ASGWC Club Handbook

Fall 2016

Golden West College
OFFICE OF STUDENT LIFE AND LEADERSHIP

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WELCOME!

The Office of Student Life & Leadership would like to welcome and thank you for enhancing Student Life on our campus through your engagement. We want to ensure that the appropriate tools are available to maximize success and have prepared this handbook to do so. The information in this handbook is comprehensive and will increase your knowledge of the Associated Students of Golden West College (ASGWC) and the various resources and policies which impact your organization. This handbook is your go to resource as a club and will provide valuable guidance and insight regarding policies, procedures, and best practices for ASGWC Clubs.

STUDENT CLUBS

Campus clubs are a core component of campus life at Golden West College. Clubs provide a unique type of learning experience. They can serve as an extension to the classroom, expand on shared interests of students, or provide a forum for a completely new learning experience. Students are encouraged to organize and participate in clubs that reflect their interests. Clubs serve a variety of functions and purposes, such as:

1. <u>Educational enrichment opportunities</u> – Students engage in an environment that allows them to discuss, explore, and experience a specific topic of interest.
2. <u>Access and Equity</u> – All students are offered the appropriate support in order to enable their engagement in club life regardless of their personal situation.
3. <u>Event Organization</u> – Students are afforded the opportunity to plan, organize, and execute events. Whether the event is a campus event or a community event student's gain real life experience by increasing awareness and engagement for all involved.
4. <u>Diversity</u> – Students are exposed to a broad range of ideas, opinions, and backgrounds which increase collaboration and inclusiveness.
5. <u>Leadership Development</u> – Students are exposed to a variety of leadership development opportunities while engaged in club life. Students can take on the role of a club officer, become an Inter Club Council (ICC) representative for their club, or find other leadership opportunities through the Office of Student Life and Leadership.
6. <u>Networking and Socializing</u> – Students interact with peers, faculty, staff, and administrators throughout their club involvement. This provides an infinite amount of opportunity to create life long and fruitful relationships.

BENEFITS OF STUDENT CLUBS

1. Use of Golden West College name for approved events.
2. Support from the Office of Student Life and Leadership in planning, organizing, and executing your club events and activities.
3. Use of campus facilities and equipment for approved events.
4. Establishment of a club account with GWC's Fiscal Services Office.
5. Club Locker – There is limited storage available for club supplies. Clubs may be entitled to a locker to meet their storage needs.
6. Computer access in the Office of Student Life and Leadership Lounge.
7. Participation in activities, contests, conferences, and events.
8. 100 free black and white flyers per semester (additional flyers will be charged at 0.10 per flyer) and 6 posters or banners per week (no rollover on poster/banner totals per week).

9. Collaborating with other campus clubs and organizations through participation on Inter- Club Council.
10. Access to supplies such as tape for banners, staple guns, etc.
11. Opportunity to apply for funding from Inter-Club Council and or AGWC (see Standing Rules, Article IV (Clubs/Organizations), Section 4 (Funding).

STARTING OR CONTINUING A CLUB

Before you begin the process of forming a new campus club, we urge you to research and review existing active clubs. These clubs have been formed to meet a variety of social, cultural, political, recreational, academic, and religious interests. You may find an existing club that already meets your needs. There are many benefits to joining an existing club. It is often more effective to combine forces than duplicate efforts and/or services thereby creating competition for resources such as finances and members. Most clubs are eager for new members; they want new talent, ideas, enthusiasm, and commitment. If there is a club currently meeting the same basic interests as yours, it makes the most sense to join them and become allies.

If you are unable to identify an existing club that will satisfy you, by all means, start your own. There are likely other students out there with interests similar to yours.

A. Planning

1. Club Purpose
   - How do you define your club?
   - What are your proposed goals?
   - What do you hope to accomplish?
   - How will you serve the students and/or community?
   - Who will be your advisor?
   - If your organization is an academic interest group, is there an academic department with which you can or will be affiliated?
   - What makes your club unique?
2. Club Membership
   - Are there other people you already know who want to join?
   - How will you recruit other members?
   - How will you convince them to join?
   - What will this group have to offer? Can they find this elsewhere?

3. Club Structure
   - Will this be a formal, long-term group or are you forming to work on a particular, one-time only issue and/or activity?
   - What Officers will you have? How will they be selected and for how long?
   - When drafting the Constitution and Bylaws, what procedures will you address?
   - How often will you meet?
   - When will you meet?

B. Starting a New Club

1. Obtain Guide Sheet from the Office of Student Life and Leadership.
2. Recruit a minimum of five (5) members.
3. Identify who officers will be.
4. Obtain the signatures of 10 enrolled students (on Guide Sheet) at Golden West College.
5. Secure an advisor and have them complete an Advisor Agreement to be turned in with Guide Sheet.
   - Club Advisor
     - ✓ Advisor must be a faculty or classified staff that is contracted by the District.
     - ✓ If the advisor is a classified staff member they must complete the Classified Club Advisory form and the Voluntary Activity Participation (VAP) form.
6. Complete Guide Sheet and turn it in to the Office of Student Life and Leadership.
   a. Club Officers
     - ✓ President and ICC Rep are mandatory positions and must meet minimum requirements listed on guide sheet.
7. Guide sheet will prompt ICC Agenda item and club advisor and officers will be notified of date and time their club will be on Agenda.
   a. One club representative must be present at the ICC meeting when club is to be approved.
8. Compose and submit club constitution using the provided template on Appendix A of handbook.

