

Cerro Coso Community College A.S.C.C.



Manual for Clubs and Student Organizations



Expressly for
Club Officers & Advisors

Cerro Coso Community College A.S.C.C.



Manual for Clubs and Student Organizations

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Compiled by
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Cerro Coso Community College A.S.C.C.



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Faculty Advisors of Student Groups

Purpose of Faculty Advisor:

1. According to Kern Community College District (KCCD) all student organizations must have a faculty advisor before college recognition may be given to the organization.
2. An advisor serves as a counselor and guide; his/her judgment is invaluable to a student group.
3. An advisor helps the group to achieve the purpose for which it was organized.
4. An advisor knows college policies affecting such groups; and, can assist students in realizing the objectives of their group.

Responsibilities of Faculty Advisors to Student Groups:

1. To attend all meetings and social functions for the group or provide for a faculty substitute.
2. To give counsel and guidance when necessary.
3. To sign request for expenditures from the club's bank account and check that each requisition bears the name of the responsible student signatures.
4. To keep informed about the group's activities.
5. The advisor bears full responsibility of the group's activities as well as the group's fiscal liabilities.
6. Faculty advisors should familiarize themselves with the provisions stated in the KCCD's Policy and Regulations.
7. Faculty advisors should know the constitution and/or by-laws of the club and duties of the officers.

Cerro Coso Community College

Student Clubs

Definition of Recognized Student Organizations:

1. Operates under the advisorship of a faculty member.
2. Maintains, in the Student Activities Office, a constitution, which has been approved by the ASCC, Agenda, Minutes, and a current list of officers. Membership is limited to registered students of Cerro Coso Community College.
3. Holds regularly scheduled meetings that are open to all students.
4. Deposits all organization funds in a college account as required by established District procedures.

Privileges of recognized Student Organizations:

1. The use of the name, Cerro Coso Community College.
2. The use of the buildings, grounds, equipment and services of the college when available and officially scheduled.
3. Publicity through appropriate college channels.

Appropriate advice and assistance from the Student Activities Office and ASCC

Conditions for Denying, Revoking or Suspending Student Organization/Club status on Campus

A recognized student organization/club may have its official status denied, revoked, or suspended for the following reasons:

1. Faculty advisor resigns
2. On-campus activities of the student group which violate lawful district or college rules and regulations.
3. Off-campus activities that violate the rules and regulations of the college or of the Kern Community College District (KCCD).
4. Action(s) that create substantial disruption of the orderly operation of the college.

How to

Form

Or

Reactivate

An

ASCC Club



How to Form an ASCC Club or Reactivating a Recognized Club

1. You will need six (6) students with valid ASCC cards as a minimum to start your club.
2. The club will need a certificated staff member to be the club advisor.
3. Must complete form to establish or reorganize a club see example (page 6)
4. A constitution will need to be formulated for the club. A sample is attached for you to review. (pages 7-11)
5. The club must elect officers.
6. Choose someone to be the ASCC Representative and attend the meetings, which are held the first and third Thursdays of each month. (Check for current location and times with the Student Activities office)
7. The club must provide the Student Activities office with monthly meeting minutes.
8. An account will be set up for your club; the ASCC provides \$100.00 to start your account. This will be provided one time only.
9. If the club does not have meetings and/or send a representative to attend the ASCC meetings for three (3) months in a row, then the club will be considered disbanded and any or all funds in that club account will revert to the ASCC.
10. Bring all information to the Student Activities office prior to a scheduled ASCC meeting and ask to be put on the agenda. Copies of your constitution will be attached and presented for vote by the ASCC.

Cerro Coso Community College Activities Office

Establish a new club/student group

Reactivate recognized club/student group

Date Submitted _____

Constitution Submitted _____

Constitution Approved _____

Account # _____

1. Name of club/student organization: _____

2. Statement of Purpose: _____

3. Activities of the club to achieve the purpose: _____

4. Name (s) of Advisor (s) _____

5. Temporary President: _____

Phone # _____

Temporary Secretary: _____

Phone # _____

6. Time(s) of Meeting: _____
Days Time

7. Signatures of Prospective members: (Use reverse side also)

Signature

Print Name

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

GENERAL PLAN OF CONSTITUTION AND/OR BY-LAWS

The constitution should establish the fundamental principles on which the club is to operate. The by-laws define the rules of guidance by which it is to function. The by-laws may be more easily amended and altered than the constitution. A sample constitution and by-laws outline follows:

ARTICLE I - Name

Section 1: The name of the organization shall be _____

ARTICLE II - Purpose of the organization

Section 1: A brief statement of the general purposes of the organization.

