 1: The faculty / staff advisor must be a full-time or part-time employee of Western Wyoming Community College.

Section 2: Our club will select the faculty advisor through the following process: ____________________.

Section 3: Club advisors should be encouraged to attend all club meetings and functions.

ARTICLE VI
Meetings

Section 1: Sample: "XYZ Club" will meet weekly (biweekly, etc.) or as designated by club.

ARTICLE VII
Revenue

Section 1: Dues will be ________________________.

Section 2: Other sources of revenue: ________________.

ARTICLE VIII
Expenditures

Section 1: Each club will develop an annual budget.

Section 2: A copy of the budget must be submitted to ASG along with any funding requests.

Section 3: All recipients of ASG funding will be required to submit a written report explaining how funds were used.

ARTICLE IX
Each club originated at or from WWCC must have an Amendment Clause

Section 1: Amendments may be passed by majority vote of the active members.