

# club manual

*The Handbook for Student Leaders*

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**GROSSMONT COLLEGE**

OFFICE OF STUDENT AFFAIRS

ASSOCIATED STUDENTS OF GROSSMONT COLLEGE, INC.

Policies & Procedures

2014-2015

GROSSMONT  
COLLEGE



**ASGC, Inc**



*\* This publication is intended to be a working document. Policies listed in this manual are subject to change. As changes occur, the Student Affairs Office will make every attempt to notify all officially recognized student organizations.*

The Office of Student Affairs helps students become active members of the college community while providing an educational foundation of learning through doing. We support the work of the Associated Students of Grossmont College, Inc. (ASGC, Inc.), the Inter Club Council (ICC), and individual clubs by facilitating leadership development, activities planning, the purchasing process, supervising budgets, approving the use of facilities and the posting of announcements. We provide many opportunities for students to become leaders on campus through ongoing workshops and numerous special events throughout the year, including Week of Welcome, Club Fair and Commencement. Additionally, the Office of Student Affairs leads, directs, and administers overall functions of Health Services, as well as enforcement of the Student Code of Conduct through the Student Disciplinary Policy and student complaints and grievances in compliance with procedures for conflict resolution.

## **Our Mission**

The Student Affairs Office is committed to providing a comprehensive, student-oriented environment that facilitates learning and student development, academic and personal achievement.

- Dedicated to keeping students informed while seeking their opinions and providing a range of student services.
- Facilitates communication and understanding of perspectives among faculty, staff, students, and the community, within the framework of a multi-college district.
- Promotes student involvement in campus life programs and activities to complement student educational experiences at Grossmont College.

## **Benefits of Campus Involvement**

Getting involved as a student can be one of the biggest highlights of your college experience. You will meet many new people, explore old and new interests, gain valuable life skills, and most importantly, create the campus culture. The knowledge and skill that you will develop through co-curricular involvement will have a profound impact on your collegiate experience and future career.

- Develop marketable leadership and organizational skills.
- Use energy and recreational time constructively.
- Develop and clarify personal values.
- Enhance creative thought and expression.
- Develop critical thinking skills.
- Learn the importance of cooperation, teamwork, work ethic, and being an active member of a group.
- Develop interpersonal and time management skills.
- Experience cultural sharing and exchange.
- Develop self-initiative, discipline, independence, and responsibility.
- Gain practical experience that can be used to enhance a resume.
- Make lasting relationships with students, faculty, and staff.

*“LIFE is either a  
GREAT adventure  
or it is NOTHING at  
all”.*  
– Helen Keller

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# important contacts

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Irene Bauza	Account Tech., Sr.	Irene.Bauza@gcccd.edu
<b>Associated Students of Grossmont College, Inc.</b>	<b>(619) 644-7906 Fax</b>	<b>(619) 644-7604</b>
President	president@asgcinc.org	619-644-7794
Vice President/ICC President	vicepresident@asgcinc.org	619-644-7024
<b>Facilities Requests &amp; Reservations</b>		<b>(619) 644-7152</b>
Reyna Torriente	Master Class Scheduler	Reyna.Torriente@gcccd.edu
<b>Audiovisual Requests</b>		<b>(619) 644-7374</b>
<b>Maintenance &amp; Operations</b>		
Maintenance (Repairs)		(619) 644-7593
Operations/Custodial (Special event set-up)		(619) 644-7624
<b>Food Services (Sodexo)</b>		<b>(619) 644-7681</b>
Lisa Gibson	General Manager	Lisa.Gibson@sodexoUSA.com
<b>College &amp; Community Relations</b>		<b>(619) 644-7868</b>
Lorena Ruggero	Director	Lorena.Ruggero@gcccd.edu
<b>Grossmont-Cuyamaca Community College District Law Enforcement</b>		
Sheriff's Office (Emergency)		911
Campus and Parking Services (CAPS)		(619)644-7654

## Grossmont-Cuyamaca Community College Governing Board

Policies & Administrative Procedures are available on the Grossmont-Cuyamaca Community College District website at <http://www.gcccd.edu>

## Associated Students of Grossmont College, Inc.

Agendas, Minutes and Guiding Documents are available on the Associated Students of Grossmont College, Inc. website at <http://www.asgcinc.org>

## Student Affairs Office

Forms and additional information are available on the Grossmont College website at [http://www.grossmont.edu/student\\_affairs](http://www.grossmont.edu/student_affairs)

# club & organization governance

## **A. Legal Basis for Creation of Clubs – Responsibility to College District**

Pursuant to the [Education Code of California, Section 76060](#), the governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials.

In accordance with, and within the limitations set forth in the [Education Code of California, Section 76062](#), the governing board of any school district may authorize any organization composed entirely of students attending school within the district to maintain such activities as may be approved by the governing board. Activities are not to be in conflict with the authority and responsibility of the governing board and/or public school officials.

## **B. Associated Students of Grossmont College, Inc.**

The Associated Students of Grossmont College, Inc. (ASGC, Inc.) offers students opportunities to share in college governance; to interact with professionals; to participate in social and cultural activities; and to create and administer their own programs and support systems that reflect diversity, instill self-reliance, ethical leadership and responsible action. The ASGC, Inc. guiding documents, including the Constitution and Bylaws may be found online at [www.asgcinc.org](http://www.asgcinc.org) or for more information visit ASGC, Inc. in the Griffin Student Center, Building 60, Room 110 or call (619)644-7604.

The ASGC, Inc. acting through its executive body, the Board of Directors, maintains the power to register and supervise student organizations on campus ([Education Code of California, Section 76060](#)).

## **C. Inter-Club Council**

The Inter-Club Council, or ICC for short, is an organization for registered student clubs. The purpose of the ICC is to provide opportunities for association and interaction with students, faculty, staff and administrators at Grossmont College and to address the daily affairs that affect clubs. ICC is composed of a representative, elected or appointed, from each of the actively recognized student clubs and organizations on campus. ([ASGC Bylaws 3.09](#) and [Inter-Club Council Constitution Article III, Section 4](#))

The ICC monitors the activities of all student organizations and provides an atmosphere where leaders can collaborate and gain new and helpful information. This organization helps student leaders keep in touch with current events, promote their upcoming events, and learn important information.

Meetings are held on the second and fourth Tuesday of each month at 4 p.m. ([ICC Constitution Article VI, Section 1](#))

### **1. Attendance**

Recognized clubs are expected to send a representative to each meeting. The terms of absences, tardiness, and early departures shall be defined as follows:

- a. Attendance is called at the beginning of the meeting and any members not present at that time shall be deemed absent.
- b. Recognized clubs may have no more than three (3) unexcused absences at ICC meetings per semester.

- c. Upon a club's first absence, a notification of the absence will be sent to the club president and adviser. At the second absence, a club may have their charter temporarily suspended. ([ASGC Bylaws 3.08](#))
- d. A registered student organization may be excused from Inter-Club Council attendance when mandatory class attendance, of a nature that would affect program or enrollment status, conflicts with regularly scheduled ICC meetings in such a way that all members of a student organization are affected, whereby no other suitable representative can be found. ([ICC Constitution Article III, Section 7](#)) An excused absence for educational purpose shall be evaluated by the Director of Student Activities and club advisor at the time of registration and each subsequent semester. ICC Quorum shall not include those members excused for educational purpose.

## **2. Parliamentary Authority**

All business shall be conducted according to Parliamentary Procedure as outlined in Robert's Rules of Order, Newly Revised Edition and according to the procedures established by the ASGC, Inc. Bylaws. The regulations of the Brown Act shall apply to the ICC.

## **3. Quorum**

All meetings must include a quorum of the members accompanied by an advisor to qualify as an official meeting. Quorum shall be defined as fifty percent (50%) plus one (1) of the ICC membership.

## **4. Annual Events**

The Inter Club Council hosts a variety of events throughout the year. All events are subject to ICC approval and funding. Annual events include:

Fall & Spring Club Fair(s): Approximately 4-6 weeks into each semester, under the guidance of ICC, clubs organize to host the Club Fair on campus. The bi-annual event allows clubs to advertise, recruit new members, and host games or activities. Event details will be discussed in ICC meetings and distributed to recognized clubs.

Fall Festival: Fall Festival is a carnival themed event held in November. The event features carnival games, activity booths and food. Event details will be discussed in ICC meetings and distributed to recognized clubs.

ASGC, Inc. & ICC Academic and Service Awards Year-End Awards Ceremony: Each Spring the ASGC, Inc. and ICC host an annual awards ceremony to outstanding academic and service achievements. Outstanding Club Leader of the Year, Club of the Year and Advisor are awarded at this annual event.

## **5. ICC Leadership Workshop Series**

The ICC Leadership Workshop Series features presenters from across campus on a variety of topics relevant to student leaders. From time management to conflict management, from face painting as a fundraiser to team builders to take with you, the workshops are designed to reach a wide audience. Workshops take place the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 4 p.m. (opposite ICC Meetings). Students that complete 7 workshops throughout the academic year, are honored with a certificate of student leadership at the ASGC, Inc. & ICC Academic and Service Awards Year-End Awards Ceremony.



# club responsibilities & privileges

## A. Club Responsibilities

Student organizations must fulfill certain responsibilities to remain in good standing. Student organizations that do not fulfill these responsibilities may have their accounts frozen, lose their vote in ICC, or lose their recognition. Therefore, it is important that club leaders be aware of what their club is responsible for and be active in involving members in meeting those responsibilities.

Clubs & organizations shall:

1. Be controlled and directed by actively enrolled Grossmont College students.
2. Comply with all applicable [Federal, State, and Local laws](#), as well as [District and College policies](#).
3. Abide by [Federal, State, Local, District and College](#) non-discrimination laws and policies.

Grossmont College, in accordance with applicable Federal and State laws and College policy, prohibits discrimination based on race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as Vietnam-era veteran or special disabled veteran. (Board Policy 3410 and Administrative Policy 3410, Nondiscrimination.)