C. Continuing Club

1. Complete and submit a Club Guide Sheet to the Office of Student Life and Leadership.
2. Have advisor complete Advisors Agreement and submit with Guide Sheet.
   - If classified staff, please complete the Classified Staff Advisory form and the Voluntary Activity Participation form (VAP).

GUIDING POLICIES

A. Policies

1. Clubs, club members, and advisors must adhere to all applicable Golden West College (GWC) and Coast Community College District (CCCD) policies, as well as all local, state, and federal regulations (including but not limited to the listed below).

   a. CCCD Board Policy 4300 Field Trips and Excursions
   b. CCCD Board Policy 5420 Associated Students' Finance
   c. CCCD Board Policy 5902 Taking Positions on Issues
   d. CCCD Board Policy 5905 Student Clubs and Organizations
   e. CCCD Board Policy 5910 Sexual Misconduct
   f. GWC Student Code of Conduct
   g. ASGWC Constitution and Standing Rules

2. Clubs may represent Golden West College with prior approval of the Golden West College Office of Student Life and Leadership.

3. Each club officer must adhere to the minimum standards as outlined in Article IV, section 2B of the ASGWC Standing Rules:

a. All clubs must have an acceptable constitution on file and an approved advisor. It is the responsibility of the advisor and the club president to ensure that the Student Life & Leadership staff is currently informed of the names of the officers and members of the clubs.

b. In order to be eligible for membership a student must be enrolled at Golden West College. It is the responsibility of the advisor and the officers to check the membership for this requirement each semester.
c. Club officers must be enrolled in 5 units or more and must have a GPA of 2.0 for the previous semester or current cumulative GPA of 2.0. New freshman officers shall have either: 2.0 GPA for the last semester of high school work completed or a minimum cumulative high school GPA of 2.0.
d. Club events must be cleared on the activity calendar (if the events are to be held on campus). On campus meetings at nights should be disbanded by 10 p.m.
e. A faculty/staff advisor must be present at every club activity, including club meetings and off-campus events.
f. College clubs are a part of campus life. All off-campus activities sponsored by GWC clubs must be approved prior to the event by the Club Advisor and President's Office: the college name and club name cannot be used without this approval.
g. Hazing and harassing initiation rituals are not permitted by the California Education Code. GWC clubs may not participate in these kinds of activities.
h. The names of the ICC representative and the alternate, together with the up-to-date Guide Sheet must be submitted to the ICC within the first two meetings of the ICC at the beginning of each semester. Failure to comply shall subject the club to inactive status.

CLUB CONSTITUTION

A. Requirement

1. Each club is required to have a constitution which states its purpose, intent, officers and duties, election and meeting process, and other important information that establish organizational requirements, processes, and procedures.
2. Club constitutions should follow the template provided by the Office of Student Life and Leadership (Appendix A).
3. Club must keep a constitution on file for reference.

B. Best Practices

1. It is not mandatory that Clubs submit a constitution every year; however, it is a best practice to review the constitution regularly to ensure that it adequately represents the purpose and intent of the club. Your club's constitution was drawn up by its chartered members. You may find that your constitution needs revising. If so, follow the guidelines set forth in your constitution for making changes and then submit a copy of the updated and club-approved constitution to the Office of Student Life and Leadership.
2. Utilize your constitution to guide your club in moments of uncertainty. Your constitution is your club's outline as to how the charter members envisioned business would be conducted by the club.
3. If problems arise that are not addressed in the constitution, contact your advisor first, then the Staff Assistant Senior in the Office of Student Life and Leadership, and if necessary, the Dean of Student Life.
4. Compose by-laws that expand on your club constitution to clarify and solidify any ambiguity that may exist.

CONDUCTING CLUB BUSINESS

A.   Parliamentary Procedure

1. <u>Roberts Rules of Order</u> is a comprehensive, easy to use guide to efficient meetings.
   a. The Office of Student Life and Leadership provides' copies of "The a-b-c's of Parliamentary Procedure" free of charge to clubs.

