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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.

The Student Life Department is also here to answer questions and guide you through this process. Communication with the Student Life Department is vital 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 website, 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 active 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 page seven (7) for more information on the ICC. In addition to the ASOC ICC Chair, the Director of Student Life and the Student Life team are also available to discuss ICC meetings and issues with club leaders.

All clubs are required to submit a completed Re-charter/Contract form to the Student Life Office and the ASOC ICC Chair by May 1st of each year. Upon review and approval, the club is re-declared an official club at Ohlone.
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 & Procedures,” State and Federal Laws, this handbook, the ICC Constitution, and ASOC Constitution.
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 a consistent designated replacement representative (“ICC Rep”)
6. Make All financial transactions through the club account held in the Ohlone Business Office. (See pages 8-9 for club finance information.)
7. File a Re-Charter/Contract form with the Student Life Department and ASOC ICC Chair by May 1st every year.
8. Attend Club Kickoff Day before the start of the Fall semester 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 Trust 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 Student Life.
6. Ability to apply to host fundraisers on campus.
7. Participation in College activities, contests, and events.
8. Opportunity to apply for funding from ICC/ASOC. (See Funding Policy section for more information.)

Reasons for losing Active Club status

1. Organizing without a recognized advisor. Advisors must be Ohlone College employees.
2. Failure to re-charter by the May 1st deadline.
3. Failure to follow policies, rules, and regulations of Ohlone College, ICC, ASOC and club constitution at any club activity or event, on or off campus.
4. Failure to follow membership guidelines of ICC handbook & constitution. (See page 7 for further details on ICC membership).
Services available to Active Clubs

Reserving a room for Club meetings
Fill out a Space Request form & send it eventform@ohlone.edu
Forms can be found at: www.ohlone.edu/studentlife/events

Application for Major Event(s)
Contact: Alexandria Eoff | Student Life Assistant at eventform@ohlone.edu
Form(s) can be found at: www.ohlone.edu/studentlife/events
Please see the General Event Planning Checklist, Major Event Policy, and Major Events Regulations & Procedures

Banking
For Deposits: Cashier’s Window, x6073, Building 19
For club trust/bank account information contact: studentlife@ohlone.edu

Banner Creation & Physical Sign Posting
Contact: Alexandria Eoff | Student Life Assistant at studentlife@ohlone.edu

Media Center Equipment
Contact: Mr. Yu-Pui Kong, x6280; ypkong@ohlone.edu

Interpreters
Contact: Student Accessibility Services, x6271
www.ohlone.edu/interpreting

Copies
100 quick copies can be made if a club gives at least three (3) working days’ notice and completes appropriate paperwork.

Advertising on Social Media, Canvas & the official Ohlone website
Submit a “Club/ASOC Promotional Request” via the Student Life Website.
www.ohlone.edu/studentlife/events

Library Displays
Contact: K.G Greenstein, Librarian x6166; kgreenstein@ohlone.edu

Before contacting the departments listed below for services, club member(s) must first contact Cristine Sidela, the Director of Student Life at csidela@ohlone.edu

Ohlone Security
Chief John Worley, x6111; campuspolice@ohlone.edu

Marquee
Gosia Asher, Marketing Lead, x6206; gasher@ohlone.edu

Facilities/Buildings & Grounds
Rae Hallwell, Facilities Assistant, x6470
Requests must first be submitted to: Alexandria Eoff | Student Life Assistant studentlife@ohlone.edu

studentlife@ohlone.edu and asocicc-chair@ohlone.edu should be included on any and all email communications regarding a club’s services requests.
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 encouraged (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/Coordinator of Student Life 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 Student Life Dept. and follow procedures noted in the Club Handbook.

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.

There are no college official* club activities between the last day of the spring semester and the first day of the fall semester.

*Please note, “college official” club activities may only occur during the Fall and Spring semesters. Any club that meets outside of this timeframe, is not deemed to be having an official meeting or event. Therefore, the Ohlone College Community District and/or its affiliates, are not liable for anything that occurs during such unofficial club meeting/event.
Advisors’ Roles & Responsibilities

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.

Choose your advisor well. Your advisor is a resource and can act as a stabilizing force should you need help.

