



# **Clubs & Organizations Handbook**

# Privileges and Responsibilities of Having a Club on Campus

When a chartered organization has been granted formal recognition by the College, the Associated Student Government, and the Inter Club Council, it is eligible to utilize the following privileges:

1. Using the name of College of the Canyons as part of the group's name or related to publicizing the group.
2. Recruiting members on campus.
3. Holding meetings and events on campus.
4. Using certain College services and facilities through proper procedures (i.e. buildings, grounds, etc.).
5. Using certain properties and facilities of the Associated Student Government through proper procedures (these services include publicity supplies, poster making, and financial services, etc.).
6. Using designated bulletin boards and kiosks for publicizing activities and events on campus.
7. Eligibility for Associated Student Government funding.

**a. Eligibility for ASG funding is reserved for chartered clubs. BITE Clubs are not eligible for ASG funding.**

Chartered organizations and their members represent College of the Canyons, the Associated Student Government, and the Inter Club Council. They have a responsibility to conduct themselves in such a manner as to give a favorable impression of College of the Canyons to the community and to fellow students. In exchange for the advantage of having privileges, the following minimum standards are required for all chartered organizations:

1. Policies must be consistent with those of the Associated Student Government, the Inter Club Council, and with the purpose, policies and regulations of the College, including regulations involving non-discrimination and hazing.
2. Select and maintain an authorized advisor from COC's full-time employee (faculty, staff, or administrator) when using Associated Student Government funds and campus facilities.
3. Schedule all social functions and meetings according to the approved procedure for scheduling events.

4. Maintain an active on-campus program and fulfill the purposes stated in the organization's constitution.
5. Assume all responsibility for clean-up after on-campus events.
6. Submit required chartering forms annually online.
7. Submit organization's constitution and/or bylaws annually online, even if contents do not change.
8. Maintain accurate financial records and abide by all Associated Student Government and the Inter Club Council rules and regulations.

**9. Clubs are required to use a COC e-mail address as a contact e-mail. Shared mailbox accounts will be created upon request.**

10. All officers and a majority of the members must be registered COC students.

***Failure to fulfill any of the above listed responsibilities may be cause for revocation of the club's or organization's charter by the ICC, ASG, or Campus Life & Student Engagement.***

## **BITE Clubs vs. Chartered Clubs**

Clubs have the option to become a BITE Club rather than a Chartered Club. Please review the table below to understand the difference between a BITE Club and Chartered Club.

BITE Clubs	Chartered Clubs
<ul style="list-style-type: none"> <li>• Shall not be required to attend Inter Club Council Meetings.</li> <li>• Will not be able to request off-campus excursions and must hold all club meetings on campus.</li> <li>• Are ineligible for funding.               <ul style="list-style-type: none"> <li>○ No fundraising allowed</li> <li>○ No ASG Club Account will be created</li> <li>○ Not eligible for ASG Grants</li> </ul> </li> <li>• Are ineligible for ICC Points and incentives</li> </ul>	<ul style="list-style-type: none"> <li>• Shall be required to attend Inter Club Council meetings (minimum requirement will be notified each semester)</li> <li>• Shall contribute to active voting membership of the Inter Council.</li> <li>• Are eligible for funding, ICC Points, and incentives.</li> </ul>

Both BITE and Chartered Clubs are

- Required to submit paperwork annually.
  - Club Information Form
  - Membership Form
  - Club Advisor Agreement Form
  - BITE Club Agreement or Club Constitution

- Once the other required forms are submitted, the Campus Life and Student Engagement Office will send out a BITE Club Agreement for a student representative and club advisor to sign. Chartered Clubs are required to submit a Club Constitution.
- Have access to the Office of Campus Life and Student Engagement services, including the poster room.
- Must abide by ASG, Inter Club Council, and the College's guidelines and policies.

## Club Terms

All student clubs must be officially chartered on an annual basis by the Inter Club Council, ASG, and Campus Life and Student Engagement office. The official club term is July 1 – June 30 to match ASG's fiscal year. Once officially chartered, the clubs will receive all privileges and agree to carry out the responsibilities mentioned above. Although the recognition lasts a full club term, clubs may lose its recognition at any point for any violations.

## Annual Deadlines

To help clubs plan ahead, the Campus Life and Student Engagement office determined annual deadlines for club registration.

