

INTER-CLUB COUNCIL

HANDBOOK

*Prepared by the Office of Student Life
and Leadership Development*



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WELCOME



W E L C O M E

STUDENT LIFE AND LEADERSHIP DEVELOPMENT

Dear Club Officers and Advisors:

We are glad to welcome you to the Office of Student Life and Leadership Development (SLLD) at Citrus College. We are also enthusiastic about supporting your journey as a club. Being involved on campus is an excellent opportunity to meet new people, become connected to your college, and give back to both the school and the community. This handbook was created to provide you the tools necessary to be a successful club on campus.

In this handbook, you will find information relating to forms and documents, help for running club meetings, club finance information, event planning and fundraising guides, including marketing and advertising for your club. Take the time to review these documents and become familiar with the procedures. We want you to be successful!

Remember that the SLLD office is available to help you in any and all ways. Never hesitate to ask for clarification or seek guidance. Feel free to stop by our office, located in the Campus Center.

We look forward to working with you and supporting your club!

Sincerely,

SLLD STAFF

626) 852-6444

studentlife@citruscollege.edu

1000 W. Foothill Blvd. Glendora, CA 91741



IMPORTANT CONTACTS

STUDENT LIFE

Rosario Garcia

Student Life Supervisor

REGarcia@citruscollege.edu

(626) 914-8603

Amayrani Ochoa Almeida

Student Services Specialist

aochaalmeida@citruscollege.edu

(626) 963-0323, ext. 5942

FISCAL SERVICES

Karen Tallenbach

ASO Account Technician

kgagliano@citruscollege.edu

(626) 914-8520

Location: Administration Building (AD)

Rose-Ann Manfre Campillo

Cashier Office

rcampillo@citruscollege.edu

(626) 857-4156

Location: Student Services Building (SS)

STUDENT AFFAIRS

Rebecca Knapp

Administrative Secretary (Dean of Students)

rknapp@citruscollege.edu

(626) 914-8602

INTER-CLUB COUNCIL EVENTS



FALL

1. Club Rush
2. Mandatory Club Orientation
3. Advisor Update Session
4. ICC Social
5. Fall Fest
6. Workshops
 - a. Various professional and leadership development workshops are offered throughout the semester

SPRING

1. Club Rush
2. Advisor Update Session
3. ICC Social
4. Spring Fest
5. Year-End Celebration
6. Workshops
 - a. Various professional and leadership development workshops are offered throughout the semester



WHO DOES WHAT?



Role of The Inter-Club Council

The Inter-Club Council (ICC) is the governing body that oversees the student clubs of Citrus College and works to strengthen and support them. The ICC oversees all club activities and helps in the promotion of these activities. It also seeks to provide individual club members with opportunities for educational and personal growth.

As stated in the ICC Constitution, the main objectives of the Inter-Club Council shall be:

- A. *To provide a framework of operation and success for clubs at Citrus College.*
- B. *To coordinate and approve club activities.*
- C. *To provide a communications network between clubs and other campus organizations.*
- D. *To act as a resource for clubs, particularly in the areas of organization, problem solving, membership promotion, and fundraising.*
- E. *To maintain club participation in and support of ASCC sponsored events.*
- F. *To provide a forum for expressing the interests of clubs.*

Club members should read and understand the ICC Constitution as well as the constitution of their club.

The Inter-Club Council meets in CC-104 in the Campus Center at 2:40 p.m. every Monday of the fall and spring semesters, unless otherwise announced. Each club is required to have at least one (1) representative in attendance at each meeting.

If a club misses three (3) meetings in a given semester, it will be declared inactive and can only reactivate through formal ICC procedures. Tardiness, defined as arriving five (5) minutes after the meeting begins, counts as half of an absence. Inactive clubs are denied participation in club activities, publicity opportunities, and access to funds. The ICC can vote to exclude vocational clubs from this requirement due to their program requirements.

All club activities must receive prior approval from the ICC and the ASCC Executive Board. They must be submitted to the Office of Student Life and Leadership Development (SLLD) for processing and then to the ICC and ASCC Executive Board for official approval. The Student Life Supervisor then signs the request—Dean of Students reviews and signs when travel or other risk management issues are concerned. The club will receive an email confirmation of approval or denial of the activity from SLLD. No club can hold an event or activity using campus facilities or funds without approval.

ICC representatives need to remember that their job is to relay the information they receive during ICC meetings back to their clubs and advisors. Please be sure your club representative keeps you fully informed.

ICC Traditions

Throughout the academic year, the ICC sponsors events for clubs that focus on recruitment, leadership development, and community service. These events include workshops, Club Rush (twice per year), Fall Fest, Spring Fest, and ICC Socials (twice per year). At the end of every spring semester, all club members and advisors are invited to attend the ASCC and ICC Year-End Celebration, where we announce the recipients of Club of the Year, Advisor of the Year, and Club Cup.

Club of the Year

Club of the Year is one of the most significant affirmations a campus club can receive. This award recognizes a club's outstanding achievement, service, and commitment to Citrus College, its students, and the community. Club of the Year will receive \$250, which is deposited into their club account.

Clubs nominate themselves and complete a nomination questionnaire. Only one submission per club is accepted.

Selection Criteria:

- a. Contributes to Citrus College through cultural and educational events, activities, and fundraisers
- b. Demonstrates commitment to community service and outreach beyond the campus
- c. Fosters leadership development among its members
- d. Participates in ICC or ASCC-sponsored activities

Advisor of the Year

This award recognizes a club advisor who goes above and beyond to provide guidance and support to the club. Advisor of the Year will receive \$150, which is deposited into the club account. If the recipient of Advisor of the Year serves as an advisor for multiple clubs, the recipient will select one club to receive the funds.

Clubs may only nominate one advisor. Only one submission per club is accepted.

Award recipients will be selected by a committee consisting of the:

1. ASCC President
2. ICC President
3. Student Life Supervisor
4. Inter-Club Council Advisor

Nomination forms are distributed by the eighth (8th) week of the spring semester. Forms are due no later than Tuesday of the 10th week of the spring semester.

