

College of San Mateo

Club Handbook

Updated September 2018



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Introduction

Congratulations on stepping forward to be a part of student life at CSM!

The Center for Student Life and Leadership Development (CSLLD) strives to provide students with the tools and support to develop as leaders, as students, and as members of their communities. We encourage students to supplement their education outside the classroom by participating in co-curricular and extra-curricular activities, both on campus and off campus. Participation in student clubs and organizations has many benefits that will help you foster skills that you can put on a resume, that you can use on the job, and that you can include on college transfer applications.

Clubs on campus help sustain a vibrant student life at CSM. Student organizations are varied in their scope and focus, but all help support students in achieving their academic and professional goals. Whether this is a club with an academic focus that provides support outside the classroom or a service organization that volunteers in the community or a cultural group that helps to expand our knowledge of those around us, the common focus is creating positive social change in our society.

This handbook is intended to provide new and returning club leaders, advisors, and members with information, guidelines, and tips on various aspects of running a club, sponsoring activities, and participating in student life. We hope this information will serve to enrich your experience as you grow and develop your organization.

We hope that you find this handbook informative. If at any time you have a question about the information provided in this handbook, please feel free to contact the Center for Student Life.

Center for Student Life and Leadership Development
Building 12, Room 211
650.574.6141
650.574.6167 – fax
csmstudentlife@smccd.edu
<http://collegeofsanmateo.edu/studentlife>

Steps to Forming a Club

New Club (or reactivating a club that has been inactive for more than two (2) years):

Please note: The CSLLD requires that all forms be submitted type-written. Any form that is handwritten will not be accepted.

- 1) Download the Club Packet: The Club Packet is available online as part of the CSM Student Clubs and Organizations website at <http://collegeofsanmateo.edu/clubs>.
- 2) Complete and turn in the Club Information Form and Club Constitution. To be approved the club MUST have an advisor, President, Inter-Club Council (ICC) Representative, and ten (10) members (this may include officers).
- 3) Attend an Inter Club Council (ICC) meeting. All Clubs MUST attend ICC meetings; there are no exceptions (please see included ICC Bylaws for attendance requirements). ICC meetings are held every week at a day and time determined by the ICC Chair at the start of each semester. Please contact the CSLLD for ICC meeting day and time.
- 4) Meet with the Student Life and Leadership Manager. A student representative (preferably the President of the club) must meet with the Student Life and Leadership Manager before final approval is given.

Reactivation of a Club (has been active in the last two (2) years):

Please note: The CSLLD requires that all forms be submitted type-written. Any form that is handwritten will not be accepted.

- 1) Download the Club Packet: The Club Packet is available online as part of the CSM Student Clubs and Organizations website at <http://collegeofsanmateo.edu/clubs>.
- 2) Complete and turn in the Club Information Form. To be approved the club MUST have an advisor, President, Inter-Club Council (ICC) Representative, and ten (10) members (this may include officers). Unless otherwise indicated, clubs that are reactivating will be bound by the Constitution on file with the CSLLD.
- 3) Attend an ICC meeting. All Clubs MUST attend ICC meetings; there are no exceptions (please see included ICC Bylaws for attendance requirements). ICC meetings are held every week at a day and time determined by the ICC Chair at the start of each semester. Please contact the CSLLD for ICC meeting day and time.

Club Privileges and Expectations

Privileges

- Use of College name and logo (with approval from the CSLLD)
- Posting of club materials (please see Posting Policy)
- Use of College facilities (with approval from the CSLLD)
- Copying in the CSLLD for club related materials (up to 500 pages of white or color paper per semester); color copying is not available
- Use of Event Prep Room and event-related equipment (must be reserved 24 hours in advance, available on a first come, first serve basis)
- Hold on-campus events, programs, and fundraisers (with approval from the CSLLD)
- Request funding from Inter Club Council and ASCSM Student Senate
- Participate in off-campus events and activities under the auspices of College of San Mateo (with approval from the CSLLD)

Club Expectations

- Club meetings, events and programs must be open to all students regardless of their race, religion, sexual orientation, GPA, or other factors. There are NO exceptions!
- Meet at least twice per month. Meetings must be on campus, during normal school hours, and may not take place during or as part of a class meeting.
- Send a representative to the weekly Inter Club Council meetings.
- Contribute to the campus by providing events and programs that are of interest to students.
- Conduct themselves in a collegial and ethical manner.
- Maintain communication between the club, the advisor, and the CSLLD.
- Adhere to all applicable Associated Students, CSLLD, College and District rules and regulations.

Roles and Responsibilities - College

Associated Students

The Student Senate acts as the representatives for the student body. All clubs are chartered under the Associated Students Senate. The Student Senate serves as the custodian for all club funds, student representation funds, and student body funds. Through their various budgets, the Student Senate provides funding to support club activities and events. The Student Senate also represents the student body on a local, state and federal level.

Inter Club Council

Inter Club Council (ICC) is a subcommittee of the Student Senate made up of representatives from all active clubs. The ICC makes recommendations to the Student Senate regarding club funding requests. ICC also provides a forum for clubs to network, coordinate and promote their activities and events.