- Established/rechartering clubs must submit all chartering forms by November 15 at 11:59pm in order to be active for the current club term.
- NEW clubs will be offered an extended deadline of January 31 at 11:59pm to become chartered for the current club term.
- Any clubs that miss the assigned deadlines will need to wait until chartering forms reopen for the next club term on April 15.

### Application Components

All annual applications must include the following forms in order to be considered a *complete* application ready for review.

- Club Membership Form
- Club Information Form
- Advisor Agreement Form
- Club Constitution

All forms can be found on the Campus Life and Student Engagement website under the "Clubs" tab.

# Inter Club Council Representative Responsibilities

- Attend all Inter Club Council meetings
  - Inter Club Council representatives are expected to be available on Mondays from 2pm to 3pm to attend the Inter Club Council meetings
- Contact the Inter Club Council Advisor when unable to attend a meeting prior to the meeting
  - If there is someone else replacing the ICC Representative for the meeting, the ICC Advisor must be notified in advance.
- Take accurate notes and make a report back to their club of what took place in Inter Club Council meetings and relay important deadlines, policies, procedures, etc. that are discussed in Inter Club Council meetings.
- Share information about any club paperwork and important deadlines discussed at Inter Club Council meetings to club advisor and/or club president for completion and submission.
- Follow-up on any required paperwork with club president and/or club advisor that has been shared at Inter Club Council meetings.
- Attend club meetings regularly.
- Maintain a 2.0 cumulative GPA.
- Review Inter Club Council meeting agendas and minutes prior to each Inter Club Council meeting.
- Vote on any official Inter Club Council business (ex. approval of chartering of new clubs, Inter Club Council constitution revisions, club probationary status, approval of Inter Club Council minutes, etc.)
- Make a clear and accurate report at each Inter Club Council meeting of what is going on with their club.
- What to include in Inter Club Council Rep. report:
  - Date, time, location of club meetings
  - Upcoming club events
  - Deadlines
  - Any assistance that is needed from the Inter Club Council and/or other clubs

- Contact information
- Club updates

# College of the Canyons

## Inter Club Council

### Constitution

#### Purpose

The Inter Club Council (ICC) will be the representative body to coordinate inter-club activities and funds, promote communication and cooperation among clubs on campus. The ICC will be composed of a voting representative from each club representing cultural, ethnic, religious, educational, honorary, philanthropic, and social interests. The Inter Club Council will be recognized as the Inter Club Council or ICC. The ICC shall serve as the representative of all chartered clubs on campus to the College of the Canyons Associated Student Government.

#### ARTICLE I

##### OFFICERS

##### Section 1. Chairperson, Vice Chairperson

The ICC Chair shall be the Associated Student Government Vice President of ICC. The Vice Chairperson shall be the Director of Clubs and Organizations. Both officers must carry a minimum of 5 units and not be on academic or progress probation.

## **Section 2.      Duties**

- A. Chairperson – The Associated Student Government Vice President of Inter Club Council will act as chairperson at all ICC events. The Chairperson shall not vote on ICC agenda items unless a tie vote has occurred and in that case the chairperson shall cast the deciding vote. The Chairperson shall be responsible for the order at the ICC meetings to ensure they are conducted in accordance with Robert's Rules of Order. The Chairperson has the right to deem any new club worthy of charter and must bring it to the Inter Club Council for approval.
- B. Vice Chairperson – The Director of Clubs and Organizations will act as the Vice Chairperson at all Inter Club Council events. The Vice Chairperson shall assume the duties of the Chairperson during their absence. The Vice Chairperson shall assist in preparing the agenda for Inter Club Council meetings. The Vice Chairperson has voting power in Inter Club Council meetings, but shall not vote on Inter Club Council business when acting as Chairperson.
- C. All officers of the Inter Club Council shall meet regularly to prepare agendas for upcoming meetings and shall be available to provide special assistance to all chartered clubs on campus.

# **ARTICLE II**

## **REPRESENTATIVES**

## **Section 1.      Representatives**

- A. The person appointed Inter Club Council representative by a club shall represent as many clubs as they see fit, but are required to make sure all information is dispersed to the club they are appointed to. The club itself shall determine the term of office.
- B. The Inter Club Council representative may be the advisor of the club, under the circumstances that the club is newly chartered and/or they have not held their first meeting yet.
- C. The duties of an Inter Club Council representative include reporting to the representative's own club and discussing what took place during the Inter Club Council meetings.