ARTICLE III – Officers

- Section 1: Listing of Officers
- Section 2: When and how elected
- Section 3: Term of Office
- Section 4: Filling Vacancies

ARTICLE IV - Qualifications of Membership

Section 1: *Active membership is open to any student enrolled in credit courses at Cerro Coso Community College. Only the active membership shall participate in parliamentary procedures of the _____ club or in the election of its' officers.*

Section 2: *Participating members shall include those active members who are in regular Attendance of the _____ meetings.*

ARTICLE V – Meetings

Section 1: Sections on regular, annual and special meetings; by whom called; where held; notice required; and quorum.

Section 2: Provision should be made for changing meeting in an emergency.

ARTICLE VI – Quorum

ARTICLE VII – How to Amend the Constitution

- Section 1: Time for Previous Notice
- Section 2: Proportion of Members Necessary to Pass

ARTICLE VIII – Enacting Clause

Section 1: *This Constitution shall become effective upon approval of the student senate and the student Advisory Committee.*

Club President _____

Faculty Advisor _____

ASCC Advisor _____

By-Laws

ARTICLE I – Membership: How to remain in good standing

ARTICLE II – Duties of Officers

ARTICLE III- Executive Committee or Cabinet

ARTICLE IV – Committees

Sections naming the standing committees; composition; manner of selection, and duties.
Sections providing for appointment of special committees and additional standing committees.

ARTICLE V – Order of Business

ARTICLE VI –Parliamentary Procedure (voting)

Adopt a reliable manual of parliamentary law for the settlement of disputes or questions of procedure. State the number of members that constitute a quorum, what constitute a legal vote.

ARTICLE VII – Amendments

Specify how the by-laws may be amended – usually possible at any meeting, by a two-thirds vote, previous notice having been given.

Club President _____

Faculty Advisor _____

Assoc. Dean of Student Life _____

Cerro Coso Community College

(Name of Club)

Constitution

ARTICLE I

Name

The Name of this organization shall be the _____ of Cerro Coso Community College

ARTICLE II

Purpose

The purpose of this club is to serve as a center for students interested in _____ activities on campus. The club is both an educational and social group, which will stress _____ traditions and _____ culture.

ARTICLE III

Officers

Section 1. Listing of Officers

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. ASCC Representative

Section 2. When and how elected

Elections shall be held at the first meeting of each school year. Elections of officers shall be by consent or ballot of the majority of the general membership.

Section 3. Term of Office

The term of office shall be one year.

Section 4. Filling vacancies

To replace those offices that are vacated, a special election will be held. Or (officers will be appointed.)

ARTICLE IV

Membership

Section 1a. The membership of this club is open to all students of Cerro Coso Community College.

Active members must be in good academic standing and possess a current ASB card.

Only the active membership shall participate in parliamentary procedures of the

_____ club or in the election of its' officers.
Section 1b. Participating members shall include those active members who are in regular attendance of _____ club.

ARTICLE V Meetings

Section 1. Meetings shall be held at least once a month.

Section 2. Meetings shall be called by any officer of the club at least one week in advance.

ARTICLE VI Quorum

A quorum shall be defined as _ officers and _ club members present.

ARTICLE VII How to amend the Constitution

Section 1. The proposed amendment shall be in the hands of the club officers, no later than one week before the scheduled meeting of the _____ club, at which it is presented.

Section 2. The Constitution shall be amended by a two-thirds (2/3) majority vote of the total membership of the _____ club.

BY-LAWS

ARTICLE I Membership Dues

Section 1. Membership dues shall be two dollars per semester.