4. Comply with the requirements set forth by [Federal, State, Local, District and College policies](#) regarding financial transactions made on behalf of the club.
5. Be a not-for-profit group.
6. Maintain an up-to-date copy of the student organization constitution on file in the Student Affairs Office.
7. Maintain an up-to-date copy of the club registration forms and pertinent club information with the Student Affairs Office.
8. Provide a club representative to serve on the Inter-Club Council.

## B. Privileges of Recognition

Recognized clubs and organizations benefit by receiving access to College facilities and services not available to non-registered groups or to the general public. Registered student organizations, are eligible for the following privileges, subject to District and College policies and procedures:

1. Recognition as an institution-affiliated organization, including use of the name “at Grossmont College” to identify the affiliation.
2. Listing of the organization in official publications of the institution, as well as free publicity via official lists compiled by the Student Affairs Office of registered student organizations both digital and in print.
3. Clubs and organizations are eligible to raise funds on campus, pursuant to campus regulations.
4. A voting representative in the Inter-Club Council.

5. Access to some College facilities and equipment (for example, reserving an on-campus meeting room or audio visual requests). Many of these facilities are available at no cost to the organization. Some equipment or special set-up of a facility could incur a small charge.
6. Use of institutional printing services with the option to charge services back to the club account.
7. Access to Student Affairs advisement.
8. A campus club account number and accounting office services.
9. A specified club mailbox in the ASGC, Inc. Office.
10. Access to free food safety training for specified club leaders.
11. Access to the ASGC, Inc. Club Meeting Room.
12. Access to the ASGC, Inc. Club Poster Room.
13. An updated copy of the Inter-Club Council Club Manual.

### **C. Benefits of Recognition**

#### **1. Club Financial Account**

An account number will be automatically established for any student organization officially registered by the Associated Students Grossmont College. All financial transactions for the organization shall be directed through a College District Trust Account, maintained by the Student Activities Window and Account Technician, Sr.

Pursuant to the [Education Code of California, Section 76063](#), student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business for club/organization members and advisors.

All financial transactions for the organization shall be handled through a College District Club Account, maintained by the Account Technician, Sr.

#### **2. Facilities Use Request(s)**

Facilities are available in the Griffin Student Center and various locations across campus for club and organization meetings and events. These facilities may be reserved by recognized clubs and organizations. There may be a charge assessed to the club or organization for any costs incurred related to cleaning, setting up, staffing, security, etc.

For more information, and/or to make reservations for a registered student organization meeting or event, a club officer may contact the Student Affairs Office or contact the campus master scheduler at (619) 644-7152.

#### **3. Use of the Club Room in the Griffin Student Center**

The Club Room, Griffin Student Center, Bldg. 60, Room 206, is available for officially recognized club meetings and events. The meeting space is shared by all organizations and space is limited. Space must be reserved in

advance and will be assigned according to organizational need. To reserve the Club Room contact the Office of Student Affairs or ASGC, Inc.

#### 4. Club Lockers

Club lockers are located inside the Club Room, Griffin Student Center, Bldg. 60, Room 206. Terms of use and rental policies are available from the Student Activities Window, Griffin Student Center, Bldg. 60, Room 116.

#### 5. Use of ASGC, Inc. Poster Room

The ASGC, Inc. Poster Room, located inside the ASGC, Inc. Office, in the Griffin Student Center, Bldg. 60, Room 110, is available for student organization use. Butcher paper, scissors and pens/paint/makers are available free of cost to student organizations. The poster room is shared by all organizations and space is limited. The poster room can be utilized via an appointment or on a walk in first come, first served basis and according to organizational need.

Organizations using the poster room are expected to not waste supplies, keep the space orderly and clean, and follow all applicable College and ASGC, Inc. rules and regulations. Student leaders and/or student organizations found in violation may lose poster room privileges.

#### 6. Mail

All officially recognized clubs have individual mailboxes located in the ASGC, Inc. office.

Club Address:

From on-campus: ASGC, Inc., *Organization name*

From off-campus: Associated Students of Grossmont College, Inc., *Organization name*  
8800 Grossmont College Drive  
El Cajon, CA 92020

Mailboxes are provided in order to receive inter-campus and U.S. First and Third Class mail. Registered letters and any other mail that requires a signature shall not be received through this service. The mailboxes are unlocked and unprotected, thus the ASGC, Inc. and Student Affairs Office, which distributes mail, assumes no responsibility once the mail is placed in the box. It is suggested, therefore, that any valuable materials and packages be mailed to the home of two pre-selected club members.

Clubs should make every attempt to check the mailbox at least once a week. Many announcements from the Student Affairs Office and the ASGC, Inc. (i.e., Board Agenda reminders) and other campus departments may be placed in your mailbox. Due to the lack of space for large quantities of mail, federally delivered mail which is not picked up on a weekly basis will be returned to sender. Should a mailbox become so full as to not allow new mail to be placed in the box, old non-First Class mail will be discarded at the discretion of the person distributing the mail. Clubs not checking their boxes regularly may lose mailbox privileges.

#### 7. Website

The college and ASGC, Inc. websites will display up to date information regarding an organization's purpose, contact information and meeting information. Organizations may create personal websites; however, these sites shall abide by policies governing the use of the name of the College and ASGC, Inc. or abbreviations thereof as part of its own name as well as all applicable College and ASGC, Inc. rules and regulations. All recognized clubs at

Grossmont College are required to comply with the Grossmont-Cuyamaca Community College District Social Media Guidelines. (**Appendix A**)

#### 8. Food Handler's Certification/Sanitation Classes

All club leaders and advisors who will be handling, preparing or serving food are required to attend a Food Service Sanitation Class. Sponsored by the Inter-Club Council, and offered through the Grossmont College Culinary Arts Department, classes are offered at no cost to club members and advisors several times during the semester.

Club members who hold a current food handler's certification may provide a copy to the Office of Student Affairs and do not need to attend an additional Food Sanitation Class.

# club recognition

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## A. The Recognition Process

Student organizations must be officially recognized by the Associated Students of Grossmont College, Inc. once per academic year.

A student organization is eligible for recognition when:

1. All applicable paperwork is completed,
2. At least two of the student organization's principal members, as listed on the Student Organization & Club Registration Forms, have completed a registration session, and
3. The registration forms have been signed by the Director of Student Activities.

Returning clubs wishing to avoid loss of privileges must apply for recognition every fall semester by the 4<sup>th</sup> week of the semester to retain their charter and affiliated privileges as a registered student organization at Grossmont College for the full academic year. ([ASGC, Inc. Bylaws Article 3.08](#) and [Inter-Club Council Constitution Article III, Section 2](#)) New and re-registering organizations can initiate the process during any semester (excluding summer when ASGC, Inc. is not in session) by filling out [Student Organization Registration Forms](#) and completing an [Orientation/Registration Session](#).

## B. Club Recognition Packet

New or re-registering student organizations must fill out the [Student Organization Registration Forms](#). These forms require pertinent information such as the purpose and principal member names of the organization, regulations for membership, use of College name and compliance with state and federal law. When a participant signs on the bottom of these forms, s/he agrees to comply with the College policies and procedures, Grossmont campus regulations applying to campus activities, organizations and students, and the Inter-Club Council Club Manual.

### 1. Mission Statement

Each organization must provide the Director of Student Activities with a mission statement which clearly identifies the purpose and/or goals of the club. This mission statement may or may not be included in the club constitution, but should be consistent with it.

### 2. Advisor(s)

Pursuant to the [Education Code of California, Section 76063](#), all student organizations must obtain at least one faculty advisor of their choice. This advisor shall advise the club regarding college rules and regulations, attend club meetings, supervise the club's financial transactions, and provide general guidance to the club. Clubs may have more than one advisor, and non-faculty employees may serve as co-advisors, but may not sign any financial documents on behalf of the club.

All advisor names and contact information must be listed on the registration form, as well as a signature of agreement on the Advisor's Agreement Form.

#### a. Selecting an Advisor

If you do not have an advisor, you may approach any faculty or staff member to fill the position. It is wise to choose an advisor who has sufficient knowledge of the club, the interests of the club, or is resourceful. Make sure you make it clear to your advisor what you expect of him/her.

#### b. Advisor's Role

Club and organization advisors are faculty and staff volunteers who, because they are engaging, involved and dedicated people, give their time and talents to co-curricular programs. Advisors are not assigned, nor are they paid for their involvement. However, at a two-year college where the student body turnover is high, student organizations are dependent on advisors to provide knowledge, guidance and direction as new members try to carry on the activities, traditions and services of the group. Advisors help provide orientation and continuity for student organizations and their related activities. It is also important for an advisor to be open to new ideas, listen to all sides of an issue, and be non-judgmental and flexible in problem solving and decision making.

Club officers should communicate expectations to their advisor each year. Decide how the club will best be served by the advisor; and work with the advisor to determine their role. Decide together if the advisor simply wants to be used as a resource as needed or an active participant. Please be aware that at a minimum, an advisor, or designee, must be present at all official club activities.

#### c. Advisor's Responsibility

Advisor(s) shall advise the organization regarding college rules and regulations, attend organization meetings and events, supervise the organization's financial transactions, and provide general guidance to the organization. ([ASGC, Inc. Bylaw 3.06](#))

**Knowledge:** Advisors must have knowledge about the college and its' mission, as well as the club's purpose, goals, guidelines and constitution.

- An advisor must be informed of college policies and procedures; including student conduct and student discipline policies, and, as necessary, educate club members about these policies and procedures.
- An advisor must maintain a copy of the most current club constitution and bylaws, be knowledgeable about the club's governing documents, and make every attempt to ensure that they are upheld.