- 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
- Advisors are a liaison between your club & Ohlone College

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

The advisor helps student officers use their best judgement in planning events, selecting guest speakers or entertainers, and/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.

Guidelines 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, and/or host an event.

2. Meet with your advisor at least once before your meeting to go 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. If you and your advisor need assistance you may always reach out to studentlife@ohlone.edu and asocicc-chair@ohlone.edu

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 them 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 Student Life & the Vice President of Student Services. Campus events/activities (including fundraisers) need prior approval from the club advisor and Director of Student Life. Keep good records and share financial information with your advisor.
Inter Club Council (ICC) Introduction & Constitution

The Inter Club Council (ICC) is made up of one representative from each active student club and is chaired by the Associated Students of Ohlone College (ASOC) Council’s ICC Chair. 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, the ASOC Council, and Ohlone College.
- Organize Club Rush to provide awareness of student clubs (one each semester)
- Work with ASOC and the Student Life Department regarding all funding for clubs.

Checklist for Monthly Club Reports:
Each club shall report to ICC and Student Life on designated dates about the following topics:

- What the club has done in the 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.

The ICC Constitution
The ICC Constitution can be found online at: https://www.ohlone.edu/studentlife/icc/icc-handbook-constitution
Club Finances

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

All active clubs are given an account, and an account number. If the club account information is lost, please contact the Student Life Department.

Since club officers change, all clubs must file a new Trust Account Authorization form each year, and/or whenever there is a change in officer positions. Clubs must provide updated signatures each time the club Treasurer, President and/or Advisor changes. This form authorizes requests for money from or to your club account and is kept on file with the Ohlone College Business Office. The proper signatures for this form are: Club Advisor, Club President, Club Treasurer, Director of Student Life, and the 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. Complete a Purchase/Payment Request Form
   - ASOC Treasurer & the Student Life Department are available to assist club(s) in completing the form.
   - Submit the following forms to the Office of Student Life:
     - Purchase/Payment Request form or an Inter-Budget Transfer form, including all required signatures.
     - Vendor/Speaker/Performer(s) Service Agreement Contract
     - Club will need to request and submit an Estimate of Cost from vendor/performer/speaker.
   - Attach all documentation of expenses to completed Purchase/Payment Request form. Appropriate documentation includes:
     - Receipt, bill, or invoice for final product, service or purchase.
     - Meeting minutes or a memo from club President and club Advisor, or a list of recipients with ID numbers and addresses for prize/donations.
4. Submit necessary form and paperwork to the Office of Student Life for signatures. The request will be forwarded to the Ohlone College Business Office. Check requests are processed once a week. More time is required around College recognized holidays.
5. **You MAY NOT spend more money than you have in your account.** Ask your advisor to check with the Ohlone College Business Office for your club’s current balance.
   - Lea Witmer at lwitmer@ohlone.edu or Nam Hoang at nhoang@ohlone.edu

**Steps for Club Income**

Money should be deposited with the Ohlone College Cashier at Fremont Campus the same day it was received, using the ASOC Trust Account/Club Deposit Slip.

1. The Club 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 19. If you need to make cash deposits after 4pm, or on a weekend, talk with the Director of Student Life to make deposit arrangements.
3. Obtain a receipt for the deposit and retain the 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(s) 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.

*Revised March 2021
* 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 non-profit organizations that can give receipts for tax-deductible donations. If a club wishes to receive a tax-deductible donation, the donations must be made out to the Ohlone College Foundation in the club’s name. The Foundation can then donate the monies to the named club. These donations must be first coordinated and approved by the Director of the Ohlone College Foundation.

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

Fundraising Guidelines
1. All requests for fundraising activities by student clubs must be registered by the Student Life Department at least 10 working days prior to the start date of the fundraiser. Final approval of the fundraiser rests with the Director of Student Life. 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 the club’s purpose is helpful. For virtual fundraisers – this information must be on the promotional material(s).
3. Club booth needs to be staffed by club members only, and as with all club events – the club advisor must be present.
4. Food Sales: See Cooking/Food section of General Club Guidelines 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 Student Life.
6. Money MUST be deposited into the club’s trust account the same or next working day.
7. Clubs cannot hold a fundraiser for more than five (5) continuous in-session days. See the Director of Student Life for exceptions.
8. It is not legal to sell “chances.” Therefore, raffles per se are illegal. You may charge an admission fee to an event as part of your fundraiser. 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 complete even if they choose not to give a donation or give less than the recommended amount.
9. For major event fundraiser, event expenses must be encumbered prior to twenty (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 the Space Request Form. Your signature on the attached Space Request Form signifies you have read and agree to abide by these guidelines.
ICC’s Club Funding Policy
This policy was approved by the ICC on April 30, 2018.