B. Records

1. <u>Minutes</u> - The Club Secretary should record, publish, and keep on file a record of minutes for all club meetings. See <u>Appendix B</u> for form.
   a. Agendas and minutes are requested as supporting documents for financial requests, so it is always a good idea and a good learning experience for club members to follow this procedure.
   b. Any information provided to those attending the meeting, such as bylaws, project outlines and letters should be attached to the original minutes and kept on file.
   c. The club secretary, or whoever took the minutes, should sign the minutes when they are completed.
   d. At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting.
   e. The secretary should maintain a binder of all of the approved minutes for the school year.
   f. Although the form of minutes may vary from organization to organization, the following is the standard information that should be documented in meeting minutes:
      1. Name of the club or organization holding the meeting.
      2. Date, time, and place of the meeting.
      3. Names of those in attendance.
      4. Name of the presiding officer.
      5. Approval of minutes from the previous meeting.
      6. What was discussed or reported on during the meeting.
      7. Report on activities of standing committee(s) or special committee(s)
      8. The results of any votes taken, including who made a motion, who seconded the motion and anyone in opposition, if applicable.
      9. Report any communication to the ASGWC.
      10. Record unfinished business.
      11. Date and time of next meeting.
      12. What time the meeting adjourned.
      13. Who prepared the minutes?

2. <u>Club Funds</u> - The Club Treasurer should keep updated records on club funds. Financial data can be accessed by the Office of Student Life and Leadership staff.
3. <u>General Record Keeping</u> - Create and maintain a recordkeeping system that can be utilized and be referenced year after year.
   a. Include meeting agendas, minutes, activity reports, budget reports, and any other pertinent club information.

EFFECTIVE MEETINGS

A. Agenda

1. <u>Call to Order</u>
   a. The meeting is called to order by the president, who rises and says, "The meeting will please come to order at 00:00a.m./p.m."
2. <u>Roll Call</u>
   a. All active members are recorded as either present or not present.
3. <u>Public Comment</u>
   a. Opportunity for anyone from the public to address the body.
   b. No discussion or action can take place on the comment(s).
   c. Clarifying questions may be asked.
4. <u>Officers Reports</u> (Information only and not for discussion or action)
   a. **President** – Opportunity to report any information pertinent to the club.
   b. **Vice-President -** Opportunity to report any information pertinent to the club.
   a. **Secretary -** Opportunity to report any information pertinent to the club.
   b. **Treasurer** will report on all club financials.
   c. **ICC Representative -** Opportunity to report any information from ICC meetings pertinent to the club.
5. <u>Committee Reports</u> (Information only and not for discussion or action).
   a. The chairperson of any ad-hoc or standing committee of the club will report on the progress of their directive.
6. <u>Minutes</u>
   a. The minutes of the last meeting are read.
   b. If no corrections, minutes are approved as read.
   c. If any corrections to minutes are required, minutes are approved as corrected.
7. <u>Unfinished Business</u> (Should be on agenda as discussion and action)
   a. Any business which is reflected as postponed in the minutes of the previous club meeting.
8. <u>New Business</u> (Should be on agenda as discussion only or discussion and action)
   a. Any new club business that requires discussion and/or action.
9. <u>Club Member Report</u> (Information only and not for discussion or action)
   a. Opportunity for club members to report any information pertinent to the club.
10. <u>Advisors Report</u> (Information only and not for discussion or action)
    a. Opportunity for club advisor(s) to report any information pertinent to the club.
11. <u>Adjourn</u>
    a. Conclusion of meeting.

B. Etiquette

1. Be respectful
2. Air controversy with civility
3. Listen
4. Collaborate
5. Come prepared
6. Contribute

CLUB ADVISOR(S)

Golden West College recognizes the commitment of time and effort made by faculty and staff who choose to serve as advisors. Each year, many faculty and staff volunteer to serve as advisors for student clubs. Each is a valuable partner in the personal development of the students involved. While providing a formal link with College administration in interpreting State laws and College policy, their most important contribution is in advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth. It is through the aid of their advisors that individual students develop the qualities of effective leadership.

A. Advisor(s) Responsibility

1. An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the individuals in that group. Above all, advisors should be available to students on an individual and group basis, and maintain an open and honest relationship with members.
2. Advisor(s) shall serve as the official representative of the college.
3. Advisor(s) shall serve as the liaison with the Office of Student Life and Leadership for their club(s).
4. Advisors are expected to become aware of and interpret campus, district, local, state, and federal policies, rules, and regulations pertaining to student organized clubs.
5. Advisors are required to be present from start to finish throughout the duration of their club's events, activities, and trips. Advisors must refrain from alcohol and drug use throughout club's events, activities, and other related business.
6. An advisor should advocate on behalf of the student group, not regulate. As adults, club members and officers are responsible for their own actions.
7. Advisor(s) are the authorized signature for club business (event application, financial expenditures, and etc.)
8. Annual club status packets are distributed to club advisors with the intention that they be passed on to club officers.
9. Sign and submit an Advisor Agreement each academic year that a club is active.

B. Advisor(s) Eligibility

1. A Golden West College faculty or staff member who is contracted by the District and is willing to be an advisor.
2. A co-advisor is any faculty or staff member who is willing to be a co-advisor. If the advisor is a classified staff member the Classified Staff Advisory and Voluntary Activity Participation (VAP) forms must be completed.

INTER-CLUB COUNCIL (ICC)

A. Definition

1. The Inter-Club Council (ICC) is the governing body for all GWC Clubs.
    a. Every active club must be represented in the ICC by an ICC Representative appointed from their club membership.

