

Ohlone College Inter Club Council (ICC) Club Handbook

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Welcome!

Behind every successful club are dedicated student leaders and a strong sense of accomplishing group goals. You, the club leaders, are the key to your club's success and adherence to club policies and procedures. This handbook is designed as a resource for you as you form your club, organize meetings and events, and become active at Ohlone.

Campus Activities is also here to answer questions and guide you through this process. Communication with Campus Activities is important so that the office can maintain current information about your club, direct interested people to the appropriate club representatives, publish the list of recognized clubs in the college catalog and student handbook, as well as provide event/activity advising and approval.

The Inter Club Council (ICC) is the coordinating organization and official source of recognition for student clubs. **The club president or a consistent club representative must attend meetings to maintain club status.** Through ICC, clubs stay updated on the latest campus issues, become connected to other clubs and campus leaders, and learn how to organize and schedule club events.

Please read pages 11-14 for more information on the ICC. In addition to the Director of Campus Activities, the ICC Chair (ASOC's Vice President) is also available to discuss ICC meetings and issues with club leaders.

All clubs are required to submit a completed Recharter/Contract form to the Campus Activities Office by May 1st of each year. Upon review and approval, the club is declared an official club at Ohlone.

See page 4 for specific information about chartering a new club.

STEPS FOR ESTABLISHING A NEW CLUB

IMPORTANT NOTE: New clubs must follow the process outlined below in order to be recognized as an official Ohlone club. New clubs may organize at any point in a semester, before May 1st.

1. Gather at least 5 student members willing to participate in club activities. Members must have a valid student ID card or student ID number and be enrolled in classes.
2. Obtain an advisor.
 - a. Advisors must be employees of Ohlone College.
 - b. Advisors must be consulted on the activities of the club, attend official meetings and events, and approve club expenditures.
 - c. Advisor approval is necessary before any event may be scheduled on or off campus. (See pages 7-10 for additional advisor information.)
3. Submit completed New Club Charter form, including all necessary signatures, to Campus Activities. If New Club Charter form is submitted in the spring semester by May 1st and is approved by Campus Activities, the new club will begin the fall semester as an active, approved club.
4. Attend the next ICC meeting following submission of New Club Charter form in order to present proposed charter.
5. Review this handbook for guidelines and policies related to clubs.
6. Schedule a meeting room through the Campus Activities Office and make a banner to advertise the first club meeting.
7. Hold a campus club meeting and invite new members and advisor.
8. Write a club constitution and by-laws within 20 academic days of completing the New Club Charter form.
9. Send club president or consistent designated representative to all subsequent ICC meetings. A club must be represented at ICC in order to maintain active status. (See pages 11-14 for more information on ICC.)
10. Participate in Club Days.

Reminder: Student club leaders are responsible for upholding the Ohlone College policies related to student clubs and cannot act on behalf of Ohlone College unless authorized to do so by Campus Activities.

ACTIVE CLUBS AT OHLONE

Once recognized as an official student club by the Inter Club Council (ICC), clubs have the following responsibilities, privileges, and services available.

Responsibilities of an Active Club:

Each club must:

1. Have an Ohlone College faculty or staff advisor.
2. Follow policies and procedures of Ohlone College as described by the Board of Trustees Policies and Procedures, ASOC rules, State and Federal Laws, and this handbook.
3. Have and follow a club constitution and by-laws.
4. Be non-discriminatory in membership.
5. Be represented at all ICC meetings by the club president or consistent designated replacement.
6. Make ALL financial transactions through the club account held in the Ohlone Business Office. (See [pages 15-17](#) for club finance information.)
7. File a Recharter/Contract form with the Campus Activities office by May 1st every year.

Privileges of an Active Club:

1. Use of the Ohlone College name when appropriate.
2. Schedule use of available rooms and/or equipment for free.
3. Establishment of a Club account with the Ohlone Business Office.
4. Use of ASOC publicity/paint area to make signs.
5. Mailbox and service. NOTE: There may be a charge for large mailings by clubs. ALL mailings must be pre-approved by the Director of Campus Activities.
6. Ability to apply to hold fundraisers on campus.
7. Participation in College activities, contests, and events.
8. Opportunity to apply for funding from ICC/ASOC. (See page 17 for ICC funding policy.)

Reasons for Losing Active Club Status:

1. Organizing without a recognized advisor. Advisors must be Ohlone College employees.
2. Failure to charter club by deadline of May 1st.
3. Failure to follow policies, rules, and regulations of Ohlone College, ASOC, ICC, and club constitution at any club activity or event, on or off campus.
4. Failure to follow membership guidelines of ICC constitution. (See pages 11-14 for further details on ICC membership.)

Services available to Chartered Clubs:

1. Reserve room/campus facilities Renee Gonzales, x7311,
Room 1133
2. Banking Cashier's Window, x6073, Second floor,
Building 1
3. Banner Making Paint Room, Room 1130
4. Club Mailboxes Next to Room 1130, Building 1
5. Fund Raising Campus Activities Office, x6063,
Room 1130
6. Sign Posting Campus Activities Office, x6063,
Room 1130
7. Media Center Equipment Media Center, x6280, inside Library
on third floor of Building 1
8. Interpreters Interpreter Services, x6271, Building 5
9. Custodial Services Renee Gonzales, x7311,
Room 1133 (*Note: Sometimes
there is a fee for large events*)
10. Copies 100 quick copies can be made if
club gives at least 3 working days
notice and completes appropriate
paperwork.
11. Ohlone Security Renee Gonzales, x7311,
Room 1133 (*Note: Sometimes there
is a fee for major events*)
12. Marquee Campus Activities Office, x6063,
Room 1130
13. Library Displays Library, x6166, Third floor, Building 1

OHLONE COLLEGE FACULTY/STAFF CLUB ADVISORS

The faculty/staff advisor has a unique role with the club, which can be exciting, challenging, rewarding, and very important.

District and Ohlone College Guidelines

There are a few guidelines for advisors in their work with student clubs. Two District Board Manual sections concern appointment of advisors to student clubs.

These are as follows:

3.2.5 Co-curricular Duties

All faculty are encourage (but not required) to participate in co-curricular duties and in local service organizations.

7.6.1.1 Club Advisors

The Governing Board directs the administration to provide to each approved student club a faculty or staff advisor. The administration requires that the club advisor or a substitute acceptable to the administration attend each meeting and official activity of the club. The advisor will provide an example of constructive and inspirational leadership while providing the opportunity and climate for student leadership to develop. The advisor shall strive to maintain proper conduct and action of the group for which he or she is responsible.

The Ohlone College President/Superintendent has delegated to the Vice President of Educational Services/Deputy Superintendent and the Director of Campus Activities the initial designation and approval of student club advisors.

When a group of students seeks to form or continue a student club, they must consult with the Director of Campus Activities and follow procedures noted in the Club Handbook.

There are no club activities during the summer session.

It is the responsibility of the student group to obtain a club advisor (faculty or staff) who agrees to assist with club objectives, events, meetings, and activities, and promises to attend all club functions.

What Does it Mean to be a Club Advisor?

To be a club advisor means you are a facilitator, an example, and a brake. You facilitate achievement of the goals of the club by advising students how to work with the college resources, who to talk to, what forms to fill out, etc. You need not feel responsible to do everything for the club members. They should do their own work with your guidance. They are responsible for running meetings, planning events, doing the paperwork and all the other many activities of a club. This handbook will help you and the students understand the procedures and policies that guide and limit club activities.

You are an important role model for your students. Your support and attendance at their activities gives club members that often needed initial example to get involved and become self-starters and leaders. If you express through non-attendance or non-involvement the idea that the club doesn't matter, the students will get that idea too.

Finally, you sometimes serve as a brake on overly enthusiastic student ideas/plans. Many clubs set unrealistic goals or make unrealistic demands of the officers, you, or the college. There are limitations on resources, time, and commitment, which are sometimes not as obvious to the club members as to you. Your role is to help students to understand these limitations and to help them achieve some alternative project or projects that will reach the final goal.

It is okay to say, "No." In fact, it is important for members to understand that the "no" is based on a valid institutional or professional reason. A club will not fail in the long run because the members needed to re-schedule an event or did not do something they wanted.

Advisors - The Critical Link

You are a critical link of consistency from semester to semester or year to year. One of the primary reasons clubs fail is from a lack of consistency over time. You communicate to new members the goals and procedures of the clubs so that all members are clear about why the club exists, why it was started, and who is responsible for doing the various jobs. You can, when necessary, give the help needed to promote good planning and organization and to ensure democratic principles and good human relations.

You are also a critical link in the communication channel between Campus Activities, ICC, ASOC, and clubs. As you receive information for clubs, please pass it along at the next club meeting. This role helps keep you informed and ensures successful club activities.

Advisor Signature Required

There are several important forms and processes that require an advisor's signature and oversight. More information on these procedures can be found within this handbook. Your signature and attention is required for the following:

1. Club Financial Accounts:

You are an account trustee for the club account. You need to sign each purchase order and deposit slip, ensure that the purchase is appropriate, and check that students submit appropriate receipts and documentation to the Ohlone Business Office for each club expenditure or deposit. Receipts are required for audits. If students do not provide receipts, the club account can be impounded. Club advisors should track club accounts, much the same way you might a personal checking account. (See pages 15-16 for details.)