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 cannot ask for funding.
- At the end of the probationary period, a new 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 Office of Student Life or found online at: https://www.ohlone.edu/studentlife/icc/club-forms-documents and submitted via email to: asocicc-chair@ohlone.edu and studentlife@ohlone.edu.
- 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 meeting. ICC will vote to approve the money request. The vote will then be presented to the ASOC Meeting as a consent item on the agenda. The process will take approximately 2 weeks once the form is submitted. Clubs may be asked to present the material on the Sponsorship Request Form at the ASOC Meeting. The process will take approximately 2 weeks once the form is submitted.
Club Officers’ General Responsibilities

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! Being 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, the ASOC ICC Chair and/or the Student Life Team to create a plan for refocusing and re-energizing your club.

Your advisor, the ASOC ICC Chair and the Student Life team are here to help. If you don’t understand something or you need advice on handling a problem or issue, reach out for help. To help - what follows below is a general outline of the duties for the most common officer positions in clubs.

President/Chair

- Preside over the club and club meetings; act as the “official spokesperson” for the club.
- 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 Presidents’ voting privileges.
- Know campus policies, procedures and regulations.
- Keep your advisor informed of all club meetings and activities. Consult with your advisor before all meetings. The College requires your advisor to attend all club meetings and activities.
- Call regular executive officer cabinet meetings.
- Prepare a master plan of the semester’s activities early. Ideally, every club should have a project or goal for each semester.
- Be an effective presiding officer. (See pages 13-14 for information on conducting meetings.)
  - Decide which procedures you will use for conducting meetings.
  - Be impartial, fair and courteous. Carry out the group’s decisions and wishes.
  - Prepare or approve an agenda for each meeting. Check the minutes of the preceding meeting to include business that should be discussed again or finished.
  - Do not try to do all the work by yourself. Assign responsibilities to others. Total participation by all members makes for a strong organization.
- Attend all ICC meetings, or appoint a consistent representative (ICC Rep) to do so.

Vice-President/Vice-Chair

- Assume the Presidents responsibilities when they are unable to carry out their duties.
- Be ready to assist the President in any possible way.
- Carry out special duties that may be assigned to you by the constitution/by-laws, the President, executive committee, or members.
- Prepare the master calendar for the year in conjunction with the President/Chair.
- Attend all executive committee meetings and meetings of the organization.
- Know and understand your organizations constitution and by-laws.
Secretary

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

Suggested outline for writing of minutes

- Give the hour, day, month, place of the meeting, and the name of the presiding officer.
- State whether the minutes of the last meeting were: “Approved as read” or “Approved as corrected” (if there were corrections, list them).
- Record items discussed under old business. *
- Record items discussed under new business. *
- State the time of adjournment (end) of the meeting.
- Sign the minutes.

* When recording discussions – 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

- The treasurer is responsible, with the advisor, for tracking all funds of the club.
  - Collect all money. A receipt should be given for all money collected.
  - Deposit all funds into the club’s trust account via the Ohlone College Business Office. All clubs/organizations are required to keep all club money in an account with the Business Office. NO OFF-CAMPUS ACCOUNTS MAY BE KEPT BY STUDENT CLUBS.
  - Sign all campus trust fund requisitions along with the advisor, for the withdrawal of funds. Receipts or proper documentation must be presented for the full amount spent.
- Prepare a budget and have it approved by the executive committee and membership.
- Make certain the club expends money in keeping with the approved budget and within policies and regulations.
- Make a Treasurer’s report at each business meeting of the club. Listing receipts, expenditures, and the balance on hand.
- Provide budget information for monthly ICC club reports.
- See that all bills and transfers are made promptly.
- Keep a record of all money handled, both incoming and outgoing, and indicate purpose for which money was disbursed.
- Have records available and in good condition for examination at any time.
Chairing a Meeting

If you are the new chair of your organizations’ 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. (Please note that 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.) An agenda usually includes the following items:
   - Call meeting to order (this is where the secretary notes the start time for the minutes)
   - Roll call (a list of the members needed to have quorum for an official meeting)
   - Introduction of guests/outside club comments
   - Approval of the minutes
   - Officer and committee reports
   - Continuing business
   - New business
   - General announcements
   - Adjournment and details of when/where of next meeting.

