



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. An organization mailbox outside the Associated Student Government Office.
8. Eligibility for Associated Student Government 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 to Campus Life & Student Engagement and the Associated Student Government an accurate membership roster and list of officers and advisors at the beginning of each fall semester, and at other times when necessary.
7. File two copies of the most recent revision of the organization's constitution and/or bylaws in Campus Life & Student Engagement office.
8. Maintain accurate financial records and abide by all Associated Student Government and the Inter Club Council rules and regulations.
9. 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.

Club Terms

All student clubs must be officially chartered on an annual basis by the ICC, 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. To become chartered for the Fall Semester, you must submit an application by the third Monday of November. To become chartered for the Spring semester of the current club year, you must submit an application by January 31 at 11:59pm. If a group is interested in forming a club after this date, it would need to wait until the application for the next club term opens 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.

I.C.C. Representative Responsibilities

- Attend all I.C.C. meetings
- Contact the I.C.C. 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 I.C.C. meetings and relay important deadlines, policies, procedures, etc. that are discussed in I.C.C. meetings.
- Share information about any club paperwork and important deadlines discussed at I.C.C. 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 I.C.C. meetings.
- Attend club meetings regularly.
- Maintain a 2.0 cumulative GPA.
- Review I.C.C meeting agendas and minutes prior to each I.C.C. meeting and notify I.C.C. chair of any corrections.
- Vote on any official I.C.C. business (ex. approval of chartering of new clubs, I.C.C. constitution revisions, club probationary status, approval of I.C.C. minutes, etc.)
- Make a clear and accurate report at each I.C.C. meeting of what is going on with their club.
- What to include in I.C.C. Rep. report:
 - Date, time, location of club meetings
 - Upcoming club events
 - Deadlines
 - Any assistance that is needed from the I.C.C. 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, Inter-Club Council, I.C. Council, I.C.C., 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 I.C.C. 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 ICC for approval.
- B. Vice Chairperson – The Director of Clubs and Organizations will act as the Vice Chairperson at all ICC events. The Vice Chairperson shall assume the duties of the Chairperson during their absence. The Vice Chairperson shall assist in preparing the agenda for ICC meetings. The Vice Chairperson has voting power in ICC meetings, but shall not vote on ICC business when acting as Chairperson.
 - C. All officers of the ICC 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 ICC 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 ICC 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 ICC representative include reporting to the representative's own club and discussing what took place during the ICC 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 clubs are required to attend ICC 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. ICC Meeting Procedures

- A. ICC meetings are mandatory. ICC Representatives must notify the ICC Chairperson and/or ICC Advisor if they expect to miss an ICC 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 subject to a simple majority vote of ICC Representatives present at the meeting.
- B. Action items on the agenda shall serve as the priorities of the ICC. 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 ICC 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 ICC matters. Clubs on probation or inactive status shall not be allowed to vote.
- B. Voting on ICC 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. CougarFest

- A. CougarFest will be held at least once per semester. All clubs on campus are required to participate in this event.
- B. If a club finds that it will not be able to participate in CougarFest, it must submit a letter of explanation to the ICC Advisor and the ICC Chairperson one week prior to the event.

Section 4. Clubs and Organizations Rechartering Program

- A. A Clubs and Organizations Rechartering Program will be held once during the Spring semester to prepare for the following 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 ICC Advisor or ICC 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 ICC.

- B. A club will be subject to probation because of the following:
 - 1. Failure to submit a copy of their constitution, rechartering forms, or other required documents.
 - 2. Failure to participate in CougarFest without proper notification.
 - 3. Failure to attend minimum number of ICC Meetings.
 - 4. Failure to attend the Rechartering Program.
- C. Probation time shall be two months from the day of the meeting at which the club is placed on probation.
- D. Probation Penalties:
 - 1. Club funds are frozen except for payment of outstanding debts.
 - 2. Use of all campus facilities except for designated meeting rooms is forfeited.
 - 3. 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.
 - 4. A club on probation may not vote on ICC matters.
 - 5. A club on probation is ineligible to earn ICC incentive points.
- E. Probation penalties for two violations of Part B above:
 - 1. The club goes on inactive status
- F. ICC will not be able to change the status of a club on probation unless approved by a simple majority vote of the ICC representatives at that meeting. Clubs may request a hearing at an ICC meeting by notifying the ICC Chairperson. The club will be placed on the agenda for the next regularly scheduled ICC 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.
- C. 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 C.O.C. 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.

Section 2. Club Members

- A. Voting club members must be C.O.C. students.
- B. All club members who are C.O.C. students must carry a minimum of one unit and a 2.0 GPA.

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.

- B. Club advisors must be a full-time employee (faculty, staff, or administrator) of College of the Canyons.
- 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 ICC 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 ICC

Section 1. Inactive Status

- A. The ICC shall have the power to revoke the charter of an inactive club with a simple majority vote of the members present at the ICC meeting. As of that date, the club is no longer a club on campus until it is reorganized and petitions to the ICC 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 ICC meeting. If the club's grievance is valid, it will require a simple majority vote of the members present to reinstate the club. ICC 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 account reserved for clubs and organizations established in 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 Clubs and Organizations account, 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 initiate a club shall register their intent with Campus Life & Student Engagement and with the Associated Student Government Vice President of ICC who will provide them with necessary assistance in scheduling of meetings, drafting a constitution, and financial guidance.

Section 2. Constitutional Approval

- A. Every new club must file a proposed written constitution with Campus Life & Student Engagement. This constitution must be in accordance with the ICC Constitution and the ASG Constitution.
- B. The Associated Student Government must approve the constitution by a majority vote.
- C. The ICC must also approve the constitution by a majority vote.
- D. A group may not officially call themselves by the proposed club name until both the ASG and the ICC have approved the constitution.

Section 3. New Club Funds

- A. Each new club will be allowed funds up to a certain amount to match funds raised by that club.
- B. The allotment shall be determined by the ASG/ICC Matching Funds Policy.

ARTICLE X

FINANCES

Section 1. Club/ICC Finances

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

Section 2. ICC Special Allocations

- A. Clubs may petition for Special Allocations from the Associated Student Government. Funds will be awarded to the club upon approval from the ASG by a 2/3 vote.

Section 3. 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 ICC 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.