**Stability:** Advisors serve as a source of continuity for club officers and members.

- An advisor works with student leaders to encourage the filling of any vacant officer positions according to the club's governing documents.
- An advisor works with student leaders to ensure the timely submission of any required paperwork, including updating forms as necessary. This includes ensuring a copy of the most current club constitution, registration paperwork, officer updates, and information regarding events/activities are on file with the Student Affairs Office.
- It is the advisor's responsibility to assist in identifying a replacement in the event an advisor needs to step down or reduce time and/or attention given to the club. The advisor should also work with student leaders and the Student Affairs Office to secure a co-advisor or replacement advisor.

**Advisement:** Advisors play an active role in helping student leaders set up meaningful activities and programming that are consistent with the purpose of the group and with the aims of higher education.

- Advisors assist students in deciding on a meeting time and location.
- Advisors ensure that facilities requests are complete, accompanied by an event flier (when available) indicating the date, location, time, and contact person for the event and are submitted to the Student Affairs Office no fewer than 10 business days in advance of the event.

- Advisors assist students in notifying the Student Affairs Office of meeting times, activities, and/or any cancellations in reserved facilities.
- Advisors attend club and committee meetings (this is required in order for any club business discussed to be official and actionable). Additionally, experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisor.
- Advisors must be in attendance at any activity, event, program, etc. (on or off campus) which is organized using the club's name or staged by the group you are advising. Responsibilities for supervision extend from the beginning to the end of each event.
- Advisors shall locate a substitute advisor (must be a College employee) in your absence from a club event. The responsibility cannot be delegated to a volunteer, student employee or hourly, non-contract person. It is to a club's advantage to have more than one advisor so that responsibilities can be shared.
- Advisors shall ensure that the appropriate travel/medical consent forms are completed prior to field trips or conferences.
- Advisors serve as authorized signors on any required college forms on behalf of the club.
- Advisors must review all club publicity prior to it being printed and ensure that student leadership is aware of the campus posting policy and procedures.

Financial Oversight: Advisors shall supervise all financial transactions, the handling of club funds, as well as the maintenance of financial records. The Student Activities Office assists by maintaining all accounts for students clubs and organizations.

- Advisors shall ensure that all club monies are managed on campus in the Student Activities Office. No student raised funds should be housed in any off campus account or any other location besides the Student Activities Office.
- Advisors shall supervise, together with club officers, the collection and/or disbursement of club funds through the Student Activities Office. Expenditures cannot be made without the approval and signature of the faculty advisor.
- Advisors will ensure that any money collected at club fundraisers is deposited immediately following the activity (or, in the event of evening, weekend or off-campus events, as soon as possible).
- Advisors will ensure that cash is not given to students for safekeeping and that the required forms to verify monies received have been completed.

#### d. Change of Advisor(s)

Should a student organization advisor no longer wish to serve as a student organization advisor, the resigning club advisor shall write a memo to the Office of Student Affairs advising of the resignation and the effective date.

Student organizations wishing to select an alternate or additional advisor must submit a memo to the Office of Student Affairs stating the effective date and rationale for the change, updated Student Organization & Club Registration Forms reflecting applicable changes, and a brief memo of acknowledgement from the newly selected advisor. All changes must also be recorded in official club minutes.

### 3. Officers/Principal Members

A minimum of five (5) officers or principal members, all of which must be actively enrolled Grossmont College students, are required to recognize a club.

Those members agree to assume full responsibility for the financial status, actions, and programs of the club. Principal members generally serve as officers of an organization, but are not required to do so, and may either be elected or appointed.

Non-students may participate in club activities as guests or associate members, but may not vote or hold office.

Clubs shall update the Office of Student Affairs [Student Organization & Club Registration Forms](#) should a member who is listed change, or there is a change of contact information. This information is important for keeping your organization current and for ensuring your club is aware of any new information.

#### 4. Club Constitution

In addition to completing the [Student Organization & Club Registration Forms](#), all clubs must have an up-to-date copy of their constitution on file which has been approved by the ASGC, Inc. Constitutional Review Committee and the Director of Student Activities, or designee, and must submit the original or copy along with all applicable registration forms. New club constitutions will be reviewed by the ASGC, Inc. Constitutional Review Committee and upon approval, placed on the ASGC, Inc. Board of Director's agenda to be discussed and approved. The process may take approximately four (4) weeks.

At any time, currently registered student organizations may review their existing constitution, make any changes necessary, and return it with the Student Organization & Club Registration Forms and minutes recording the club's vote. Changes will be submitted for final approval from the ASGC, Inc. Board of Directors.

A sample constitution may be found online at [http://www.grossmont.edu/student\\_activities/gc\\_clubs.asp](http://www.grossmont.edu/student_activities/gc_clubs.asp). Student organization constitutions do not need to be a certain length, nor do they need to be complex or have many sections. It is important to draft a document that will be useful in helping your club to function.

At minimum, a student organization constitution should contain the:

- a. Official name of the club.
- b. Statement of purpose.
- c. Requirements for membership (including fees, if applicable).
- d. Frequency of the club's meetings.
- e. Qualifications for holding office and methods of selecting and replacing officers.
- f. Process for making constitutional amendments.

#### C. Orientation/Registration Sessions

A minimum of two (2) of officers/principal members, as listed on the [Student Organization & Club Registration Forms](#), must complete the online Orientation/Registration Session and complete the accompanying quiz. During this session club leaders will receive any new or updated information on District and/or College policies and procedures pertaining to student organizations.

#### D. Club Name Change

To change a club's recognized name, the advisor shall send a memo to the Office of Student Affairs advising the Office of the previous and new official name change, along with the club account number and student organization minutes authorizing the name change. A copy of this document will be forwarded to the Student Activities Window to update the club financial account information.



## **E. Merger of Clubs**

When two or more recognized clubs wish to merge, the advisor(s) shall send a memo to the Director of Student Activities advising of the merger, along with the previous and new official name change, and applicable club account numbers involved. Club minutes must be attached authorizing the merge. Mergers require ASGC, Inc. approval.

## **F. Disbanding and/or Inactive Clubs**

Clubs in good standing that desire to become inactive must submit a dated memo to the Director of Student Activities stating the club will be disbanded as of a particular date and that the club recognizes any funds presently held will be transferred into the ICC account along with club minutes reflecting the vote of the club members. A copy of these documents shall then be sent to the Student Activities Window.

Clubs that have not filed a petition for recognition by the 4<sup>th</sup> week of the fall semester will be considered inactive.

Should a club fail to submit a petition for recognition two or more years consecutively, the club's financial account shall be closed and any monies remaining in the club account will be deposited into the ICC account. If the club is subsequently re-chartered, club leaders can petition the ICC to have the account reopened and the monies restored. The Student Activities Office will verify the amount of funds involved and an item will be placed on the agenda for voting by the ICC. Clubs may only spend money from their club accounts during the semesters when they are active (chartered). (Approved by ICC 11-09-04, Item III-B)

To be reinstated after privileges have been revoked, a student organization shall submit the proper applications and must be approved by the ASGC, Inc. for reinstatement.

## **G. Probation and/or Revocation of Recognition**

Non-compliance with the Inter Club Council attendance policy and/or failure to follow Federal, State, Local, District, College, ASGC, Inc. club/organization rules and regulation may result in a club being placed on probation and/or suspension.

Probation and/or suspension may affect your status as an officially chartered student organization at Grossmont College. The club may no longer be provided with services and privileges such as the ability to raise or expend funds and/or revocation of usage of mailbox, telephones, meeting rooms and publicity to assist in retaining and recruiting members.

The ASGC, Inc. is authorized to remove the recognized status of any student organization. Recognition may be revoked or suspended for:

1. Evidence of failure to comply with College and/or District regulations or procedures governing recognized organizations or individual students.
2. Evidence that the organization is not attempting to abide by its constitutional objectives.
3. Failure to have a faculty advisor.
4. Evidence of inactivity for two consecutive semesters.
5. Failure to participate in Inter-Club Council meetings.
6. Misappropriation of student funds.

# daily operations

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## A. Meetings

### 1. Brown Act

Local legislative bodies - such as boards, councils and commissions - are created in recognition of the fact that several minds are better than one, and that through debate and discussion, the best ideas will emerge. The law which guarantees the public's right to attend and participate in meetings of local legislative bodies is the [Ralph M. Brown Act \(California Government Code sections 54950-54963\)](#).

The Brown Act was enacted in 1953 by the California State Legislature in an effort to safeguard the public's ability to obtain access to and participate in local government meetings and deliberations.

The Brown Act solely applies to California city and county government agencies, boards, and councils – including ASGC, Inc. ([75 Ops. Cal. Atty Gen. 143 \(1992\)](#)). However, a student organization would only be subject to the Brown Act if either (1) it was created by the ASGC, Inc. to exercise authority delegated to it by the student government (ex. Inter-Club Council), OR (2) the student organization received funds from ASGC, Inc. AND its officers includes, as a “full voting member” of the board of the student organization, a member of the governing body of the student government ([Government Code section 54952\(c\)](#)).

Provisions of the Brown Act include posting agendas 72 hours in advance of regular meetings and provisions for conducting emergency sessions.

### 2. Agenda

Clubs should prepare an agenda before each meeting. The agenda should be followed to ensure a smooth and efficient meeting. The following is a sample agenda to help better organize student organization meetings:

Order of Business:

Call to Order

Roll Call

Approval of Minutes

Approval of Agenda

Public Forum

Discussion Items

Action Items

Reports

Announcements

Adjournment

Additional samples of agendas may be found online at <http://www.state.gov/m/a/os/41102.htm>.

### 3. Parliamentary Procedure

Parliamentary procedure is used to give order to a meeting and ensure continuity. A student organization may choose a semi-formal use or a more formal process.

Basic Principles of Parliamentary Procedure:

- a. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- b. All members have equal rights, privileges, and obligations.
  1. The majority has the right to decide.
  2. The minority has rights which must be protected.
- c. A quorum, or defined minimum number of members, must be present for the group to act.
- d. Full and free discussion of every motion considered is a basic right.
- e. Only one question at a time can be considered at any given time.
- f. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
- g. No member can speak until recognized by the chair.
- h. No one can speak a second time on the same question as long as another wants to speak a first time.
- i. The chair should be strictly impartial.