2. Start and finish your meetings on time. A tap of the gavel should be used to:
   - Call the meeting to order.
   - Bring the meeting to order in case of interruption.
   - 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. The President/Chair guides the flow of discussions at meetings. If the President or Chair wishes to participate in debate, they must call someone else to chair the meeting, usually the Vice President/Vice Chair.
   - Don’t take sides. You must be impartial while chairing the meeting.
   - Recognize those who have comments or questions.
   - Keep the group on topic.
   - Clarify questions. Restate them so they are understood. Don’t make long speeches.
   - Practice the art of summarization. Clarify and restate motions.
   - Keep order in the discussion and be alert to member’s reactions.

6. Use your secretary/vice-chair. Get motions in writing. Have them read back by the Secretary/Vice-Chair.

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 of Handling a Main Motion

Obtaining the floor
- A member rises when no one else has the floor and addresses the Chair by the correct title.
- In a large assembly, the member gives his name and identification
  - The member remains standing and awaits recognition by the Chair. *In a virtual setting this is done by using the “raise hand” feature on zoom.*
- The Chair recognizes the member by announcing their name or title, in a small assembly, by nodding to him.

Making a motion before the assembly
- A member makes the motion “I move that…”
- Another member seconds the motion “I second it.”
  - *In a virtual setting this is done by replacing “I” with your name, or the organization you are representing. It is also helpful to type in the chat box of zoom so that there is written documentation in case there is difficulty hearing.*
- The chair states the Motion “It is moved and seconded that…” “Is there any discussion?”

Consideration of the Motion
- Members may debate
  - Before speaking, members obtain the floor. (*See above*)
  - The maker of the motion has the first right to obtain the floor.
  - All remarks must be addressed through the Chair.
  - Discussion must be confined to the merits of the motion.
  - 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.
- The Chair calls the question (puts it to vote)
  - The Chair makes certain that the assembly understands what it is being called upon to decide.
- The Chair asks “Are you ready for the question?” Silence gives consent to proceed with the voting.
  - The Chair calls first for the affirmative vote: “Those in favor say ‘aye’.” The secretary/vice-chair records the numbers. *It is also advised, during a virtual setting, that this be done in the chat box of zoom.*
  - The Chair always calls for the negative vote: “Those is favor, say ‘naye’.” The Secretary/Vice-Chair records the numbers.
- The Chair announces the result of the vote.
  - “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.
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.

Campus Publicity

- **Publicity**
  - Club must have club name clearly visible on all flyers, banners, and promotional material.
  - The Office of Student Life MUST approve all flyers PRIOR to copies being made, or virtual ones being posted to Canvas, official Ohlone College social media pages, etc. All physical flyers must have an “approval” stamp.
  - Review the Time, Place, and Manner Policy. (See page 27)

- **Posting Physical Flyers**
  - Once approved – post flyers on specially noted bulletin boards only.
    - They are: the brown easel by the Bookstore and Cafeteria and classroom bulletin boards.
  - Use tacks only; DO NOT use stables or tape of any kind.
  - **DO NOT** post on walls, windows, trees, plants, ground, etc. The Director of Student Life must approve exceptions prior to posting.
  - Review the Time, Place, and Manner Policy (See page 27)
  - Remove all signs, banners, and tacks immediately after the event.