B. Funding

1. The Inter-Club Council is allocated funds by the ASGWC Finance Commission through the ASGWC annual budget process.
2. The Inter-Club Council meets on a regular basis to determine how these funds could be used by each club.

C. Purpose

1. Serve as an authority on all rules and regulations of the ASGWC Standing Rules pertaining to clubs.
2. Ensure that student funds are utilized to provide the greatest good to the largest number of students.
3. Provide a forum for active clubs to collaborate, plan, and organize.
4. Provide guidance and direction to potential, active, inactive, and dormant clubs.
5. Foster an environment that promotes transparency, communication, and collaboration among clubs.
6. Foster an environment that promotes the establishment of positive and productive relationships among all club members.
7. Foster an environment that promotes the development and utilization of leadership skills and abilities among all club members.
8. Foster an environment that encourages club participation in campus activities.
9. Act as a resource for promotion of club activities.

D. Composition

1. Vice President of Club Affairs
    a. Elected by student body.
    b. Maintains roster of all active clubs.
    c. Maintains calendar of club events.
2. Vice Chair
    a. Elected from ICC membership.
3. Secretary/Treasurer
    a. Elected from ICC membership.
4. ICC Representatives
    a. Club member appointed by individual club to serve as that club's ICC Representative.
    b. All clubs should have one (1) ICC Representative.
    c. Voting members of ICC.
    d. One (1) club ICC Representative = one (1) vote for entire club.

E. Duties

1. Vice President of Club Affairs
   a. Serve as chair to ICC
   b. Attend all ICC meetings.
   c. Serves as a resource to prospective, active, inactive, and dormant clubs.
   d. Maintain roster of all active clubs.
   e. Maintain calendar of club events.
   f. Determine club status.
2. Vice Chair
   a. Assumes all duties of the chair in the chair's absence.
   b. Attend all ICC meetings.
3. Secretary/Treasurer
   a. Maintain accurate and up to date financial records for ICC.
   b. Provide report on ICC budget at each meeting.
   c. Record minutes at each ICC meeting.
   d. Submit minutes for approval at ICC meeting.
   e. Maintain accurate and up to date records of all ICC agendas and minutes.
   f. Attend all ICC meetings.
4. ICC Representatives
   a. Serve as voting representative of their club.
   b. Participate in discussion.
   c. Attend all ICC meetings.

F. Minimum Standards

1. Each club officer must adhere to the minimum standards as outlined in Article IV, section 2B of the ASGWC Standing Rules.

G. Meetings and Attendance

1. ICC will meets on the first (1st) and third (3rd) Monday of each month during the fall and spring semesters, from 3:00p.m - 4:00 pm, location will be posted on agenda (See brown act board located at the outdoor student patio).
2. It is required that all ICC Representatives be present at all meetings or have a designated proxy in their place (proxy must meet minimum requirements outlined in Article IV, Section 2B of ASGWC Standing Rules).
3. Clubs that have (2) two consecutive absences or clubs that have missed more than half of the ICC meetings in a given semester shall be considered inactive and will need to re-submit the club status form and a representative must attend the ICC meetings.

H. ICC Funding Requests

1. Obtain from the Office of Student Life & Leadership, and complete, the Club Activity Petition.
2. Submit petition to the Vice President of Club Affairs in the Office of Student Life and Leadership one week prior to the ICC meeting.
3. The Vice President of Club Affairs will notify club advisor, president, and ICC Representative as to when their clubs petition will be on agenda.
   a. In the spirit of collaboration and inclusion, Club Activity Petitions will be on two separate ICC agendas. First as discussion and subsequently as action. This affords other clubs the opportunity

to co-sponsor the event, activity, or trip.

4. The club advisor, ICC Representative, or designee of the club should be present at both of the ICC meetings which their Club Activity Petition is on the agenda of to answer any questions from the ICC.
5. If funding is approved by the ICC, the funding request will be submitted to the Vice President of Fiscal Affairs to be placed on the Executive Student Council Agenda for action.
6. If funding is approved by the Executive Student Council, club must coordinate with the Office of Student Life & Leadership in utilizing funds.
7. Once the event, activity, or trip has concluded, the club(s) should submit a detailed expense report to the Vice President of Club Affairs in the Office of Student Life & Leadership no more than five (5) business days post conclusion.

I. **ICC Funding Criteria** -- Priority will be given to:

1. Clubs that are "Active".
2. Properly (signatures, documents, etc.) planned and organized activity, event, or trip.
3. Activities and events which benefit the entire student population (as opposed to the individual club members).
4. Funding requests that are for the use of on-campus events, activities, student trips, and conferences.
5. Clubs that collaborate and increase campus inclusion and participation.
6. Clubs that contribute to an activity with their own funds.

