



# ***Manual 3200***

## ***Procedures and Operating Guidelines for Student Clubs and Organizations***

Student Services  
San Diego Community College District  
3375 Camino del Rio South, San Diego, CA 92108-3883

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Approved: \_\_\_\_\_  
Constance M. Carroll, Ph.D.  
Chancellor

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## INTRODUCTION

The San Diego Community College District recognizes that student clubs and organizations contribute to the educational, social, recreational and personal development of students. The Associated Student Organization is the official shared governance body for the colleges and Continuing Education. The district further recognizes that students are free to organize and participate in voluntary clubs and organizations of their own choosing, subject to the provisions of the California Education Code, district policies and district administrative procedures, provided that such clubs and organizations do not discriminate in their treatment of other members of the academic community nor operate in a manner which interferes with the educational function or rights of others. Student clubs and organizations which register with the colleges/campuses in accordance with the procedures herein may use district facilities on a space-available basis consistent with district rules and regulations. The district does not sponsor or assume responsibility for voluntary student clubs and organizations that are not formally registered with the college in accordance with the terms and conditions described herein.

This manual of Procedures and Operating Guidelines for student clubs and organizations -- Manual 3200, contains policies, college/campus regulations, and procedures applicable to the registration of student clubs and organizations, the role and responsibilities of the advisor, fiscal responsibilities as well as the activities of student clubs and organizations. **It is the responsibility of the membership and particularly the officers and advisors of student clubs and organizations to familiarize themselves with the contents of this manual and inform new officers as they are selected.**

Copies of this manual are available in the designated Student Services Office on campus, as well as on the district college and campus websites. Questions concerning procedures or interpretation should be directed to the administrator responsible for Student Affairs.

## 1. ADVISOR ROLE

All clubs and organizations with exception of the Associated Students, must operate with an advisor identified by the student group and approved by the college/Continuing Education President or designee. The advisor for the Associated Student Organization is designated by the college/Continuing Education President. When a group of students seeks to form or continue a student club or organization, they must consult Manual 3200, and follow the procedures as specified.

It is the responsibility of the student group, in consultation with the Administrator responsible for Student Affairs, to identify and recommend a club or organization advisor in accordance with college campus guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.

Each semester, the administrator responsible for Student Affairs will submit to the Vice President, Student Services, a list of club or organization advisors for the semester. The Vice President, Student Services will recommend the listed club or organization advisors to the President for final approval. An orientation session for advisors will be provided.

### a. Responsibilities

- 1) The advisor has a unique role with the club or organization which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
- 2) The advisor must be an employee of the community college district. The advisor provides leadership and supervises all activities of the club or organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board.
- 3) The administration requires that the club or organization advisor, or a substitute acceptable to the administration, attend each meeting and official activity of the club or organization.
- 4) The club or organization advisor serves as a role model, a facilitator, and a resource for college/campus procedures, policies and business processes. The advisor should promote good planning, organization and interpersonal relationships.
- 5) Advisors are responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in connection with use of facilities.
- 6) In the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified.

- 7) The advisor or designee approved by the dean responsible for Student Affairs must travel to and from all events outside of San Diego County with the students. All off-campus travel must be in accordance with Board of Trustees Policy *BP 3120, Off-Campus Student Activities*.
- 8) Advisors are encouraged to work with one student club or organization at a time. Any requests for exception must be made in writing to the Vice President, Student Services.
- 9) Advisors are responsible for all club or organization expenditures. The advisor ensures that the purchase is appropriate and that appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. The club or organization advisor will assist the treasurer in monitoring club or organization expenditures.

## 2. **ASSOCIATED STUDENT BODY ORGANIZATION**

An Associated Student Body Organization may be formed within any college/campus of the district with the approval of the President or designee of the college/Continuing Education. All Associated Student Body Organizations are subject to the control and regulations of the governing board of the district. In order to be recognized as an Associated Student Body Organization, the name, purpose, Constitution and By-laws must be approved by the President or designee.