Club Cup

This award is given to the club that earns the most club points throughout the year. Club points are earned based participation in ICC or ASCC-sponsored activities and through a club's representation of its competitive spirit. The winner will receive \$200, which is deposited into the club account.

The Role of SLLD

The Office of Student Life and Leadership Development (SLLD) provides Citrus College students with opportunities to further their learning beyond the classroom, develop essential life skills, increase awareness and appreciation of diversity, and meet new friends. One of the roles of the SLLD office is to guide and oversee clubs on campus. The SLLD staff is committed to their success and can assist in the coordination of club activities, submission of required documents, training of club officers, or mediating internal club issues that arise. Moreover, the SLLD staff is up-to-date with district policies and administrative procedures relating to clubs and are responsible for ensuring that clubs conduct themselves in accordance with them.

The Role of the Advisor

Each club must have a faculty advisor who provides guidance and support to the club members. Adjunct faculty and counselors are considered faculty members and can also serve as advisors to clubs. A club advisor:

- Is responsible for advising students of college policies within the club's structure and activities;
- Must be present at all club meetings where business is conducted and is required to sign off on the organization's meeting minutes;
- Shall be present at all activities and fundraisers; and
- 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. (Administrative Procedure 5450: Student Clubs and Organizations)

A club advisor works closely with the club to ensure a cooperative relationship between its members by helping them understand and apply democratic principles and working with others. They help club officers understand their roles and duties as well as facilitate leadership transition within the club.

A club advisor must give particular attention to the financial activities of the club. Specifically, to prevent it from incurring debts that it is unable to pay. Note: Club advisor must sign all check requests.

A club advisor serves as the official representative of the college to the club by representing the club's interest to various campus groups or individuals.



RETURNING, REACTIVATING, AND NEW CLUBS



Inter-Club Council

Checklist for Returning Clubs

- ☐ Submit a **Club Officer and Member Roster** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - **Due the fifth Monday of the fall and spring semester at 11:59 p.m. or the club will be deactivated**
- ☐ Faculty advisor(s) must print out and submit an **Advisor Agreement** **every fall semester** to the Office of Student Life and Leadership Development (SLLD) located in CC-106
 - Found in *Club Advisor Resources* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
- ☐ Print out and submit **Meeting Time and Place** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - Faculty advisor must book the room by submitting a **Department Application** found on the campus intranet (students do **not** have access)
- ☐ Print out and submit **ASO Authorized Signatures** to the SLLD office to authorize advisor(s) and certain officers to access club funds
 - Found in *Financial Resources* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
- ☐ Inter-Club Council (ICC) Representative must attend ICC meetings held every **Monday at 2:40 p.m. in CC-104**
 - a. Three (3) absences will result in club **deactivation**
 - b. A club representative must be present at the meeting for Activity Requests to be approved

Please contact regarcia@citruscollege.edu or studentlife@citruscollege.edu if you have any questions on how to complete these steps

Inter-Club Council

Checklist for Reactivating Clubs

Steps to complete to **reactivate a club** (due the fifth Monday of the semester at 11:59 p.m.):

- ☐ Submit a **Petition for Club Reactivation** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - Please have at least ten (10) valid student names and their student ID numbers ready for this form
- ☐ Faculty advisor(s) must print out and submit an **Advisor Agreement** to the Office Student Life and Leadership Development (SLLD) located in CC-106
 - Found in *Club Advisor Resources* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
- ☐ After submitting club reactivation paperwork, attend the upcoming Inter-Club Council (ICC) meeting on Monday at 2:40 p.m. in CC-104
 - a. You will give a brief presentation (no more than three minutes) on why the club should be reactivated
 - b. The ICC will vote to reactivate the club

Once your club is reactivated:

- ☐ Submit a **Club Officer and Member Roster** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - **Due the fifth Monday of the fall and spring semester at 11:59 p.m. or the club will be **deactivated****
- ☐ Print out and submit **Meeting Time and Place** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - Faculty advisor must book the room by submitting a *Department Application* found on the campus intranet (students do not have access)
- ☐ Print out and submit **ASO Authorized Signatures** to the SLLD office to authorize advisor(s) and certain officers to access club funds

- Found in *Financial Resources* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>

- ☐ Inter-Club Council (ICC) Representative must attend ICC meetings held every **Monday at 2:40 p.m. in CC-104**
- a. Three (3) absences will result in club **deactivation**
 - b. A club representative must be present at the meeting for Activity Requests to be approved

Please contact regarcia@citruscollege.edu or studentlife@citruscollege.edu if you have any questions on how to complete these steps

Inter-Club Council

Checklist for New Clubs

Steps to complete to **organize a new club** (due the fifth Monday of the semester at 11:59 p.m.):

- ☐ Submit a **Petition to Organize a New Club** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - Please have at least ten (10) valid student names and their student ID numbers ready for this form
 - Submit a **Club Constitution** during this process
- ☐ Faculty advisor(s) must print out and submit an **Advisor Agreement** to the Office Student Life and Leadership Development (SLLD) located in CC-106
 - Found in *Club Advisor Resources* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
- ☐ After submitting club activation paperwork, attend the upcoming Inter-Club Council (ICC) meeting on Monday at 2:40 p.m. in CC-104
 - c. You will give a brief presentation (no more than three minutes) on why the club should be reactivated
 - d. The ICC will vote to reactivate the club

Once your club is activated:

- ☐ Submit **Club Officer and Member Roster** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - **Due the fifth Monday of the fall and spring semester at 11:59 p.m., or the club will be **deactivated****
- ☐ Print out and submit **Meeting Time and Place** found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
 - Faculty advisor must book the room by submitting a *Department Application* found on the campus intranet (students do **not** have access)
- ☐ Print out and submit **ASO Authorized Signatures** to the SLLD office to authorize advisor(s) and certain officers to access club funds

- Found in *Financial Resources* folder at <http://www.citruscollege.edu/stdntsrv/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>

- ☐ Inter-Club Council (ICC) Representative must attend ICC meetings held every **Monday at 2:40 p.m. in CC-104**
- c. Three (3) absences will result in club **deactivation**
 - d. A club representative must be present at the meeting for Activity Requests to be approved

Please contact regarcia@citruscollege.edu or studentlife@citruscollege.edu if you have any questions on how to complete these steps



CLUB OFFICER and MEMBER ROSTER



A list of your club officers is required as stated in the ICC Constitution's By-laws, Article VIII, Section 1: *"By the fifth ICC meeting of the semester, all clubs must submit a list of club officers and a club roster."*

If your club does not complete this form by the fifth ICC meeting of the semester, your club will be deactivated. If you have any questions or concerns, please feel free to stop by or call the Office of Student Life and Leadership Development at (626) 852-6444.