# ARTICLE III

## RESPONSIBILITIES OF CLUBS

### Section 1. Responsibilities of Clubs

- A. All clubs shall be responsible for holding at least 3 club meetings and/or events per semester.
- B. All clubs must be writing meeting agendas and minutes to keep a record of club activities.
- C. **All Chartered** clubs are required to attend Inter Club Council meetings every semester. Clubs will be notified of the minimum number of meetings to attend per semester.
- D. If a club desires to display its meeting information on the Campus Life and Student Engagement calendar, they must submit a request at least 3 business days prior to the meeting with the club meeting agenda, time, day, and location.

# ARTICLE IV

## MEETINGS AND PROCEDURES

### Section 1. Inter Club Council Meeting Procedures

- A. Inter Club Council meetings are mandatory. Inter Club Council Representatives must notify the Inter Club Council Chairperson and/or Inter Club Council Advisor if they expect to miss an Inter Club Council meeting. Clubs will be notified of the minimum number of meetings to attend per semester. Failure to meet this minimum will place the club on probation.
- B. Action items on the agenda shall serve as the priorities of the Inter Club Council. All action items must be submitted to the Chairperson no later than the deadline set by the Chairperson.
- C. If it is found that there is no structure (governing body and/or membership to a club) to a club, then the Inter Club Council shall have the power to rescind the charter of that club by a simple majority vote of the clubs present. The club in question forfeits their vote in this election.

## **Section 2.      Voting**

- A. Each chartered club will have one vote on all Inter Club Council matters. Clubs on probation or inactive status shall not be allowed to vote.
- B. Voting on Inter Club Council matters will be permitted to the club representatives who are present at the meeting in which the matter is brought up.
- C. Meetings will be conducted under the provisions of Robert's Rules of Order and the Brown Act.

## **Section 3.      Recruitment Efforts**

- A. The followings events are good opportunities for clubs to recruit new members and promote the club.
  - i. CougarFest
  - ii. Discover Day
  - iii. Welcome Day
  - iv. Star Party
- B. It is highly encouraged to register for at least one of the events mentioned to host a table to make recruitment efforts

## **Section 4.      Clubs and Organizations Rechartering Program**

- A. A Clubs and Organizations Rechartering Program will be held once during the Fall semester to prepare for the year. All clubs are required to have a representative attend the Clubs and Organizations Rechartering Program.
- B. If a club is unable to attend the Clubs and Organizations Rechartering Program, it must notify the Inter Club Council Advisor or Inter Club Council Chairperson to schedule a separate meeting.
- C. A club will not be rechartered if they fail to attend the Clubs and Organizations Rechartering Program or its alternative.
- D. All clubs will be required to submit the Clubs and Organizations Rechartering Forms by the annual club application deadline (January 31 of each club term). Clubs and organizations that fail to submit all required forms by the deadline will have to submit a Petition to Charter the next club term.
- E. Clubs will be required to submit a Membership Roster every Fall semester.

- F. Clubs will be required to submit an e-mail to the Student Services Coordinator in the Campus Life and Student Engagement office any time a change in officers occurs.
- G. Clubs and organizations shall be responsible for reviewing and updating their club's constitution each year. Each club shall submit an updated constitution to Campus Life & Student Engagement and the Inter Club Council for review and approval. Once approval has been received from Campus Life & Student Engagement and the Inter Club Council, minutes must be received from the club reflecting voting of the approval of the updated constitution.
- H. Club constitutions must be submitted to Campus Life and Student Engagement annually even if there are no updates. This is for record purposes.

## **Section 5. Club Probation**

- A. Club Probation is a penalty for not participating in the mandatory requirements of the Inter Club Council.
- B. A club will be placed on probation for failing to attend the minimum number of Inter Club Council meetings.
- C. A club will be subject to probation for any or multiple of the following:
  - a. Failure to submit required chartering forms by deadline.
  - b. Failure to submit required documentation for club events, such as, but not limited to, Food Permit Form, Excursion Request Form, Fundraising Notification Worksheet, and Guest Speaker Request Form.
  - c. Failure to meet Club Responsibilities listed in Article III.
  - d. Failure to attend the Rechartering Program.
- D. Probation time will be two months and the dates will be specified via e-mail notification once the club is placed on probation.
  - a. Probation penalties will be applied for two months, excluding Summer and Winter sessions. The probation period will resume during the Fall and Spring semesters if interrupted by Summer and Winter sessions.
- E. Probation Penalties:
  - a. Club funds are frozen except for payment of outstanding debts.
  - b. Use of all campus facilities except for designated meeting rooms is forfeited.
  - c. A club on probation is ineligible for A.S.G. Matching Funds and is ineligible to submit a budget request for the A.S.G. annual grants process.
  - d. A club on probation may not vote on Inter Club Council matters.