## 3. **REGISTERED STUDENT CLUBS OR ORGANIZATIONS (OTHER THAN ASSOCIATED STUDENTS)**

Registered student clubs or organizations must be initiated by students of the San Diego Community College District.

A group of district students may become a registered student club or organization by submitting a completed registration packet to the Student Affairs Office of the respective college. The registration must include, but is not limited to:

- a. The name, address, and telephone number of the club or organization;
- b. The name of the club or organization advisor;
- c. The name, address, email address, and telephone number of principal officers as defined by the club or organization or authorized representatives of the club or organization.

**Note: It is the responsibility of the club officers to ensure that this information is current with the college at all times;**

- d. The Constitution of the club or organization including: statement of purpose; membership requirements; removal of officers; and national, state, off-campus affiliation, if any, and by-laws containing specifications for withdrawal or expenditure of funds;
- e. An acknowledgment signed by the principal officers or designated representatives that the rules and policies of the district/colleges/campuses have been read, understood and will be upheld;
- f. A statement of nondiscrimination that there shall be no barrier or unequal treatment based on race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin which inhibits or prevents any person's full participation in any activities which utilize district facilities;
- g. All student clubs or organizations must register each academic year, defined as the first day of the Fall semester through final day of Spring semester. Student clubs must also renew their registration each semester;
- h. Club or organization leadership must attend an orientation each academic year.

#### **4. NAMING OF STUDENT CLUBS OR ORGANIZATIONS**

The district recognizes that student clubs or organizations are a vital component of college life and student development. Approved clubs or organizations are recognized entities affiliated with the college. As such, the naming of clubs or organizations must comply with Board of Trustees Policy *BP 3100, Student Rights, Responsibilities and Administrative Due Process*.

- a. All student clubs or organizations must have a name that reflects the mission and purpose of the club or organization.
- b. A club may not use any name or acronym which is obscene, libelous, slanderous, or which disrupts the learning or work environment. The college reserves the right to disapprove the name of a club or organization. In the event that the name of a student club or organization is not approved for any reason, registration of the club or organization will be denied.
- c. The name of the student club or organization must be submitted to the college as part of the registration process as described in 3.
- d. Once approved, a club or organization may not change its name in any way without prior approval from the college/district. Should a club or organization change its name without prior approval of the college/district, the college will cancel the registration of the club or organization and all privileges associated with official registration will be revoked.

## 5. USE OF COLLEGE CAMPUS FACILITIES

College/campus services and facilities may be utilized free of charge by **registered** student clubs or organizations on a space-available basis, consistent with college/campus regulations.

### a. Regulations Governing Use of District Facilities

- 1) District facilities shall be used in accordance with all the regulations stated herein and pursuant to federal, state, and local laws.
- 2) Request for facility use must be processed through the Student Affairs Office or directly through the advisor. All requests must be submitted in a timely manner in accordance with college/campus guidelines.
- 3) Activities and programs of student clubs or organizations will not be scheduled to the detriment of educational programs and the free flow of traffic.
- 4) The advisor or designee, approved by the dean responsible for student affairs, must authorize and **be in attendance** during the club's or organization's use of district facilities. An officer or authorized representative of the student club or organization whose name appears in the officer registration file, must also be in attendance during the use of district facilities.
- 5) The advisor and officers of the club or organization are responsible for the proper care of facilities.
- 6) The advisor is responsible for ensuring that all of district/college/campus rules and regulations related to the use of district facilities are adhered to.
- 7) No student club or organization may reserve facilities for use by another club or organization.
- 8) Users requiring special facility arrangements, equipment, maintenance services or staffing may be charged at district cost. The district reserves the right to require an advance deposit.
- 9) A request for use of a district facility may be denied if the request is not in accordance with district/college/campus regulations governing such matters; and shall be denied if circumstances are such that the event will present a clear and present danger to the orderly operation and peace of the district/college/campus.