Center for Student Life and Leadership Development

The Center for Student Life and Leadership Development provides support and oversight for the Associated Students, student clubs and organizations, and student life. The Center for Student Life also monitors and is the community contact for free speech; time, place and manner; and campus posting.

College and District

The College and District Administration are responsible for setting and implementing policies and procedures to ensure the smooth and safe operation of the campus environment.

Roles and Responsibilities - Clubs

Club Leaders

- In conjunction with the advisor, ensure that the club is adhering to all Associated Student and College and District rules and requirements
- Maintain a budget of club funds, ensuring the proper distribution of those funds
- Ensure representation at ICC meetings
- Plan and implement club activities, events and programs
- Maintain minutes of club meetings
- Promote the club to the campus community
- Act as signatories for club expenditures
- Maintain open communication with the CSLLD

Advisors

- Be at all club meetings
- Attend or arrange for a college employee to be at all college events, activities, and programs, including off-campus travel
- Provide guidance and support for club members
- Act as a signatory on club expenditures
- Ensure the proper distribution of club funds
- Help maintain communication between club officers and club members
- Ensure communication between the club and the CSLLD
- Report violations of the Student Code of Conduct to the CSLLD

Event Prep Room, Event Equipment, and Club Storage

Event Prep Room

The Event Prep Room is available to club to store items related to events and activities. This short-term storage is available for up to one week before an event. The Event Prep Room also contains various supplies, such as butcher paper, paints, etc. that clubs may utilize for their events. Supplies are available on a first-come, first serve basis and subject to availability. After an event, groups will be required to clean the Event Prep Room for the next group.

Event Equipment

The Associated Students and the CSLLD make some event related equipment available for club use. This equipment includes canopies, tables, and chairs. Audio equipment, such as sound systems, wireless microphones, and similar equipment is also available. All equipment is available on a first come, first serve basis and subject to availability. If any equipment is damaged, clubs may be responsible for the cost of repair or replacement.

Club Storage

The CSLLD makes limited space available for clubs to store items.

- 1) Clubs shall be allowed to store items in the Club Storage Area.
- 2) Access to the Club Storage Area shall be managed by the CSLLD. Anyone seeking access to the Club Storage Area must be accompanied by a staff member from the CSLLD.
- 3) Items stored in the Club Storage Area must be clearly marked with the club's name.
- 4) If a club is deemed inactive or does not utilize item(s) stored in the Club Storage Area within 2 years (4 semesters), the CSLLD shall reserve the right to dispose of the item(s).
- 5) The CSLLD reserves the right to limit items being stored due to, but not limited to, size, availability of space, safety and health, District and College policy, etc.

Funding and Finance

Club Funds and Accounts

All CSM student clubs and organizations are required to store their funds in on-campus club accounts. This includes funds generated from club-sponsored events, donations, and any other club-related activities. It is a violation of College and District policy and the State Education Code for student clubs and organizations to place money in non-ASCSM college accounts and/or off-campus accounts. Student clubs or organizations found to be placing funds in non-ASCSM college accounts and/or off-campus accounts are subject to suspension and disciplinary action.

Club funds are held in trust by the Associated Students of CSM and are administered by the CSLLD. While the CSLLD monitors club financial activity, clubs are also responsible for keeping track of their income and expenditures. It is also important to note that club funds and accounts are considered public funds, and therefore are subject to public disclosure.

Donations

Clubs and student organizations may accept the donation of goods or funds in support of events and activities. Such gifts and donations may be eligible as tax deductions to the extent provided by law. All such gifts and donations must be reported to the Center for Student Life. The Center for Student Life shall provide the donator with the federal tax ID number for purposes of claiming a donation.

Fundraising

All fundraising activities must be approved by the CSLLD. Online fundraising platforms, such as GoFundMe, Kickstarter, or Facebook, may not be utilized for club fundraisers.

Requisitions and Reimbursement

Policies

1. Expenditures must conform to all applicable A.S. policies, College and District guidelines, and State and Federal laws.
2. Requisitions must be submitted to the CSLLD ten (10) to fifteen (15) working days prior to payment being required.
3. Two weeks' notice is required for requisitions of \$3,000 or more to insure adequate funds are available and to allow for any necessary fund transfers.
4. Requisitions forms must be filled out completely at the time of submission or they will be sent back to the requestor.
5. Check requests must be submitted on ASCSM Requisition forms. Photocopies or other non-original forms will not be accepted.
6. Requisitions must include all back-up documentation before being processed.
 - a. These documents include, but are not limited to:
 - i. Original receipts or invoices
 - ii. Club or organization minutes showing the authorization of the expenditure
 - iii. For scholarships, these include eligibility requirements, applications, selection procedures, official notice of grant, etc.
 - iv. For payment on performance contracts, these include a completed and signed performance contract and a completed and signed W-9 form.
 - b. All back-up documentation must include the name of the business, group, or organization; contact information for the business, group, or organization; and a detailed description of the charges included. All documentation must be on an official receipt, invoice or on the business', group's or organization's letterhead.
7. Requisitions for retroactive funding or retroactive reimbursement will not be accepted. All expenditures must be authorized prior to funds being spent.

Requisition Procedures

1. All requisitions must include at least two (2) signatures.
 - a. Requisitions for funds from club accounts should include the signature of the organization's advisor and a student representative, e.g. the club president, the club treasurer, or the student designated to handle financial matters in the club's chartering documents.