- e. A club on probation is ineligible to earn Inter Club Council incentive points.
- F. Inter Club Council will not be able to change the status of a club on probation unless approved by a simple majority vote of the Inter Club Council representatives at that meeting. Clubs may request a hearing at an Inter Club Council meeting by notifying the Inter Club Council Chairperson. The club will be placed on the agenda for the next regularly scheduled Inter Club Council meeting.

## ARTICLE V

### CLUB MEMBERSHIP

#### Section 1. Membership

- A. Membership in all chartered clubs will be made up of a majority of students currently enrolled for the semester at College of the Canyons.
- B. Each club must have at least 7 student members currently enrolled at College of the Canyons.

#### Section 2. Discrimination

- A. Any person duly registered at College of the Canyons in good standing with the Admissions and Records office, and fulfilling the membership requirements of the organization may be a member. In order to guarantee equal human rights for the student body of College of the Canyons, equal opportunities shall be afforded to all students without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (breastfeeding), or military and veteran status, or because the individual is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

## ARTICLE VI

### ELIGIBILITY FOR CLUB OFFICERS

#### Section 1. Club Officers

- A. Only students of COC currently registered in a minimum of three units and a 2.0 GPA are eligible to hold any appointed position or elected office in a chartered club.

- B. In accordance with BP 5541, non-credit students interested in holding an officer position for a club must be currently enrolled in a Career Development and College Preparation (CDCP) certificate program course and must have successfully completed (with a passing grade) the prerequisite CDCP course in the prior term.

## **Section 2. Club Members**

- A. Voting club members must be COC students.
- B. All club members who are COC students must carry a minimum of one unit and a 2.0 GPA, or be enrolled in a CDCP certificate program course and must have successfully completed (with a passing grade) the prerequisite CDCP course in the prior term.

## **Section 3. Probation and Officers**

- A. No student on academic or progress probation shall be eligible to hold a major office in any club and all other offices shall be ceded as minor ones.

# **ARTICLE VII**

## **ACTIVITIES**

### **Section 1. Regulations**

- A. Any activity planned by a club must be socially and educationally acceptable and in accordance with all college, local, state, and federal regulations.

### **Section 2. Advisors**

- A. Clubs must have at least one advisor who is a full-time employee (faculty, staff, or administrator of College of the Canyons).
- B. Part-time staff or faculty of College of the Canyons may serve as the primary advisor for the club, but there also must be a full-time employee registered as a secondary advisor.
- C. Advisors are required to adhere to the Santa Clarita Community College District Board policy (5517) that pertain to student clubs and organizations and their advisors.

- D. Club advisors must notify the Campus Life and Student Engagement office if they no longer wish to serve as an advisor for a club.
  - a. The club officers and members must have been notified prior to the Campus Life and Student Engagement office.
  - b. If there is only one advisor, a new advisor must be determined in order for the club to remain chartered.
- E. Serve as the official representative of the College and liaison with the Office of Campus Life and Student Engagement.
- F. Work closely with the club to ensure a cooperative relationship between the advisor and club members.
- G. Be present at the following club functions\*:
  - a. Club meetings
  - b. Club activities with a guest speaker
  - c. Large-scale campus events
  - d. Off-campus group excursions for the entire duration until the function is completed.
    - i. In the event the advisor is unable to attend, they shall be responsible for arranging for a substitute from the COC faculty, staff, or administrator and for notifying the Campus Life and Student Engagement Student Services Coordinator.
- H. Be present on campus during an event and available if needed.
- I. Monitor content posted on all official club websites and social media platforms
- J. Be accessible and check in on club events that are taking place on campus.
- K. Advise students of the policies and procedures that they must follow as a club.
- L. Help each officer of the organization to understand their duties.
- M. Ensure the continuity of the organization is preserved through constitutions, minutes, and traditions.
- N. Help students to understand and apply democratic principles within the organization and in working with others.
- O. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
- P. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited, and accounted for.
- Q. Sign all check requisitions for the club and ensure that: The club president or treasurer also signs the form, make sure the expenditure is appropriate within all existing policies and club approval, supporting evidence (original receipts or invoices and club minutes) is attached and the club minutes reflect approval of the funds request.
- R. Assist club members in completing necessary paperwork (i.e. Facility Request Form, Membership Roster, Clubs Information Form, etc.).
- S. Ensure that the club designates an Inter Club Council (ICC) Representative to attend the Inter Club Council meetings.
- T. Notify the Office of Campus Life and Student Engagement if they no longer wish to serve as an advisor for a club.