### 4. Minutes

Minutes are a record of the business conducted at an official organizational meeting. Typically the responsibility of taking student organization minutes is that of the club secretary.

A few tips for taking effective minutes:

- a. Make sure that a description of the meeting is reflected, such as type of meeting, name of the student organization, date, time and location of the meeting.
- b. Meeting attendees should be listed (including all club officers).
- c. Having an outline based on the agenda can be very helpful. This allows you to jump from item to item without pausing.
- d. Focus on the key points of the conversation. Minutes should not be word for word or overly complex and detailed. What is important to note is by whom was the initial motion made, seconded and ultimately how the action was resolved. Was the motion unanimously passed? If not, how many were opposed? If no action

is taken on a specific item, it is helpful to note that discussion centered on the topic but that no action was taken. It is also helpful to note when the item will be reviewed again.

- e. It is easier if the person taking the notes is the one to type the minutes. Minutes should be typed as quickly as possible after the meeting is adjourned, so that key details are not forgotten or items discussed or actions taken following the meeting are not mistakenly added.

# event planning

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## A. Grossmont-Cuyamaca Community College District Governing Board Approval

As the governing body of the District, certain events or activities require Governing Board knowledge and approval in advance of the activity. A few examples requiring Governing Board approval include out of state travel ([Board Policy 4300, Field Trips and Excursions](#)), expenditures either individually or in total that exceed \$5,000 ([Administrative Procedure 6340, Business and Fiscal Affairs](#)), any travel expenses paid with District funds, both restricted and unrestricted, and when there is travel with students ([Board Policy 7400, Travel](#)).

The Board meets once a month. Items for the Governing Board agenda should be submitted as early as possible and may be required three months in advance. Please work with the Office of Student Affairs regarding submission deadlines.

If event details change after an event is sent for Governing Board approval, the event may need to be re-sent to the Board to reflect the necessary updates.

## B. District Wide Standards of Conduct

Creating a proper campus environment is crucial for academic and individual success. The Board of Trustees of the Grossmont-Cuyamaca Community College District has established District-wide standards of conduct [Board Policy 5500](#), that are enforced at all times. It is the responsibility of the sponsoring organization to comply with District and College policies applying to campus activities, organizations, and students.

## C. Alcohol and/or Controlled Substances

Pursuant to GCCCD policies and procedures, ASGC, Inc. prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol and/or controlled substances, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act ([21 U.S.C. Section 812](#)). This prohibition applies to student participation in ASGC, Inc. and all affiliated student organization events and activities including field trips, athletic competition or any event or activity sponsored by the ASGC, Inc. Additionally, the purchase of drugs, alcohol, and tobacco products using Student Government funds is prohibited. ([GCCCD Board Policy](#) and [Administrative Procedure 3555, Use of Alcoholic Beverages on District Owned or Operated Property](#); [GCCCD Board Policy 5525, Substance Abuse](#); [ASGC, Inc. Constitutional Bylaws Section 3.03](#))

Any violations, in accordance with the District's [Student Discipline Procedures handbook](#), will be cause for disciplinary action up to and including expulsion.

Clubs, pending recommendation and approval from the ASGC, Inc., may face sanctions such as loss of privileges (i.e. funds frozen, inability to reserve campus facilities) as well as possible revocation of club charter.

Any student who needs information about substance abuse treatment may consult a campus counselor, [Student Health Services](#), [Counseling Center](#), or the [Office of Student Affairs](#) to obtain information about available treatment resources.

## D. Contracts

When programming on campus results in bringing in an outside performer or speaker; or when requesting goods or services from a vendor, a student organization may be required to enter into a legal contract. Per Board

Policy/Administrative Procedure 5402, the Purchasing Department are authorized to sign into agreements on behalf of the District. ([Board Policy 5402, Student Clubs and Organizations](#)) Those that do not have this authority cannot bind the College to an agreement. Should an unauthorized individual sign a contract, s/he shall be held personally responsible for the contract and all that it entails, including all liability should any legal action be taken or for any payment of services. ([Board Policy 6340, Contracts](#))

If a contract is needed, the club or organization will work with the Office of Student Affairs to identify if a District contract template can be used (please note: in certain circumstances a quote from a vendor can be turned into a contract).

Please allow at least 15 business days to process paperwork.

## **E. Reservation of Facilities**

### **1. Facilities Requests**

Recognized clubs may reserve a variety of facilities throughout campus for organizational meetings and events. There is traditionally no charge to officially chartered student organizations for facilities use; however, Campus Facilities and Operations may charge in the event the request necessitates unusual costs incurred by Campus Facilities and Operations for cleaning, setting up, staffing, security, etc.

The process:

- a. Any student organization desiring the use of a facility on campus should first verify preliminary availability of the facility through Campus Facilities and Operations at (619) 644-7152. Please be aware that instructional classes and District activities and events shall have priority, and may pre-empt scheduled student organization events and activities.
- b. Once a preliminary hold has been made via Campus Facilities and Operations a Facilities Use Request must be completed by a club officer and advisor, as listed on the Club Registration Packet. The club advisor's signature signifies his/her approval of the event pursuant to District and College policies and procedures and agreement to be present for the duration of the event/activity. Facilities Use Requests are available electronically or via hard copy located in the Business Communications Services Lobby, Bldg. 10, Room 125.
- c. Once completed, and signed by the club advisor, the Facilities Use Request Form must be submitted to the Office of Student Affairs for approval. All events must receive approval from the Student Affairs Office before speakers or performers are formally invited, publicity released, or use of a facility is granted.
- d. A Facility Use Request Form must be submitted no less than ten (10) working days in advance of the event to allow for sufficient time for the Campus Facilities and Operations Office to calendar and plan for the event. Late and/or incomplete paperwork may cause the request to be denied and returned to the requestor.
- e. In the event of a cancellation or change of plans, it is the responsibility of the requestor to notify Campus Facilities and Operations at (619) 644-7152 as soon as possible. Failure to send timely notification regarding cancelled or postponed may result in a revocation of future requests.
  - a. No notification will be sent upon approval of the facilities request. Should the facility no longer be available, the responsible party listed on the Facilities Use Request will be notified. To verify booking, clubs may contact Campus Facilities and Operations
  - b. Events should not be advertised, nor funds expended, until the requestor receives approval from Campus Facilities and Operations.

## 2. Audio Visual Equipment

Recognized clubs may request the use of media and/or audio/visual equipment no less than 24 hours in advance by e-mailing [grossmont.ims@gcccd.edu](mailto:grossmont.ims@gcccd.edu) or calling (619) 644-7374.

If an event is cancelled, clubs must notify Instructional Media Services as soon as possible. Failure to send timely notification regarding cancelled or postponed may result in a revocation of future requests.

## 3. Food/Beverage Service

If campus food, ice, or beverages service are requested, arrangements may be made through the Sodexo Food Services General Manager at (619) 644-7681 at least five (5) days prior to the event, stating the time, the estimated number of attendees, budget, and person in charge.

Should an activity/event on campus include catering or food service in excess of \$200, Sodexo Food Services must be given the right to provide a bid for service, prior to contacting an outside vendor.

## 4. Decorations

Student organizations are to be supervised by the club advisor or his/her responsible representative while decorating.

State fire regulations require ceiling or wall decorations of paper, cloth, or other materials to be nonflammable (California Code of Regulations (CCR) [Title 19 \(19CCR\)](#) and [Title 24 \(24CCR\)](#), along with [National Fire Protection Association \(NFPA\) standards](#)). Thumb tacks, nails, scotch tape and other devices which mar the finish of wood work and walls cannot be used to fix decorations in place. Decorations cannot be pinned to draperies and hanging in such a way to tear or damage them.

Clubs putting up decorations are responsible for taking them down or payment for having them removed. Approval from Campus Facilities and Operations may be necessary in the event of large or unusually placed decorations.

## 5. 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 returned to its original place; all decorations, tape, etc. removed. Any cost incurred for lost or damaged equipment will be charged to the club.

## 6. Damages

The sponsoring club shall be liable for damages to the facility caused by people attending the event.

## 7. Large, Evening, Weekend and/or College District Holiday Events

Large events or those occurring on the Grossmont College campus after 6:00 p.m., on weekends or holidays must be scheduled at least four (4) weeks or twenty (20) college working days in advance with the Office of Student Affairs, in consultation with Campus Facilities and Operations, GCCCD Law Enforcement and Campus and Parking Services.

Additional staffing may be required beyond the minimum staffing standards set by the District and College. Determination of the costs of the additional staffing will be made by the affected departments.

No on-campus events will be authorized between 11pm and 5am, when the Grossmont College campus is closed. All off-campus club events must conclude no later than 1:00 a.m. ([ASGC, Inc. Bylaw 3.06](#)).

Additional planning requirements may also be necessary.

## 8. Charges

Any charge(s) for events must be paid five (5) business days prior to event date or the event may be cancelled. Charges may be assessed at the Civic Center rate for some of the following reasons to ensure your event is successful:

- a. Custodial set-up, take down, clean-up, or if requested custodial services during the event.
- b. GCCCD Law Enforcement additionally security coverage for crowd control or in the event money is being collected.
- c. Maintenance and Operations coverage for grounds, electrician, etc.
- d. Audio Visual Technician for equipment needs or requested to be present at event.
- e. Theatre Technician may be required to be present during the use of the theatre.
- f. PE/Equipment Specialist for requested use when needed for PE/Athletics areas.

## 9. Free Speech

Pursuant to [Board Policy/Administrative Procedure 5550, Speech: Time, Place, and Manner](#), the College is a non-public forum, except for those areas designated as Free Speech Areas, which are considered limited public forums. Regulations, as determined by the Chancellor, have been established to reasonably regulate the time, place and manner of the exercise of free expression in these limited public forums. Regulations prohibit amplification of sound, impediment of passerby's or solicitations of money in the designated Free Speech areas. ([Board Policy 5430, Solicitation of Funds from Students](#)) Speech that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District is prohibited.