- b. For requisitions from co-curricular trusts and other trust accounts, requisitions must include at least two (2) of the signatures as designated on the Trust Account Authorization form.
2. Requisitions for reimbursement must be submitted within the same academic semester in which the expenditure took place.
 - a. Requisitions submitted after the 15th of December will be processed the following January.
 - b. Requisitions for expenses after the 15th of December must be submitted by January 31 in order to be processed.
 - c. Requisitions for the spring semester must be submitted on or before June 10 in order to be included in the current fiscal year.
3. Once accepted, requisitions will be reviewed for accuracy and appropriateness.
4. Once approved, requisitions for funds from A.S. accounts will be signed by the A.S. President and/or Vice President and the A.S. Finance Director and/or Vice Chair (as required by A.S. policy) and the Student Life and Leadership Manager.
5. After being signed, requisitions will be assigned an order number (4-XXXX) and logged in the A.S. Accounts Record Book.
6. Requisitions will then be forwarded to the Office of the Vice President, Student Services for final approval.
7. The Office of the Vice President, Student Services, will forward requisitions that have been approved to the Cashiers Office for final processing.
8. The Cashiers Office will process the requisitions, producing a check and logging them in the A.S. Check Record. Checks will then be forwarded to the Office of the Vice President, Student Services, for review.
9. Upon review, checks will be forwarded to the Cashiers Office for disbursement. Checks for expenses from club accounts will be sent directly from the Cashiers Office. All other checks will be forwarded to the Office of Student Life for distribution.

Equipment purchases

Equipment purchased on behalf of a student club or organization is the property of the Associated Students, and is considered “on loan” to the student club or organization. Any and all equipment must be purchased through the CSLLD and a “Property of the Associated Students” sticker must be affixed to the equipment.

Contracts and Insurance

Contracts are required whenever an outside vendor, group, or individual is providing a service. This includes, but is not limited to, performers, artists, presenters, etc.

Insurance is a form of risk management for the district and provides protections in the case of accidents or mistakes.

Students, faculty, and staff may **NOT** sign a contract on behalf of the District or the College. Any contract signed by a student, faculty, or staff will be considered null and void and will not be paid upon.

There are three main types of contracts used by the District:

Standard Services Agreements

When a business is hired to provide services to the District. A business will typically have an Employer ID Number (EIN) for tax purposes. There are different agreements for services that carry different levels of risk.

Independent Contract

When an individual, not a business, provides services (not a product) to the District. Independent contractors generally work for themselves. They do not have an Employer ID number and instead use their social security number for reporting income for tax purposes

Performance Agreement

When a person or group such as a musician, band or dance troupe is hired to perform for the District.

Charter Bus Service

The District has standing contracts with several charter bus companies that meet the District's insurance coverage limits. Student clubs and organizations may only utilize these companies for charter bus service. For a current list of companies, please contact the Center for Student Life.

If you are asked to sign a contract or if you think a contract will be required, please contact the Center for Student Life. Because contracts require approval from the College Administration and District Office, additional time will be needed to process these requests. Please note that additional documentation, such as tax documents, I-9s, etc., may be required.

If all necessary paperwork, including but not limited to contracts, insurance information, etc., are not on file at least two (2) weeks prior to the event, the College and/or District reserves the right to cancel an event.

Service Hours

1) What are service hours?

Service hours are a way for clubs to give back to our campus and to the community for the monetary support they receive from students (through the \$15 Student Body Fee).

Service hours are NOT required for events and activities that contribute to the academic or cultural life of the campus (as determined by the Center for Student Life and Leadership Development). Such events must be open to all students, free of charge, and held during normal operating hours of the College. Exceptions to this requirement may be made by the Student Life and Leadership Manager for off-campus volunteer activities that affect the college community.

Service hours ARE required for events and activities that do not meet the above criteria, for materials and equipment purchased for club use, or for events and activities that primarily benefit members of the club, including off-campus events and activities.

A club must complete 1 hour of service for every \$100 requested for on campus activities and 2 hours of service for off campus activities (such as off-campus trips, conferences, etc.).

2) How does our club complete service hours?

Service hours are awarded for volunteer work on campus only.

- A club receives 1 hour of service for EACH hour a club member that participates in an approved volunteer activity ON campus.
- Multiple students in a club may earn service for the same event or activity, some restrictions may apply. Each student may only apply the hours they earn for a particular event or activity to one club.

3) What kinds of on-campus activities count for service?

Helping at an AS Senate event such as Welcome Week, Spring Fling, WTFilm Festival, etc. Helping out at a college sponsored event such as Connect to College, Welcome Day, Commencement, etc. Helping another club with an event, with prior approval from the Center for Student Life. "Helping" means you are actively engaged in the activity, not just attending or tabling.

4) What types of activities do NOT count for service hours?

Working on an event sponsored by your own club, working on event put together by your advisor AND/OR another club your advisor advises, when you receive some sort of compensation for participation at an event or activity, or an event your club is co-sponsoring with another club.

5) What are the penalties for not completing service hours?