2. Travel Off Campus:

*If the club travels off campus, you **must** accompany them* (or confer with Campus Activities for an appropriate replacement) and are responsible for reasonable and prudent precautions to insure their safety. You must also ensure that all of the proper paperwork is filed with Campus Activities. Most clubs do not travel. However, should this become an issue contact the Campus Activities Office for all your questions.

3. Funding Requests to ICC/ASOC

Your signature is required on the funding request form that is submitted to ICC for an advisory vote and then may be submitted to ASOC for final approval. Please ensure that the request follows the ICC Funding Policy and accurately reflects the needs of the event or activity in question. Remember, funding is limited so requests should be realistic and for projects where the club is unable to provide or produce funding of its own. (See page 17 for ICC Funding Policy.)

4. Rechartering a Club or Chartering a New Club:

All clubs are required to submit a Rechartering/Contract Form to Campus Activities by May 1st of each year. This includes any club that has become inactive during the year and would like to begin the following year as an active club. Any new club is required to submit the New Club Charter Form; a new club can charter at any point during the year. (See page 4 for more information on starting a new club.)

The demands on an advisor are considerable. In order to ensure quality for student club members, advisors should work with one club at a time; any request for exception needs to be made in writing to the Vice President of Student Services, who consults with the Director of Campus Activities.

Finally, enjoy your experience with the club and its members! Getting to know the students; watching them develop their potential and accomplish their goals; and assisting them to move on to other life goals (perhaps a job, more education, etc.) brings great satisfaction.

If you need assistance or have questions, do not hesitate to call the Campus Activities Office, 659-6255.

NOTES TO CLUB MEMBERS ABOUT ADVISORS

Ohlone College requires that to be a recognized student club, the club must have an Ohlone College faculty or staff advisor. This is a valuable and unique opportunity for faculty/staff and student interaction, as well as an opportunity to enrich campus life.

- Advisors are consultants to help with your club growth and development.
- An advisor adds to the continuity of your club.
- Advisors help in the area of program content and purpose.

Choose your advisor well. Take into consideration that the advisor maintains a liaison role between your club and Ohlone College. Your advisor is a resource and can act as a stabilizing force should you need help.

The advisor helps successive officers of the club understand the responsibility they share with the Campus Activities staff in helping student clubs succeed.

The advisor helps student officers use their best judgement in planning events, selecting guest speakers or entertainers, or making funding and budget decisions. The advisor should be available to help with the group decisions and help the club consider all alternatives.

Both the advisor and club members should understand that the advisor is there to help support the group. Please realize that an advisor is a volunteer and is committing to additional work.

For a Successful Working Relationship With Your Advisor

1. Clubs must schedule meetings and special club events in accordance with the advisor's schedule first. *Your advisor **must** be present for you to hold a meeting.*
2. Meet with your advisor at least once before your meeting to check over the agenda and discussion topics for the meeting. If you are unsure how to run the meeting or deal with a situation, use your advisor's expertise and experience to find a creative solution.
3. Check in with your advisor after the meeting to ask for advice or constructive criticism on the meeting. Inform your advisor of follow-up assignments to be completed by other club officers/workers; this will help your club make progress.
4. Share your advisor. Introduce him/her to new members and visitors. Include time for advisor's comments in your meeting agenda.
5. Club expenditures must be approved by your club advisor, club members, Director of Campus Activities, and the Vice President of Student Services. Campus events/activities (including fundraisers) need prior approval from the club advisor and Director of Campus Activities. Keep good records and share financial information with your advisor.
6. Read the notes to Advisors (pages 7-10).

INTER CLUB COUNCIL (ICC) Introduction

The Inter Club Council (ICC) is made up of one representative from each active student club and is chaired by the Vice President of the Associated Students of Ohlone College (ASOC) Council. You will find that the more you support the ICC, the more your club will gain support from other student clubs. Support from other clubs takes many forms such as a simple "hello," participation in club fundraisers, or attendance at special club events.

The purpose of ICC is to:

- Recognize clubs and monitor active clubs' status.
- Give guidance to new clubs.
- Serve as a forum for expression by clubs on any matters considered to be of importance to them.
- Coordinate events and activities among clubs and promote cooperation between clubs.
- Increase communication between clubs and the ASOC Council.
- Organize club days to provide awareness of student clubs (two each semester).
- Work with ASOC regarding all funding for clubs.

Checklist for Monthly Club Reports

Each club shall report to ICC on designated dates about the follow topics:

- What the club has done in previous month and what it is planning to do.
- The status of the club budget including income and expenditures over the previous month.
- The number of active members, including a roster of names.
- The topics that have been covered at club meetings in the previous month.

All club leaders should read the ICC Constitution carefully, particularly the section on membership requirements and attendance at meetings (pages 12-14).

CONSTITUTION OF THE INTER CLUB COUNCIL

ARTICLE 1: ESTABLISHMENT

- Section 1. There shall be established at Ohlone College a permanent organization for clubs and organizations under the auspices of the Associated Students of Ohlone College (ASOC) named the Inter Club Council (ICC).

ARTICLE II: OBJECTIVE

- Section 1. The Inter Club Council objectives are to:
1. Be responsible for acting on behalf of ASOC by officially recognizing all Ohlone College clubs and organizations.
 2. Give guidance to new organizations and clubs in such matters as: getting started, drawing up constitutions and conducting club affairs.
 3. Serve as a forum for expression by clubs on any matters considered to be of importance to them.
 4. Coordinate events and activities among clubs and assist them in developing jointly sponsored projects and activities.
 5. Plan a calendar of club activities in cooperation with the office of Campus Activities and to coordinate activities with the ASOC Activities Program.
 6. Have the general responsibility of legislating and enforcing rules in all matters pertaining to clubs, which are not otherwise stipulated in the constitution.
 7. Act in an advisory capacity to ASOC regarding all funding requests.

ARTICLE III: MEMBERS

- Section 1. The ICC shall be comprised of the presidents from each recognized Ohlone College club or organization. If the president is unable to attend due to schedule conflicts, the club may appoint one permanent member to represent the club at each meeting. Each active club shall have only one vote.
- Section 2. A member of ICC shall be defined as a club or organization. A representative shall be defined as the club president or the person the club or organization appoints as its official voice in the ICC.
- Section 3. There shall be three types of memberships - active, inactive, and dechartered.
1. Active clubs will be allowed to schedule major campus events/activities, such as dances and parties where fees may be charged. A club is considered active if it has a representative at each of the meetings, has one event on file with Campus Activities per semester, and has given the required monthly club reports.
 2. Inactive members may only conduct their regular meetings. An inactive club may not request or receive money from the ASOC, is ineligible to cast an ICC vote, can not travel, can not hold any events, can not have access to their account, and can only have their club meetings. The club must still send a representative to ICC meetings.
 3. Dechartered members must refrain from all club activities until the beginning of the following semester. A dechartered club has all of the impositions of inactive status

for the remainder of the semester. Should the club be dechartered in December, the club will remain so until school resumes in the spring. At that time, the club will be on inactive status for 20 academic days and automatically receive one absence for spring.

Section 4. Written monthly club reports, which would begin in October or February, will be based on the club report checklist, which appears in the Club Handbook. There will be a 24-hour grace period once per semester in which a club failing to make their report, must submit the written club report to Campus Activities. If the club report is forgotten a second time, future reports must be submitted in writing to Campus Activities no less than 24-hours prior to the ICC meeting. Failure to submit written monthly club reports will result in a money request suspension of 10 academic days.

Section 5. Any active club not represented at two meetings per semester will be given a written letter of warning. If a third meeting is missed, the club will be reduced to inactive status for 20 academic days and shall lose their ICC vote. If a fourth meeting is missed, the club will be dechartered for the remainder of the semester.

Section 6. The ICC has a general advisor, who will be the Director of Campus Activities.

ARTICLE IV: OFFICERS

Section 1. The officers shall be the following: Chair and Secretary. The Secretary shall be elected by the representatives of the member-organizations from among themselves. The Chair shall be the Vice President of the ASOC.

Section 2. Each ICC Officer must be available to attend all regularly scheduled meetings or must vacate his/her office.

Section 3. In the event that no one fills an officer position, the ICC Chair may appoint an active club to fill the open position.

ARTICLE V: MEETINGS

Section 1. The regular meetings of the Council are to be held weekly for one half-hour.

Section 2. All active clubs must attend one Club Day each semester. Non-attendance at Club Day will result in one absence being noted against the club.

ARTICLE VI: ELECTIONS

Section 1. The election of the Secretary shall take place in early fall.

Section 2. The ICC Chair shall swear the newly elected officers into office at the next regularly scheduled ICC meeting.

ARTICLE VII: CLUB ORGANIZATION

Section 1. In order for any club or organization to have the sponsorship of Ohlone College, the club or organization must have the recognition of the ICC.