ARTICLE II Duties of Officers

- a. President
 1. Preside over the meetings.
 2. Prepare an agenda for each meeting.
- b. Vice President
 1. Preside when the President is missing
 2. Conduct elections at the first meeting of the year.
- c. Secretary
 1. Be responsible for minutes of club meeting.
 2. Maintain a membership roster.
- d. Treasurer
 1. Keep financial records of the club
 2. Deposit funds
 3. Make a financial report at meetings when it is deemed necessary.

- e. ASCC Representative
 - 1. Attend ASCC meetings
 - 2. Report club activities to ASCC
 - 3. Report ASCC activities to club

ARTICLE III
Amendments to By-Laws

The By-Laws shall be amended by two-thirds (2/3) majority vote of the general membership.

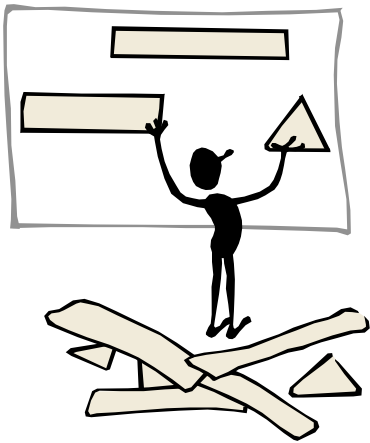
SIGNATURES: _____ DATE: _____
(Vice President, Student Services)

(Associate Dean for Student Life)

(Club Advisor)

(ASCC President)

Helpful Hints



On

Conducting

A

Meeting

Helpful Hints On “How to Conduct A Meeting”

1. An agenda, which is made before each meeting with advice from the executive committee and the advisor should include the following:
 - 1) Organization Items**
 - 1.1 Call to Order
 - 1.2 Roll Call
 - 1.3 Adoption of Agenda
 - 1.4 Adoption of Minutes
 - 1.5 Treasurers Report
 - 2) Discussion Items**
 - 2.1
 - 2.2
 - 2.3 etc.
 - 3) Action Items**
 - 3.1
 - 3.2
 - 3.3 etc.
 - 4) **Public Forum:** This time shall be reserved for members of the public to address the club on issues not already appearing on the agenda.
 - 5) Announcements**
 - 5.1 Club Representatives
 - 5.2 Advisor
 - 5.3 Officers
 - 6) Adjournment**
2. Start your meetings on time and finish on time.
 3. A tap of the gavel should be used:
 - a) To call the meeting to order
 - b) To bring the meeting to order in case of interruption
 - c) To conclude the meeting.
 4. Recognize new members/guests and make them feel welcome
 5. Conduct the meeting in a business-like manner.
 6. Check before the meeting to make certain that people will have committee reports ready.
 7. Follow basic parliamentary procedure, but handle business informally when it seems appropriate.
 8. Guide the flow of discussions at meetings.
 - a) Don't take sides. You must be impartial while chairing the meeting.
 - b) Recognize all who have comments or questions.
 - c) Keep the group on the topic.
 - d) Clarify questions. Restate them so they are understood.
 - e) Don't make long speeches, practice the art of summarization
 - f) Clarify and restate motions.
 - g) Keep order in the discussion and be alert to members' reactions.
 9. If the president or chairperson wishes to participate in debate, he/she must call someone else to chair the meeting, usually the vice president.
 10. Use your secretary. Get motions in writing. Have them read back by the secretary.
 11. When a speaker is on the program, see that the business is finished in time to give the speaker adequate time. Have secretary follow up with a thank-you letter.
 12. Express appreciation to those who have given reports or made contributions to the meetings.

Parliamentary Procedures: Rules for Meetings

Preface: Why do we use parliamentary procedures?

- 1) To maintain order during a meeting in order to let every member participate and still get business done.
- 2) Majority rules in meeting but procedures allow for minority to be heard and convince majority to change mind.
- 3) Every issue must be debated absent a unanimous consensus.

Everyone at meeting agrees to abide by parliamentary procedures as detailed in organizations by-laws.

The minutes from previous meeting and current agenda shall be approved by the membership. (Minutes reflect reports of officers and organizational business of the day. More detail is better than less.)