Clubs that do not complete their service hours will be prohibited from applying for funding the following semester. Additionally, the club will be required to complete their services before funding privileges are reinstated. For example, if a club did not complete service hours for the Spring 2014 semester, they will not be able to apply for funding during the Fall 2014 semester. If the club wishes to apply for funds after the Fall 2014 semester, the group will still need to complete the required service hours.

6) What is “Banking” service hours and is this allowed?

“Banking” services hours is completing services hours before making a funding request. Clubs may complete service hours prior to a funding request provided that the service is done within the same semester has the funding request being made. Clubs may not however bank service hours from prior semesters. In other words, you may not do services hours in the summer for the fall semester or in the fall semester for the spring. There are LIMITED exceptions to this rule. Please contact the Center for Student Life for more information.

7) When are service hours due?

Service hours are due on the last day of each semester. Beginning Fall 2014, services will NOT be accepted after the end of the semester unless prior arrangements are made with the Center for Student Life.

Promotion and Outreach

General Posting Instructions – Applies to all on-campus posting

- All materials posted on campus must clearly indicate the group or organization sponsoring the event, activity or service being advertised.
- No items may be posted on doors, on painted or varnished surfaces, in restrooms, on lamp posts, on any outdoor fixtures, or on any glass surfaces.
- Posting is not permitted in the College Center (Building 10).
- No posting is allowed on the outdoor bus stop or the Redi-Wheels stop.
- Posting of lawn signs on grass or landscaped areas is prohibited.
- Duplicates of the same posting in the same area are subject to removal.
- Placing fliers, leaflets, or other materials on vehicles parked in CSM parking lots is prohibited; violators will be charged with the costs related with cleaning such materials left in campus parking lots. (City of San Mateo Ordinance 10.40.030)

College Posting Instructions – Applies to all college-affiliated groups, including departments, students groups, etc.

- All general posting instructions apply. In addition:
- All postings by college-affiliated groups must have a “Date to Be Removed” stamp from the Center for Student Life before being posted.
- Posting is allowed on all interior bulletin boards not designated for a specific purpose.
- Posting is not allowed in the College Center (Building 10), the Theatre Lobby (Building 3), Building 1, or the Library (Building 9) without permission from the administrators in charge of those buildings.
- Posting on outdoor railings or balconies is not permitted without permission from the administrators in charge of those buildings.

Community Posting Instructions – Applies to all postings by non-college affiliated groups and organizations

- All general posting instructions apply. In addition:
- Posting on any interior bulletin boards, including bulletin boards in classrooms, is prohibited.
- Posting is only allowed on outdoor bulletin boards.

Exceptions

Exceptions to any of the above policies require the approval of the Student Life and Leadership Manager and the Administrator responsible for the specific location in question.

Social Networking

Social networking sites, such as Facebook and Twitter, are fast becoming the standard method of communicating and planning events.

When using these platforms, it is important to keep the following things in mind:

As a recognized student organization, you are granted the privilege to use the name and logo of College of San Mateo. This means that anything posted on your pages reflects on the College. Postings that are libelous, scandalous, or otherwise defamatory may jeopardize your status as a recognized student organization.

Keep your information current. Nothing is more frustrating than visiting a Web site, Facebook page, or other online resource that has outdated information.

Do not post personal contact information. Posting your personal e-mail address, cell phone number, and other information opens the potential for almost anyone online to contact you. We advise setting up a generic account for your group on one of the free e-mail sites such as Gmail or Yahoo.

Web Site and Social Networking Policy for Student Groups and Organizations

Student groups and organizations are encouraged to develop and utilize Web sites and social networking sites (such as Facebook and Twitter) to promote and advance their groups. However, because these groups operate under the auspices of College of San Mateo, all online material must adhere to the following policies:

1. Only student groups and organizations recognized by the CSLLD may utilize the name and logos of College of San Mateo or the San Mateo County Community College District.
2. Groups must provide the CSLLD with the URL of any Web site, social networking pages, or other online resources operated and maintained by the organization. The CSLLD shall periodically review this material.
3. For purposes of this policy, the organization advisor shall be the contact person for all Web sites maintained and operated by recognized student groups or organizations.
 - It is expected that the organization advisor shall be aware of any and all online materials maintained by the student group or organization.
 - Students must provide the organization advisor with the password for any and all online accounts established by the student organization. These include, but are not limited to, Web sites, email accounts, social networking accounts, etc.
4. Event postings to the online CSM Event Calendar must be coordinated through the CSLLD. No event sponsored by a student group or organization will be approved for posting to the Calendar without the event first being authorized by the CSLLD.
5. Any material that is libelous, could incite violence, is pornographic, or is otherwise inappropriate may not be displayed on any online presence operated and maintained by a recognized student group or organization. Any sites found to contain such material shall be taken offline until such time as the material in question is removed.
6. Students making use of websites, social networking, or other online resources using the College of San Mateo name, logo, or other identifying marks are subject to the Student Code of Conduct.
7. Use of the College of San Mateo logo, signature text, and other branded items is subject to the approval of the CSLLD and the Community Relations & Marketing Department.
 - Student groups and organizations wishing to utilize the College of San Mateo logo, signature text, and other branded items are encouraged to consult the CSM Style Guide, available at <http://colleofsanmateo.edu/marketing/logos.asp>

Event Planning

Putting together a program or activity is an interesting, sometimes exciting, usually complex, and almost always educational process. You'll get a chance to meet and work with new people, see your own ideas become realities, and you'll be able to positively impact campus life. Sometimes in the excitement of all of this, some of the basics of program planning get missed. By basics, we mean the most simple, key issues that can and should guide you in planning your activity. If you keep the things mentioned in this section in mind throughout the preparation for your event, it will go more smoothly and be more successful.

