

Club Charter Policy

Approved November 1, 2006

All clubs or organizations must produce a charter outlining their internal organization in order to be recognized by CORE. This charter must be submitted to the Vice President of Campus Life (VPCL, who may be reached by e-mailing CORe@olin.edu) along with the Club Proposal form for review by the CORE Executive Board.

All clubs (including those that predate this policy) must submit a charter to the VPCL on or before the first Sunday following Thanksgiving each year in order to be eligible to vote in and receive an allocation during the December CCO meeting. This charter must be the most updated version that the club has, even if it has not yet been approved by the CORE Executive Board, or even if it is identical to the charter submitted the previous year.

- A. The purpose of the charter is to:
 1. Define a working structure for the organization.
 2. Create accountability within the organization.
 3. Facilitate club and organization sustainability by creating clear processes that can be passed along to future club members.

- B. The charter shall include, as a minimum, the following components:
 1. **Mission Statement**
Outline the goals and mission of the club or organization.
 2. **Officers**
State the responsibilities and duties of any officers or governing body. At a minimum, this must include a President, Coordinator, or similar officer responsible for reporting to CCO. A description of how and by whom finances are controlled is essential. The procedures for selecting, removing, and replacing these officers must also be defined.
 3. **Membership**
State both eligibility for membership and the definition of a member. At a minimum, the club must be open to all Olin students.
 4. **Amendments**
State procedure for future amendments to the charter.

- C. In addition, this charter should contain any additional procedures applicable to the club.

- D. CORE has provided a default club charter. The CORE Default Charter is intended to serve as a generic charter for any club that does not wish to draft its own charter.
 1. All new clubs approved by CORE may adopt the CORE Default Charter. To do so, the club must simply modify the charter so as to include the club name and mission statement, and submit it to the VPCL along with the Club Proposal Form.
 2. **CLUBS THAT PREDATE THIS POLICY:** All clubs approved by CORE previous to the approval of this policy will operate under the CORE Default Charter until the first Sunday after Thanksgiving, 2006. At this point, each club must submit a charter (be it the default charter with the club name and mission statement inserted, or a different charter) to the

VPCL in order to be eligible to vote in and receive an allocation during the December CCO meeting. If, after this time, the recognized club or organization has not yet established a charter, it will be put on probation until a charter is established. Clubs still on probation after a one year waiting period are disbanded as per the CORE constitution.

E. Final club charters (default or otherwise) should be approved by club members, and then brought to VP of Campus Life for approval by the CORE Executive Board. The Executive Board then has a period of 20 class days to review and either approve the charter, or recommend modifications to the charter. After the Executive Board recommends such modifications, the club then has 20 class days to modify the charter and re-submit it to the VPCL. If the charter is not approved, and an expedient consensus cannot be reached between the club and the Executive Board, the decision can be appealed to the General Assembly. If the charter is rejected by the General Assembly, the General Assembly must provide instructions for how the club should proceed.

F. A club charter submitted for review should include specifications of the process through which the club approved the charter.