- b. Procedures for Securing Use of Facilities
- 1) A written request must be submitted to the Student Affairs Office or to the advisor in accordance with college/campus guidelines. Request for use of Continuing Education facilities should be processed through the campus dean. The request should include, but may not be limited to:
    - a) Name of club or organization;
    - b) Facility requested (i.e., classroom for meeting);
    - c) Date and time of event;
    - d) Purpose of the event (i.e., social function);
    - e) Officer's signature;
    - f) Advisor's signature;
    - g) Special equipment or set up required.
  - 2) A tentative hold will be placed upon the requested date providing that:
    - a) The event does not conflict with or detract from a previously scheduled event or interfere with the educational process. In approving the scheduling of an event, the audience size, the frequency and proximity of similar events, and the number of events already scheduled on the given date will be considered;
    - b) The facility requested is suitable for the activity;
    - c) The event does not pose a threat to life or property;
    - d) There is adequate time to successfully plan and conduct the event.
  - 3) Final approval will be granted providing:
    - a) Compliance with related district/college/campus regulations regarding contracts, financial accountability, security, ticket handling and publicity;
    - b) Adequate technical and staff support are available;
    - c) The event does not violate any state, federal, or local rulings specifically related to that activity.



- 4) All events will be posted on the student activity calendar in designated office responsible for student affairs.

## 6. **STUDENT CLUB OR ORGANIZATION FUNDING RESOURCES**

Recognized student organizations or clubs may raise funds and apply for funds from other sources to support approved activities and events in accordance with district and college policies, procedures and guidelines. All fundraising by student members of clubs or organizations must have prior approval of the advisor, including requests for donations and processed according to approved college/Continuing Education business processes.

### a. Associated Students Organization Funds:

- 1) Must be reviewed and authorized by the Associated Students Advisor;
- 2) Shall be exclusively used for programs and purposes which are of benefit and/or in the interest of the student body;
- 3) May not be expended for programs or purposes in violation of the law;
- 4) May not be used, directly or indirectly, for partisan political or religious purposes;
- 5) Shall be subject to normal district business and accounting procedures and practices;
- 6) Shall be referenced in a financial code in the By-laws of all Constitutions;
- 7) May not be reallocated, transferred, or utilized for purposes differing from the approved allocation without prior consent of the Associated Student Body;
- 8) Shall not be expended for personal benefit or gain of any kind.

b. An officially registered student club or organization may apply for funding to help carry out programs and operational activities. Sources of funding on campus include the Associated Students funds, district allocated student vending revenue, revenue from fund raising activities, membership dues and donations.

### c. Fund Raising

- 1) Registered student clubs or organizations may raise funds to support their activities subject to the following provisions:
  - a) All fund-raising activities must be in accordance with all relevant district policies and procedures including district Administrative Procedure *AP 6905.1, District Enterprise Activities and Food Vending*;

- b) All fund-raising activities must be related to support the purposes of the sponsoring club or organization; all promotional materials for the activity must specify the intended use;
- c) Registered student clubs or organizations raising funds through either paid admission or voluntary donations at events under their sponsorship must have numbered tickets, as well as receipts. The funds are to be deposited in the designated Accounting office with a completed financial statement the next business day following the event;
- d) Fund-raising activities of indefinite duration or which extend beyond a semester's end shall be subject to the filing of semester-ending financial reports. All such reports will indicate the sum collected, expenses incurred, and disposition, if any, of the proceeds. All financial statements shall be available for examination by any interested member of the campus community;
- e) Registered student clubs or organizations may not raise funds which contribute to the personal benefit or gain of individual members;
- f) Registered student clubs or organizations may sponsor commercial vending on campus, with prior approval from the administrator responsible for student affairs. Such activity must be related to major college events;
- g) Registered student clubs or organizations may reach contractual agreements with individuals or groups on or off-campus to perform, on campus only, under approval of the Administrator responsible for Student Affairs;
- h) Violation of the rules and regulations governing fundraising activities are subject to disciplinary action in accordance with district Board of Trustees Policy *BP 3100, Student Rights, Responsibilities and Administrative Due Process, Section 3, Student Code of Conduct.*