Any group of students interested in forming a new club or organization should proceed as follows:

1. Obtain and complete a New Club Contract form stating the purpose of the proposed organization and listing all required signatures.
2. Obtain an advisor, with the assistance of the Director of Campus Activities, and have the advisor sign the New Club Contract form. Students may choose any permanent Ohlone College faculty/staff member to serve as their advisor.
3. After receiving and approving the New Club Contract form, the group will have another 20 academic day period within which to submit a constitution to Campus Activities. At the end of that 20 academic-day period, new clubs will also be expected to have their monthly report ready for the ICC meeting..
4. Once the New Club Contract form is approved by ICC, the club may participate as a full member of the ICC.
5. Advisors are to be consulted on the activities of the group and shall attend all meetings and excursions. Their approval is necessary before any event may be scheduled.

Section 2. In order for a club to be recognized as an official and active club at Ohlone College, that club must file a Recharter/Contract Form with Campus Activities by May 1.

Should a club miss filing their Recharter/Contract Form, they can submit to ICC a New Club Contract Form at the beginning of the fall semester. It will be at the discretion of the official ICC members' majority vote to accept or reject the New Club Contract form.

ARTICLE VIII: PARLIAMENTARY PROCEDURES

Section 1. Robert's Rules of Order, latest edition, shall serve as a guide for the conduct of ICC meetings and general assemblies.

ARTICLE IX: AMENDMENTS

Section 1. Amendments to this constitution may be proposed by a majority vote of the ICC. Approval shall require a two-thirds affirmative vote of the ICC.

ARTICLE X: RATIFICATION

Section 1. Ratification of this constitution shall require a majority affirmative vote of Student Legislative Council.

Approved by ICC and ASOC Council May 7, 2002

CLUB FINANCES

The most important guideline to remember about club finances is **ALL CLUB MONEY MUST BE HANDLED THROUGH THE BUSINESS OFFICE.**

All active clubs are given an account and account number. If the club account information is lost, contact Campus Activities.

Because club officers change, all clubs must file a new Trust Account Authorization form each year. Clubs must provide updated signatures each time the club Treasurer and/or President leadership changes. This form authorizes requests for money from your club account and is kept on file with the Business Office. The proper signatures for this form are:

1. Club Advisor
2. Club President
3. Club Treasurer
4. Director of Campus Activities
5. Associate Vice President of Student Services

Steps for Club Expenditures

1. Propose the expenditure to the club at a general meeting.
2. Have the club members, as well as the club advisor, approve the expenditure.
3. Fill out and submit a Purchase/Payment Request form or an Inter-budget Transfer form, including all required signatures. These forms are used in order to:
 - A. Have the club billed by the vendor/performer/speaker, by presenting an invoice for payment from your club account and/or a copy of the contract between the club and the vendor/performer/speaker.
 - B. Request a reimbursement by providing receipts for approved club expenditure.
 - C. Request a cash advance. The Business Office and Campus Activities reserve the right to limit and/or deny the cash advance amount and number of requests from a club based on club's financial history.
4. Attach all documentation of expenses to completed Purchase/Payment Request form. Appropriate documentation includes:
 - A. Receipt, bill, or invoice for product, service, or purchase.
 - B. Performance or speaker contract or letter of agreement.
NOTE: You must request a taxpayer identification number from all performers, speakers, etc. as well as a signed W4 form.
 - C. Meeting minutes or a memo from club President and club Advisor, or a list of recipients with ID numbers and addresses for prize/donations/scholarships.
5. Submit necessary form and paperwork to Campus Activities for signature at least seven workdays in advance of payment date. Campus Activities will forward request to Business Office. Check requests are processed once a week. More time is required around College holidays.

NOTE: You MAY NOT spend more money than you have in your account. Check with the Business Office Bookkeeper or Campus Activities (x6255) for your club's current balance.

Steps for Club Income

Use the ASOC Trust Account/Club Deposit Slip to deposit any club income. Money should be deposited with the Cashier in Building One.

1. The Treasurer and the Club Advisor should count the money and complete the Trust Account/Club Deposit Slip.*
2. Take your deposit to the Cashier's window in Building One. If you need to make cash deposits after 4pm, or on a weekend, talk with the Director of Campus Activities to make deposit arrangements.
3. Obtain a receipt for the deposit and retain receipt for your records.
4. All income and expenditures must be kept separate. For example, **you cannot pay an entertainer, security, nor reimburse for expenditure with cash taken in from sales.** The income must be deposited into a club account first, and then a check can be written to pay the bill(s). Checks from the club account must be used to pay for event expenses. Clubs could lose access to funds if monies are handled inappropriately.

*When HANDLING CASH always have one or two club members AND the advisor present to count and deposit the money.

Rules for Donations to Clubs

Ohlone College clubs are tax-exempt, not a non-profit organizations that can give receipts for tax-deductible donations. If a club wishes to receive a tax-deductible donation, the donation must be made to the Ohlone College Foundation in the club name. The Foundation can then donate the monies to the named club. These donations must be coordinated and receive approval from the Director of the Ohlone College Foundation.

Clubs CANNOT, under any circumstances, solicit donations from business or community leaders/organizations without prior approval from the Director of the Ohlone College Foundation. Clubs MUST initiate process for approval to solicit donations through Campus Activities.

ICC Funding Policy

Statement of Purpose:

ICC supports the funding of club events and activities that engage the larger Ohlone College community, foster cooperation of campus organizations and clubs, support fundraising efforts of campus clubs, and provide an educational benefit to the campus community.

General Guidelines:

- In granting funding requests, ICC shall be guided by the above statement of purpose.
- In each semester, ICC shall distribute no more than one half of its total budget.
- Clubs are limited to two requests per semester, with a maximum of \$500 per request.
- No club shall be awarded more than \$1,000 per year.

Guidelines for New Clubs:

- A club shall be considered "new" if it has not been active for 2 consecutive academic years or 4 consecutive semesters.
- New clubs will have a 2-month, or 40 academic-day, probationary period, from the time they are given active status, during which they can not ask for funding.
- At the end of the probationary period, a club can request a maximum of \$75 from ICC through the standard request procedure.
- At the beginning of the semester following probation, a new club may request funding under the same criteria and guidelines as other clubs.

Procedures and Accountability:

- Every club shall submit a written request for funding to ICC through the Club Event Money Request Form. Forms can be picked up and turned in at the Campus Activities Office.
- Clubs MUST complete detailed projected budget information for each event listed on the Request Form.
- Clubs MUST submit an actual budget and event recap after the event is held. If money is not used properly, the club may forfeit its rights to further funding.
- Club must be prepared to present the material on the Money Request Form at the following ICC and ASOC meeting. ICC will make an advisory vote to submit to ASOC. ASOC will hear the presentation the first week and make the final funding decision at the subsequent week's meeting. The process will take approximately 2 weeks once the form is submitted.

Approved by ICC on April 16, 2002.

GENERAL RESPONSIBILITIES OF CLUB OFFICERS

Being a club officer provides an opportunity for personal growth and achievement. By performing your specific duties and responsibilities, you play an important and active role in helping your club become active and successful. Toward this end, you are responsible for knowing the club's purpose, constitution, and by-laws and for keeping the club focused on its mission.

At times, being an officer can be frustrating; helping your club work together as a team can be difficult. However, if you focus on the goals your group has created, and on helping club members complete their duties, you will allay some of these frustrations and help your club succeed. As a group leader, it is your responsibility not only to complete your job but to help others complete their jobs as well.

While taking your job seriously, don't take yourself too seriously! Relax! Being in a club is supposed to be fun. Organize the club so that you and everyone have fun. Try to strike a balance between work and play. If you find the fun going out of the club and officers and members are fighting or criticizing each other, seek help from your advisor or the Director of Campus Activities to make a plan for refocusing and re-energizing your club.

Your advisor and the Campus Activities staff are here to help. If you don't understand something or you need advice on handling a problem or issue, ask your advisor or the Campus Activities staff for help. What follows is a general outline of the duties for the most common officer positions in clubs:

PRESIDENT/CHAIR

1. Preside over the club and club meetings; act as the "official spokesperson" for the club.
2. Understand and follow the club's constitution and by-laws. The President/Chair usually does not vote, except to break ties. Check your club's constitution for specifics on the President's voting privileges.
3. Know campus policies and regulations.
4. Keep your advisor informed of all club meetings and activities. The College requires your advisor to attend all club meetings and activities.
5. Call regular executive officer cabinet meetings. Consult with your advisor before all meetings.
6. Prepare a master plan for the semester's activities early. Ideally, every club should have a project or goal for each semester.
7. Be an effective presiding officer. (See pages 37-38 for information on conducting meetings.)
 - A. Decide which procedures you will use for conducting meetings.
 - B. Be impartial, fair, and courteous. Carry out the group's decisions and wishes.
 - C. Prepare an agenda for each meeting. Check the minutes of the preceding meeting to include business that should be discussed again or finished.
 - D. Do not try to do all the work by yourself. Assign responsibilities to others. Total participation by all members makes for a strong organization.
8. Attend all ICC meetings or appoint a consistent representative to do so.

VICE-PRESIDENT/VICE-CHAIR

1. Assume the President's responsibilities when s/he is unable to carry out his/her duties.
2. Be ready to assist the President in any possible way.
3. Carry out special duties that may be assigned to you by the constitution/by-laws, the President, executive committee, or members.
4. Prepare the master calendar for the year in conjunction with the President or Chair.
5. Attend all executive committee meetings and meetings of the organization.
6. Know and understand your organization's constitution and by-laws.