CLUB NAME: _____ **Semester/Year:** _____

PRESIDENT: _____ **ID #** _____

Phone Number(s): _____

Citrus College Email: _____

VICE PRESIDENT: _____ **ID #** _____

Phone Number(s): _____

Citrus College Email: _____

SECRETARY: _____ **ID #** _____

Phone Number(s): _____

Citrus College Email: _____

TREASURER: _____ **ID #** _____

Phone Number(s): _____

Citrus College Email: _____

ICC REPRESENTATIVE: _____ ID # _____

Phone Number(s): _____

Citrus College Email: _____

ICC ALTERNATE: _____ ID # _____

Phone Number(s): _____

Citrus College Email: _____

OTHER OFFICER: _____ ID # _____

Phone Number(s): _____

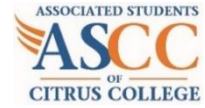
Citrus College Email: _____

OTHER OFFICER: _____ ID # _____

Phone Number(s): _____

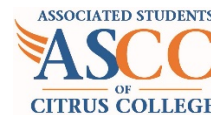
Citrus College Email: _____

CLUB ROSTER

[illegible]

CLUB ROSTER

[illegible]



LEADERSHIP TRANSITION

Complete this form to update new officers for the upcoming semester. If any officers will be serving in the same position, this form is still required.

CLUB NAME: _____

Upcoming Semester/Year: _____ **Date Submitted:** _____

Current President: _____

Phone Number: _____ Email: _____

Current Vice President: _____

Phone Number: _____ Email: _____

Current Secretary: _____

Phone Number: _____ Email: _____

Current Treasurer: _____

Phone Number: _____ Email: _____

Current ICC Representative: _____

Phone Number: _____ Email: _____

=====

NEW OFFICERS for Upcoming Semester:

New President: _____

Phone Number: _____ Email: _____

New Vice President: _____

Phone Number: _____ Email: _____

New Secretary: _____

Phone Number: _____ Email: _____

New Treasurer: _____

Phone Number: _____ Email: _____

New ICC Representative: _____

Phone Number: _____ Email: _____

New ICC Alternate: _____

Phone Number: _____ Email: _____

New Other Officer: _____

Phone Number: _____ Email: _____

New Other Officer: _____

Phone Number: _____ Email: _____

Citrus College Office of Student Life and Leadership Development

Campus Club Advisor Agreement

Please complete online, print, sign and turn in to Office of Student Life and Leadership Development

CLUB NAME: _____

ADVISOR NAME: _____

Office Location: _____ Campus Phone: _____

Email: _____ Cell Phone (optional): _____

I, the undersigned, will serve as advisor to the above named club for the current semester. As advisor, I agree to the following:

1. To be present at **all** meetings whether or not official business is being discussed and/or voted upon, and to provide guidance as to policies and procedures.
2. To provide advice, guidance and support to the club members.
3. To advise students of, and uphold, District Board Policies and Administrative Procedures, as well as those of the Office of Student Life and Leadership Development, the Associated Students of Citrus College, and the Inter-Club Council as they pertain to student organizations.
4. To be present at all club fundraisers, activities and events that are held off-campus, on weekends or after 5 p.m. on weekdays. In the event I am unable to attend a club function, either the club or myself will find a substitute advisor to attend, who must be approved, in advance, by the Student Affairs Administrator.
5. To accept responsibility for the planned actions of my club.
6. To communicate with the Office of Student Life and Leadership Development and seek additional support in advising my club.
7. To attend at least one Club Advisor Update Session each academic year.
8. To help students understand and apply democratic principles within the club.
9. To ensure that all funds of the club are properly collected, deposited, and accounted for to the Cashier Office. **I understand and accept that no off-campus fundraising is permitted.**

By signing below, I agree to commit to working with the club members.

Signed: _____ Date: _____

The Office of Student Life and Leadership Development is here to support all campus clubs, their members and advisors. Please contact us if you have any questions or need assistance of any type. We can be reached at ext. 6444, or at (626) 852-6444 from off-campus. Thank you for your commitment to students in the co-curricular arena. Their success is directly proportional to the level of involvement of you, their advisor.

YOU MAKE THE DIFFERENCE.

Club Name _____

Club Purpose _____

Club President's Name _____

Phone Number _____ E-mail _____

Advisor's Name (print) _____

Department _____ Office Location _____

Phone Number _____ E-mail _____

Location of Meeting: _____

A Department Application is required if the club meeting is held in a Citrus College building. (The application is accessible to club advisors found on the Citrus College Intranet.) Please submit the Department Application to Student Life and Leadership Development for signatures.

Day _____ Time: _____ to _____ ☐ Weekly ☐ Bi-monthly
☐ Bi-weekly ☐ Monthly

Day _____ Time: _____ to _____

Beginning Date: _____ End Date: _____

Meeting Rooms Standard

All trash is to be discarded, boards are to be erased and room is to be left clean. If room is left dirty or furniture is damaged, club will not be allowed to use the room and may be subject to fine.

Our club agrees to abide by the above standard.

Signature _____ Position Held _____

Print Name _____

For SLLD Use Only

Date Received ____/____/____ Logged By _____

DEPARTMENT APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES AND EQUIPMENT

Facilities Rental Department * 1000 W. Foothill Blvd., Glendora, CA 91741-1899 * 626.914.8890 * fax: 626.914.8604 * www.citruscollege.edu * Revised: 4/17/18

Routing: _____

Routing: _____

Facilities Rental Use Only

Employee's name: _____ Title: _____

Department: _____ Phone: _____

Alternate employee's name: _____ Phone: _____

Check type of facility and equipment required:

☐ Lecture Hall _____ ☐ Classroom(s) _____ ☐ Stadium ☐ Other Fields _____

☐ Performing Arts Center ☐ VA130 ☐ PAC Patio East/West ☐ Other _____

☐ Campus Center East Wing* ☐ Campus Center West Wing* ☐ Campus Center Mall* *ASCC Equipment Request required for use of Campus Center equipment.