After a motion has been made, it will be seconded unless it is a committee motion in which case it does not need a second.

A motion that is not seconded will not be debated. (You do not need to note who seconded that motion in minutes.)

The chair opens the meeting to discussion on the motion. (The chair can open and close discussion when they want to regarding motion.)

No one shall be allowed to speak until recognized by the chair.

Person who originally proposed motion has option to speak first and last regarding motion and as directed by chair.

The chair will attempt to alternate pro and con speakers to the motion.

No more than three (3) consecutive speeches on the same side of an issue shall be heard.

Every member may speak only twice on any one motion.

A member may not speak for a second time on a motion until every member who wishes to speak on that motion has had the opportunity to speak.

A member may speak for maximum of three (3) minutes at a time.

Questions requesting information shall not count as a member's turn to speak.

Debate may be extended by a two-thirds (2/3's) vote of those present and voting. You say "I move to extend debate by --- minutes".

A non-member may be allowed to speak at a meeting at the invitation of the chair.

A call for a Division of the House by any member shall result in a hand vote.

Division may be called out after verbal vote taken if question of motion passing or not.

To close discussion, “call to the question” has to be recognized and passed by two-thirds (2/3’s) vote.

Do not ask for abstentions when calling for vote!

Brown Act Issues

- The Brown Act applies to “elected” boards and their meetings.
- Requires meeting agendas be posted 72 hours prior to meeting in a designated public place.
- Agenda business cannot be added or changed once posted (Unless it is a time sensitive issue which has to be handled immediately, otherwise, issues can be raised during open forum).

THE ELEVEN BASIC MOTIONS

WHAT THEY ARE – WHAT THEY DO:

- I. Three privileged motions are allowed to interrupt business and are taken care of before business proceeds: (Listed in rank order, highest to lowest).
 1. **ADJOURN IS TO CLOSE THE MEETING.**
 2. **RECESS** is to provide a short intermission to begin immediately while other business is pending
 3. **RAISE A QUESTION OF PRIVILEGE** is to protect the rights of the assembly and the individuals in the assembly.

- II. The seven subsidiary motions help to dispose of the main motion: (Listed in rank order, from low to high in precedence).
 1. Lay on the table is to put aside everything.
 2. Previous Question is to close discussion and take the vote on the pending question or questions.
 3. Limit debate is to reduce or increase the number of speeches allowed on a pending question, or the length of the speeches, or it may set a time when discussion on a question shall cease.
 4. Postpone to a certain time is to defer action on a pending motion to a definite hour, day, meeting or until after a certain event.
 5. Commit is to refer the main motion to a committee for investigation before the vote is taken by the assembly at a later time.
 6. Amend is to perfect the main motion before voting on it.
 7. Postpone indefinitely is to kill the main motion without taking a vote on it.

- III. The original main motion introduces a new subject to be discussed and decided on.

There are a number of other motions that can be introduced while business is pending, including the privileged motions to call for the orders of the day (ranking low in privilege) and to fix the time to which to adjourn (highest in privilege); there are other incidental motions not mentioned. These do not have any special order of rank, but they are needed.

A.S.C.C.

Lists

&

Forms



A.S.C.C. List

Items needed in the A.S.C.C. Office from each club:

1. Constitution
2. Agenda from each club meeting
3. Minutes from each club meeting

Forms you need:

1. A.S.C.C./Club Expenditure Request Form
2. Request for ASB Club Report

1. To request payment for club or personal expenditures, the ***A.S.C.C./Club Expenditure Request*** form needs to be filled out and signed by the Club Treasurer and Advisor and turned in to Anna Sue Eldridge in the Student Activities Room 248. Please include original receipts.

2. To request accounting of the Club funds, the ***Request for ASB Club Report*** needs to be filled out and signed by Club Treasurer, Authorized by Anna Sue Eldridge. Take to the business office for report. Always allow 24 hours to process this request.