SECRETARY

1. Record and keep accurate permanent records of meetings' minutes, documents, etc.; prepare follow-up correspondence as needed.
2. Keep an accurate, up-to-date list of members, addresses, and telephone numbers.
3. Keep in the secretary's book a copy of the constitution and by-laws for easy reference during meetings.
4. Record motions accurately and be prepared to read them back in a meeting.
5. Prepare monthly club reports for ICC.

Suggested outline for the writing of minutes:

- A. Give the hour, day, month, place of the meeting, and the name of the presiding officer.
- B. State whether the minutes of the last meeting were:
 1. Approved as read.
 2. Approved as corrected. (If there were corrections, list them.)
- C. Record items discussed under old business.*
- D. Record items discussed under new business.*
- E. State the time of adjournment of the meeting.
- F. Sign the minutes.

**Give a statement concerning all reports read and the action taken on them. A summary is fine. You do not need to record every word. Every motion, lost or carried, should be included under the appropriate item of Business.*

TREASURER

1. The Treasurer is responsible, with the advisor, for tracking all funds of the club. (See pages 15-17 for more information.)
 - A. Collect all money. A receipt should be given for all money collected.
 - B. Deposit all funds in the business office in the club trust account. All clubs and organizations are required to keep all club money in an account with the Business Office Bookkeeper. **NO OFF-CAMPUS ACCOUNTS MAY BE KEPT BY STUDENT CLUBS.**
 - C. Sign all campus trust fund requisitions along with the advisor for the withdrawal of funds from the Business Office Bookkeeper. Receipts or proper documentation must be presented for the full amount spent.
2. Prepare a budget and have it approved by the executive committee and membership.
3. Make certain the club expends money in keeping with the approved budget and within policies and regulations.
4. Make a Treasurer's report at each business meeting of the club listing receipts, expenditures and the balance on hand.
5. Provide budget information for monthly ICC club reports.
6. See that all bills and transfers are made promptly.
7. Keep a record of all money handled, both incoming and outgoing, and indicate purpose for which money was disbursed.
8. Have records available and in a condition for examination at any time.

General Club Guidelines

Failure to abide by any of the following guidelines or policies may result in suspension of privileges or loss of active club status.

I. Campus Publicity

A. Publicity:

1. Club must have club name clearly visible on all fliers, banners, and promotional material.
2. The Campus Activities Office MUST approve all fliers PRIOR to copies being made. All fliers must have an "approval" stamp.
3. Review the Time, Place, and Manner Policy. (See page 39-44.)

B. Posting Fliers:

1. Post fliers on specially noted bulletin boards only.
They are: the brown easel by the Bookstore and Cafeteria and classroom bulletin boards.
2. Use tacks only; DO NOT use staples or tape of any kind.
3. DO NOT post on walls, windows, trees, plants, ground, etc. The Director of Campus Activities must approve exceptions prior to posting.
4. Review the Time, Place, and Manner Policy. (See page 39-44.)
5. Remove all signs, banners, and tacks immediately after the event.

C. Banner Posting Policy

1. There should be ONLY one (1) banner posted on Building One and one (1) posted on Building Five advertising either a club meeting or club activity. You may post two banners on the same building only if they are advertising two different events.
2. All banners may ONLY be posted 7 days in advance of the meeting or 14 days in advance of an event. Otherwise prior approval for extending banner posting length must be obtained from the Director of Campus Activities.
3. All banners MUST be removed within 2 business days after the meeting or activity.
4. Each banner shall be no larger than 3 ft. x 5 ft. The Director of Campus Activities must approve exceptions.

D. Making Banners

Banners for club meetings and events can be made in the ASOC work area (1130). Each club must make arrangements to be in the work area through the staff in the Campus Activities Office. The following rules apply:

1. Banner size is limited to 3 ft. x 5 ft.
2. Store and secure paints in the appropriate containers.
3. DO NOT use dry brushes. Ask Campus Activities to re-ink the paints.
4. DO NOT press too hard or misuse the brushes.
5. Clear the table completely when you are finished.
6. Materials left in work area may be discarded. If you need to leave something or need to store a sign, ask Campus Activities for permission.
7. If you have a question about sign content, please discuss with the Director of Campus Activities.

E. Copies

1. The Director of Campus Activities or your advisor must sign your campus copy request.
2. Prepare final copy and allow at least 3 working days for 100 copies of fliers. Allow at least 5 working days for larger copy requests.

F. Marquee

Student clubs can advertise events and activities that are open to the campus community. Requests require at least a 2-week notice. Forms are available from the Information Desk and must be initialed by the Director of Campus Activities.

G. Library Displays

Clubs are welcomed and encouraged to coordinate a library display in the cases opposite the circulation desk and the case in the library foyer. There is a high demand for this display space and clubs must contact the Library early to reserve space. The following procedure should be followed:

1. Contact the Library Reference Librarian, at (510) 659-6166, 3rd floor of Building 1, to check on availability of display space.
2. Space is reserved only after you receive signed approval.
3. Student club **MUST** set-up display and take down display by agreed dates or risk having display dismantled by the next display group.

II. **Cooking/Food On Campus**

A. Cooking is not permitted on campus.

- You **MUST** follow the Alameda Health Department requirements for temporary food sales. The **Health Department regulations** state that food needs to be kept at adequate temperatures to prevent spoilage. Cold foods should be maintained at 45 degrees Fahrenheit and hot foods should be maintained at 140 degrees Fahrenheit or above.
- DO NOT prepare food items at home and bring them to campus to sell them. Food, especially baked goods, purchased in bulk from places such as Costco are recommended for bake sales.

B. Clubs may barbecue in the lanai area for the club only – not for public sales. All barbecues need facility use approval by Director of Campus Activities.

III. **Off-Campus Trips/Conferences/Other Travel**

- A. Your advisor must attend **ALL** official club trip(s)/conference(s) with you.
- B. Notify in writing to Campus Activities staff the specific date, time, place of club activity **at least 5 days in advance** of trip.
- C. Students must complete the **District's Hold Harmless** form, as well as the **Student Medical Consent**, and the **Student Behavior Agreement** forms.
- D. File a copy of these forms with Campus Activities office before you leave campus.
- E. Original completed Student Medical Consent forms and Student Behavior Agreements remain with club advisor.
- F. Keep receipts for any expenditures needing reimbursement.
- G. Review the Ohlone Vehicle Guidelines & Travel Policies. (See pages 51-54.)

IV. **Alcoholic Beverages**

According to California law, the consumption, possession and/or sale of all alcoholic beverages is prohibited on any college property or at any college-sponsored event on or off campus. (25608 B&P).

V. Fundraising Guidelines

1. Any fundraising activities by student clubs must be registered with the Campus Activities office at least 10 working days prior to the start date of the fundraiser. Final approval of the fundraiser rests with the Director of Campus Activities. NOTE: Major fundraising activities/events require at least 20 working days notice.
2. Club name and proposed use of funds must be identified with a visible sign. Information regarding club purpose is helpful.
3. Club booth needs to be staffed by club members only.
4. Food Sales: See Cooking/Food section for details. On a limited basis, clubs may arrange to use the kitchen with the cafeteria Food Service Director.
5. Only one fundraiser at a time is allowed on the same date. For exceptions, check with the Director of Campus Activities.
6. Money MUST be deposited into trust account the same or next working day.
7. Clubs cannot hold a fundraiser in the Quad for more than five continuous in-session days. See the Director of Campus Activities for exceptions.
8. It is not legal to sell "chances". Therefore, raffles per se are illegal. Donations* may be accepted for support of activities and prizes, such as door prizes, and may be awarded via a drawing.
** A donation means just that; a person may play or compete even if they choose not to give a donation or give less than the recommended amount. You may charge an admission fee to an event as part of your fundraiser.*
9. For major event fundraisers, event expenses must be encumbered prior to 20 working days of the event. This means you need all the money before you have the event.
10. Fundraising guidelines must be attached to Campus Activity Request form. Your signature on the attached Campus Activity Request form signifies you have read and agree to abide by these guidelines.

VI. Facility Use Request

1. Students must initiate facilities request in the Campus Activities Office.
2. The Director of Campus Activities, along with club members, establishes date, times, facility requested, admission fees, and so forth.
3. The Director of Campus Activities verifies availability of facility for club use. This can take a few days, so plan ahead.
4. For larger events, consult the Major Event Policy and Guidelines. (See pages 31-32.)
5. Equipment set-up requests are considered on a case per case basis, e.g. volleyball set-up requires athletic staff support, basketball backboards can be lowered by custodians if approved by Athletic Director and Director of, Buildings & Grounds. Attach set-up map for use of cafeteria and Epler gymnasium.
6. See Club Sponsorship Criteria (pages 27-28) for information on events involving off-campus community groups and/or promoters.
7. The Director of Campus Activities gives final approval of student club event and facility use.

