

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5450 STUDENT CLUBS AND ORGANIZATIONS

References: Education Code sections 76060-76067; Military and Veterans Code Section 616

Co-curricular campus involvement is a vital element of student development, promoting student growth as well as student engagement and satisfaction. These procedures are put into place to govern Citrus College student clubs and organizations that are approved by the Associated Students of Citrus College (“ASCC”). No group of students is required to become a student club or organization, but student groups that are not recognized by the ASCC are not eligible for some of the benefits available to recognized student clubs.

Organization

1. Authorized college clubs must be organized according to college policies. These clubs are sponsored by college personnel, composed completely of current student body members, and hold the majority of their meetings at the college during the regular college day, i.e., between 7:30 a.m. and 10:00 p.m., Monday through Friday.
2. Recognized student clubs and organizations shall not discriminate unlawfully on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or any other characteristic protected by law of any person, or the perception that a person has one or more of these characteristics.
3. All other clubs whose membership is composed for the most part of Citrus College students who are sponsored by other than college personnel, who meet outside college hours at places other than at college, and whose aims are other than education or college interests, are considered to be non-college clubs and beyond the jurisdiction and responsibility of college authorities.

Organization Minutes

All organizations/clubs shall keep accurate minutes of each of their official meetings, and make them available to the College upon request. All minutes reflecting action items to approve activities or expenditures must be attached to the Activity Request or the Club Payment Request, as applicable.

Activities and Events

For all activities and fundraisers requiring ASCC account funds or using District or ASCC Resources, and for all off-campus club activities, all student clubs and organizations must submit to the Inter-Club Council, by way of the Office of Student Life and Leadership

Development, a properly completed and signed Activity Request and other necessary forms. "District or ASCC Resources" for these purposes include facilities that are not generally available to students and the community, tables, chairs, canopies, extension cords, stages, portable sound systems, or other equipment directly owned by the ASCC or the District, and do not include any equipment that student organizations purchase themselves. Unless the activity or event requires ASCC account funds or the use of District or ASCC resources, student clubs and organizations may, but are not required to, submit the Activity Request to reserve areas that are generally available to students and community.

Activity Requests must be submitted at least five business days in advance of the activity or event to ensure sufficient time for the Inter-Club Council to review and approve the request at its weekly meeting and for ASCC or District staff to provide timely delivery of the requested resources. If the requested facilities or resources are not available at the desired date and time, the Office of Student Life and Leadership Development will notify the requester no later than two business days following receipt of the Activity Request form.

An Activity Request may be denied only for a viewpoint-neutral reason. The activity clearance is only to assure no calendar conflicts, proper sponsorship, necessary transportation, assistance with resources and facilities, and necessary paperwork being on file. A record is kept of all activities by the Office of Student Life and Leadership Development.

All materials distributed or posted on campus must meet the guidelines set forth in BP 3900 and AP 3900 Speech: Time, Place and Manner.

Financial

All monies collected or distributed by campus clubs or organizations must be transacted through the college's Student Business Office. Each club is entitled to the assignment of an Associated Student Organization (ASO) account and use of the college's accounting services at no charge to the club. Clubs may not have any sort of off-campus banking accounts.

Procedures for ASO accounting must be strictly adhered to in order to maintain ASO financial privileges.

Club Advisors

Each club must have a Citrus College faculty advisor who provides guidance and support to the club members. The advisor is also responsible for advising students of District policies and administrative procedures within the club's structure and activities.

The advisor must be present at all club meetings where business is conducted and is required to sign off on the organization's meeting minutes.

The advisor or designated college employee shall be present at all activities and

fundraisers. The advisor is required to be present at club activities when held in the evening, on weekends, or at any time the event is held off-campus.

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