☐ Center for Innovation Community Room: ☐ Setup #1 Meeting ☐ Setup #2 Training with tables ☐ Setup #3 Training without tables

☐ Hayden Hall Library** ☐ Setup #1 Meeting (18 Tables/36 Chairs - Rectangle) ☐ Setup #2 - (6 Tables/60 Chairs) ☐ Setup #3 (9 Tables/54 Chairs)

☐ Setup #4 Rows of Chairs Facing West (60 Chairs) ☐ Setup #5 Tables and Chairs Facing West (18 Tables/36 Chairs)

**In accordance with funding stipulations, use of the Hayden Hall Library is limited for learning, enrichment and collaboration activities.

Number of tables to be used: _____ Number of chairs to be used: _____

Additional needs employee will coordinate: _____

Name of Event: _____

Expected Attendance: _____ Event Date: _____

Start Time of Event: _____ Setup Time: _____

End Time of Event: _____ Takedown Time: _____

• The user will return all property in the same condition it was checked out and shall be liable for any damage to him/her.

• The undersigned has read the indicated attachments to this agreement and understands that they are

☐ Sports Venues Rules for Use ☐ Center for Innovation Event Use Information ☐ Food is being served

***The undersigned agrees that for any event where food is being served, Pacific Dining has the first right of refusal.

• The undersigned has read and hereby agrees to abide by and enforce all rules and regulations, pertaining to the use of facilities, of Trustees of the Citrus Community College District.

[Please type and send \(email, fax or inter-office mail\) completed agreement to Facilities Rentals in the Address](#)

Employee's signature: _____ Date: _____

Dean / Director's signature: _____ Date: _____

Vice President's signature: _____ Date: _____

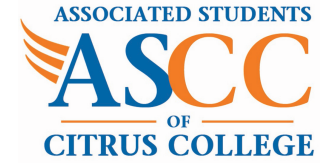
• Advisors use this form (found on the campus intranet) to reserve a room or facility.

• If reserving a Campus Center meeting room, **do not** submit this form.

Refer to this manual's Reserving A Room or Facility (under tab 8) for more instructions.

☐ Facilities Approved ☐ Event Support Checklist Issued

Posted on Event Calendar: _____




Associated Students of Citrus College Campus Service Accounts Authorized Signatures

SEMESTER/ACADEMIC YEAR: _____

ACCOUNT # (if known): _____ NAME OF ACCOUNT/CLUB: _____

The following persons are authorized to sign check requests on behalf of the above named account.

	Print Name & Position	Signature
Advisor		
Advisor		
Student Officer		
Student Officer		
Student Officer		

- 
- This form authorizes advisor(s) and certain officers to access club funds.
 - It should be updated and submitted by the **fifth Monday** of every fall and spring semester.

For office use only:

Date Received:

By:

Sent to ASO Accounting:

Associated Students of Citrus College Inter-Club Council

Please type information where applicable, sign and turn in to Office of Student Life and Leadership Development

Constitution and By-laws of the:

Article I

Name and Purpose

Section 1. This organization shall be known as _____

Section 2. Its primary objective shall be _____

Article II

Membership

Section 1. Membership is open to any person who is enrolled in course work at Citrus College.

Section 2. Members shall comply with the requirements of the constitution and by-laws of the club and with the regulations of Citrus College.

Article III

Officers of the Club

Section 1. The officers of the club shall consist of the President, Vice President, Secretary, Treasurer, and Inter-Club Council Representative.

Section 2. These officers shall be elected by a simple majority of the membership present at the election meeting each semester.

Section 3. In addition to the regular officers, a member of the Citrus College faculty shall sponsor the club's activities and shall be the club advisor.

Article IV

Duties of Officers

Section 1. President shall:

- A. Preside over and chair all club meetings.
- B. Appoint members to positions and committees as needed.
- C. Carry out provisions of the club's constitution and by-laws.

Section 2. Vice President shall:

- A. Preside over and chair all club meetings in the absence or inability of the President.
- B. Serve as a parliamentarian of the club.
- C. Report to club any information derived from committees.

Section 3. Secretary shall:

- A. Keep accurate and current records of all club meetings and membership attendance.
- B. Supply copies of minutes to Office of Student Life and Leadership Development upon request.

Section 4. Treasurer shall:

- A. Maintain accurate and up-to-date financial records.
- B. Report regularly on club's financial status.
- C. Operate all club financial transactions, i.e. disbursements and receipts, in conjunction with financial codes of Fiscal Services.

Section 5. Inter-Club Council Representative shall:

- A. Attend all weekly ICC meetings.
- B. Report to ICC all club activities and report to club any action taken by the ICC board.
- C. Exercise voting privilege in ICC as a representative of the club majority.

Article V

Initiative, Referendum and Recall

Section 1. The membership shall have the right to initiative, referendum and recall.

Section 2. Initiative and referendum: A simple majority vote (choose one: of all members or members present) is necessary to approve proposed action.

Section 3. Recall: A 2/3 vote (choose one: of all members or members present) is necessary to approve proposed action. By definition, only elected officers may be recalled.

Article VI

Amendments

Section 1. A 2/3 majority of membership present at regular club meetings must approve any proposed amendments to the constitution and/or by-laws.

Section 2. All proposed amendments must be approved by 2/3 majority of ICC and the ASCC Executive Board

By-Laws

Set time of meeting, place of meeting, attendance rules, dues, special election rules and revisions may be established by a simple majority vote.

Constitution Adoption/Ratification Date: _____

Revision Approvals

Submitted by: _____ Date: _____

ICC Approval: _____ Date: _____

ASCC Approval: _____ Date: _____



CLUB CHEAT SHEET



Club Cheat Sheet

Club attendance is mandatory at all Inter-Club Council (ICC) meetings, which are held every Monday at 2:40 p.m. in CC-104. Please reach out to the SLLD office if the ICC representative cannot attend a meeting.