CLUB SPONSORSHIP CRITERIA

When a recognized Ohlone club agrees to sponsor off-campus groups and other on-campus groups the club needs to sign a sponsorship agreement with the sponsored group. The sponsorship form covers the following points:

- At least 5 or more of the club members and the club advisor need to be actively involved in the event and visible at the event, (e.g. sitting at the table with the group, participating in the planning of the event, suing club accounts for monies, etc.). The club needs to have an official vote to sponsor each group/event/activity. Profit sharing agreements must be in writing with a copy to Campus Activities with the request prior to approval of the event.
- Sponsoring club must clearly and visibly mark the table and/or event with club name indicating its sponsorship of activity.
- Groups cannot solicit students, faculty, staff, campus guests, etc. Posters and signs to announce activity, sale items etc. are okay; stopping people to talk to them is not okay.
- It is strongly recommended that if the sponsored group is selling items, the club receives some or all profits. Event monies need to be deposited into club account within 24 hours of activity/event.
- Sponsored groups must abide by all campus safety, posting, and campus activity policies.
- Sponsored groups must sign an agreement and file it with the Campus Activities Office prior to the approval of the event/activity. More time is needed if the event/activity involves over 50 people.

Violation of these agreements could result in immediate termination of event, and/or denial of future sponsorship.

ICC/ASOC Major Event Policy for Ohlone Student Groups

1. Only recognized, active, and in good standing student clubs or student government can apply to plan a major campus event.
2. Everyone applying **MUST** follow the established Student Organization Major Events Regulations and Procedures in this Club Handbook and the major events checklist.
3. The club advisor **MUST** be present at all club meetings and events.
4. In addition to having security funds encumbered, club/student government must have funds encumbered to cover Smith Center technical staff expenses, Ohlone custodial charges, entertainment (band, DJ) decorations, catering, and all other expenses.
 - A. Student club **MUST** establish a responsible, small-event, track record over the course of at least one full semester – preferably two semesters. Examples of a responsible track record for smaller events include, but are not limited to the following: 1) organizing a fundraiser with attention to detail and correct depositing of funds; 2) inviting speakers to campus using proper campus request procedures and correct request for payment procedures; 3) scheduling club meetings appropriately through Campus Activities.
 - B. In some cases, the Director of Campus Activities or another Student Services Administrator must be present at the event, in addition to the club advisor.
 - C. Income from the student club event must be deposited into the Ohlone College safe the same evening, or day, of the event. Ohlone Security will escort students to make the deposit.
 - D. Major events require detailed accounting of funds. All income and expenditures must be separate monies. For example, you cannot pay an entertainer, nor reimburse for an expenditure with the cash taken in from ticket sales. The income must be deposited first, then a check can be written to the performer from the club account. Checks from the Club account must be used to pay for event expenses. Pre-printed, numbered tickets are required for major events (events over 100 people and all events held in the Smith Center).

SMITH CENTER EVENTS

1. Smith Center events require additional paperwork and approval.
2. Smith Center events require a technical rehearsal prior to the actual event. The technical rehearsal is a time for groups to run through activities, establish sequence of events and so forth...not a time to actually practice the performance. Student clubs will need to pay for the time of the technical staff for the rehearsal and the actual event.
3. Student club/government must provide technical information/requests for an event in the Smith Center. These requests must be in writing in advance of the technical rehearsal. For example, this refers to all music tapes, equipment needs/wishes, idea of lighting needs, microphones and so forth.
4. Once an event is approved for the Smith Center, student groups are required to follow directions from the stage manager. Security and safety issues are the responsibility of Ohlone staff.

MAJOR EVENTS REGULATIONS AND PROCEDURES

These regulations and procedures are to be followed when planning events that are intended to attract audiences of 100 or more persons, such as concerts, dances, festivals, and other activities, or other events that the Director of Campus Activities deems “major.”

Purpose

- To ensure the safety of people participating in an event.
- To ensure the security of the facilities and Ohlone College property.
- To ensure the success of the event.
- To provide an atmosphere conducive to the nature of event, be it educational, cultural, or entertaining.

Standards for Planning

- The student chairperson should use the Event Planning Checklist to organize an event. (See pages 33-36.)
- Steps not relevant to the program may be omitted, with approval of the Director of Campus Activities.

Facilities, Equipment Services

- Request in writing, facility usage, equipment, and other services at least four (4) weeks in advance.
- All necessary forms can be obtained from the Campus Activities Office.

Publicity

- Request approval of a written publicity plan four (4) weeks IN ADVANCE OF DISTRIBUTION.
- The plan will be approved, modified, or denied on the basis of an evaluation by the Director of Campus Activities and/or Vice President of Student Services.
- Publicity for events shall be tailored to fit the audience and purpose of the event and may be limited to campus. For certain events and with permission from Campus Activities, publicity may be allowed off campus in a limited and specific way.

Security

At least four (4) weeks prior to the event a security plan shall be submitted in writing to the Campus Security for review, and if adequate, approved. The security plan will include but is not limited to, the following provisions:

1. The student club must pay for all security personnel required for the event. This includes, but is not limited to, Ohlone security officers, Fremont Police, and /or private security companies.
2. At least one Ohlone College security officer is required to be present at the event for the duration of the event, and is to be compensated for services rendered at the current rate of pay for such services.
3. The student club must deposit or have encumbered a sufficient amount of funds prior to the date of the event in order to cover the costs of required security services.
4. The sponsoring club must provide “monitors” who shall be responsible for assisting with door control, periodic checking of

areas such as restrooms, corridors and outside areas, and other general monitoring duties during the event.

5. The security plan shall designate a staff or faculty advisor for the event who will be responsible for working directly with campus police personnel to ensure the safe and orderly conduct of the event participants.

Because campus buildings and rooms each have an occupancy limit determined by fire safety requirements, the security person or monitors assigned to the event shall have a limit posted at the entrance of the facility. The security person and monitors shall insure that no one is admitted after the capacity limit of the facility is reached.

Termination of Events

Any violation of the above regulations and procedures will be grounds for immediate termination of the event upon the recommendation of the faculty or staff person in charge and present at the event or the Director of Campus Activities. It will be the responsibility of the designated faculty or staff advisor present at the event to announce the termination of the event. Reasons for termination shall include, but are not limited to the following:

1. Use of alcohol or drugs on campus.
2. Fighting or other disorderly conduct.
3. Destruction of property either inside or outside the facility being used.
4. Violations of state, county, or local ordinances.
5. Violations of event planning agreements.

Clean Up

- The sponsoring club is responsible for a reasonable amount of clean up after the event. All loose trash should be picked up. All furniture should be returned to its original place. All decorations, tape, and tacks should be removed.
- The facility should be ready to use by the regular users when clean up is finished.

Damages

- Sponsoring clubs are responsible for custodial support and all clean-up charges.
- The sponsoring club will be liable for damages to the facility created by guests at the event.
- A damage checklist should be submitted to the Campus Activities Office before the event to make sure that all damages in the facility to be used that have occurred previously are not charged to your club.

Evaluation

- A report that evaluates the event should be completed and submitted to the Director of Campus Activities.
- The evaluation should be completed no later than two class days after the event.
- The student club and advisor may want to keep a copy of the evaluation for information and future planning.

Ohlone College Campus Activities Event Planning Check List

This check list is designed to help you plan an event for you club; it is particularly useful for larger events and functions. It is important that you work closely with your advisor and the Campus Activities Office throughout the entire planning process.

1. Date/Facility Use

There are many groups competing for few spaces at Ohlone College. Be aware that some groups/events will be given priority over others. See section on Smith Center Events for special instructions to use this venue.

- Discuss viable dates and spaces available with the Director of Campus Activities.
- If planning to use athletic facilities, obtain approval from Dean of Exercise Science (Building 9) prior to submitting Event Application Form. *(Note: Equipment is a separate request. Sponsoring group is responsible for replacement of lost/stolen/damaged equipment.)*
- Submit Event Application Form - attach additional clarifying information if needed.
 - *Do not skip insurance question. Some events require additional insurance.*
 - *If you have music as part of an event outside, you must state this on the form.*
 - *Do not formally contract with anyone until the form is approved.*

Your activity is not approved until the Director of Campus Activities or Vice President of Student Services signs the form.

2. Funding

- Develop an estimated event budget including all expenses and revenues.
- Examine your current club account balance to determine if you will need additional funding to support the event.
- ICC/ASOC provides limited funding assistance subject to ICC and ASOC funding policies and guideline.
 - Submit Money Request form to Campus Activities at least **one month** before funding is needed.
- Once funding is secured, Submit Trust Account Check Request form with all information, all signatures, and appropriate documentation to Bookkeeper by Noon on Wednesday for a check that Friday. (Holidays, summers, and sometimes illness change this timeline.)
 - *Plan at least **one week** ahead for checks you must have.*
- If using district funds, complete Consultants Form.
 - *This takes longer; plan at least **one month** ahead.*

You should NOT proceed with your planning if these first 2 sections are not completed.

3. **Smith Center Events**

- Contact Campus Activities to obtain specific Smith Center Event Forms. There is a separate and complete process for use of the Smith Center.