Contact the Office of Student Affairs Office for more information.

## 10. Student Political Organizations

Student organizations affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus and may distribute bulletins and circulars concerning its meetings, provided there is no endorsement of that organization by the school authorities and no interference with the regular education program of the District ([Education Code Section 76067](#)).

## 11. Parking

Please advise outside guests that parking on all District property requires a parking pass. Visitors may obtain a daily parking permit from the yellow vending machines located throughout campus parking areas.



## 12. Vendors

All off-campus vendors should contact the ASGC, Inc. Student Activities Window. No club sponsored guest(s) shall be allowed to offer/sell items, including but not limited to food, credit cards, or items that would be in direct competition with items/services available on campus. Non-sponsored, non-college vendors are subject to separate Grossmont College policies, including fees, pertaining to commercial activity on campus.

## 13. Invitation to the College President to Participate in an Event

The Grossmont College President may be invited to speak or participate in student organization events. As a courtesy, an invitation to the event should:

- Occur as early as possible and no less than two weeks prior to the event,
- Clearly define what the President is being asked to do (i.e. give an introduction, participate in the event, observe), and
- Provide contact information for the event's primary contact, in the event of a scheduling change.

## 14. Invitation to the Chancellor, Vice Chancellors and/or Governing Board Members to Participate in an Event

Any invitations to the Chancellor, Vice Chancellors and/or Governing Board Members to speak at or participate in student organization events may be made to 619-644-7682, and will be referred to individual members as appropriate. Please view the [Communicating with the Governing Board Brochure](#) for more information.

## F. Controversial Speaker/Performer

Individuals from off campus may be invited by a registered student organization to participate (speak, perform, etc.) in student organization sponsored meetings or events on campus. Whether or not the participant will be paid and what type of event they will be attending determines paperwork requirements necessary to limit District and College liability.

In the event of a controversial speaker/performer, at the time of the speech/performance, the host must announce that the speaker's views are his/her own and do not reflect the views of the College. ([Board Policy 4035, Controversial Issues](#)) The host should contact the Student Affairs Office and Public Safety in advance of the event to ensure appropriate conduct during the event.

Grossmont College reserves the right to refuse admission to or eject from the event anyone who is disruptive, intoxicated, disorderly or jeopardizing public safety as well as the ability to terminate the event and/or restrict use of any District property. Clubs will be held fully responsible for the actions of attendees.

## G. Food Sales

Clubs must comply with all State and Local Laws regarding food preparation and handling of food for sale. At member-only events, events not open to the public, where food is not for sale, the following does not apply.

### 1. Food Preparation

The [California Homemade Food Act, or AB 1616](#), allows baked goods, including breads, cookies, cakes, pies and jams, to be made at home and directly sold to consumers. Foods with creams or meats must be prepared in a

commercial kitchen, which must be inspected regularly by the health department. Goods must have a label that states “made in a home kitchen.”

Contact the County of San Diego Department of Environmental Health at (858) 505-6700 for additional information regarding this issue.

## 2. Food Handler Certificate

The [San Diego County Code](#) requires food handlers in San Diego County to possess a valid, unexpired Food Handler Certification. County Code defines food handlers as “any person engaged or employed in any activity or facility whereby some portion of their person, clothing, or body discharge could come in contact with exposed food or food contact surfaces.”

All persons who will be handling, preparing or serving food are required to attend one Food Service Sanitation Class and/or have a valid Food Handler’s Certificate on file with the Office of Student Affairs. Classes are offered at no charge several times during the semester. The Certificate is valid for 3 years.

For additional class times, locations and fees, contact the [County of San Diego Department of Environmental Health Food & Housing Division](#) at (858) 505-6927.

## 3. Off-Campus Food Vendor

Off-campus food vendors are generally not allowed on campus. Vendors may be allowed for special events, with the proper State and Local License, Event Food License, and Office of Student Affairs and College approval.

## H. Raffles and Opportunity Drawings

Raffles require significant accounting and should not be undertaken lightly or without contacting the ASGC, Inc. Student Activities Window and the Account Technician, Sr. For most entities within the state of California, raffles are illegal. However, the state constitution and Penal Code provide a narrow exception to the prohibition against gambling in California. Certain tax-exempt groups such non-profit educational organizations, such as Grossmont College, may conduct raffles for the purpose of directly supporting the charitable purpose or financially supporting another eligible charity within the state of California ([California Penal Code Section 320.5\(a\)\(4\)](#)).

Persons paying to enter a raffle must receive a paper ticket ([California Penal Code Section 320.5\(b\)](#)). Winners must be determined from the detachable ticket or stubs and must be conducted in California and supervised by someone 18 years or older ([California Penal Code Section 320.5\(b\)](#)).

[Penal Code section 320.5, subdivision \(b\)\(4\)\(A\)](#) states that 90 percent of the gross receipts generated by sale of raffle tickets for any given draw are to be used by the eligible organization for charitable purposes. As such, 50/50 raffles are illegal because 90 percent of the gross ticket-sale revenue is not used for charitable purposes.

For more information, see also <http://ag.ca.gov/charities/faq.php>

## 1. Contests

A “contest” is any game, puzzle, scheme, or plan which offers prospective participants the opportunity to receive or compete for gifts or prizes on the basis of skill or skill and chance, and which is conditioned wholly or partly on the payment of some value. “Contest” does not include a sporting event, performance, or tournament of skill, power or endurance between participants who are actually present. ([Business and Professions Code sections 17539-17539.3, 17539.35](#)) The contest rules must clearly state a deadline for submission of that entry.

## 2. Sweepstakes

A “sweepstakes” is any procedure for distributing anything of value by lot or chance. A sweepstakes must not violate any provision of law, including the law that prohibits lotteries. ([Business and Professions Code Sections 17539.5, 17539.15, 17539.55](#))

## 3. Casino Night

On January 1, 2007, a new California law Business and Professions Code sections [19985-19987](#) passed allowing eligible nonprofit organizations to hold “charity poker night” fundraisers. Nonprofit organizations and suppliers of equipment and/or services for such fundraising events must submit an annual registration form to the Bureau of Gambling Control for approval. Rules and regulations regarding nonprofit casino nights can be found at <http://ag.ca.gov/gambling/charitable.php>.

### I. Ticket Sales

When a club plans an event in which an admission price is charged for tickets, money shall neither be received, nor collected by members of an organization or its advisor without a receipt being issued to the purchaser.

### J. Use of Copyrighted Information – DVD, Video, etc.

The rules governing the showing of copyrighted material (i.e. videotapes, DVD, etc.) are a matter of Federal Copyright Law and are the same as those governing any other copyrighted performance.

There are several principles in copyright issues; however student organizations typically need only be concerned with a few of these principles:

#### 1. Not for Profit Performance

“Noncommercial” or not-for-profit performance or use is not a reliable indicator of whether a license is required. When a performance is “public,” even if it is “not-for-profit,” a license may be required.

#### 2. Public v. Private Viewing

Only performances which are deemed not “public” are exempt from the requirement of a license from the copyright holder.

A video screening that is “public,” requires a license and the payment of a licensing fee to the copyright holder. A performance is considered “Public” when either the:

- Performance is at a place open to the public
- Performance is at a place where a substantial number of people who are not family members or friends is gathered. “Friend” is somewhat loosely defined as “having a social relationship” with another person.

Both prongs of this definition are dependent upon the specific circumstances of any given “performance.” It is important to note, when a performance is literally open to the public, it may be considered a public performance, even if only a few people attend. Conversely, performance in a private setting becomes “public” only if a “substantial” number of persons who are unrelated as family or friends are actually present.

Some examples of a non “public” viewing:

- a. Student organization leader rents a video and views/shows it with club members at home. This use is not a performance requiring a license. This use falls within “private use” - it is in a student’s own home (private place), only “friends” are invited to attend. Even if a stranger or two may show, the circumstances are not such that substantial numbers of people who are not friends can attend.
- b. Student organization leader rents a video and views/shows it with club members in the Student Center. This may not really change the “private use,” given the context that only “friends” are invited. Even if a few others watch, it is still probably not public viewing.
- c. Student organization leader rents video and views/shows it with club members at home and/or Student Center. S/he collects money from the “friends” to cover the rental costs and refreshments. No license is required as this is not a public performance, so the collection of money is not relevant.
- d. Student organization leader rents video for a screening on campus for the next Pep Club meeting. S/he advertises the meeting in the campus newspaper and posters on campus and says that the video is going to be shown. Members are urged to attend and donations are suggested - this is fund raiser for the Pep Club. This is not a performance requiring a license, because this is a group of “friends” - persons with a “social relationship.” The donation does not elevate it to a public performance.

Some examples of a “public” viewing:

- a. If, instead of the Pep Club, it is advertised as a screening for “Gamers,” this would most likely be considered a public screening, because the group is formed of people who have only a common interest, not necessarily a social relationship. Whether or not it is a social group formed by members outside the College is not relevant.
- b. Club leader rents video and views/shows it in the Student Center. S/he advertises in the campus newspaper and posters on campus that the video is going to be shown - anyone can come to see it. This is a performance requiring a license. Since the viewing is advertised, the circumstances are such that it is “open to the public” and a substantial number of people who are not family members or friends can attend. The College as a whole is not a sufficiently related group, and this would constitute a “public” screening. This outcome would be the same for a screening regardless of where it was held.
- c. Club leader is a film buff and rents video(s) and views/shows it with friends in the Student Center every Friday night at 8 p.m. People begin to hear about it and more and more non-friends start showing up. This is a performance requiring a license. The performance is open to the public and is now being shown in circumstances where a substantial number of people who are not family members or friends can attend. Even though there is no advertising, it has become “public.”

If the performance is public, a student organization fails to comply with [Federal Copyright](#) laws, and the College has provided the student organization with the equipment for the performance or the money to purchase or rent the video, the College could be drawn into a lawsuit because its property is being used to screen the video.