\*Attendance at club social events are optional. During small-scale on campus events (i.e. tabling/booth events), the advisor should be present on campus during the event and be available to address any needs.

# ARTICLE VIII

## JUDICIAL POWER OF Inter Club Council

### Section 1. Inactive Status

- A. The Inter Club Council shall have the power to revoke the charter of an inactive club with a simple majority vote of the members present at the Inter Club Council meeting. As of that date, the club is no longer a club on campus until it is reorganized and petitions to the Inter Club Council as if it were a new club. If a club feels that it has been dealt with unfairly, it has the right to express its grievance at the next Inter Club Council meeting. If the club's grievance is valid, it will require a simple majority vote of the members present to reinstate the club. Inter Club Council will review the club's request to return to active status.

### Section 2. Club Accounts

- A. Club and organizational funds are held in trust for the organization and may not be drawn upon by the Associated Student Government or expended by it. These funds are subject to withdrawal only by requisition approved by the club advisor and student officer of the group. An account is maintained to fully complete withdrawal of such funds.
- B. If a club is placed on probation status, club funds shall be frozen except for the payment of outstanding debts. Funds shall be frozen for a period of two months from the day of the meeting at which the club was placed on probation.
- C. If a club is placed on inactive status, club funds shall be frozen except for the payment of outstanding debts.
- D. If any ASG chartered club or organization which the ASG holds money in trust for should become inactive for three (3) successive semesters, all funds in the group's club account shall revert to the ASG Annual Budget at the end of the third successive inactive semester. If a club becomes active any time before the third successive inactive semester, funds will be unfrozen. If a club becomes active after the funds have been transferred into the ASG Annual Budget, the club's account will have a zero-dollar balance and the money will not be returned to the club's account.

# ARTICLE IX

## NEW CLUBS

### Section 1. Starting a New Club

- A. Any individual or group wishing to start a club on campus can do so by submitting the required chartering forms: Club Information Form, Membership Form, Club Advisor Agreement Form, and Club Constitution.
- B. A new club must have a minimum of 7 founding members. The 7 founding members must be currently-registered COC students.
- C. Once all required chartering forms have been submitted. At least one of the club officers must meet with the Inter Club Council Advisor to discuss next steps.
- D. The new club will go through an approval process with the Inter Club Council and Associated Student Government.
- E. A group may not officially call themselves by the proposed club name until both the ASG and the Inter Club Council have approved the new club application.

### Section 3. New Club Funds

- A. New clubs are eligible to apply for Matching Funds of up to \$100.
- B. New clubs must earn and claim 100 ICC Points in order for the Matching Funds application to be considered.
- C. New clubs must host a fundraiser first before submitting an application for Matching Funds.

# ARTICLE X

## FINANCES

### Section 1. Club/Inter Club Council Finances

- A. All club/Inter Club Council funds must be deposited with Campus Life & Student Engagement.
- B. All club/Inter Club Council finances must be transacted in accordance with the College of the Canyons Associated Student Government's Financial Code.

**Section 2.      Deficit Spending**

- A. Any deficit spending shall be the responsibility of the club and its advisor.

## **ARTICLE XI**

### **RATIFICATION OF CONSTITUTION**

**Section 1.      Ratification**

- A. This constitution and any amendment shall become effective when approved by a simple majority vote of the Inter Club Council representatives at the meeting. A copy must be on file with Campus Life & Student Engagement and the Associated Student Government.
- B. This code and any amendments shall be reviewed annually for revision proposed by a sub-committee who shall report suggested revisions to the constitution and will be approved by a simple majority.
- C. A copy of all amendments or revisions of this constitution must be submitted to Campus Life & Student Engagement and the Associated Student Government.