4. **Speakers/Performers**

- Secure participation from individual/group with the Performance Agreement Form or with formal contract provided by individual/group. Be sure to obtain the following:
 - Signed W4 form and contract, including Social Security Number or Tax ID Number for check
 - Check payable to...
- Identify and discuss any special needs/requests of individual/group including all technical requirements.
- Send confirmation letter to individual/group reiterating all terms of the agreement and special needs/requests to be fulfilled. (*Copy letter to Director of Campus Activities.*)
 - Include additional information pertaining to the following in confirmation:
 - Greeter - who will host the speaker while on campus?
 - Will/will not have an ASL interpreter
 - Note if we will provide lunch/and or meals
 - Enclose the following in the confirmation letter:
 - Parking permit for day(s)
 - Directions to college and campus map
- Submit Trust Account Check Request Form at least **one week** prior to event in order to have check ready for the day of the event
 - * All documentation and signatures must be included.*
- Provide check to speaker/performer on day of performance/speech.
- Prepare introductions.
 - Who gives them?
 - Who writes them?
 - Prepare for all speakers involved.

5. **Publicity**

You must receive FINAL APPROVAL for event prior to release of any publicity materials. Below are publicity options available to you. You need not utilize all options but rather should use the ones most appropriate for your event.

- Monitor*
Contact student editor. The *Monitor* is published weekly during Fall and Spring semesters on Thursdays. Holiday schedule varies.
- Graphic Design/Printing
You should begin work on any printed materials at least 1 month prior to the date you need the finished product. Typically this is a two-step process: designing and printing.

1. Design:

- Contract an outside designer, contact an Ohlone College graphic artist, or identify someone in your group who can produce the graphics you need.

2. Printing:

- Send finished graphics to printer outside of Ohlone at least **2 weeks** before you want the finished materials (complicated print jobs should allow **3 weeks**).
- Contact Print Center Coordinator if using services at Ohlone.
- Submit Copy Request Form to Ohlone Copy Center at least **5 days** in advance of needing materials if choosing to use photocopying as your printing means.

Email Announcement

- Work with your Faculty Advisor to send an email to the “announcement” group.
- Send email **1 week** prior to event and **1 day** prior to event as a reminder.

Voice Mail

- Submit Phone Message Request to the College Relations Office at least **48 hours** prior to announcement date. Only send the announcement once.

Banners/Flyers (See General Club Guidelines for more information.)

- Review and follow the Time, Place and Manner Policy for all flyers and banners. All posted materials must have sponsor's name.
- Make banners with paints available in room 1130.
- Post banners no earlier than **2 weeks** prior to event.
- Post flyers on available bulletin boards using **ONLY TACKS**.

Local Press

- Contact Director of Campus Activities to get approval and coordinate efforts.
- Write press release and include promotional materials.

Marquee

- Submit Marquee Request Form to College Relations box with at least **2 weeks** notice to ensure inclusion. Form is also located on Ohlone College website in College Relations section under Services.

ASL Interpreters

- All major and public college events should be ASL interpreted, if possible.
- Contact Interpreting Services, x6271, and complete request form.

6. Security

- Submit request for security to Campus Security via Campus Activities at least **4 weeks** prior to event.
- Inform event attendees if there is a charge for parking or provide parking permits to guests.

*Note: Weekend and evening major events **require** additional security, with a minimum of 4 hours at \$27.50/hr. Private security or Fremont Police Department might also be required. Sponsoring department/student club pays for event security.*

7. Custodial

- Submit request to Buildings and Grounds via Campus Activities at least **4 weeks** prior to event.
- Include request for dumpsters and/or porta-potties, which may be required for major events at a cost to sponsoring group.

Note: Weekend and evening major events may require additional maintenance, with a minimum 4 hours custodial at \$27.50/hr. Groups will be charged if facility requires extraordinary cleaning, as determined by the Director, Buildings & Grounds.

8. Food

- Contact Fresh and Natural to bid on any catering done in approved areas. *(Note: Food may NOT be served or catered to a classroom as per District policy.)*
- Ensure that any food sales follow the Department of Health regulations. *(Note: No cooking is allowed on campus. Refer to General Club Guidelines for more details.)*

9. Other

- Bookstore
 - Notify bookstore if author will sign books.
 - Check with Bookstore Manager to see if books can be ordered and available.
- Special permits
 - Health Department requires special permits for certain events. Check with Health Center or Campus Activities for details.
- VIPs
 - Notify Campus Activities where/when any VIPs will be on campus.
- Emergency plans:
 - Designate someone to be in charge in case of a crisis.

Revised, August, 2003

CHAIRING A MEETING

If you are the new chair of your club meetings, the following information can help you stay on track and accomplish club goals.

1. An agenda should be made up before each meeting with advice from the executive committee and the advisor. An agenda usually includes the following items:
 - A. Call meeting to order
 - B. Roll call
 - C. Introduction of guests/outside club comments
 - D. Approval of the Minutes
 - E. Officer and committee reports
 - F. Continuing business
 - G. New business
 - H. General announcements
 - I. Adjournment and details of when/where of next meeting

NOTE: The Brown Act requires public groups to post their agendas 72 hours in advance of the meeting so that the public can attend and hear group decisions. The Inter Club Council (ICC) must comply with the Brown Act.

2. Start and finish your meetings on time.
A tap of the gavel should be used to:
 - A. Call the meeting to order.
 - B. Bring the meeting to order in case of interruption.
 - C. Conclude the meeting.
3. Recognize new members/guests and help them feel welcomed.
Follow basic parliamentary procedure, but be informal when it seems appropriate.
4. Check before the meeting that officers and members have their Committee reports ready.
5. Presidents guide the flow of discussions at meetings.*
 - A. Don't take sides. You must be impartial while chairing the meeting.
 - B. Recognize those who have comments or questions.
 - C. Keep the group on the topic.
 - D. Clarify questions. Restate them so they are understood. Don't make long speeches.
 - E. Practice the art of summarization. Clarify and restate motions.
 - F. Keep order in the discussion and be alert to member's reactions.

**If the President or Chair wishes to participate in debate, he/she must call someone else to chair the meeting, usually the Vice President/Vice Chair.*
6. Use your club Secretary. Get motions in writing. Have them read back by the Secretary.
7. When a speaker is on the program, see that the business is finished in time to give the speaker adequate time. Follow up with a thank-you letter.
8. Express appreciation to those that have given reports or made contribution to the meetings.

PROCEDURE FOR HANDLING A MAIN MOTION

I. OBTAINING THE FLOOR

- A. A member rises when no one else has the floor and addresses the Chair by the correct title: "Mr. or Madam Chair."
- B. In a large assembly, the member gives his name and identification.
 - The member remains standing and awaits recognition by the Chair.
- C. The Chair recognizes the member by announcing his name or title, or, in a small assembly, by nodding to him.

II. MAKING A MOTION BEFORE THE ASSEMBLY

- A. A member makes the motion: "I MOVE THAT ..."
- B. Another member seconds the motion: "I SECOND IT."
- C. The chair states the Motion: "IT IS MOVED AND SECONDED THAT...". "IS THERE ANY DISCUSSION?"

III. CONSIDERATION OF THE MOTION

- A. Members may debate.
 - 1. Before speaking, members obtain the floor see above.
 - 2. The maker of the motion has the first right to obtain the floor.
 - 3. All remarks must be addressed through the Chair.
 - 4. Discussion must be confined to the merits of the motion.
 - 5. Debate may be closed only by order of the assembly (2/3 vote).

Or
by the chair if no one seeks the floor for further debate.
- B. The Chair calls the question (puts it to vote).
 - 1. The Chair makes certain that the assembly understands what it is being called upon to decide.
- C. The Chair asks: "ARE YOU READY FOR THE QUESTION?"
Silence gives consent to proceed with the voting.
 - 1. The Chair calls first for the affirmative vote: "THOSE IN FAVOR, SAY 'AYE'." The Secretary records the numbers.
 - 2. The Chair always calls for the negative vote: "THOSE IN FAVOR, SAY 'NAYE'." The Secretary records the numbers.
- D. The Chair announces the result of the vote.
 - 1. "THE AYES HAVE IT, THE MOTION IS CARRIED," and tells the effect of the action taken, or "THE NOES HAVE IT, THE MOTION IS LOST," and tells the effect of not adopting the motion.

OHLONE COLLEGE

7.9 Policies on Time, Place, and Manner

7.9.1 Invited Speakers

The College has the responsibility to develop critical thinking in an atmosphere assuring a free interchange of ideas. Those responsible for selecting speakers will attempt to obtain authorities that will present diverse views in the best tradition of the American forum.

The administration shall determine that each forum speaker agrees to the following four provisions before being permitted to speak:

- A. The speaker's background will be made known to the audience accurately and completely.
- B. The speaker will allow time for unselected questions from the floor which are related to the address.
- C. Speaker remarks are subject to critical analysis in Ohlone College classes in College publications.
- D. The speaker will abide by the regulations of the College and the laws of the State of California.

In addition, the name and background of each speaker and the intended date, location, and subject of the presentation shall be provided for the Vice President, Student Services according to the Campus Event Procedures.

7.9.2 Student Meetings

Recognized student clubs may address themselves to issues of concern to them in the designated open forum area with prior reservation; in classrooms or other designated campus space with prior reservations, subject to the following conditions:

- A. Approval by the Campus Activities office for scheduling of event and use of space.
- B. The sponsoring group or individual must be clearly identified and stay within the assigned space.
- C. Orderly conduct and the safety of persons must be maintained.

