

5517 STUDENT CLUBS AND ORGANIZATIONS

Reference: Education Code 76062

5517.1 District Sponsored Events

- A. Activities and events sponsored by any student group recognized and chartered by the Associated Students Government and the College will be properly supervised by members of the faculty, administration, or staff.
- B. For the purposes of this policy, the Associated Student Government shall also be recognized as a student organization.
- C. All activities will be approved by the advisor and a member of the Student Development staff before being placed on the Civic Center calendar.
- D. Events using District resources will end by 12:00 midnight, unless special approval is granted by the CEO to extend the time.
- E. Every organization using District facilities will provide for the clean up of the facilities immediately after such use.
- F. In case of injury to a student during any College event, Campus Safety personnel will be called as first responders. An Incident Report will be completed by Campus Safety personnel.

5517.2 Off Campus Trips and Excursions

Trips or excursions made by student groups must adhere to the approval process as outlined by the District's risk management department.

5517.3 Advisors

- A. Advisors will allow student officers appropriate freedom and responsibility in planning and operating all events. However, the advisor will be responsible for proper guidance and supervision.
- B. The advisor has the authority to postpone or cancel the event if it is not properly planned within the procedures and parameters as set forth by the College Civic Center, the Office of Student Development, or District policy in accordance with Education Code 76062.
- C. Instructors and staff serve as advisors to student clubs and organizations. Through their education and experience, they offer guidance and counsel to these groups. No student club will be approved unless there is a faculty or staff advisor. Overall coordination of the District's student clubs and organizations program is the responsibility of the Student Development coordinator.
- D. Advisors shall attend all activities and events of their respective student groups. Advisors shall be present at all meetings of their student group at which official business is conducted. Refer to the following table for guidance regarding advisor attendance at club activities:

Activity	Yes	Optional	Other
Club meeting	X		
Guest speaker	X		
Club social event		X	
Small-scale on campus event (i.e. tabling/boothing events)			Should be present on campus during event and available if needed.
Large-scale on campus event (i.e. club sponsored workshops, symposium, conference, event with community members/partners, etc.)	X		
Off campus group excursions (i.e. conferences, workshops, television show taping fundraisers, etc.)	X		

- E. During the College year, faculty or staff may be asked to be responsible for supervision at student events. Faculty or staff accepting these invitations are expected to be in attendance at the function until it is completed. In the event the person supervising cannot attend, they shall be responsible for arranging for a substitute from the faculty or classified staff and for so notifying the Student Development-coordinator.

5517.4 Membership in Clubs and Organizations

- A. Membership in clubs and organization shall be restricted to currently enrolled students attending College of the Canyons in good academic standing. Students under the age of 18 may be members but may be subject to parental/guardian approval guidelines established by the District for participation in any club sponsored event, function, activities, etc.
- B. Clubs may establish membership requirements for the organization that are defined in the club's constitution/bylaws. In order to guarantee equal human rights for the student body of College of the Canyons, equal opportunities shall be afforded to all students without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (breastfeeding), or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- C. Club members are expected to adhere to the regulations outlined in BP 5529 Student Conduct and any club governing documents including club constitution/bylaws. Failure to do so may result in disciplinary actions taken which may include removal from the club.

5517.5 Club Funds

Each club will be assigned a trust account through the Associated Student Government. All money collected by any chartered student club or organization of the College, must be deposited with the Office of Student Development. Standard accounting procedures will be followed. Clubs will not be allowed to establish off campus accounts at any financial institution.

5517.6 Club Fundraisers

- A. Clubs are permitted to conduct fundraisers. Funds being raised for the organization and/or for a non-profit organization shall follow the procedures established by the Office of Student Development and the District.
- B. Any fundraising activity established by a campus club in the name of College of the Canyons from individuals, business, industry, foundations, community organizations, or others shall be in accordance with BP 6625/AP 6625 District Fundraising.

5517.7 Guest Lecturer/ Speakers

Student clubs and organizations chartered by the Associated Student Government and the College are permitted to invite outside speakers to the campus. Arrangements with the guest lecturer/speaker may not be finalized until approval from the District has been obtained. Club advisors are required to be present at all times during the guest lecturer/speaker presentation.

Approved by the Board of Trustees: 1-16-2019
Next Review: Spring, 2025