517 STUDENT CLUBS AND ORGANIZATIONS

517.1 District Sponsored Events

A. Activities and events sponsored by any student group recognized and chartered by the Associated Students Government and the College will be properly supervised by members of the faculty, administration, or staff.

B. For the purposes of this policy, the Associated Student Government shall also be recognized as a student organization.

C. All activities will be approved by the advisor and the coordinator of student activities before being placed on the Civic Center calendar.

D. Events using District resources will end by 12:00 midnight, unless special approval is granted by the Superintendent-President to extend the time.

E. Every organization using District facilities will provide for the clean-up of the facilities immediately after such use.

F. In case of injury to a student during any College event, Security personnel will be called and the Student Health and Wellness Center notified. The advisor will see that first-aid is given, and that medical aid is secured if necessary. A written accident report must be made to the Student Services Office by the advisor.

517.2 Off Campus Trips and Excursions

A. Trips or excursions made by student groups will be subject to the same regulations as field trips.

517.3 Advisors

A. Advisors will allow student officers appropriate freedom and responsibility in planning and operating all events. However, the advisor will be responsible for proper guidance and supervision.

B. The advisor has the authority to postpone or call off the event if it is not properly planned within the procedures and parameters as set forth by the College Civic Center, the Office of Student Development, or District policy in accordance with Education Code 76062.
C. Instructors and staff serve as advisors to student clubs and organizations. Through their education and experience they offer guidance and counsel to these groups. No student club will be approved unless there is a faculty or staff advisor. Overall coordination is the responsibility of the student activities coordinator.

D. Advisors are expected to attend all activities and events of their respective student groups, including, but not limited to, night meetings, dances, and meetings for which a guest speaker has been invited.

E. Advisors are expected to be present at all meetings of their student group at which official business is conducted.

F. During the College year, faculty or staff may be asked to be responsible for supervision at student events. Faculty or staff accepting these invitations are expected to be in attendance at the function until it is completed. In the event the person supervising cannot attend, they shall be responsible for arranging for a substitute from the faculty or staff and for so notifying the student activities coordinator.