CLUB FINANCIAL POLICIES & MONEY MANAGEMENT

A. **Club Finances & Expenses**

1. Student organizations are required to manage their funds through the GWC's Fiscal Services Office.
2. Clubs may not use outside financial institutions for club business.
3. Club advisors, as well as club officers, are responsible for seeing that funds are properly collected, deposited and accounted for.
4. Campus clubs must adhere to all ASGWC Standing Rules, GWC policies, Coast Community College District policies, and California State Education Code regarding all financial matters. It is often the best practice to consult with the Office of Student Life & Leadership and/or the Office of Fiscal Services when questions arise.

B. **How to Deposit Money into a Club Account**

1. Obtain your club account number from the Office of Student Life & Leadership.
2. Complete the Cash Remittance Advice Form. The form should include your club name and account number.
3. Once the form is complete bring the form and cash box to GWC's Fiscal Services Office.
4. In the event that your club receives a check for payment, be sure that the check is made payable to your club as well as to GWC. For example: GWC Outdoor Club 12-2500-XXXX
5. All monies collected should be deposited in the Fiscal Services Office on the same day it was collected, if the event is held during a normal working day. If the event was not held during a regular business day or the Fiscal Services Office is closed, monies must be deposited the very next business day.
6. Subsequently, a receipt will be placed in your club mailbox.

C. **How to Withdraw Money from a Club Account**

1. **Withdraws for purchases and/or payment** - There are two ways to use (withdraw) club funds at GWC, Purchase orders or Check requests.

   a. Purchase Orders - are an authorized document used to place an order to a vendor for a product or service in exchange for payment and must be completed in advance of the placing an order.

      1. Submit a typed Auxiliary Purchase Order request to the Office of Student Life & Leadership for routing.
      2. When applicable, Purchase Orders must have Board approval and minutes attached.
      3. The turnaround time for a Purchase order is may be up to 2-3 weeks, so please submit Purchase Orders in a timely manner. Orders may not be initiated without an authorized purchase order.

   b. Check Requests - A Check Request is a document used to have Fiscal Services issue a check when a Purchase Order is not applicable.

      1. Submit a typed Auxiliary Check Request for purchases that have already been placed or paid for and need *reimbursement (see below).

2. Check Requests are rarely done and are only for unexpected, emergency purchases.
3. Check requests must have Board approval, minutes, and original detailed receipts or invoices attached, when applicable.
4. The turnaround time for a check may be up to 2-3 weeks, so please submit Check Request in a timely manner.
5. All vendors, officials, independent contractors, etc., must have a valid, updated W-9 tax form on file with the Fiscal Services Office prior to any check being printed. Vendor name must be the same on all documents.

c. *Reimbursement – Reimbursement is a check request for out of pocket expenditures that must adhere to the guidelines outlined below.

1. The club advisor must obtain prior approval from the Dean of Student Life.
2. Reimbursement may only be approved for out of pocket expenditures that do not exceed $50.00.
3. The club Advisor seeking prior approval for out-of-pocket expenditures may submit their request, in writing, to the Office of Student Life and Leadership in person or by emailing the Student Activities Assistant, Dennis Nanez dnanez@gwc.cccd.edu.
4. An event budget and detailed justification MUST be included.
5. The Office of Student Life and Leadership will notify the club advisor of approval status and can take up to two (2) weeks for the approval process to complete.

d. Utilizing Club Funds for Merit, Participation, and Scholarship Awards

1. Check requests for club members require prior approval.
2. In addition to board approval, clubs that distribute awards must have these procedures outlined in their club's Constitution.
3. Board approval, club minutes, and a copy of the Constitution must be attached to participation, merit, and scholarship awards.

CLUB EVENTS AND ACTIVITIES

A. **Campus Policy on Alcohol** – There is absolutely no alcohol allowed at any campus-sponsored event, whether it is on or off campus. Students, staff, faculty, and administration alike must refrain from the consumption of alcohol during all club events and activities. Also, see GWC's Student Code of Conduct and BP 3550.

B. **Recurring Events**

1. Club Rush – Each semester, the Office of Student Life and Leadership works with the Inter-Club Council to hold Club Rush. These events offer a festive atmosphere to promote club involvement and can include fundraisers, food sales, music, and games. Club Rush is held twice a year; once every Fall and Spring semester. Additional opportunities are offered throughout the year for clubs to be present at campus events.

2. ICC Annual Conference - ICC sponsors an annual "ICC Appreciation Event" each spring. At that time, clubs and representatives receive Outstanding Service Awards, Participation Awards, and Honorable Mentions. Advisors also receive Appreciation Awards. One of the main motivating awards for clubs to work towards is "Club of the

Year." "Club of the Year" is voted on by all of the active clubs in ICC. Results are announced at the "ICC Appreciation Event."

C. Planning an Event or Activity

1. Plan events and activities that align with your club's purpose. Events and activities can be fun and easy to plan with the right forethought and collaboration. Many students underestimate the time and planning it takes to organize an event or activity.
2. Facility availability is limited, so please plan accordingly.
3. All student club events and activities require prior approval from the Office of Student Life and Leadership and the Office of the College President.
4. Please plan activities as early as two months ahead of time to avoid any delays in your event or activity.