**7. CLUB OR ORGANIZATION MEMBERSHIP**

- a. All club or organization members must be actively enrolled students in the San Diego Community College District.
- b. It is the shared responsibility of the club officers and advisors to ensure that members are currently enrolled students.
- c. All officers must be enrolled in at least one class at the college/campus of the club registration.

**8. TRAVEL**

- a. All student travel must be consistent with Board of Trustees Policy *BP 3125, Transportation of Students* and Administrative Procedure *AP 3120.2, Authorization to Conduct Off-Campus Student Activities*.
- b. All clubs must adhere to an advisor/student ratio of up to 10 students to one advisor for travel outside San Diego County.
- c. Advisors are not permitted to transport students in personal vehicles.

**9. RESPONSIBILITIES**

- a. A student club or organization is responsible for conducting its affairs in a manner consistent with district rules and regulations. Student clubs or organizations are responsible for ensuring that non-district individuals or groups, invited as an incidental part of a club's or organization's program, comply with district regulations, policies and procedures while on district property.
- b. Each student club or organization and/or its officers or designated representatives shall budget, provide for, and promptly meet its legitimate financial obligations to the Associated Student Body, the district and other organizations or individuals with which they have entered into a contractual agreement.
- c. All persons on district property are required to abide by district policies and college/campus regulations and shall identify themselves upon request to district officials acting in the performance of their duties.
- d. Each student club or organization is accountable for the actions of its members, on behalf of the group, anytime during the academic year in which the club or organization has been authorized.
- e. The functioning of registered student clubs or organizations shall be confined to and controlled by their active membership. Clubs or organizations may invite other members of the faculty, staff, and other guests to participate in activities/events when appropriate.
- f. The officers of student clubs or organizations, as designated representatives, are responsible for the use of district facilities and services by their club or organization, as well as financial and legal obligations of the club or organization.
- g. All officers and designated representatives of registered student clubs and organizations shall be students of the college for the length of their term in office. It is the responsibility of the student club or organization to keep the registration information designating officers and/or representatives up-to-date, at all times, in the Student Affairs Office.

- h. Violation of any regulation pertaining to the proper conduct of the club or organization may result in disciplinary action in accordance with district Board of Trustees Policy *BP 3100, Student Rights, Responsibilities and Administrative Due Process*.
- i. There are no Associated Student Body Organization activities permitted during summer sessions, unless specifically authorized, in writing, by the Vice President, Student Services.

#### **10. CLUB DISCIPLINARY SANCTIONS**

- a. All student clubs or organizations are expected to adhere to all policies and procedures of the college and district at all times.
- b. Any club or organization found to have violated any provision herein may be subject to disciplinary action.
- c. Disciplinary sanctions for clubs include, but are not limited to:
  - 1) Warning;
  - 2) Probationary status;
  - 3) Suspension – 1 semester club suspension;
  - 4) Suspension – 1 academic year club suspension.

Nothing would preclude the college from imposing disciplinary action against specific members of the club.

#### **11. OFF-CAMPUS ACTIVITIES CONDUCTED BY STUDENT CLUBS OR ORGANIZATIONS**

The San Diego Community College District does not authorize, approve, regulate, or supervise off-campus activities of student clubs. The district assumes no responsibility for off-campus activities, including contractual arrangements made by student clubs or organizations unless expressly authorized by the college President.

[Disclaimer: The district does not act as a legal agent for registered clubs or organizations and expressly disclaims any responsibility or liability for any acts or obligations, contractual or otherwise.]