- **Banner Posting Policy**
  - There should be ONLY ONE (1) banner posted on Building Five (5) – Fremont Campus, and on the second (2nd) floor railing overlooking the first lobby – Newark Center, advertising either a club meeting or club activity. You may post two (2) banners ONLY IF they are advertising two (2) different events.
  - All banners may ONLY be posted seven (7) days in advance of the meeting, or fourteen (14) days in advance of an event. Approval for extending banner posting length must be obtained from the Director of Student Life.
  - All banners MUST be removed within two (2) business days after the meeting or activity.
  - Each banner shall be no larger than three (3) feet x five (5) feet. The Director of Student Life must approve any/all exceptions.

- **Making Banners**
  - Banners for club meetings and events can be made in the Office of Student Life’s ASOC work area (building 7, 2nd floor). Each club must make prior arrangements to be in the work area through the Student Life staff. The following rules apply:
    - Banner size is limited to 3ft x 5 ft.
    - Store & secure paints in the appropriate containers
    - **DO NOT** use dry brushes. Ask Student Life to re-ink the paints.
    - **DO NOT** press to hard or misuse the brushes.
    - Clear the table completely when you are finished.
    - Materials left in the work area may be discarded. If you need to leave something or need to store a sign, ask Student Life for permission.
    - If you have a question about sign content, please discuss with the Student Life Staff.
o **Copies**
  - Your advisor must sign your campus copy request
  - Prepare final copy and allow at least 3 academic days for 100 copies of flyers. Allow at least 5 academic days for larger copy requests.

o **Marquee & Canvas**
  - Canvas requests should be made a minimum of 7 academic days prior to the event, and a required minimum of 3 academic days prior to the requested posting date.
  - Canvas requests must be submitted online via the “ASOC/Club Promotional Request form” found at: [www.ohlone.edu/studentlife/events](http://www.ohlone.edu/studentlife/events) & you must provide a JPEG or PNG version of the flyer. For any questions regarding what a “text version” of the flyer looks like please reach out to studentlife@ohlone.edu and CC asocicc-chair@ohlone.edu.
  - Marquee requests require at least a two (2) week notice. Forms are available upon request, and must be approved by the Director of Student Life first.

**Cooking/Food on Campus**
  - 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.
  - **Bake Sales:** **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.
  - Clubs may barbecue in the lanai area for the club only – not for public sales. All barbecues need facility use approval by the Director of Student Life.

**Off-Campus Trips/Conferences/Other Travel**
  - Your advisor must attend **ALL** official club trip(s)/conference(s) with you.
  - Notify in writing to the Student Life Department the specific date, time, place of activity at least **5 days in advance** of the trip.
  - Students must complete the District’s Hold Harmless form, as well as the Student Medical Consent, and the Student Behavior Agreement forms.
  - File a copy of these forms with the Student Life Department before you leave campus.
  - Original completed Student Medical Consent forms and Student Behavior Agreements remain with the club advisor.
  - Keep receipts for any expenditures that may need reimbursement.
  - Review the [Ohlone Vehicle Guidelines & Travel Policies](#). (Reach out to studentlife@ohlone.edu)

**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)

**Opportunity Drawing(s)**
  - Given the legalities surrounding the gift of public funds – all purchases intended to be gifted/distributed must first be approved by the Director of Student Life.
  - As a public community college, we must follow the guidelines outlined by the state, which includes reporting all funds distributed to students valued over $25 to the Financial Aid department.
Opportunity drawings must be open to all actively enrolled Ohlone students.
Clubs are not permitted to provide payment to students to participate in club meetings, events/functions.

**Fundraising Guidelines**

- All requests for fundraising activities by student clubs must be registered and approved by the Student Life Department **at least 10 academic days prior to the start date of the fundraiser.** Final approval of the fundraiser rests with the Director of Student Life. NOTE: Major fundraising activities/events require **at least 20 academic days’ notice.**
- Club name & proposed use of the funds must be identified with a visible sign. Information regarding clubs’ purpose is helpful. For virtual fundraisers – this information must be on the promotional material(s)
- Club booth needs to be staffed by club members only, and as with all club events – the club advisor must be present.
- 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.
- Only one fundraiser at a time is allowed on the same date. For exceptions, check with the Director of Student Life.
- Money must be deposited into the club’s trust account the same or next working day.
- Clubs cannot hold a fundraiser more than five (5) continuous in-session days. See the Director of Student Life for exceptions.
- 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 also charge an admission fee to an event as part of your fundraiser.**
- 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.
- Fundraising guidelines must be attached to the Space Request form. Your signature on the attached Space Request form signifies you have read and agree to abide by these guidelines.
- Given the above guidelines – virtual fundraisers at this time are not feasible unless otherwise stated by the Director of Student Life; until we can create a new protocol to better fit the needs of the students.