D. Event/Activity Approval Process

1. Complete an ASGWC Event/Activity Application. Please fill out completely and with detail. Coordinate with the Office of Student Life & Leadership if there are any questions or uncertainty.
2. Submit completed form to the Office of Student Life & Leadership.
3. The Office of Student Life & Leadership will review and prompt your advisor for any additional information as needed.
4. Once all needed information is received, all requests for facility and Campus or Board approval will be submitted by the Office of Student Life and Leadership.
5. If additional forms are to be completed, the Office of Student Life & Leadership will prompt your advisor.
6. Once facility and Campus or Board approvals are completed, the Office of Student Life & Leadership will notify your advisor.

E. Student Trips

1. Club must submit an ASGWC Event/Activity Application to the Office of student Life & Leadership with all applicable forms.
2. Advisor must submit a Conference Authorization Request to their department chair.
   a. A local trip form, instead of the Conference Authorization Request, can be submitted if: the only reimbursement sought is mileage, it is not over night, and the trip falls within Orange, Los Angeles, Riverside, San Bernardino, or San Diego counties.
3. A club advisor must be present at all times for all off-campus club events, activities, and trips.
4. A Student Trip Roster (list of all attendees) must be submitted to the Office of Student Life & Leadership a minimum of three (3) business days prior to the student trip. However, it is a best practice to turn the roster in with the completed ASGWC Event/ Activity application.
5. If a Roster is not received by the President's Office 24 hours prior to the trip, the trip will be cancelled.
6. If a club plans to use District Transportation, the club advisor must complete and submit a Field Trip Request Form through the CCCD District Office.
7. If the trip is beyond 50 miles from the campus or involves any extraneous activities, every attendee must complete a Voluntary Activities Participation Form (VAP).
8. VAP forms must be submitted to the Office of Student Life & Leadership a minimum of

one (1) week prior to the start of the trip.

9. Trips must be fully approved before making any registration, flight, hotel, or car rental reservations.

10. Submitted purchase orders for payment of registration, flight, hotel, or car rental reservations must include the Board authorization date in the details, must be typed, and must include a copy of the Board agenda. FISCAL SERVICES WILL NOT PAY ANY EXPENSES UNTIL AFTER BOARD APPROVAL.

11. Cash advances for travel can be obtained for travel being paid for with District funds only, not club/auxiliary funds. To receive a cash advance for Board-approved conferences, contact Karen Tran at District Travel for an appointment at least one week before travel. Take your approval letter to your appointment.

F. Volunteer/Unpaid Guest Speakers and Performers

1. Non-paid speakers and performers that are not students or employees must have prior approval before coming to campus. Please plan accordingly and submit form to the Office of Student Life & Leadership a minimum of one (1) week prior to your event.

2. Obtain appropriate form and have speaker/performer complete and return–
   a. Student or employee: Voluntary Activities Participation Form (VAP)
   b. Non student or employee: Volunteer/Unpaid Guest Speaker Form

3. Non student or employee form must have the "grey section" completed by the college employee responsible for oversight of event.

4. Submit completed form to the Office of Student Life & Leadership.

5. Non-paid speakers and performers must have prior approval before coming to campus.

G. Paid Performers, Lecturers, & Guest speakers

1. Procedure
   a. **In the event that you will be paying a performer, lecturer, or guest speaker for services, it is best to make an appointment with the Office of Student Life & Leadership to ensure that the appropriate and necessary steps are taken to hire and pay the performer, lecturer, or guest speaker.**
   b. The appropriate contract must be completed, submitted, and approved before any performer, lecturer, or guest can provide services.
   c. Contracts are subject to Chancellor or District Board approval and can take 6-10 weeks to be approved. Please plan accordingly.

2. Contracts of $750.00 or less for performers or lecturers only
   a. If performer or lecturer is being paid $750.00 or less, have two (2) original Standard Release of Liability forms completed by the speaker/performer and returned to the Office of Student Life & Leadership a minimum of six (6) weeks prior to the event.
   b. The guest speaker/performer must also complete a W-9 form and return it to the Office of Student Life & Leadership. They cannot be paid without this.
   c. Additional forms may be required depending on services to be rendered. The Office of Student Life & Leadership will prompt advisor and/or performer or lecturer when necessary.
   d. Club advisor or designee should follow up with the Office of Student Life & Leadership throughout the contract approval process for status updates.
   e. Advisor will be notified by the Office of Student Life & Leadership once contract is approved.

3. Contracts of $750.01 or more and Guest Speakers

a. If hiring a performer or lecturer and you will be paying them $750.01 or more <u>OR</u> if hiring a Guest Speaker, have two (2) original <u>Standard Short Form Independent Contractor Agreement</u> forms completed by the performer, lecturer, or guest speaker and returned to the Office of Student Life & Leadership a minimum of ten (10) weeks prior to the event.

b. The guest speaker/performer must also complete a <u>W-9</u> form and return it to the Office of Student Life & Leadership. They cannot be paid without this.

c. Additional forms may be required depending on services to be rendered. The Office of Student Life & Leadership will prompt advisor and/or performer, lecturer, or speaker when necessary.

d. Club advisor or designee should follow up with the Office of Student Life & Leadership throughout the contract approval process for status updates.

e. The club advisor will be notified by the Office of Student Life & Leadership once contract is approved.