The first question to ask as a group is, "Why are we doing a program?" You should ask yourself this before you've decided what the program will be. Are we trying to raise money or break even? Are we doing this to provide a service or activity for the student body or just our group? In short, the group needs to identify the main goal in putting the activity. As soon as this question stops being considered in your planning, the program will become less and less successful.

Next, identify your target audience. You will need to be specific and realistic in this regard. Putting on an activity for the whole student body sounds good, but is it realistic? Thinking realistically will help you make better decisions in planning the event and publicity. Ask yourselves who would be likely to attend your activity.

Identifying your target audience will help your decisions regarding advertising. In order to make your promotional work more efficient and successful, start your PR efforts by targeting the people you already know will use your product. The energy you spend talking to a single person who is unlikely to participate in your event could be used more effectively to advertise to 10 or 15 people who would be interested in attending. In general, there are three stages to planning an event:

Preparation

Laying the groundwork by identifying what the event will be, who the target audience is, and what the scope of the event will be. This also includes identifying a day, time, and location. Depending on the size and scope of the event, this is also when you would identify specific tasks and assign them to one or more people on your team.

Execution

In the time leading up to the event, it is important to keep in communication with the other members of your group. This will let them know the status of your individual task and help in tracking the overall status of the event. If it looks like you will not be able to accomplish something or you run into unanticipated delays, it is important that you communicate this as early as possible in order to allow for any other changes that need to be made. You should also make sure to assign responsibilities for the day of the event. This will help keep everyone on task and make sure that everything is covered.

Day of the Event

It is important to be on time the day of the event. If you are not able to be there, communicate it to the other members of your group as soon as possible. It is also important to remember to be flexible! If something unexpected happens, it is important to be able to deal with it in a calm manner.

Guidelines for Food Related Events and Food Sales

To comply with the San Mateo County Health Department's regulations related to the preparation, handling, and distribution of food on campus, as well as to guarantee the health and safety of all campus constituencies, the following guidelines for food sales have been established for the San Mateo County Community College District:

- Food items must be prepackaged. Prepackaged items are food items packaged at a licensed bakery, restaurant, or grocery store, **OR**
- Food items must be prepared by a licensed food service provider and a certificate of liability insurance must be provided in order to receive event authorization, **OR**
- No foods or perishable beverages can be prepared or stored in a private home due to possible contamination.
- All food and perishable beverages shall be protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated).

Additional Points of Clarification

- ***Can pizza be sold by the slice?*** Pizza purchased from a licensed food service provider can be distributed by the slice to the public, provided it is protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).
- ***Can baked goods be separated in single servings for sale?*** Baked goods purchased from a licensed food service provider can be distributed individually to the public, provided they are protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).
- ***Does the food vending policy apply to food in baskets assembled for fundraising?*** Yes, because the items are being given to the public.

Potlucks

Potlucks are permissible when the following guidelines are met:

- The meeting or event must be closed to the general public. Instead, the event is open to a specific target population, e. g., members of a club, students in a class/program, or certain employees.
- There can be no charge for the event.
- The event cannot be advertised to the general public.

Beverages

All beverages sold or distributed free must be Pepsi products. The only exception is if Pepsi does not make a competing product. Please check with the Center for Student Life for a list of approved products.

If you have any questions, please contact the CSM Center for Student Life & Leadership Development at csmstudentlife@smccd.edu or (650) 574-6141.

Off Campus Travel

Off-campus travel to a conference or event can be a fun and exciting experience. However, because such travel is being sponsored by a college organization, it is important to keep in mind that you are representing not only yourself and your club, but also College of San Mateo.

When participating in off-campus travel, it is important to remember the following:

- The Student Code of Conduct applies the entire time that you are attending the off-campus event. For overnight activities, this includes times even after the official program ends. The Student Code of Conduct can be found online at http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/7_69.pdf
- Unless otherwise authorized, attendees are not to leave the conference premises without being accompanied by an advisor or his/her designee.
- Violations of the Student Code of Conduct while on off-campus travel must be reported by the group's advisor to the Student Life and Leadership Manager within 24-hours of the group's returning to campus.

Travel Restrictions

SMCCCD Board Procedure 8.55.1 restricts travel to states with discriminatory laws against lesbian, gay, bisexual, and transgender people. The California Attorney General, per AB 1887, maintains and publishes a list of such states. The District recognizes that list for this purpose. Exceptions to this restriction as provided by AB 1887 or for the purpose of health, safety, or student need must be approved by the District Chancellor. For additional information, or to request an exception, please contact the Center for Student Life.