### 3. Classroom Use

The law limits the use of copyrighted materials to classroom settings (or similar places of instruction) in conjunction with face-to-face instruction, as in the case of any performance. Therefore, clubs may wish to partner with classroom instruction to comply with copyright regulations.

### 4. Library Use

Screenings in libraries do not usually constitute “face-to-face teaching activities.” However, they may be viewed as non-public performances. Probably, individuals and small groups of individuals may view a recording in a study carrel or viewing room, and it will be characterized as a non-public viewing.

## **K. Publicity**

### **1. Use of Associated Students of Grossmont College, Inc./College/District Name and Logo**

Registered student organizations shall not use the name of Associated Students of Grossmont College, Inc. and/or Grossmont College or abbreviation thereof as part of its name except in accordance with campus regulations. The geographical designation “at Grossmont College” may be used by any campus student organization as part of its name without obtaining special approval.

The name, insignia, logo, seal, or address of the Associated Students of Grossmont College, Inc. and/or Grossmont College may not be used in any manner, political, or otherwise, which implies, that the College supports, endorses or agrees with any of the activities, positions, purposes, ideals or goals of any individual, group, or organization either affiliated with or outside the College. Use of the Associated Students of Grossmont College, Inc. and/or Grossmont College name, insignia, logo, seal, or address shall not be intended as an endorsement of that organization by the school authorities and shall not interfere with the regular education or publicity programs of the District.

Specific requests for use of the College name, insignia, logo, seal, or address, including letterhead, shall first be directed to your club advisor. Additional questions may be directed to the Student Affairs Office or the Grossmont College Office of College and Community Relations at (619) 644-7840.

Specific requests for the use of the Associated Students of Grossmont College, Inc. name, insignia, logo, seal, or address, including letterhead, shall first be directed to your club advisor. Additional questions may be directed to the Associated Students of Grossmont College, Inc. at (619) 644-7604.

### **2. Outside Media Requests**

Clubs may independently contact reporters directly to promote programs or events, but should make every attempt to first contact the Grossmont College Office of College and Community Relations as a courtesy at (619) 644-7840. Should a reporter contact a club directly, please also direct them to the Grossmont College Office of College and Community Relations at (619) 644-7840.

All media inquiries with regards to individual student information and all crisis/emergency communication should be directed to the Grossmont College Office of College and Community Relations at (619) 644-7840.

Requests for information concerning athletic events should be forwarded directly to the athletic program at (619) 644-7424.

### **3. Master Calendar**

A completed and approved Facilities Use Request will also prompt an addition of the event to the Master Calendar.

College activities, events and performances may be added to the campus master calendar accessible online at [www.grossmont.edu/events/](http://www.grossmont.edu/events/) via an email from the club advisor to Chris Rodgers at [chris.rodgers@gccd.edu](mailto:chris.rodgers@gccd.edu)

with the subject line enter "Add Campus Event." Advisors should add the following information within the email:

Title: The official title of the event.

Date/Time: The date and a start and end time of the event.

Location: The specific location of where the event will take place.

Description: A brief description of the event and contact information for participants who need additional information.

#### 4. Social Media

Grossmont College participates in numerous social media forums. To add images, videos or information to official College sites, contact the Office of College and Community Relations.

#### 5. Posting Policy

The Office of Student Affairs must approve all student-originated posters, ads and announcements before these items can be posted on campus. To obtain validation, the proposed posting must be in compliance with the following Grossmont College Posting Regulations:

- Students/Staff are allowed to post unlimited number of flyers up to the date of sponsored events and activities. Non-students may post 10 flyers for up to 10 instructional days. If the event/activities is associated with GCCCD (i.e. Class promotions, dept. sponsored activities, etc.) may be up to the day of the event.
- Material may be placed on the bulletin boards, kiosks and taped on brick surfaces only, but not on painted or glass surfaces (no posting on bulletin boards by faculty offices). No posting of any materials including posters in the interior and exterior areas of the learning and technology resource center, no posting on the walls inside the student center.
- Employment related promotional posters must be approved by the Career/Job Placement Center.
- The Associate Dean, Student Affairs must approve all Study Abroad Program classes and non Grossmont College class and college sports promotional materials prior to posting.
- Advertising of events/activities and/or establishments where alcohol is served will not be permitted.
- Flyers are not allowed on vehicle windows.
- Appropriate staff and student will do removal of advertisements.
- Only tacks or pushpins are allowed on Bulletin Boards and kiosks. No staples are allowed.

Poster Guidelines:

- Size: Not larger than 3 feet by 5 feet

- Content: Nothing offensive or obscene. Offensive material includes but is not limited to language or graphics designed to shock, incitement to violence, slurs or denigration of any group or individual, sexually suggestive language or graphics.
- Compliance: Willful failure to comply with the directions of Student Affairs Office Staff and Students serving on the Associated Students of Grossmont College, Inc. Board acting in the performance of their duties will be prohibited.
- Location: One poster per side of building, maximum of 2 sides of any building. No posters are allowed on the south wall of the Student Affairs, ASGC, Inc., Career/Job Placement Center Building facing the service quad.
- Time: Posters are allowed to be posted for 15 instructional days.
- Removal: It is the requestor's responsibility to remove all expired or outdated posters on campus. Grossmont College has a paper recycling program and discarded posters (tape removed) should be placed in the "mixed paper" recycling bin located in the ASGC, Inc. Office.
- Bulletin boards are available in various buildings across campus announcing registered student organization sponsored events. Please be aware that some bulletin boards are for private office use only and may or may not be identified with the departmental name.

#### 6. Club Banners:

Clubs are encouraged to have made banners that advertise their club at events such as the Club Fair. It is important to know that when these banners are used at off-campus events they will need the following disclaimer: *Not an official agent of Grossmont College*

### L. Medical Emergencies

All actively enrolled students are covered by the Student Accident Insurance policy. The policy covers injuries (not illnesses) that occur while on campus or at campus sponsored events. For more information and guidance regarding this policy, contact Student Health Services at (619) 644-7192.

In the event of a medical emergency during a student organization sponsored event, contact GCCCD Law Enforcement at 911. Give clear directions and a brief description of the injured person's condition.

For injuries that do not require emergency response, you may call Campus and Parking Services at (619) 644-7654 for a secondary assessment, refer the individual to Student Health Services or refer the individual to his/her preferred medical provider. In the event outside medical care is sought, individuals should be referred to Student Health Services at (619) 644-7192 for assistance in student insurance activation and incident reports.

Any emergency communication, both internally on-campus and outside of campus, is to be handled by the Office of College and Community Relations at (619) 644-7840.

### M. Off-Campus Events

Off campus events are not necessarily approved or endorsed by the College/District and conduct at those events is solely the responsibility of the sponsoring student organization and may be subject to disciplinary action as stated in the student code of conduct.

## N. Field Trips and Excursions

All student travel must be consistent with Governing [Board Policy BP 4300, Field Trips and Excursions](#) and [Board Policy BP 7400, Travel](#).

### a. Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the club requires authorization by the appropriate administrator prior to the commencement of the activity.

To obtain approval, the official club advisor must agree to attend the event and stay through the duration. Additionally, the advisor must have received advance permission to attend via the completion of the Off Campus Request Form, available from Forms Depot. This form will be signed by the division dean and college president. Student participants must complete a Field Trip Packet, available in the Student Affairs Office, to be collected by the student organization advisor and submitted to the Office of Student Affairs no less than 3 weeks prior to travel. Travel out of state requires Governing Board approval and may take up to three months for approval.

Incomplete packets will not be processed and will be returned to the responsible college official.

Pursuant to [California Code of Regulations Title 5, Section 55220](#), all persons, including students, participating in the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness or death occurring during or by reasons in connection with the travel. Participating minors must have a statement signed by a parent or guardian ([California Education Code Section 70902, 87706](#)).

### b. Funding

Following completion of all necessary approvals, and verification that the amount has been budgeted and sufficient funds remain in the club account to cover the claim, items such as registration fees, hotels and travel will be arranged through the ASGC, Inc. Student Activities Window and/or the Campus Business Office. Conference literature, travel registrations and hotel brochures should be provided that indicate actual cost, registration deadlines and payee information. Payment is sent directly to the conference for registration fees and to the hotel for lodging.

Cash advances for other travel funds, including the cost of meals, taxis, mileage, airport parking, etc. may be requested through the ASGC, Inc. Student Activities Window via a Check Request Form.

Following travel, receipts and unused money shall be turned in to the Student Activities Office within fourteen (14) days after return from travel (*ASGC, Inc. Bylaw 4.10, Accountability of Monies Issued*). Travel expenditures shall be reimbursed only after a Check Request Form detailing all costs incurred is submitted along with all invoices and proof of payment (receipts) and verification that the amount has been budgeted and sufficient funds remain in the club account to cover the claim. Club minutes authorizing the cost of travel are required.

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are gratuities, alcohol, movie rentals, personal phone calls and fees for social/recreational activities (*Board Policy/Administrative Policy 7400, Travel*).

Travel involving any expenses to be paid by the District, including advisor's expenses, requires Governing Board approval and must be requested three months in advance.



c. Accountability

No off-campus function representing the club shall be made without the presence of an approved advisor ([California Code of Regulations Title, Section 55220](#) and [California Education Code 87706](#)). Additionally, the Governing Board does not endorse, support or assume liability in any way for any staff member of this District who takes students on trips not approved by the Board or appropriate administrator of the college (BP 4300, Field Trips and Excursions).

d. Standards of Conduct

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus (Board Policy 4300, Field Trips and Excursions and [Board Policy 5500, Standards of Student Conduct](#)).

## A. Club Account

### 1. Controlling Philosophy

Grossmont College is committed to the philosophy that organized student activities are desirable and necessary to the total collegiate experience. Many organized student activities cannot be financed with College/District funds. This creates a need for student organizations to generate money to support unfunded expenses. Therefore, Grossmont College encourages and supports registered student organizations in fund-raising activities where those funds raised are to be used for the welfare of the students and where the activities do not interfere with the regular conduct of the District and/or College.