**Facility Use Request**

- Students must initiate facilities requests with the Office of Student Life.
- The Student Life Coordinator, along with club members, establishes date, times, facility requested, admission fees, and so forth.
- The Student Life Assistant verifies availability of facility for club use. This can take a few days, so plan ahead.
- For larger events, consult the Major Event Policy & Guidelines. *(See pages 23-25)*
- Equipment set-up requests are considered on a case by case basis, e.g. volleyball set-up requires athletic staff support, basketball backboards can be lowered by custodians if approved by the Athletic Director and Director of Buildings & Grounds. Attach a set-up map for use of cafeteria and Epler gymnasium.
- See Club Sponsorship Criteria *(page 18)* for information on events involving off-campus community groups and/or promoters.
- The Director of Student Life 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, processing paperwork related to the club account, 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 given to the Student Life Department 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 the club’s trust account within 24 hours of the 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 Student Life Department 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 the event, and/or denial of future sponsorship.
General Event Planning Check List

This check list is designed as a guideline to help you plan an event for your club. It is particularly useful for larger events/functions. It is important that you work closely with your advisor and the Office of Student Life throughout the entire planning process.

Date/Facility Use
There are many groups competing for few spaces/time-slots at Ohlone College. Be aware that some groups/events will be given priority over others. For the Smith Center please view the Smith Center Events section below for special instructions to use that venue.

- Discuss viable dates and spaces available with the Student Life Assistant (studentlife@ohlone.edu)
- If hoping to use the Athletic Facilities, obtain approval from the Dean of Exercise Science (Bldg 9) prior to submitting a Space Request Form. (Note: Equipment is a separate request. Sponsoring group is responsible for replacement of lost/stolen/damaged equipment)
- Submit Space Request Form – attach additional clarifying information if needed.
  - Some events require additional insurance
  - If you have music as part of an event outside, you must state this on the Space Request Form. Do not formally contract with anyone until the form has been approved.
- Your activity is not approved until the Office of Student Life has signed the Space Request.

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 & ASOC funding policies and guidelines.
  - Submit a Money Request form to the Office of Student Life and ASOC ICC Chair at least one month before funding is needed. ( studentlife@ohlone.edu and asocicc-chair@ohlone.edu )
- Once funding is secured, meet with the Office of Student Life and ASOC Treasurer to discuss reimbursement process for all expenditures. Submit a Payment Request form with all information, all signatures, and appropriate documentation to the Office of Student Life. ( studentlife@ohlone.edu and asoctreasurer@ohlone.edu )

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

Smith Center Events
- Contact the Office of Student Life ( studentlife@ohlone.edu ) to obtain specific approval to use the Smith Center facilities from the Director of Theatre Operations.
Speakers/Performers

- Contract Agreements & Payment
  - Secure participation from an individual/group with a signed Service Agreement Form.
  - Required: Speaker/Performer must complete a W-9 Form with Ohlone College.
  - Submit the following documents to the Office of Student Life **4 weeks prior** to event.
    - Service Agreement Form
    - W-9
    - Payment Request Completed (no signatures at this time)

- Event Preparation & Hosting
  - Prior to the event:
    - Submit request for all technical requirements
    - Request ASL interpreter
    - If food is provided, confirm meal request
    - Provide Directions to college and campus map (if applicable)
    - Provide Parking permit for day(s), (if applicable)
    - Provide Virtual Event Link, (if applicable)
    - Prepare introduction and assign introducer.
  - Day of the event:
    - Assign a greeter – who will meet and host the speaker while on campus?
    - Be sure to thank the Speaker/Performer publicly and share ways to connect with them.

Publicity
You must receive **final approval** for the event prior to the 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 the student editor. The *Monitor* is published weekly during the Fall & Spring semesters on Thursdays. Holiday schedule varies.