Consequences of unacceptable behavior include but are not limited to:

- Use of alcohol and/or controlled substances or other violations of the Student Code of Conduct may result in removal from the off-campus activity and possible action by the Vice President of Student Services.
- In any case where the health, safety or welfare of students or other persons is jeopardized, the advisor may temporarily suspend the student from the off-campus activity until addressed by the Vice President of Student Services.
- At the discretion of the advisor, a student may be sent home for violations of the Student Code of Conduct.
- In the event that a student is sent home, said student shall be required to either cover the expense or reimburse the sponsoring campus organization for the cost of travel, including changing the time and/or day of tickets.

Steps to Off-Campus Travel

- 1) An Off-Campus Authorization Form must be filed with the CSLLD at least four (4) weeks prior to the off-campus event. No arrangements for off-campus travel can be made until the request is authorized by the Student Life and Leadership Manager. Additional information may be necessary before approval can be granted.

- 2) Release from Liability, Behavior Standards, and Medical Consent Forms for each participant must be submitted to the CSLLD no later than three (3) days prior to the off-campus travel.
- 3) All paperwork regarding the off-campus travel event must be on-file prior to student travel to qualify for reimbursement. Reimbursements will not be processed if the required paperwork was not on file prior to travel.

Violations and Club Sanctions

The following sets forth the sanctions for violations for a club as a whole. Violations by individual students may result in sanctions against a club. Individual student discipline is addressed by the Office of the Vice President of Student Services and subject to College and District discipline policy and procedures.

- Student groups found to have engaged in off-campus travel without fulfilling the necessary requirements shall receive a written warning and shall be prohibited from off-campus travel for one semester. Repeated violations in a two-year period shall result in the loss of all off-campus travel privileges for one academic year. Any further violations shall result in the possible suspension of the club or organization.
- Students groups whose members have been found to be in violation of the Student Code of Conduct shall be placed on probation for one full semester (not including summer session). Repeated violations shall result in loss of travel privileges or suspension of the club as determined by the Student Life and Leadership Manager and the Vice President of Student Services.
- Students found to have violated the Student Code of Conduct during off-campus travel shall be subject to disciplinary action.

ASCSM Bylaws, Article IX – Student Clubs and Organizations

Section 1 Intent

- 1.1 Student Clubs and Organizations at College of San Mateo operate under the auspices of the Associated Students of College of San Mateo. (SMCCCD AP 7.60.1)

Section 2 Membership

- 2.1 Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.

Section 3 Officers

- 3.1 Any student seeking election as an officer in a club shall meet the following requirements while seeking office, during the election period, and while holding office:
 - a. Be currently enrolled in at least six (6) units of credit at College of San Mateo. A majority of the student's units must be at College of San Mateo. This requirement shall only be in effect during the fall and spring semesters.
 - b. Must not be on academic probation, disciplinary probation or suspension, provided that an individual placed on disciplinary probation or suspension who has timely appealed such decision shall remain eligible until such time as the appeals has been disposed of by the appropriate College authority.
 - c. Must have and maintain a cumulative GPA of at least 2.0 and have and maintain satisfactory academic progress (a 50 percent or higher completion rate) while running for and holding office.
 - d. Must have completed at least 6.0 units of credit at College of San Mateo.
- 3.2 For purposes of this section, an officer shall be defined as the students listed in the Officers section of the club or student organization's Club Information Form on file with the Center for Student Life & Leadership Development and/or as defined by the group's constitution/charter.

ASCSM Bylaws, Article X – Inter Club Council (ICC)

Section 1 Intent

- 1.1 The Inter Club Council (ICC) is an advisory council of the Student Senate. The ICC is a representative body of clubs and organizations that promotes communication and cooperation among the clubs at CSM.
- 1.2 The primary goals of the ICC are:
 - a. To aid clubs in becoming self-sufficient in order to support their own activities.
 - b. To co-sponsor those activities that would benefit a majority of the student body but might not otherwise be pursued because of the scope or cost of the event.

Section 2 Officers

- 2.1 ICC Chair
 - a. As outlined in the ASCSM Constitution, the Student Senate Vice Chair shall be the Chair of Inter Club Council.
 - b. The Chair of ICC shall be responsible for:
 - i. Presiding over all meetings of ICC.
 - ii. Preparing agendas for the meetings of ICC.
 - iii. Acting as a liaison between the Senate and ICC and vice versa.
 - iv. Voting in case of a tie in ICC.
 - v. Keeping an accurate record of club/organization attendance and participation.
 - vi. And, any other duties necessary to ensure open communication, smooth operation, and cooperation between ICC and the Senate as may be required.
- 2.2 ICC Vice Chair
 - a. The ICC Vice Chair shall be elected from among the members of the Inter Club Council.
 - b. The ICC Vice Chair shall be responsible for:
 - i. Serving as presiding officer in the absence of the ICC Chair.
 - ii. Preparing minutes for ICC meetings.
- 2.3 Vote of No Confidence
 - a. The membership of the Inter Club Council may call for a vote of no confidence in the Chair or Vice Chair.
 - b. A petition signed by a majority (50 percent plus 1) of the members of shall be sufficient to initiate a vote of no confidence against the ICC Chair or Vice Chair.
 - i. This petition shall include a statement of intent for the vote of no confidence and the names, signatures, and club affiliations of those calling for the vote of no confidence.