The College would be remiss, however, if it did not establish formal expectations (rules and procedures) and informal expectations (ethical and moral guidelines). The College demands honesty and integrity of the individual and organization involved, as well as strict adherence to rules and procedures to ensure generally accepted business practices will prevail so that all income and expenditures can be positively accounted for in an audit process.

Pursuant to the [Education Code of California, Section 76063](#) and [Board Policy 5430](#), student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business.

### 2. Account Creation

Registered student organizations are required to have a College Trust Account, maintained by the Student Activities Office. Upon completion of the registration process, and official receipt of charter from the Associated Students of Grossmont College, Inc., the Student Activities Office will create a trust account for newly registered organizations. Re-registering student organizations carry over their trust account from year to year.

All financial transactions for the organization shall be handled through this College District Trust Account. Club account funds shall not be carried in personal bank accounts for any reason.

### 3. Club Account Questions

All questions regarding the status of a club's trust account should be directed to the Account Technician, Sr. by either an officer/principle member or the club's advisor.

The club treasurer should also maintain an up-to-date/accurate balance to insure requests do not exceed the funds in the account. Additionally, the Student Activities Window will give a monthly financial report to each club that has had current activity (disbursements or deposits) during the prior month. This report will be in the club mailboxes by the 20<sup>th</sup> of the following month.

### 4. Inactivity

Should a club fail to submit a petition for recognition two or more years consecutively, the club's financial account shall be closed and any monies remaining in the club account will be deposited into the ICC account. If the club is subsequently re-chartered, club leaders can petition the ICC to have the account reopened and the monies restored. The Student Activities Office will verify the amount of funds involved and an item will be placed on the agenda for voting by the ICC. Clubs may only spend money from their club accounts during the semesters when they are active (chartered). (Approved by ICC 11-09-04, Item III-B)

## B. Deposits

A deposit may be made either by cash or check directly at the Student Activities Window, Griffin Student Center, Building 60, Room 116. A cash transmittal notice can be picked up outside the Student Activities Window. Coins must be rolled and sold to the college cashier prior to depositing and bills must face the same direction, with like bills grouped together. Checks should be made payable to *Grossmont College \_\_\_\_\_ Club* (i.e.: Grossmont College Pep Club).

A receipt will be provided upon completion of this transaction. Receipts should be retained by the club as record of the transaction. A copy of the cash transmittal notice will be sent to the club advisor. Proper documentation and accounting for all monies shall be made to the Account Technician, Sr. within 14 days of issue. ([ASGC, Inc. Bylaw 4.10](#)).

Student organizations conducting ongoing fund-raisers must deposit monies on a weekly basis.

## C. Fundraisers

Recognized clubs are allowed to raise funds on-campus utilizing District property and facilities, so long as the activities do not interfere with the regular conduct of the District and/or College. ([Board Policy 5430, Solicitation of Funds From Students](#))

Fundraisers are an event (either one time or ongoing) where a student organization receives funds through sale, auction or donation. Examples of fund-raising include, but are not limited to, bake/product sales, donation drives, walk-a-thons, and ticket sales for special events. Even if the goal of the event is to break even or recover costs, the activity will be considered fund-raising if money is collected.

In order to protect the students, advisor, and assets of the club/trust it is imperative to implement strong control over cash/revenues. Controls must start at the time a fundraising event is considered.

Proper segregation of duties requires that more than one individual is involved in the process of receiving and depositing revenues. The same person receiving cash should not also count the funds and prepare the deposit to the Student Activities Window.

All funds raised must then be deposited into a College District Account with the Student Activities Window. No part of an expense of any event may be paid from monies collected.

### 1. Change Funds (Cash Box)

A change fund (cash box) may be requested for a student organization for the sole purpose of making change in the conduct of business during an event. These funds shall not be used for cash advances, purchases, reimbursements, or other activities inappropriate to a petty cash fund.

The student organization advisor or leader who requests the petty cash box shall be responsible for the funds and assume responsibility for its security and proper use, as well as maintenance in making sure the account remains in balance and kept at the approved amount.

### 2. Funding Opportunities

a. Associated Students of Grossmont College, Inc. Grant Cycle

The ASGC, Inc. Board of Directors serves all registered students of Grossmont College through the funding of programs, projects, activities/events and various student services campus-wide with ASGC, Inc. grants. Questions concerning grant requests may be addressed with the ASGC, Inc. Comptroller at 619-644-7768.

b. ASGC, Inc. Benefit Card Status Clubs

Recognized clubs in which 2/3 of the members of the club or a minimum of 17 members (whichever is lowest) are [ASGC, Inc. Benefit Card Holders](#) will become an ASGC, Inc. Benefit Card Status Club. To obtain Benefit Card Status clubs must be recognized by the fall deadline, generally the 4<sup>th</sup> week of the semester, and submit a full and complete membership roster. Partial numbers will be rounded up.

ASGC, Inc. Benefit Card Status Clubs are entitled to request the following ([ASGC, Inc. Bylaw 4.04](#)):

1. Off-Campus Travel funding for club advisors.

Criteria to be met for consideration of funding travel to approve conferences by the ICC:

- a. Must be a Benefit Card Status club in good standing.
- b. Travel funding request (including budget) must be submitted to ICC 15 days prior to travel. Out of state travel must be approved by the Governing Board before ICC will consider funding.
- c. A club will be allowed funding for only one conference per semester. ICC will first fund up to \$400 for one advisor to travel with the club.
- d. A brochure from the conference organizers outlining the seminars or items to be covered must be presented at the ICC meeting when the funding is requested.

2. Matching Funds (up to \$200) for Fundraisers.

The Inter-Club Council offers matching funds up to \$200 per semester to pay for club events or activities to ASGC, Inc. Benefit Card Status Clubs. Matching funds cannot be requested at ICC sponsored and funded events without prior approval by majority vote from ICC.

To qualify:

- a. The club must receive official recognition from ASGC, Inc. by the due date established each fall, typically the 4<sup>th</sup> week of the fall semester.
- b. Two-thirds or a minimum of 17 of the club membership must have purchased an ASGC, Inc. Benefit Card during the semester in which the funds were raised.
- c. Regular attendance at the ICC meetings is mandatory.
- d. It will be the policy of the Inter-Club Council to deny funding for any club which has not ventured to raise funds on its own prior to requesting funds from ICC. Fundraising is defined as a campus activity such as selling food items, crafts, plants, books, drawings, dance tickets, etc. Dues, donations, awards, gifts, etc. are not considered fundraising.
- e. At any time in the funding process, ICC may request club meeting minutes to verify the funding request as an item of business. Verification will be processed by the Account Technician, Sr. and reported to the ICC at the time of the request.

Process:

- a. Will be voted on (passing with a simple majority) by the ICC general membership. Requests for matching funds are the responsibility of the club requesting the funds and must be placed on the agenda for consideration no later than the last ICC meeting of the semester in which the funds were raised.
- b. Monies are not deposited in the club account, instead bills will be paid for the club (i.e.: expenses for a year-end party for a club will be paid by ICC).
- c. The maximum amount requested by each club, each semester, cannot exceed \$200. This will allow all qualified clubs to receive Matching Funds.
- d. To receive Matching Funds from a fundraising event held off campus, the event must have been announced in an ICC meeting prior to the date of the event.
- e. Forms for Matching Funds can be picked up at the ASGC, Inc. Office.
- f. Forms must be filled out completely, signed by the advisor, and turned in to the Account Technician, Sr. by 2:00 p.m. on the Thursday prior to a Tuesday meeting.

For more information on the benefits club members receive with the Benefit Card, refer to the ASGC, Inc. office.

#### **D. Sponsorship of Off-Campus Vendors**

All off-campus vendors should contact the Student Activities Window. No club sponsored guest(s) shall be allowed to offer/sell items, including but not limited to food, credit cards, or items that would be in direct competition with items/services available on campus. Non-sponsored, non-college vendors are subject to separate College policies, including fees, pertaining to commercial activity on campus.

#### **E. Use of Grossmont College or Associated Students of Grossmont College, Inc. Taxpayer ID Number**

A club may be requested by a donor to provide the college's taxpayer ID number. An official letter providing the college's taxpayer ID number may be obtained from the Student Activities Window for approved club fundraising activities.

#### **F. Donations**

##### **1. Process**

Prior to soliciting companies for donations student organizations should contact the Student Activities Window. In order to ensure proper coordination, all gift solicitations of funds or property in the name of Grossmont College must be preapproved by the Grossmont-Cuyamaca Community College District Foundation. This includes fundraising activities sponsored by the Associated Students of Government College, Inc. or by other student groups. The purpose of coordinating all fundraising activities through the Foundation includes:

- a. To avoid conflict and duplication of efforts in the fundraising programs
- b. To maximize the contributions from each donor

- c. To provide continuity for understanding of and support for funding needs throughout the district
- d. To ensure that all gifts are properly acknowledged
- e. To ensure that accurate records of all gifts are maintained
- f. To ensure that all contributions are received through a 501(c)3 nonprofit organization and comply with Internal Revenue Service (IRS) regulations

2. In-Kind Donations

Student organizations that receive in-kind, or donations of physical items, should send a list of the specific gift/donations received and by whom to the Student Activities Window.

3. Cash or Money Donations

A receipt should be given for all money donated. Monetary donations should be deposited into the club account no less than 5 days following receipt. Checks should be made payable to “Grossmont College \_\_\_\_\_ Club” (i.e.: Grossmont College Pep Club).

**G. Expenditures (Expenses & Payments)**

All purchasing by student organizations must follow District, College and ASGC, Inc. purchasing and administrative procedures. All purchases are reviewed by the College President or designee. Forms must be filled out completely and include signatures from a club officer and faculty advisor.

Checks are produced every Wednesday morning from the paper work turned in by Tuesday. Any paperwork turned in on Wednesday will be paid one week later. Checks may be picked up on Thursdays after 2:00p.m.