Both forms are available in the Student Activities Office Room 248

A.S.C.C. / CLUB EXPENDITURE REQUEST FORM

DATE OF REQUEST: _____

Please check the appropriate organization:

A.S.C.C. [] -or- CLUB [] Club Name: _____

ACTIVITY: _____ DATE: _____

ACCOUNT NUMBER: _____ ACCOUNT REQUESTED: \$ _____

EXPLANATION OF EXPENDITURE (S): _____

NAME OF PAYEE: _____

FEDERAL I.D. NUMBER: _____

MAILING ADDRESS: _____

Please mail check [] Will Pick Up Check at C.C.C.C. Business Office on Date:

NOTES:

- 1) If payment is an honorarium for a guest lecturer, please include hotel accommodations, travel and specific meals as appropriate. Meals are paid as followed: Breakfast \$8.00 / Lunch \$9.00 / Dinner \$17.00. The mileage rate for the 2004-2005 year has increased to 37.5 cents per mile
- 2) Clubs and organizations or their individual members spending in excess of funds officially budgeted or allocated shall be responsible for those monies over the documented allocation. Expenditures not accompanied by a receipt (or followed up with a receipt within three days of the event, activity, or trip) may become the responsibility of the purchaser.

AUTHORIZED SIGNATURES

A.S.C.C Finance Manager / Club Treasurer

A.S.C.C. Advisor / Club Advisor

Associate Dean for Student Life
Services

Vice President, Student

Request for ASB Club Report

Arts Action Club

KRV Club

Athletic Club

LVN Club

Care Club

Special Services Club

Curt Sherwood Fund

Other _____

Requested By: _____

Authorized By: _____

Business Office has 24 hours to process this request

Request for ASB Club Report

Arts Action Club

KRV Club

Athletic Club

LVN Club

Care Club

Special Services Club

Curt Sherwood Fund

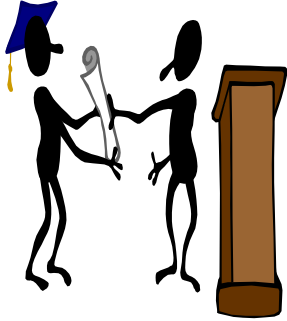
Other _____

Requested By: _____

Authorized By: _____

Business Office has 24 hours to process this request

Events



&

Activites



General Guidelines

1. All events and activities should comply with the Associated Student Constitution/By-Laws and Policies.
2. The Chairman of the event is responsible for proper completion of all required forms and for keeping the ASCC informed.
3. It is advisable to start plans at least one month ahead of event/activity and periodically monitor the preparations. Publicity should be arranged for at least three weeks ahead of time. Space reservations should be made four to six weeks in advance.

College Activity/Event Check-list

Title of Activity/Event: _____

Date(s): _____ Time(s): _____

Location: _____

Chairman: _____

Date Completed

___ 1. Event approved by ASCC _____

___ 2. Facilities/Space Reserved: _____

___ 3. Chaperones/Guests invited _____

___ 4. Publicity _____

 ___ Posters/Banners: (Number Printed) _____

 ___ Newspaper/radio Blurb sent to the office
 of Joanne Handeland _____

___ 5. Tickets (Printed/Ticket Rolls/None _____

 Admission Prices: _____

 Advanced Sales Locations: _____

 Complimentary Tickets: _____

___ 6. Printed Program _____

___ 7. Reception/Refreshments _____

___ 8. Physical/Facilities Arrangements: (Type of set-up) _____

___ 9. Staff and Student Work/Duty assignments Made: _____

 Set-up Crew: _____

 Clean-up Crew: _____

 Ticket-takers/Sellers: _____

 Refreshments: _____

 Other: _____

Event Critique

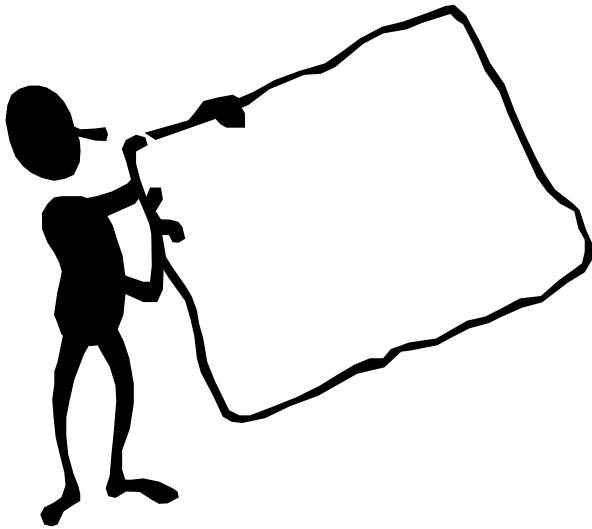
EVENT: _____ DATE: _____

LOCATION: _____

CLUB: _____

CRITIQUE OF EVENT:

IDEAS/IMPROVEMENTS FOR NEXT YEAR:



Posting Flyers

Cerro Coso Community College

POLICY ON POSTING PUBLICITY

A. Purpose

It is the purpose and policy of the following rules and regulations of Cerro Coso Community College to provide uniform guidelines for campus-wide standards in posting publicity material.

B. Rules and Regulations

1. All posters shall be no larger than three (3) feet by five (5) feet and no smaller than eleven (11) by eight and one half (8 ½) inches.
2. All publicity shall be posted only on wall surfaces, designated below with the exception of bulletin boards.
3. Posters may be posted in the following areas only:
 - a. Main building: on walls, inside doors and bulletin boards only. **NOT ON WINDOWS.**
 - b. East wing: Bulletin boards **ONLY**
 - c. Gym: Walls and bulletin boards.
 - d. LRC: Bulletin boards **ONLY**
 - e. LAC: 1 small poster on bulletin board
4. No publicity will contain material that is obscene, libelous or slanderous, as well as racially slanderous through language or intent.
5. All Publicity must be written in English, legible and grammatically correct. Exceptions would include clubs with foreign language and culture emphasis in which case an English translation would be required.
6. All publicity posters must be attached to surface with tape only. No glue material or mailing material shall be used.

C. Campus Events

1. Campus events are instructional and/or extra-curricular activities, programs or functions sponsored by certificated personnel, campus student organizations and/or CCCC community service.
2. Student Association election publicity will follow the guidelines established in the By-laws of the Student Association.

D. Community Events

1. The Public Information Office must approve all community events publicity for posting.
 - a. Community events are local cultural and/or educational programs outside the campus' sponsorship.
2. The Student Activities Office will remove all community events publicity on the day following the event.

- E. Any items found posted contrary to the above rules will be removed.

A.S.C.C.
Conferences
&
Events



Conferences and Field trips

During the year, the ASCC or a club may wish to attend a conference, a field trip, or participate in out of town events.

1. An advisor must be present at this event.
2. The student is a representative of Cerro Coso College, as such, should act accordingly.
3. No alcoholic beverages are allowed.
4. Inappropriate behavior will not be permitted, nor any behavior that would endanger others.
5. All participants must stay within the designated areas announced.

Cerro Coso Community College

EVENT ATTENDANCE AGREEMENT

Name _____

Address _____

Phone _____ Student I.D. _____

Name of Club/Organization _____

Position in Club/Organization _____

Date of Event _____ Location of Event _____

I understand that I am attending this Event as a representative of my college and that my expenses are paid in full or part by the college and/or the Associated Students. I understand that I am expected to conduct myself in a responsible manner and agree to the following:

___ I am currently enrolled at the respective college I am representing.

___ I am aware that the California state Education Code and the policies of my district **prohibit possession or use of alcoholic beverages during the college function, regardless of attendee's age.**

___ I understand that no inappropriate behavior will be permitted, nor any behavior that would endanger the undersigned or others. I also understand that I am responsible for any damages I cause to any facility while attending this event.

___ I understand that this event is an official field trip and that I am required to attend all activities.

___ I understand that any infraction may result in possible disciplinary action and immediate dismissal from the event and that I will then become responsible for making other arrangements for my return to the college.

___ All participants must stay within the designated areas announced.

___ Any exceptions must be approved by the advisor 1 week prior to the event.

In addition, I understand that this Event Attendance Agreement Form must be turned in by the time designated by the advisor and before the event date.

Signature of Student _____

Print Name of Student _____

Date _____