- **Graphic Design/Printing**: You should being 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: design & print.
  - **Design**
    - Contract an outside designer, contact an Ohlone College graphic artist, request the assistance from the Office of Student Life, or identify someone in your group who can produce the graphics you need.
  - **Printing:**
    - Send finish 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 you printing means.
Email Announcement
- Work with your Advisor to send an email to the “announcement” group.
- Work with the Office of Student Life to send an email to the “Ohlone Student Updates” group, a minimum of **5 working days’ notice**, prior to when you want the email sent.
  In your request – include the following:
  - Subject line of the email
  - Body of the email (final draft version)
  - Signature line (who is the email from?)
  - Attachments (final draft, and ADA compliant)

Banners/Flyers (See General Club Guidelines for more information)
- Review & follow the Time, Place, & Manner Policy for all flyers & banners. All posted materials must have the sponsor’s name.
- Make banners with paints available in room 7210
- Post banners **no earlier than 2 weeks prior** to the event
- Post flyers on available bulletin boards using TACKS ONLY

Canvas/Social Media Postings:
- Review and follow the Time, Place, & Manner Policy for all flyers & banners. All posted materials must have the sponsor’s name.
- Submit the online form: “Club/ASOC Promotional Request” to the Office of Student Life.
  - It’s a **7 working day processing time** for these requests. Thus, we recommend submitting the request **14 days** prior to the event.

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 at https://www.ohlone.edu/marquee.

ASL Interpreters
- All major and public college events should be ASL interpreted, if possible.
- Contact Student Accessibility Services; www.ohlone.edu/interpreting

Security
- Submit request for security to Campus Security via the Office of Student Life **at least 4 weeks** prior to the 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.

Custodial
- Your Advisor must submit a request to Buildings and Grounds **at least 4 weeks prior** to the event.
- Include request for dumpsters and/or porta-potties, which may be required for major events at a cost – to be paid for by the sponsoring group/student club.

Note: **Weekend and evening major events may require additional maintenance. Groups will be charged if facilities require extraordinary cleaning**, as determined by the Director of Buildings & Grounds.
**Food**
- Review [Cooking/Food on Campus section](#)
- Contact Fresh & Natural to bid on any catering done in approved areas.
- 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)

**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 the Office of Student Life and the Student Health Center for details.
- **VIPS**
  - Notify the Office of Student Life where/when any VIPs will be on campus.
- **Emergency plans**
  - Designate someone to be in charge in case of a crisis.
Major Event Policy for Ohlone Student Groups

- Only recognized, active, and in good standing student clubs and/or student government can apply to plan a major campus event.
- Everyone applying **MUST** follow the established Student Organization Major Events Regulations & Procedures in this handbook, and major events checklist.
- The club Advisor **MUST** be present at all club meetings & events.
- 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.
  - 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:
    - Organizing a fundraiser with attention to detail and correct depositing of funds
    - Inviting speakers to campus using proper campus request procedures and correct request for payment procedures
    - Scheduling club meetings appropriately through Student Life
  - In some cases, the Director of Student Life or another Student Services Administrator/Staff must be present at the event, in addition to the club advisor.
  - 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.
  - 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’s 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

- Smith Center events require additional paperwork and approval.
- 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.
- 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.
- 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 Student Life 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.
- Steps not relevant to the program may be omitted, with approval of the Director of Student Life.

**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 Office of Student Life.

**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 Student Life 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 the Office of Student Life, 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
Campus buildings and rooms each have an occupancy limit determined by fire safety requirements, the security person/monitors assigned to event shall have a limit posted at the entrance of the facility. The security person and monitors shall ensure 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 Student Life. 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:

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

**Clean-Up**

- The sponsoring/hosting club/organization 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/hosting club/organization is responsible for custodial support and all clean-up charges
- The sponsoring/hosting club/organization will be liable for damages to the facility created by guests at the event.
- A damage checklist should be submitted to the Office of Student Life before the event to make sure that all damages in the utilized facility, previously incurred, are not charged to the sponsoring/hosting club/organization.