- c. If a sufficient number of signatures have been gathered to initiate a vote of no confidence, the item shall be placed on the agenda for the next regularly scheduled meeting of the Inter Club Council.
- d. Sitting as a committee of the whole, the Inter Club Council shall be read the petition.
- e. The Officer against whom the petition is directed shall have the opportunity to speak to the charges.
 - i. Should the Officer being removed not be present, the Inter Club Council shall have the power to move forward with the vote of no confidence.
- f. Upon a two-thirds (2/3) vote of those in attendance, the vote of no confidence shall be considered passed.
- g. Upon passage, a resolution of removal shall be drafted against the officer in question and forwarded to the Student Senate for appropriate action.

Section 3 Membership & Participation

- 3.1 All officially recognized student clubs and/or organizations are required to send a representative to the Inter Club Council.
- 3.2 In order to become a fully recognized member of ICC, a club shall have all required paperwork approved by the Coordinator of Student Activities and on file with the Center for Student Life and Leadership Development.
- 3.3 Club paperwork must be updated each semester.
- 3.4 Each club or organization shall be given one (1) vote in ICC.
- 3.5 No ICC Representative may represent more than one (1) club or organization.
- 3.6 A club may not miss more than three (3) ICC meetings per semester.
 - a. If a club amasses the maximum amount of absences, the club shall be placed on probation and all club privileges shall be suspended.
 - b. The Center for Student Life shall notify the club presiding officer and advisor in writing within 24 hours of the club's suspension.
 - c. To be removed from probation the club presiding officer and advisor must meet with the Coordinator of Student Activities or his or her designee within two (2) school weeks from the time of notice. If the meeting is not held within two weeks the club shall lose its charter and cannot reform until the next academic semester (excluding summer session or any other intercessions).
- 3.7 Active members of ICC shall have the following rights and privileges:
 - a. Voting on proposals brought before ICC.
 - b. Proposing requests for funding and other items for ICC consideration and action.
 - c. Use of any equipment or resources made available by the ASCSM Senate.
 - d. Use of Club Trust accounts in the ASCSM system.

- 3.8 If a club has been inactive for four (4) or more semesters (excluding summer session and any intercessions), all debts and/or loans shall become null and void. Any funds left in any account in the name of the club shall revert to the Senate.

Section 4 ICC Meetings

- 4.1 All meetings and actions taken by the Inter Club Council shall be governed by the Ralph M. Brown Act, where applicable.
- 4.2 All meetings of the Inter Club Council shall be conducted in accordance with the current edition of Robert's Rules of Order. The presiding officer may employ a relaxed approach to Robert's Rules of Order whenever practical to do so, subject to the agreement of the membership.
- 4.3 The presiding officer of the Inter Club Council may call a special meeting in accordance with the Ralph M. Brown Act.
- 4.4 Any member of the Inter Club Council may call a special meeting with at least 50 percent plus 1 of the members of the body giving written consent. Such meetings shall be held in accordance with the Ralph M. Brown Act.
- 4.5 The Inter Club Council may not call Emergency Meetings.
- 4.6 A quorum of members of Inter Club Council shall be present before business is discussed or acted upon. A quorum shall be defined by the Ralph M. Brown Act.
- 4.7 Except where otherwise provided for in these Bylaws, action taken by the Inter Club Council shall require a simple majority vote (50 percent plus 1) of the members present.

Section 5 Agendas & Minutes

- 5.1 ICC Agendas include, at minimum, the following items:
- a. Roll Call
 - b. Approval of Agenda and Minutes
 - c. Hearing of the Public
 - d. Chair, Advisor, and Club Reports
 - e. Unfinished Information, Discussion, and Action Items
 - f. New Information, Discussion, and Action Items
- 5.2 ICC Minutes shall include, at minimum, the following:
- a. Date, time, place, and type of meeting;
 - b. Attendance report;
 - c. Summary of special presentations;
 - d. Correction of previous meeting minutes;
 - e. Summaries of all motions, including maker, seconder, and vote;
 - f. Specific funding account names and/or numbers for funding requests;
 - g. Summary of public comments.

Section 6 Funding Guidelines

- 6.1 It is the policy of the Senate to annually set aside funds within the ASCSM Budget for club use. These funds are to support events, activities, programs, etc. While the Senate makes this money available to approved/chartered clubs, clubs should not expect the Senate to fund 100 percent of the event, activity, or program.
- 6.2 The Inter-Club Council shall serve as the recommending body to the Senate. The Senate shall have the ultimate authority to approve funds for clubs.
- 6.3 The following shall serve as the funding policy guidelines for clubs:
 - a. Clubs must be officially chartered (have completed all steps to become a club).
 - b. Seed money for fundraisers may not exceed \$100. An activity shall be considered a fundraiser if students with a valid CSM Student ID are being charged.
 - i. This cap may be waived with the approval of the Student Life and Leadership Manager and a majority vote of the Executive Cabinet.
 - d. A club cannot request more than \$2,500 per semester and no more than \$3,500 in an academic year.
 - i. For on campus activities only, clubs may request an additional \$1,000 per academic year with a 2/3 majority vote of ICC and a 2/3 majority vote of the Student Senate.
 - e. Funding requests shall only be for events occurring within the same semester.
 - i. The ASCSM Executive Cabinet in agreement with the Student Life and Leadership Manager may grant an exception to this rule in situations where a club can show demonstrable financial impact due to deadlines or other considerations.
 - f. Clubs may not split funding requests for the same event across multiple semesters.
 - g. If applicable, first priority for funding shall be given, if possible, to clubs that have not yet received funding in the current academic year.
 - h. Clubs requesting funding shall be required to complete services hours for any and all funds received from the Senate.
 - i. Service hours shall not be accrued for events and activities that contribute to the academic or cultural life of the campus, as deemed by the Center for Student Life and Leadership Development. These events shall be open to all students, free of charge, and held during normal operating hours of the College.
 - ii. Service hours shall be accrued at one (1) hour for every \$100 approved by the Senate for on-campus events and activities