Rosters

- Clubs need to submit a Club Officer and Member Roster to the Office of Student Life and Leadership Development (SLLD).
- The roster is due the **fifth Monday** of the **fall and spring** semester at 11:59 p.m. or the club will be deactivated and must wait a minimum of one (1) calendar month before applying for reactivation.

Activity Requests

- An Activity Request is required for every activity a club hosts or participates in, whether it takes place on-campus or off-campus. Exception: club meetings.
- Activity Request must be submitted at least five (5) business days before the activity takes place to ensure sufficient time for the Inter-Club Council (ICC) to approve and for the District to provide adequate resources. Please also keep holidays in mind.
- Citrus College is a "Pepsi-exclusive" campus. All beverages served or sold at club functions must be Pepsi products. A list of approved Pepsi products is under tab seven (7) of this manual.
- Advisors must be present throughout the duration of an activity if it is taking place:
 - After 5:00 p.m.
 - On the weekend
 - On a holiday
 - At any time if held off-campus
- If an activity is taking place off-campus, each participant needs to submit a signed Field Trip/Assumption of Risk form to the club advisor. The advisor must have all the participants' form with them throughout the duration of the activity. Copies of each form should be turned in to the SLLD office before departure.

Advisors

- Every fall semester, advisors are required to submit an Advisor Agreement to the SLLD office.
- Advisors must be present at every club meeting. Clubs may not meet without an advisor present.
- Communicate frequently with the club advisor(s). Make sure to keep them in the loop.
- Advisors are responsible for the actions of a club, including damaged equipment or facilities.

Posting

- We encourage you to post fliers to advertise club meetings, fundraisers, or activities. Fliers need to be stamped by the SLLD office before posting.
- Remember the following when posting:
 - Fliers need to be stamped by the SLLD office
 - Do not post on glass or painted surfaces
 - Do not post over already posted materials
 - Use masking or clear packing tape ONLY. No duct tape
 - Do not post on tress

- Clubs are responsible for removing posted material after the expiration date on the stamp

Finances

- Cash boxes are picked up from and returned to the SLLD office during business hours. If a club needs to pick up or return the cash box at any other time, the club should make prior arrangements with the SLLD office.
- Any deposits from sales should be made at the Cashier Office, located in the Student Services building, **the same day of the club fundraiser**.
 - If it ends after the Cashier Office is closed, place the funds along with the recap sheet in an envelope and call Campus Safety at (626) 914-8611 to open the building. Drop the envelope in the door slot in SS 123.
- The Citrus College Foundation **must preapprove all donations** a club receives. Contact the SLLD office or Foundation before accepting any donations.
- To access funds from the club account download the Club Payment Request form from the Club Resource page at <https://www.citruscollege.edu/stdntsr/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>.
 - Complete the form; get all necessary signatures; attach original receipts or invoices and other supporting documents; include club minutes signed by the club advisor showing the discussion and approval; and submit the form to the SLLD office.
 - We highly recommend the club keeps copies of the request and supporting documents.
 - Please allow five (5) business days for processing and an additional **three to four (3-4) weeks** for the check to be ready for pickup.
- The ASO Authorized Signatures form should be updated every semester and submitted by the fifth Monday of the fall and spring semester.



FINANCES



Club Finances FAQs

What does "ASO" mean?

ASO stands for Associated Student Organizations, the financial branch of the Associated Students of Citrus College (ASCC). ASCC uses the ASO designation to maintain a separation from District finances. ASO funds are processed differently and have specific procedures for usage and reporting.

Are clubs required to have an on-campus account?

Yes, all clubs are required to have an on-campus account and are given an ASO account through the college's fiscal services office. Citrus College Board Policy and Administrative Procedure prohibits clubs from having any off-campus accounts. By using the ASO account, club deposits and payments are tracked and audited.

Whom does the club ask for the ASO account number?

Either the Office of Student Life and Leadership Development (SLLD) or the fiscal services office can provide that information. Please ensure all club officers know this account number.

How do clubs access their funds?

Download the Club Payment Request form from the Club Resource page at <https://www.citruscollege.edu/stdntsrvt/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>

1. Complete the form; get all necessary signatures; attach original receipts or invoices and other supporting documents; include club minutes signed by the club advisors showing the discussion and approval; and submit the form to the SLLD office.
2. We highly recommend the club keeps copies of the request and supporting documents.
3. Please allow five (5) business days for the SLLD office to process and an additional three to four (3-4) weeks for the check to be ready for pickup.

Note:

The form must be signed by the club advisor and one of the club officers listed on the ASO Authorized Signatures form that is on file with the fiscal services office.

The individual whom the check is for should not be one of the individuals who signed (authorized) the payment request.

What are "supporting documents"?

Supporting documents must be submitted along with any Club Payment Request as well as for all deposits made into the club account:

- For deposits from sales, a recap sheet must be turned in with the funds to the Cashier Office.
- For reimbursements, original receipts must be attached to the Club Payment Request form.
- For invoice payments, invoices must be attached to the Club Payment Request form.
- For check advances, a Club Payment Request form must be accompanied by a W-9 and a list of itemized expenses. Original receipts must be turned in to the fiscal services office as soon as the club receives them.

- If a club wants to donate to the Citrus College Foundation, another club, or an off-campus organization, minutes showing the discussion and approval of the donation should be attached to the Club Payment Request.

The club has requested a check to make a payment from their ASO account. How do they receive it?

The check can be mailed or picked up from the fiscal services office during business hours. The fiscal services office is located on the second floor of the Administration building in AD 235.

Where can the check be cashed?

The check can be cashed at any financial institution or at Pacific Western Bank (ASO's bank), which is located less than a mile from campus.

How often should the club's ASO Authorized Signatures form be updated?

The ASO Authorized Signatures form should be updated every semester and submitted by the fifth Monday of the fall and spring semester.

How does a club make a deposit?

Any deposits from sales should be made at the Cashier Office, located in the Student Services building, the same day of the club fundraiser. If it ends after the Cashier Office is closed, place the funds along with the recap sheet in an envelope and call Campus Safety at (626) 914-8611 to open the building. Drop the envelope in the door slot in SS 123.