H. Physical Activities

1. Any event or activity that is outside of a student or employees normal activities and/or poses potential for liability or risk require that each participant complete a <u>Voluntary Activities Participation Form (VAP)</u> before beginning participation.

2. As a rule of thumb, anytime there is an exertion of self, a VAP form should be filled out and turned in. Student trips, obstacle courses, and eating contests are examples of activities that would require a VAP form.

3. All VAP forms must be turned into the Office of Student Life & Leadership immediately following the event.

I. Reserving Facilities on Campus

1. When completing the ASGWC Event/Activity Application there is a section for facility requests. Use this section to indicate location (specific room number), start and end time, and # of attendees.

2. If you do not know of a specific location that will meet the needs of your event, make an appointment with the Office of Student Life & Leadership for assistance.

3. All facility requests must be approved by the Campus Facilities Department. Facilities are in high demand and should be requested a minimum of three (3) weeks prior to your event.

4. Food and beverages are not permitted within most campus facilities. If your event is going to include food and/or beverage, coordinate with the Office of Student Life & Leadership to secure an appropriate location.

J. Food Services - S & B

1. Food can be catered by the on campus food services vendor, S & B foods.

2. Club advisor must submit the catering request.

3. The <u>catering menu</u> is available online or in the Office of Student Life and Leadership or you can request a copy from the Office of Student Life and Leadership.

4. Obtain a quote by filling out the Golden West College <u>Catering Request Form</u> (under Student Activities).

5. Once form is complete, please return to the Office of Student Life and Leadership via email to the Assistant to the Office of Student Life & Leadership, Dennis Nanez at <u>dnanez@gwc.cccd.edu</u>.

6. Once we receive GWC Catering Request we will obtain your quote from S & B Food Services we will return the quote to the club advisor via email for their approval.

7. Once approved by the requestor, your catering request will be submitted for fulfillment to S & B food services.

K. Food Sales

1. All food sold must be pre-packaged and store bought.
2. If hosting a "bake sale" type fundraiser, you must submit an ASGWC Event/Activity Application for approval.
3. Complete a Cashbox/Change Fund Request Form and return to the Office of Student Life & Leadership a minimum of two (2) weeks prior to the event.
4. On the day of the fundraiser, pick up a cashbox with funds requested from the Fiscal Services Office.
5. Once fundraiser is over, you must return the cashbox with all earnings to the Fiscal Services Office to be deposited in your club account.

CLUB PUBLICITY POLICIES AND PROCEDURES

Posting and materials distribution on the Golden West College campus is limited to the areas described in these guidelines. **Posting in other areas or on other surfaces throughout the campus is strictly prohibited**. **All publicity must be taken down the day after the event has been completed.**

A. Publicity Signage Request

1. Clubs can request flyers, posters, and banners to be printed from the Office of Student Life & Leadership.
2. Clubs may request a maximum of 100 black and white flyers per semester and a collective total of 6 posters and banners per week.
3. Request must be made one (1) week prior to date needed for advertising materials.
4. Navigate to the Publicity Signage Request on the Office of Student Life & Leadership web page.
5. Fill out all required fields.
6. Upload artwork to be printed **(all artwork must be in .pdf format).**
7. An automatic email will be generated and sent to you confirming receipt of request.
8. All communications will be sent via email to the email provided in the request.
9. Once request has been completed, you will receive an email notifying that the publicity is ready for pick up.
10. Location information regarding posting areas is available in the Office of Student Life and Leadership.

B. Loaner Items – Loan Agreements

1. Clubs can request Easels (3 day max), rubber mallets, staple gun, board games, balloon poles, pennant strings (flag lines), beverage barrels, and sign stakes.
2. Request must be made one (1) week prior to date materials are needed.
3. Navigate to the Student Activities Loan Agreement page.
4. Fill out all required and applicable fields.
5. An automatic email will be generated and sent to you confirming receipt of request.
6. All communications will be sent via email to the email provided in the request.
7. Once request has been completed and your materials are ready, you will receive an email notifying that materials are ready for pick up.
8. Location information regarding acceptable posting areas is available in the Office of Student Life and Leadership.
9. All posted materials must be taken down within 24 hours of the conclusion of the event.

C. Posting on Campus Kiosks

1. Location information is available in the Office of Student Life and Leadership.
2. Posted material can be a maximum size of 22" by 28" inches.
3. All signs must be thumb tacked down (no glue, staples, or tape).
4. No sign may cover another sign.
5. All posted materials must be taken down within 24 hours of the conclusion of the event.

D. Posting in Glass Cased Bulletin Boards

1. Glass cased bulletin boards are only available for Associated Students publicity materials.
2. Location information is available in the Office of Student Life and Leadership.
3. You must request keys from Office of Student Life & Leadership staff.