- that do not meet the criteria in (i) above, materials or equipment purchased for club use, or events and activities that primarily benefit members of the club or organization.
- iii. Service hours shall be accrued at two (2) hours for every \$100 approved by the Senate for events and activities taking place off campus.
 - iv. Service hours may only be served by providing assistance at any on-campus event or activity, as approved by the Student Life and Leadership Manager.
 - a) The Student Life and Leadership Manager may authorize exceptions to the above for off-campus volunteer opportunities that impact the college community.
 - v. Other guidelines for Service Hours may be formulated by the Student Life and Leadership Manager in consultation with the Executive Cabinet provided that they do not conflict with these Bylaws.
 - vi. Clubs may send multiple representatives simultaneously to satisfy service hours (e.g. 5 people at 1 hour each shall equal 5 hours of service time).
 - i. The Senate shall not fund events, activities, or programs that are not open to all CSM students.
 - j. The Senate shall not fund off campus events that do not directly involve or impact the students of CSM.
 - k. The Senate shall not fund the purchase of apparel for clubs.
 - l. The Senate shall not fund requests for services, supplies, or other needs that are freely provided to the clubs by the Center for Student Life or the college.
 - m. All funding requests must have sufficient explanation of how money shall be utilized. The Senate may request, at its discretion, documentation of quotes for services, equipment, etc.
 - n. The Senate may deny any request at its discretion. The Senate has sole discretion and authority over A.S. funding and funding requests.
- 6.4 The following shall serve as the procedure for clubs requesting funding from ICC:
- a. The club shall submit an A.S. Proposal Form to the ICC Chair and request that it be placed on the ICC agenda. The ICC Chair, in conjunction with the Center for Student Life and Leadership Development, shall specify a deadline by which proposal forms shall be submitted.
 - b. If the proposal is an event, activity, fundraiser or program, any and all college required paperwork must accompany the proposal.

- c. If the request is in regards to an off campus conference or event, a program or itinerary of the conference/program must be submitted with the proposal (if it is available).
 - d. The proposal must be heard and discussed at a regular or special meeting of the ICC, and it must receive a majority vote (50 percent + 1) of the council to be considered by the Senate.
 - e. Executive Cabinet must review the proposal before it is placed on the Senate agenda.
 - f. The proposal must receive a majority vote (50 percent + 1) of the Senate for approval.
 - g. A representative of the club must be in attendance at BOTH the ICC meeting and the Senate meeting in which the proposal is being discussed and/or considered AND be prepared to answer questions regarding the proposal. The representative must be a student member of the club; advisors may only provide additional support.
 - h. Any and all equipment requests must be purchased through the Center for Student Life. A "Property of the Associated Students" sticker must be affixed before the club takes possession.
 - i. Any equipment or supplies purchased with ICC funds are the sole property of the Associated Students and are on "loan" to the club.
 - j. Any advertising for events, programs, or activities funded by the Associated Students must have the A.S. logo attached and state that the event, program or activity is being co-sponsored by the A.S.
- 6.5 Should a club be granted funding and fail to continue to participate in ICC, amounts previously granted by ICC shall become loans that must be repaid to the ICC. The ICC reserves the right to debit the club or organization's account for the amount granted if the loan is not repaid by the end of the current semester. Also:
- a. The club or organization shall be deemed inactive as an ICC member and shall lose ICC rights and privileges until the entire debt to ICC is repaid.
 - b. ICC funds granted in the current semester shall become a loan to be repaid by the club or organization prior to the end of the semester.
 - c. Payment of the debt would be necessary before future ICC funding would be provided.

Section 7 Amendment of the ICC Bylaws

- 7.1 Bylaws of the Inter Club Council shall be ratified by a two-thirds majority of the Inter Club Council at a duly noticed regular meeting and by a two-thirds vote of the Senate at a duly noticed regular meeting of the Senate.
- a. The Senate shall have the power to add, change, or amend the Bylaws of the Inter Club Council at its own discretion with a two-thirds majority vote of the Senate at a duly noticed regular meeting of the Senate.

Club Resources

- **CSM Center for Student Life and Leadership Development**
<http://collegeofsanmateo.edu/studentlife>
- **CSM Student Clubs and Organizations**
<http://collegeofsanmateo.edu/clubs>
- **Club Forms**
<http://collegeofsanmateo.edu/clubs/clubforms.asp>
- **Associated Students of College of San Mateo (ASCSM)**
<http://www.ascsm.org/>
- **Leadership and Communication Resources**
<http://collegeofsanmateo.edu/studentlife/leadership.asp>