The Citrus College Foundation must preapprove all donations a club receives. Contact the SLLD office or Foundation before accepting any donations.

Where does a club pick up and drop off the cash box?

Cash boxes are picked up from and returned to the SLLD office during business hours. If a club needs to pick up or return the cash box at any other time, the club should make prior arrangements with the SLLD office.

Can a club use the money in the cash box to pay for a fundraiser?

Never. The club should set up a billing account with vendors and suppliers. Another option is to have a club member pay for expenses up front and then reimbursed through the club payment request process.

The club's treasurer is collecting money from members for a group outing and then will pay the vendor directly. Is that okay?

No. That money should be deposited at the Cashier Office. The fiscal services office will pay the vendor once a Club Payment Request is approved. This process protects both the club and its members from any liability for loss or misappropriation.

Can a club receive a cash advance?

Yes. Cash advances are available for clubs as long as their account has sufficient funds. Clubs must submit a Club Payment Request form and describe what the funds will be used for, followed by the phrase "receipts to follow." It is most important to immediately return unspent funds and all receipts to the fiscal services office. Until this is done, funds will be withheld from the club.

**The club wants to have an event but does not have enough money to pay for supplies.
What can the club do?**

Clubs cannot spend funds they do not already have. The club may want to consider fundraising or collaborating with another club to share the expenses.

Every club must have available funding for any expenses they incur.

How does the club contract speakers, performers, or service providers for an event?

Clubs may negotiate services and pricing; however, they cannot sign contracts or performance agreements. For this, please contact the SLLD office for assistance.

Fiscal Services Office (account inquiries and payments)

Karen Gagliano

Account Technician

kgagliano@citruscollege.edu

(626) 914-8520

Location: Administration Building (AD)

CITRUS COLLEGE OFFICE OF STUDENT LIFE CLUB PAYMENT REQUEST

Date: _____

Date Requested: _____
*Please allow 5 business days for the SLLD
office to process.*

Club Name: _____

Account Number: _____ Amount: _____

Name of Payee*: _____

**If paying for professional services, this request must be accompanied by a completed W-9 form from vendor.*

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Payment

Reimbursement All Reimbursement Requests Must be Accompanied by Original Receipts

Check Advance Original Receipts Must be Turned in to ASO Business Office within 10 Days of Event

Invoice Payment Original Invoice Must be Attached

Other _____

Expense: _____ D: _____

Club Representative Signature
(Must be Other than Payee)

___ President ___ Treasurer ___ Other


Club Advisor Signature

Supervisor, Student Life

Dean of Students Signature

Check to Be: ___ Picked - Up

___ Mailed to Payee

- 
- Please allow five (5) business days for processing and **an additional 3-4 weeks for the check to be ready for pickup.**

- This form must be signed by the club advisor and one of the club officers listed on the ASO Authorized Signatures form.

Refer to this manual's Club Finances FAQs for more instructions.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
			-				-		

Employer identification number									
			-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CASH BOX REQUEST & SALES RECAP

Student Business Office 626.857.4156

Date: _____

Pick Up Day & Date: _____ Time: _____

Please allow 5 business days to process request. Also note Student Business Office hours.

Club/Organization: _____

Activity/Event: _____ Activity Date(s): _____

Person Responsible for Box: _____ Phone: (____) _____

Cash Bag contains \$25.00 as Starter Cash—\$15.00 in single dollar bills and \$10.00 in quarters. This amount is deducted from total sales. If you would like a different breakdown, please specify: _____

Cash Box Picked Up by: _____ **Student ID:** _____

Must be Completed Before Return of Cash Bag to SBO

Recap Prepared by: _____ ID#: _____ Recap Date: _____

Item	Quantity/Units Total Available	Quantity/Units Unsold	Quantity/Units Sold	Unit Price Each	Total

*Explanation of Over/Short Amount: _____

Total Sales	
Total in Bag	
Starter Cash	—
Total Deposit	
*Over/Short	

Club Officer's Signature: _____ Position: _____

Club Advisor's Signature: _____ Print Name: _____

*Note: Both signatures are required **after** recap is done and **before** turning in for processing or issue of receipt.*

Cash Box Returned by: _____ **Student ID:** _____

Balancing Worksheet

Cash Denominations

\$50.00 x _____ = \$ _____ \$ 5.00 x _____ = \$ _____
 \$20.00 x _____ = \$ _____ \$ 1.00 x _____ = \$ _____
 \$10.00 x _____ = \$ _____ Other \$ _____ x _____ = _____

Sub Total \$ _____

Coins

\$1.00 x _____ = _____ .10 x _____ = _____
 .50 x _____ = _____ .05 x _____ = _____
 .25 x _____ = _____ .01 x _____ = _____

Sub Total \$ _____

40
GRAND TOTAL \$ _____

CLUB FINANCIAL CODE

1. All clubs must have an account in the college's fiscal services office through which all financial transactions shall be made. All money collected from dues, fund-raising, etc. must be deposited into the club account.
2. An ASO Authorized Signatures form of the advisor(s) and any students responsible for financial transactions must be on file with the fiscal services office. Only those persons whose names appear on the form shall be allowed to withdraw money from the club account.
3. Check Requests must be submitted to the fiscal services office at least three weeks prior to the date needed.
4. Advances for purchases may be obtained via check request, but all receipts must be turned in to the fiscal services office after purchases have been made.
5. Reimbursements shall be made after all receipts have been turned in to the fiscal services office.
6. Cash boxes and change are available for fundraising activities. They should be requested at least five days prior to the activity and must be returned immediately following the activity.

The fiscal services office is located in the Administration Building.