7.9.3 Open Forum Use

- A. The Open Forum Area, located on a marked concrete pad across from the Palm Bosque, shall be designated by boundaries and signs and available 8 am – 8 pm, Monday through Friday.
- B. Use of the area shall be subject to policies of the Fremont – Newark Community College District, particularly those of orderly conduct and safety and respect for property.

- C. The Sponsoring group or individual must be clearly identified and stay within the assigned space.
- D. There shall be no interference with regular or scheduled College functions, events or activities.
- E. Harassment and practices that make members of the College community an involuntary audience are forbidden. Such practices include shouting, pointing and name-calling.
- F. Amplification of voice or sound is not allowed.

7.9.4 Distribution of College Sponsored Materials

Handout literature for distribution shall:

- A. Be distributed from tables assigned by the Campus Activities Office with signs that clearly indicate the name of the College staff member, approved College organization, or sponsoring department.
- B. Limited to the Building 5 cafeteria lobby and outside areas during the weeks of instruction of the Fall and Spring Semesters. There shall be no distribution during final examination periods for Fall and Spring Semesters or during summer and interim time periods. Only College related information may be distributed during registration.
- C. Be handed directly to individuals without coercion or solicitation and may not be placed or left on tables or bulletin boards other than those specifically designated for such purposes in the cafeteria lobby of Building 5.
- D. Not be accompanied by shouting, voice amplification, harassment or disturbance of persons in the area by distributors.
- E. Not be distributed in classrooms, campus buildings, offices, in the cafeteria serving or dinner areas, on automobiles, snack areas, stairwells, or any outside areas other than the open forum area.
- F. College office, faculty and club mailboxes are not to be used for distribution of the following:
 - 1. Political, religious, and commercial advocacy or solicitation.
 - 2. Raffles, pools, chain letters, obscenity, or other illegal materials.

Any exceptions to distribution must be approved in writing by the President of the College or designee.

7.9.5 Posting of Materials

- A. Posting privileges are limited to recognized on-campus student clubs and organizations, or any department, organization or operational area of the College.
- B. Each poster/flyer must have the name of the individual, the organization, or the sponsoring organization and the date of the activity, and/or the poster/flyer itself must be dated.
- C. Materials are not to be placed on:
 - 1. Painted surfaces.
 - 2. Glass surfaces.
 - 3. Finished wood surface.
 - 4. Automobiles.
 - 5. Trees or other living plants.
 - 6. Specific function bulletin boards.
- D. For off-campus groups, materials can be placed only on:
 - 1. Easel(s) outside the Bookstore.
 - 2. Specified bulletin boards in the Cafeteria lobby.
- E. For campus groups, materials can be placed on:
 - 1. Those places noted under D.
 - 2. Classroom bulletin boards.
 - 3. Department bulletin boards with approval.
 - 4. Other campus areas with specific approval of the Director, Campus Activities.
- F. Banners may be placed on the front railings of Buildings 1 and 5 with prior approval from the Director, Campus Activities.
- G. Political posters, slogans, decals, etc. for national, state and/or local elections are prohibited except as noted in D or clearly marked as sponsored by a student club.
- H. Materials posted shall be removed within 5 days of the activity or sponsor is subject to losing posting privileges and/or being billed for removal expenses by the College.
- I. Ohlone staff and/or ASOC/ICC representatives are authorized to remove all posted materials which:
 - 1. Do not have the sponsor's name clearly noted.
 - 2. Are not dated.
 - 3. Are not properly posted according to above guidelines.
 - 4. Remain posted after the date of the activity.
- J. Unauthorized persons shall not remove materials once posted.

7.9.6 Solicitation of Funds or Signatures

- A. Solicitation of funds for non-profit organizations may be authorized by the President of the College or designee within the following parameters:
1. Follow conditions of distribution of College sponsored materials (7.9.4).
 2. Make available to the Director, Campus Activities, students and interested person, a written statement of purpose and intent.
 3. Attend tabled at all times.
 4. The individual, organization, or sponsoring organization is responsible for making physical arrangements for the distribution of materials of solicitation of funds, including setting up and removal of advertising signs, litter, chairs, tables and other equipment. Failure to clean up will result in assessment of a charge sufficient to cover the cost of such clean up, and may prevent future use of area.
- B. College space, funds, services, supplies, equipment, and/or work time may not be used for soliciting of political support, sale of goods or services, or carrying out of any business other than that approved by College officials.

7.9.7 College Fund-raising Sales

Food sales by student clubs or other officially recognized College organizations must comply with the Alameda County Health Department regulations and be approved by the Director, Campus Activities. Other wares, merchandise and products for fund-raising or other sale purpose must be consistent with objectives and agreements of the College.

7.9.8 Vendors

Solicitation and sales on campus by private enterprise and non-college public organizations may be sponsored by ASOC and must meet conditions under 7.9.6 as well as the following conditions:

1. Approved by the Vice President, Student Services or the Director, Campus Activities or designee.
2. Limited to three days each semester.
3. Vendors must pay a fee to ASOC if required, for sponsored use of scheduled forum areas.
4. Individual book buyers who come on campus for the purpose of purchasing books from faculty must register their presence with Security.

Solicitation and/or sales sponsored by a College department (including the Bookstore and Cafeteria) must meet conditions 1 through 4 and be coordinated with the Director, Campus Activities.

7.9.9 Job Recruitment

Private and public agencies seeking to recruit on campus, must meet conditions under 7.9.2 and 7.9.3 and register with the Student Employment Director. Student Employment staff will schedule designated outdoor/indoor areas of job recruiting purposes in coordination with the Director, Campus Activities.

Such recruitment is limited to no more than 5 days per agency each Fall and Spring Semester.

7.9.10 College Name and Logo/Seal

Use of the College name such as Ohlone College Fremont-Newark Community College District and/or College logo or seal is prohibited, unless approved in writing by the President of the College or designee.

Recognized student clubs, official sports teams, and staff organizations may use the College name and logo. The seal is reserved for official documents of the College.

jmr/tpmplcy/7-28-97 (rev. 4-22-98)

OHLONE COMMUNITY COLLEGE DISTRICT

MAINTAINING A DRUG-FREE CAMPUS

This statement of policy and information is provided to students and employees of Ohlone College in accordance with the Drug-Free Workplace Act of 1988, 34CFT, Prt 85F and the Drug-Free Schools and Communities Act of 1989, P. L.. 101-226, Section 22.

- A. Students and employees of Ohlone College are notified that the unlawful manufacture, distribution, dispensing, possession, or use of drugs and alcohol is prohibited in all areas of the Ohlone College campus as part of any College activities. Actions will be taken against students and employees for violation of such prohibition.
- B. Students and employees are hereby informed of the following:
 - 1. There are local, state, and federal sanctions for unlawful possession, use, or distribution of illicit drugs and abuse of alcohol. Such sanctions include fines and imprisonment in the state prison.
 - 2. Use of illicit drugs and abuse of alcohol are dangerous to student, employees, and others and to the general welfare of the College. Health risks include physical and mental illness, which may lead to disability and even death.
 - 3. Information about counseling, treatment, rehabilitation, and assistance programs may be obtained from College counselors, personal office staff, and community health care providers.
 - 4. Penalties as noted in item "F" may be imposed upon students and employees for drug and alcohol violations occurring on campus or in College-sponsored activities.
- C. In accordance with law, this statement of policy and information shall be distributed to students and employees annually.
- D. Employees engaged in the performance of any federal grant shall as a condition of employment, abide by the terms of this statement of policy (A.) and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. The College shall notify the federal agency within ten days after receiving notice under item (D.) from an employee or otherwise receiving actual notice of such conviction.
- F. Students and employees who are found in violation of the standards of conduct described in paragraph A shall be subject to College sanction as follows:
 - 1. Students shall be subject to sanctions (outlined in the Standards of Student Conduct and Discipline and Due Process Procedures) up to and including expulsion.
 - 2. Employees shall be subject to appropriate personnel action up to and including termination of employment.

3. Students and employees may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. The College shall make a good faith effort to continue to maintain the campus free of drug and alcohol use through implementation of items "A" through "F" of this document.
- H. The College shall conduct a biennial review of this program to determine its effectiveness, implement needed changes, and ensure consistent enforcement of sanctions.

Adopted by the Board of Trustees, Fremont-Newark Community College District on August 8, 1990.

OHLONE COLLEGE

6.1 EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY

Ohlone College maintains an atmosphere that is welcoming to all students and conducive to their academic and personal success. The College provides an environment free of all forms of harassment, in which all students and employees are treated with dignity and respect.

Ohlone College is committed to equal opportunity in educational programs, employment and campus life. The College does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any success to and treatment in College programs, activities, and application for employment.

Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain and hold employment and qualify for advancement in the District without discrimination.

Ohlone College is committed to nondiscrimination in compliance with the Civil Rights Act; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973 (Sections 503 and 504); the Americans with Disabilities Act of 1990; Executive orders 11246 and 11375; the Vietnam Era Veterans Readjustments Act of 1974; The Age Discrimination in Employment Act of 1967; and nondiscrimination laws of the State of California.