**Evaluation**

- A report that evaluates the event should be completed and submitted to the Director of Student Life.
- The evaluation should be completed no later than two class days after the event.
- The student club/organization and advisor may want to keep a copy of the evaluation for information and future planning.
Ohlone College, ASOC & District Policies

Equal Educational & Employment Opportunity Policy
https://www.ohlone.edu/policy-equaleducemplopp

The Student Complaints and Appeals Procedures as well as additional policies, procedures, and related forms are available on the Office of Student Services website.

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 unlawfully discriminate on the basis of actual or perceived ancestry, color, disability, sex, gender, gender identity, gender expression, ethnicity, national origin, race, religion, sexual orientation, or veteran status, or association with a person or group with one or more actual or perceived characteristics, or any other basis protected under applicable law to the extent required by law, in any access 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 all applicable law including the Civil Rights Act of 1964; 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’ Readjustment Act of 1974; the Age Discrimination in Employment Act of 1967; other applicable federal non-discrimination laws, and applicable non-discrimination laws of the State of California, such as FEHA prohibiting discrimination in employment based on protected characteristics that include medical condition, pregnancy, marital status, age, genetic information, military and veteran status, and possessing a driver’s license under Vehicle Code section 12801.9.

Ohlone College is committed to the civil rights responsibilities spelled out in the Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Education Programs. Race, color, national origin, disability, sex, or the lack of English language skills will not be a barrier for admission to and participation in vocational education programs at Ohlone College. Ohlone will comply with all non-discrimination laws that apply to a program.

Inquiries regarding equal opportunity and nondiscrimination may be made to: Vice President, Student Services, Ohlone College, Building 7, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6262.

Inquiries regarding Title VI and Title IX compliance may be made to: Vice President, Academic Affairs/Deputy Superintendent, Ohlone College, Building 27, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6220.

Inquiries related to compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973 may be made to: Associate Vice President, Human Resources and Training, Ohlone College, Building 19, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6088.

Inquiries related to sexual or other unlawful harassment may be made to: Vice President, Student Services, Ohlone College, Building 7, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6262.

Polices 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 persona 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 account 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 send 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.
Administrative Procedures
For a full list of Ohlone’s Administrative Procedures, please visit:
https://www.ohlone.edu/board/policy/aptoc

Chapter 3 General Institution AP: Click Here for Chapter 3 full PDF

- AP 3410 Nondiscrimination
- AP 3530 Weapons on Campus
- AP 3550 Drug Free Environment & Drug Prevention
- AP 3560 Alcoholic Beverages
- AP 3570 Smoking on Campus
- AP 3720 Computer and Network Use

Chapter 4 Academic Affairs AP: Click Here for full Chapter 4 PDF

- AP 4300 Field Trips & Excursions

Chapter 5 Student Services AP: Click Here for full Chapter 5 PDF

- AP 5040 Student Records, Directory Information & Privacy
- AP 5500 Standards of Conduct
- AP 5550 Speech: Time, Place, and Manner

Chapter 6 Business & Fiscal Affairs AP: Click here for full Chapter 6 PDF

- AP 6380 Vendors
- AP 6750 Parking & Traffic

Chapter 7 Human Resources AP: Click here for full Chapter 7 PDF

- AP 7370 Political Activity
- AP 7400 Travel
Board Policies
For a full list of Ohlone’s Board Policies, please visit:
https://www.ohlone.edu/board/policy/bptoc

Chapter 3 General Institution BP: Click Here for Chapter 3 BP full PDF
- BP 3410 Nondiscrimination
- BP 3430 Prohibition of Harassment
- BP 3530 Weapons on Campus
- BP 3550 Drug Free Environment & Drug Prevention Program
- BP 3560 Alcoholic Beverages
- BP 3900 Speech: Time, Place & Manner

Chapter 4 Academic Affairs BP: Click Here for Chapter 4 BP full PDF
- BP 4300 Field Trips & Excursions

Chapter 5 Student Services BP: Click Here for Chapter 5 BP full PDF
- BP 5040 Student Records, Directory Information & Privacy
All active Ohlone College Clubs must follow the policies and procedures of Ohlone College, State and Federal Laws, this handbook, the ICC Constitution, and the ASOC Constitution.

The ASOC Constitution can be found online at: https://www.ohlone.edu/asoc/constitution-bylaws

- ASOC Constitution (approved 8/14/2019)
- Addendum 2: Executive Council