ACTIVITIES



Inter-Club Council

Activity Request Checklist

Checklist for paper Activity Request (for activities with food sales, overnight, or out-of-state):

- ☐ Advisor's signature on **Activity Request**
- ☐ Attach **minutes** from club meeting detailing discussion and approval vote of the activity, including:
 - a. Meeting attendance, including advisor
 - b. Equipment that will be requested
 - c. Pricing of any items to be sold
 - d. Advisor's signature
- ☐ Student Life Supervisor clearance if selling or giving away food
- ☐ If the activity is taking place on campus after-hours, on weekends, holidays or held in a building other than the Campus Center, the advisor must submit a **Department Application** to the Office Student Life and Leadership Development (SLLD) for Dean of Students review and signature
 - a. Will begin processing Department Application after the Inter-Club Council approves the activity
- ☐ Submit form(s) to the SLLD office, located in CC-106, for preliminary check during business hours **at least five (5) business days in advance** of the activity
 - a. If submitting Activity Request on a Monday, submit before 12:00 p.m.
- ☐ After the activity request has been approved, the club may create fliers for the event and must submit said fliers to the SLLD office for approval stamp before posting

Checklist for online Activity Request

- ☐ Submit **Activity Request**
- ☐ Attach **minutes** from club meeting detailing discussion and approval vote of the activity, including:
 - a. Meeting attendance, including advisor
 - b. Equipment that will be requested
 - c. Pricing of any items to be sold
 - d. Advisor's signature

- ☐ If the activity is taking place on campus after-hours, on weekends, holidays or held in a building other than the Campus Center, the advisor must submit a **Department Application** (along with Activity Request) to the SLLD office for Dean of Students review and signature
 - b. Will begin processing Department Application after the Inter-Club Council approves the activity
- ☐ Submit form(s) to the SLLD office, located in CC-106, for preliminary check during business hours **at least five (5) business days in advance** of the activity
 - b. If submitting Activity Request on a Monday, submit before 12:00 p.m.
- ☐ After the activity request has been approved, the club may create fliers for the event and must submit said fliers to the SLLD office for approval stamp before posting

Additional Forms:

- ☐ **ASCC Equipment Request** - Required if a club is borrowing ASCC Equipment
 - Submit at the same time as Activity Request
- ☐ **Cash Bag Request** - Required if exchanging money
 - Submit at the same time as Activity Request
- ☐ **Field Trip/Assumption of Risk** - Required for a field trip, activity with risk of harm, and off-campus events
 - Each participant needs to submit a signed Field Trip/Assumption of Risk form to the club advisor
 - The advisor must have all of the participants' forms with them throughout the activity
 - Copies of each form should be turned in to the SLLD office before departure
 - The advisor must turn in all original forms to the SLLD office after the activity for legal archival

Please contact regarcia@citruscollege.edu or studentlife@citruscollege.edu if you have any questions on how to complete these steps

Inter-Club Council

Fundraising Checklist

Exchanging Funds

- ☐ **Activity Request** must be submitted and **approved** (see Activity Request checklist for instructions)
- ☐ **Cash Box Request** must be submitted at the same time as the Activity Request. Cash boxes are picked up from and returned to the Office of Student Life and Leadership Development (SLLD) during business hours
 - Found in *Financial Resources* folder at <http://www.citruscollege.edu/stdntsr/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
- ☐ The club must pick up the **cash bag** from the Cashier Office, located in the Student Services building (an authorized signer is required)
- ☐ The advisor must be present for the entirety of the fundraiser
- ☐ The club must return the cash bag to the Cashier Office the same day of the club fundraiser
 - If fundraiser ends after the Cashier Office is closed, place the funds along with the recap sheet in an envelope and call Campus Safety at (626) 914-8611 to open the building. Drop off to SS 123 to the slot in the door.

TV Taping Fundraisers

- ☐ **Activity Request** must be submitted and approved (see Activity Request checklist for instructions)
- ☐ The advisor must be present for the entirety of the fundraiser
- ☐ Each participant needs to submit a signed **Field Trip/Assumption of Risk** form to the club advisor
 - The advisor must have all of the participants' forms with them throughout the duration of the activity
 - Copies of each form should be turned in to the SLLD office before departure
- ☐ The TV station must make the check to ***Associated Students of Citrus College ("club name")*** and can either be mailed to the college by the TV station or turned in to the SLLD office by the club
 - The check will then be deposited into the club account

Restaurant Fundraisers

Advisors are not required to be present at restaurant fundraisers

- ☐ **Activity Request** must be submitted and approved (see Activity Request checklist for instructions)
- ☐ The restaurant must make the check to ***Associated Students of Citrus College ("club name")*** and can either be mailed to the college by the restaurant or turned in to the SLLD office by the club
 - The check will then be deposited into the club account

Please contact regarcia@citruscollege.edu or studentlife@citruscollege.edu if you have any questions on how to complete these steps

Off-Campus Activities

Off-campus activities can be enriching and enjoyable for club members; clubs can visit a museum, attend a lecture at another campus, participate in a community event, or go elsewhere to socialize. Since travel is involved, there are additional forms and precautions to take.

Forms

Be sure to have an approved Activity Request on file with the SLLD office.

The advisor is required to be present at club activities when held off-campus. (Administrative Procedure 5450: Student Clubs and Organizations)

Each participant needs to submit a signed *Field Trip/Assumption of Risk* form to the club advisor. The advisor must have all the participants' form with them throughout the duration of the activity. Copies of each form should be turned in to the SLLD office before departure.

Dangerous Activities

The SLLD office will thoroughly consider activities that carry an inherent risk or danger before approving them, including but not limited to: sports activities, hiking, working with power tools, etc. The SLLD office may ask your club to provide certificates of insurance from service providers or organizations whose activities the club participates in.

Transportation

If the group is driving to the off-campus activity, the Activity Request must include when the event starts and ends at the off-campus location. Anyone who is driving must have a current California driver's license and insurance. The college is not responsible nor liable for any accidents.

Clubs may request to use District vehicles by submitting a *Transportation/Field Trip Request* (found under tab 6 of this manual). Only college employees can drive District vehicles. Please contact the SLLD office if the club advisor is unable to drive.

Log # _____



Activity Request

Office of Student Life and Leadership Development (SLLD) • 1000 W. Foothill Blvd., Glendora, CA 91741-1885 • (626) 852-6444

Information must be typed. Please complete the entire form. Turn in completed form to the Office of Student Life and Leadership Development at least five (5) business days in advance of your event for review and ICC approval.