Ohlone College is committed to the civil rights responsibilities spelled out in The Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Education Programs spelled out in Title VI of the Civil Rights Act. As such, the lack of English language skills will not be a barrier to admission to and participation in vocational educational programs at Ohlone College.

Inquires regarding equal opportunity and nondiscrimination may be made to the President of the College for appropriate referral: Ohlone College, P.O. Box 3909, Fremont, CA 94539-0390, (510) 659-6200.

OHLONE COLLEGE **POLICIES GOVERNING TRUST ACCOUNTS**

Following are the general policies and procedures governing all trust accounts created by the authorization form.

TRUST ACCOUNT AUTHORIZATION FORM – A REQUIRED FORM FOR THE CREATION OF A TRUST ACCOUNT This form “creates” a trust account for the purposes specified on the form and places funds deposited with the College “in trust” with certain persons indicated as “trustees” who are responsible for making sure that such funds are administered correctly as intended. This form is required when campus club accounts, scholarship accounts, loan fund trust accounts, and other trust accounts are created and funds are banked with the College business office. This form provides a description of the primary source of the fund, the use of the fund, and the authorized trustees for the expenditure of such funds.

POLICY ON DESIGNATION OF TRUSTEES FOR TRUST ACCOUNTS

All expenditure requests for the expenditure of funds from an authorized trust account must receive final review and approval by the Vice President of Student Services (or designee), who will act as a required trustee on all trust accounts.

For campus club accounts, the designated trustees must be the staff of the group and a designated student officer of the club, usually the club president or treasurer. The director of Financial Aid shall act as a required trustee for all scholarship and loan accounts. However, additional trustees may be required to authorize expenditures from any trust account if designated on the “Trust Account Authorization Form.” All other accounts require the signature of at least one designated staff member authorized to act in a trustee capacity to administer the account. This signature along with the signature of the Vice President of Student Services (or designee), will be sufficient to authorize expenditure from accounts not requiring additional signatures as outlined above for club, scholarship, and loan accounts.

Note that if a College official who is a required trustee of an account leaves the employ of the College, then the person replacing that individual in the same official capacity will assume responsibility as a trustee of the account unless otherwise noted on the Trust Account Authorization Form.

POLICY ON CHANGES IN DESIGNATED TRUSTEES

If a change in the designated trustee(s) of an account needs to be made, then a new Trust Account Authorization Form needs to be completed and signed by the new trustees including the staff advisor indicating their authorization of the change. These documents must then be delivered to the Vice President of Student Services, for review and approval.

POLICY ON INACTIVE ACCOUNTS

Accounts created by the Trust Account Authorization Form on the reverse side of this sheet will remain “open” and “active” as long as there is some deposit and/or withdrawal activity in the account. If, after two (2) consecutive years the account remains “inactive” with no deposit or withdrawal activity, then a written notice will be sent to all designated trustees of the account informing them of the College’s intent to close the account due to inactivity. If, after 30 days there is no written indication from any of the trustees that they wish to keep the account “open” and “active”, then the account will automatically be closed and any remaining money in the account will be distributed as follows:

For Club Accounts: The remaining funds will be transferred to the Associated Students of Ohlone College’s “Inter Club Council Fund.”

For all other Trust Accounts:
The remaining funds will be transferred to a related account or to the “Ohlone College Short-term Emergency Loan Fund.”

The Vice President of Student Services, and account trustee(s) will determine such distribution.

OHLONE COLLEGE

REIMBURSEMENT OF STUDENT TRAVEL POLICY

TITLE: Policy on Reimbursement of Student Travel

LEGAL AUTHORITY: The Board approved a motion delegating the approval of this policy to the Superintendent/President at the January 23, 1974 meeting.

POLICY:

I. PURPOSE:

To provide policy governing reimbursement of expenses of student participants in co-curricular activities.

II. PROCEDURE:

A. The Board, under provisions in the Education Code Section 72320, may authorize funds for travel and other necessary legally reimbursable expenses of student participants in co-curricular activities pursuant to rules and regulations adopted by the Board. Requests for such travel and expenses will be approved in advance by the Superintendent/President. In keeping with the Code provisions, part of the costs, usually meal expenses, will be defrayed by the students.

OHLONE COLLEGE

STUDENT TRAVEL TO COLLEGE — APPROVED FUNCTIONS POLICY

TITLE: Policy on Student Travel to College — Approved Functions

LEGAL AUTHORITY: The Board approved a motion delegating the approval of this policy to the Superintendent/President at the September 27, 1972 meeting.

POLICY:

I. PURPOSE:

To provide regulations prohibiting reimbursement to students for driving private vehicles to college-approved functions.

II. PROCEDURE:

Accidents or injuries sustained by students engaged in travel to college-approved functions in privately owned vehicles could result in extensive tort claims and lawsuits in which the District, Board and staff might be held liable. District insurance coverage against such claims is not available. The driving of college owned vehicles under controlled and faculty-supervised conditions is presently permitted and is covered by existing District insurance policies. Because of the liability, students cannot be paid from college funds for driving private automobiles to various college functions.

A. The authorization and payment of students for driving private cars to college programs and activities shall not be permitted.

B. School vehicles, chartered buses and commercial transportation will be used for authorized travel to college-approved functions.

10.7 USE OF COLLEGE VEHICLES

- A. Ohlone College staff are encouraged to use College vehicles for travel on College business except when other modes of transportation (BART air etc.) are less expensive and realistic for the purpose of travel. Individuals who use their personal vehicles for College business are responsible for their own insurance coverage.
- B. The following regulations and procedures shall be followed with respect to staff use of College vehicles.
- 1) Use of College vehicles must be requested well in advance of date of use by telephone (Maintenance Department secretary, extension 6105) and by submitting a completed *Request for Use of School Vehicle* form signed by a College administrator.
 - 2) Names of all persons who will be riding in the vehicle must be listed on the request form. In the case of athletics, team members need not be listed. Rosters are on file in the Athletic Office.
 - 3) Persons who are not employees or students involved in a College activity are not to accompany employees or student groups unless they have a function directly related to the College business or event. Their names and functions must be listed on the request form.
 - 4) All approved vehicle requests should be sent to the Maintenance Department secretary. If plans change, call and cancel the vehicle immediately.
 - 5) Vehicles must be picked up during office hours (before 4:30pm) and for weekend use, before 4:30p.m. on Friday. Vehicles are picked up at Maintenance, Building #10.
 - 6) When picking up a vehicle, the driver's private vehicle may be parked inside the corporation yard gates. Drivers pick up keys, credit cards, and trip record card at Building #10 office. ALL DRIVERS must sign the *Vehicle Trip Record* and be pre-approved to drive a district vehicle. Approval can be obtained from the Business Service office, x6210. (This approval takes approximately two weeks).
 - 7) Vehicles are to be driven only to and from the destination of College business. Vehicles are not to be driven to other destinations and are not to be kept overnight without prior approval as noted on the Request for Vehicle form.
 - 8) The staff member requesting the vehicle(s) is responsible for the return of the vehicle(s) and condition of the vehicle(s) upon return.
 - 9) If a vehicle breaks down on the road, have it towed to the nearest gas station. If the credit card is not accepted, pay for the repair and submit for reimbursement. Minor repairs not exceeding \$100.00 may be charged on the gas credit card. If the repairs are major and/or you cannot wait for the repair, leave the vehicle at the station (locked) and report the information to the Maintenance office upon your return. If assistance is needed, call Campus Police at (510) 659-6111.

- 10) Upon return, vehicles are to be emptied of trash (all receptacles are emptied); doors locked; keys, credit cards, and completed trip record returned to the warehouse office. Any problems with a vehicle should be noted on the back of the trip record card. If return is after hours, use the telephone outside the corporation yard to call Campus security to unlock the gate, the key to the telephone box is with the vehicle keys. Place keys, card and trip record in the box located inside gate at the right.

Vehicle reservations are on a first come, first served basis for the following use:

- Athletic Team travel to away contests.
- Instructional field trips or other instructional use.
- Staff use for College business.

College vehicles are not available for use by student clubs or student government groups. College staff who are advisors are the vehicles users.

Any misuse of College vehicles shall be reported to the appropriate administrator and may result in denial of future use of College vehicles.

There is no smoking permitted in the college vehicles.

Maximum capacities for College vehicles are as follows:

- Station Wagon: Driver and seven passengers. (eight total)
- Van: Driver and nine passengers. (ten total)
- Bus: Driver and twenty-five passengers.

These limitations must not be exceeded at anytime.

- a) Drivers of the Bus must have a Class B license and Medical Certificate. These documents must be registered and on file with the Maintenance Department Secretary.
- b) College vehicles are not to be used for out-of-state travel with student groups (field trips, athletic contests, etc.) Except with prior approval of the board of Trustees. Such out-of state travel shall also require appropriate insurance and signed waiver forms as stated in Education Code Sections 72640 and 72641.

If times, drivers, passengers, or other arrangements change after the vehicle request form is submitted, the staff member must notify his/her administrator or the on-duty administrator and the Maintenance Department secretary.