1. Minutes

All expenditures should include a copy of the student organization minutes attached to the Check Request Form. The minutes should be signed by the officer/principle member responsible for preparing the minutes.

Minutes may be types or handwritten and should at a minimum reflect the date, location and time of the meeting, who was in attendance, what business was discussed and, if any action was taken, a reflection of voting.

It is in the student organization’s best interest when approving expenditures, to approve a “Not to Exceed (NTE)” amount in the event that the estimated expenditure is not exact.

Sample verbiage of minutes:

Approval of the Homecoming 2016 Budget, not to exceed \$2,000.00. Motion to approve by Jane Doe, 2nd by John Doe. Motion passed (8-0-0).

When a student organization is submitting minutes for a purchase, please highlight the corresponding agenda item.

2. Purchase Orders

Some vendors will accept what is called, a Purchase Order (PO). A PO is a written authorization for a vendor to ship products at a specified price, which becomes a legally binding contract once the vendor accepts it.

To create a PO:

- a. Verify the vendor accepts POs.
- b. Obtain a price quote from the vendor.
- c. Complete a Check Request Form for Purchase Order and attach a copy of the minutes authorizing the expenditure to the Student Activities Office.
- d. Work with the Account Technician, Sr. to obtain the Vendor ID #.
- e. Provide vendor with a signed copy of the Purchase Order.
- f. After the club receives the product, the supplier will send an invoice to the Student Activities Office and/or club for payment.
- g. Should the invoice be sent to the club, the club advisor or a principle member may authorize the payment of the invoice by writing "ok to pay" on the invoice and submitting it to the Student Activities Office.
- h. Upon receipt of the invoice, the Account Technician, Sr. will process payment and send it directly to the vendor.

#### 4. Direct Purchasing (*Preferred Payment Method*)

To pay for items that require direct payment to the vendor in the form of a check, a Check Request Form must be completed with minutes attached approving the expenditure, along with a quote or signed invoice from the vendor.

#### 5. Advances

Direct payment to vendors for purchases is preferred, and advances should not be requested where direct purchasing can be utilized (ex. Hotel rooms, banquet facilities).

Money Advances may be obtained by a student organization advisor, chartered officer, or one pre-authorized non-executive club member, for events or fundraisers. The person who receives the cash advance must accept all responsibility for delivery of funds and original, official receipts upon request of the Account Technician, Sr. They will be required to sign an "Advance" form prior to picking up the check and will have two weeks to turn in the original, official receipts and any unused monies. ([ASGC, Inc. Bylaw 4.08](#))

Please allow at least 3 weeks for this process.

Un-reconciled money advances may be grounds to prohibit future advances.

#### 6. Payment of Contracts

When programming on campus results in bringing in an outside performer or speaker, a request for goods or services from a vendor, and/or when reserving an off-campus facility or venue, a student organization may be required to enter into a legal contract.

Neither the District nor colleges act as legal agents for student clubs and organizations and expressly disclaim any and all responsibility or liability for their actions or obligations, contractual or otherwise. ([Board Policy 5402, Student Clubs and Organizations](#))

Additionally, District policy states that only a Board of Trustees pre-approved and authorized signer may enter into such an agreement for the District. Those that do not have this authority cannot bind the College to an agreement. Should an unauthorized individual sign a contract, s/he shall be held personally responsible for the contract and all that it entails, including all liability should any legal action be taken or for any payment of services. ([Board Policy 6340, Contracts](#))

## 7. Honorariums

Pursuant to club approval a participant may be paid an honorarium, or payment in recognition of acts or professional services for which custom or propriety forbids a price to be set. For example, when a previous President or elected official speaks at an event or gathering, s/he may be given a modest honorarium.

## 8. Reimbursement

A member of a student organization may be reimbursed for items purchased for use by the student organization, pending approval based upon all applicable policies and procedures. For example, no reimbursement shall be made for alcohol purchases. Additionally, travel expenses which are not “actual and necessary” shall not be reimbursed.

To be reimbursed:

- Complete a Check Request Form specifying a reimbursement is requested.
- Attach student organization minutes approving the reimbursement.
- Attach official, original receipts. An official receipt is one with the name of the vendor imprinted on it. If the name is not imprinted, the vendor can put his check endorsement stamp on the receipt. If the receipt does not list the items purchased, please write these items on the back of the receipt. Please keep personal purchases on a separate receipt and/or transaction.
- Submit all completed forms and accompanying documentation to the Account Technician, Sr.

## 9. Scholarships

Sometimes clubs choose to award scholarships from their club funds. The award amount of the scholarship should be no less than \$100 dollars and must be reported to the Financial Aid Office.

Grants for scholarships to Grossmont College students can be donated to the [Financial Aid Department](#) and they make the decision as to who gets these funds. Grants can also be made directly to club members. Scholarships made to members directly from the club funds will require club members approving the scholarship recipient and the amount to be given. The following qualifications must be observed per instructions from the IRS as a non-profit organization (Part III, Line 4: *Attach a statement explaining how you determined that individuals or organizations receiving disbursements from you in furtherance of your charitable programs qualify to receive payments*). Scholarships are voted on based on individual merit:

- Applicant must have completed minimum of 12 units at Grossmont College.
- Applicant must be currently enrolled full time (12 units) or part time (6 units) for evening students.



- Applicant must have an overall GPA of 3.0 or better.
- Applicant must demonstrate financial need or a direct benefit from assistance within their area of study/specialty.
- Applicant must be enrolled in a program that leads to an Associate's Degree/Certificate Program or be planning to transfer to a four-year institution.

Scholarship workshops, which provide information about campus-based scholarship opportunities, are available during the early weeks of the fall semester. To schedule a workshop for a club, contact the Scholarship Specialist at 644-7121.

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## Social Media Guidelines

These guidelines were developed for faculty, staff and administrators at the Grossmont-Cuyamaca Community College District who create and administer social media sites such as Facebook, Twitter or YouTube on behalf of the district or its colleges. The district supports the use of social media as a valuable tool to disseminate information and create a thriving online community.

These sites reflect on the district and its colleges and should therefore be written and structured in an appropriate, ethical, professional and lawful manner. If activity on a social networking site is offensive or violates district policy, it may result in disciplinary or legal action. Using the district's official media sites and approved accounts indicates that you have read and will abide by these guidelines.

### *Setting up and monitoring social media pages*

1. Before setting up a social media page representing the college or district, employees must contact the college or district social media administrators at [social.media@gcccd.edu](mailto:social.media@gcccd.edu).
2. The district Public Information Office must also be included as an administrator on the site. The user name and password must be supplied to the Public Information Office, and it cannot be changed without notifying the office.
3. The page should be used only for college or district-related purposes.
4. The employee responsible for posting to the social media site must regularly monitor the page. The sites will also be monitored by the Public Information Office.
5. Personal information should not be posted on social media sites, including but not limited to: student identification numbers, employee identification numbers, Social Security numbers, personal addresses or phone numbers, or driver's license numbers.
6. Social media sites are not private, and the expectation of privacy is not conveyed to you as a user or administrator of the site.

### *Photo guidelines*

Photos posted on social media pages should favorably portray the colleges and district and the persons depicted in the photos. The following guidelines should be used when posting photos:

- Photos of children should not be posted without express consent from their parents, except photos taken at public events. Even then, use great caution when posting photos of young children.
- Photos of public events can be posted on social networking sites, but they must be appropriate. As a guideline, they should be photos that could be posted on the district's official website. Examples of photos that should be avoided include but are not limited to: photos involving alcohol, nudity, medical and hospital patients, and graphic scenes.

### *Logo and titles*

The name of the college should begin the title of any social network page. For example:

- Grossmont (or Cuyamaca) College XXXX Department
- Grossmont (or Cuyamaca) Class of XXXX

The college or district logo cannot be used on Facebook pages except on the official college page.

### ***Administration***

At least two site administrators are recommended, in addition to the district Public Information Office. For student organizations, outgoing and incoming administrators should be overlapped to ensure a smooth transition.

### ***Best practices***

Freedom of speech must be exercised responsibly on the sites. These recommendations provide a roadmap for constructive, respectful, and productive use of social networking sites.

- **Be respectful**  
Respect your audience and your colleagues. Take care not to engage in any conduct that would not be acceptable in the workplace.
- **Get your facts straight**  
Ensure that you are providing accurate information so that you are not misrepresenting the colleges or the district.
- **Be mindful of your public image**  
Consider the image you want to portray to the public. Be mindful that what you post may be viewed by parents, students, administrators and community members, and may stay public for a long time.
- **Use your best judgment**  
Remember there may be consequences to what you post, so consider your content carefully. If you are about to post something that makes you the slightest bit uncomfortable, review these guidelines and think about whether to post the material.

### ***Standards for appropriate conversation***

Although online conversations on social media sites are often casual, they must remain professional and respectful. Comments on the colleges' official pages are monitored to ensure compliance with the social networking guidelines. Inappropriate comments will be removed.

Content that will be deleted includes:

- An advertisement for a commercial business
- Libelous, slanderous or defamatory comments
- Vulgar, racist or sexist slurs
- Obscenities
- Comments pertaining to violence
- Incorrect information
- Information that violates student privacy under FERPA
- Comments that are not respectful.
- Comments that are not relevant to the topic.
- A commenter who is misrepresenting himself/herself.
- A single person who is dominating the conversation.

### *Press inquiries*

Postings may generate media coverage. If a member of the media contacts you about a social media posting or requests information about the college or district, contact Anne Krueger at (619) 644-7842 or Della Elliott at (619) 644-7690 in the district Public Information office. You should also confirm that any information you post has been publicly disclosed.

### *Questions?*

Questions about the social media guidelines should be sent to [social.media@gcccd.edu](mailto:social.media@gcccd.edu). You will receive a response from one of the social media administrators.

Government Relations and Public Information

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8800 Grossmont College Drive El Cajon, CA 92020-1799 Phone 619-644-7573 Fax 619-644-79