E. Stakes for Flyers

1. Supplies are limited and usage is subject to availability.
2. Location information is available in the Office of Student Life and Leadership.
3. Stakes and tools to mount and post are available in Office of Student Life and Leadership.
4. Stake signs can only be placed on campus grassy areas

F. Easels for Posters

1. A maximum of 3 easels can be borrowed.
2. Supplies are limited so easels are available on a first come first serve biases.
3. Posters must be taped and not glued or stapled.
4. It is the clubs responsibility to put posters on the easels and place around campus.
5. Easels are taken down every Friday

Post Event Check List

1. Make sure that the facility is left the way that it was found.
2. Return all borrowed equipment.
3. Immediately take earned money and/or change fund with the Cash Remittance Advice Form to the Business Office.
4. Evaluate the event.

G. OPPORTUNITY DRAWINGS

1. Opportunity drawings are no longer permitted.

Constitution of the *enter club name* Club

ARTICLE I
NAME

Section I   The name of this organization shall be *name of club*.

ARTICLE II
PURPOSE

Section I   The purpose of the organization shall be *(Briefly state clubs purpose)* complying
                   with the Coast Community College District Policies and the state of California
                   Education Code.

Section II   *(more section if needed).*

ARTICLE III
MEMBERSHIP REQUIREMENTS

Section I   *(state whether open to specific divisions only).*

Section II   There shall be *number (section not necessary if there's only one type of
                   membership).* Types of membership: Regular, associate, honorary, etc.

Section III   *(If more than one type of membership, make a section for each type, stating the
                   requirements for each).*

Section IV   *(Give scholastic requirements as necessary. If none is particular, give the minimum
                   requirement for participation).*

ARTICLE IV
OFFICERS AND DUTIES

Section I   There shall be the following elected officers: President, Vice-President, Secretary,
                   Treasurer and ICC Representative. *(Add any other decided upon).*

Section II   It shall be the duty of the president to preside at all the meetings and act as ex-
                   officio member of all the committees, etc. *(Add any other requirements.)*

Section III   It shall be the duty of the Vice-President to assume the duties of

the President in his/her absence. *(List any other requirements).*

Section IV   It shall be the duty of the Secretary to take the minutes of each
                    meeting and carry out correspondence of the organization. *(List any other
                    requirements).*

Section V   When funds are anticipated, an organization is required to have a
                    Treasurer. It shall be the duty of the Treasurer to keep an accurate
                    account of the organization's funds, to make disbursements and
                    report on the funds when needed. *(List any other requirements).*

Section VI   It shall be the duty of the ICC Representative to attend all ICC meeting and give a
                    weekly report. *(List any other requirements.)*

Section VII   *(Make a section for each additional officer and attach the information).*

ARTICLE V
EXECUTIVE COUNCIL

Section I   The Executive Council shall consist of the elected officers and the
                    faculty/staff advisor. *(Chairman of the committees may be added).*

Section II   A *(state what majority -2/3, 3/4)* or majority vote of the Council with approval of
                    the advisor shall be necessary to pass any business which is referred to the
                    Executive Council.

Section III   *(For any further information).*

ARTICLE VI
STANDING COMMITTEES

Section I   *Section used to state membership, finance, social, emblem-pin and sweater, etc.
                    (Omit if none needed).*

Section II   *Additional section for giving duties, restrictions, etc.*

ARTICLE VII
MEETINGS

Section I   *Suggested meeting time.*

ARTICLE VIII
AMMENDMENTS

Section I   This constitution may be awarded by a *(state majority-see Section 2 Article V)* vote of the membership at the first meeting of the organization at which quorum is present following the approval of the amendment by the Executive Council.

Section II   Amendments must be presented to the Executive Council for approval before they may be submitted to the organization for a vote and forwarded upon approval to the Office of Student Life and Leadership Office.

ARTICLE IX
ENACTING CLAUSE

Section I   This constitution shall become effective *date.* The constitution shall be signed by the advisor and the charter member of the constitution committee.

ARTICLE X
COMPLIANCE CLAUSE

Section I   No student shall be barred from participation on basis of race, creed, sex or natural origin.

Section II   The organization will comply with all Student Body accounting procedures and policies as outlined.

STUDENT COUNCIL OR CLUB MEETING MINUTES

Name of School_____

Name of Club_____

Associated Student Body Minutes

Meeting Date:_____Meeting Time:_____Location:_____

The meeting was called to order by:_____The minutes of the meeting

dated_____were read and approved (corrected and approved).

The following purchase orders were approved (list below or attach separate listing):

Purchase Order Number	Vendor Name	Amount	Club	Purpose of Expenditure

Motion by:_____Second by:_____

Vote Count:_____Number For:_____Number Opposed: _____

The following invoices were submitted for payment (list below or attach separate listing):

Check Number	Payable To	Amount	Club	Purpose of Expenditure

Motion by:_____Second by:_____

Vote Count:_____Number For:_____Number Opposed:_____