

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5450            STUDENT CLUBS AND ORGANIZATIONS**

References:            Military and Veterans Code Section 616

Co-curricular campus involvement is a vital element of student development, promoting student growth as well as student engagement and satisfaction. These procedures are put into place to govern Citrus College student clubs and organizations.

### **ORGANIZATION**

1. Authorized college clubs must be organized according to college policies. These clubs are sponsored by college personnel, composed completely of current student body members, and hold the majority of their meetings at the college during the regular college day. Clubs must have a democratic plan for the selection of members. Clubs must establish aims which promote educational, college and community interests, and meet all those conditions set forth for recognized college-sponsored clubs.
2. Membership in secret fraternities, sororities, and clubs as described by the California Education Code (Section 16070) is prohibited throughout the college.
3. All other clubs whose membership is composed for the most part of Citrus College students who are sponsored by other than college personnel, who meet outside college hours at places other than at college, and whose aims are other than education or college interests, are considered to be non-college clubs and beyond the jurisdiction and responsibility of college authorities.

### **ORGANIZATION MINUTES**

All organizations/clubs shall keep detailed and accurate minutes of each of their official meetings. All minutes will be filed with the Office of Student Life at the end of each semester.

### **ACTIVITIES AND EVENTS**

All organizations are responsible for submitting to the Office of Student Life, a properly completed and signed "Request for Activity Approval" and other necessary forms for all activities and fundraisers whether held on or off campus.

The activity clearance is to assure no calendar conflicts, proper sponsorship, necessary transportation, and facilities assistance. A record is kept of all activities by the Office of Student Life.

All materials distributed or posted on campus must meet the guidelines set forth in BP-5550 and AP-5550 Speech – Time, Place and Manner.

## FINANCIAL

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

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

## CLUB ADVISORS

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

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

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

Board Approved 01/19/10