Club/Organization: _____ Event: _____

Purpose: _____

Contact: _____ Phone: (_____) _____ Email: _____

Day(s) & Date(s) of Event: _____ *Time: From _____ To _____ Est. Attendance: _____

***Host Required After Regular Business Hours, Weekends & Holidays – Contact Office of Student Life and Leadership Development (SLLD)**

Set Up Date: _____ Time: _____ Special Set Up Required: ☐ Clean Up Date: _____ Time: _____

Attach Copy of Set Up Request

Date Activity Approved by Club: _____ (Minutes Must be Signed by Advisor and Attached)

Event Location: ☐ Entire Campus Center ☐ Campus Center East Wing ☐ Campus Center West Wing
☐ Campus Center Mall ☐ Executive Board Room ☐ Campus Center Conference Room

☐ Other On-Campus Location: _____

☐ Off-Campus Location and Complete Address: _____

Additional Citrus Community College Field Trip Form Required & Copy Attached

Sale Items & Prices _____

Student Life Supervisor Clearance: _____ **Date:** _____

Student Life Supervisor reserves the right to deny clearance to any organization or department when the sale is deemed to be in direct competition with The Owl Café or is dangerous to public health.

Internet Announcement for Your Event: _____

For the Club Advisor to Complete:

***Advisor must be present at all events held after business hours, weekends, holidays or off-campus.**

_____ I APPROVE and will personally be present during the entire activity*.

_____ I APPROVE but will **not** be present at event. I will however, enforce guidelines in the Club/Advisor Handbook for special events and fundraisers*.

Print Advisor's Name: _____ Phone: _____

Advisor's Signature: _____ Date: _____ Office Hours: _____

SLLD Clearance: _____ **Date:** _____

Final Approvals

ICC: _____ Date: _____

ASCC (if required): _____ Date: _____

SLLD Supervisor: _____ Date: _____

Dean of Students (if required): _____ Date: _____

Agenda and Minutes Template: *The following is the suggested format for all agendas and minutes. In order to ensure clarity, agendas and minutes should be typed.*

Club Name

Day, Date, Time

Location of Meeting

Committee of the Whole: *(Any announcements from the committee of the whole, if applicable)*

Call to Order- *Time meeting began*

- I. **Roll Call** List names of attendees (as well as position they hold, if applicable)
- II. **Approval of the Agenda** - List who approved the agenda and who seconded the motion. (M/S/C: last name of both people who approved agenda)
- III. **Approval of the Minutes** - List who approved the minutes and who seconded the motion as well as any corrections made (M/S/C: last name of both people who approved the minutes)
- IV. **Officer Reports** *(you may insert other positions as appropriate)*
 - a. ICC Representative - Name of ICC Representative and their report
 - b. Secretary – Name of Secretary and their report
 - c. Vice President - Name of Vice President and their report
 - d. President - Name of President and their report
- V. **Advisor Report:**
 - a. Advisor name and report
- VI. **Club Member Reports**
 - a. List all people who presented reports by name and what they discussed or announced
- VII. **Information/Discussion Items**
 - a. Information/discussion items that you will present
- IX. **Action Items**
 - a. Any items you are going to vote on and/or approve. Please record if the item was approved or not
- X. **Announcements**
 - a. Any announcements from club members
- XI. **Adjournment-** Time when the meeting ended

Advisor Signature: _____

DEPARTMENT APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES AND EQUIPMENT

Facilities Rental Department * 1000 W. Foothill Blvd., Glendora, CA 91741-1899 * 626.914.8890 * fax: 626.914.8604 * www.citruscollege.edu * Revised: 4/17/18

Routing: _____

Routing: _____

Facilities Rental Use Only

Employee's name: _____ Title: _____

Department: _____ Phone: _____

Alternate employee's name: _____ Phone: _____

Check type of facility and equipment required:

☐ Lecture Hall _____ ☐ Classroom(s) _____ ☐ Stadium ☐ Other Fields _____

☐ Performing Arts Center ☐ VA130 ☐ PAC Patio East/West ☐ Other _____

☐ Campus Center East Wing* ☐ Campus Center West Wing* ☐ Campus Center Mall* *ASCC Equipment Request required for use of Campus Center equipment.

☐ Center for Innovation Community Room: ☐ Setup #1 Meeting ☐ Setup #2 Training with tables ☐ Setup #3 Training without tables

☐ Hayden Hall Library** ☐ Setup #1 Meeting (18 Tables/36 Chairs - Rectangle) ☐ Setup #2 – (6 Tables/60 Chairs) ☐ Setup #3 (9 Tables/54 Chairs)

☐ Setup #4 Rows of Chairs Facing West (60 Chairs) ☐ Setup #5 Tables and Chairs Facing West (18 Tables/36 Chairs)

**In accordance with funding stipulations, use of the Hayden Hall Library is limited for learning, enrichment and collaboration activities.

Number of tables to be used: _____ Number of chairs to be used: _____

Additional needs employee will coordinate: _____

Name of Event: _____

Expected Attendance: _____ Event Date: _____

Start Time of Event: _____ Setup Time: _____

End Time of Event: _____ Takedown Time: _____

• The user will return all property in the same condition it was checked out and shall be liable for any damage to him/her.

• The undersigned has read the indicated attachments to this agreement and understands that they are

☐ Sports Venues Rules for Use ☐ Center for Innovation Event Use Information ☐ Food is being served

***The undersigned agrees that for any event where food is being served, Pacific Dining has the first right of refusal.

• The undersigned has read and hereby agrees to abide by and enforce all rules and regulations, pertaining to the use of facilities, of Trustees of the Citrus Community College District.

[Please type and send \(email, fax or inter-office mail\) completed agreement to Facilities Rentals in the Address](#)

Employee's signature: _____ Date: _____

Dean / Director's signature: _____ Date: _____

Vice President's signature: _____ Date: _____

• Advisors use this form (found on the campus intranet) to reserve a room or facility.

• If reserving a Campus Center meeting room, **do not** submit this form.

Refer to this manual's Reserving A Room or Facility (under tab 8) for more instructions.

☐ Facilities Approved ☐ Event Support Checklist Issued

Posted on Event Calendar: _____



SETUP REQUEST FOR CAMPUS CENTER MALL

REV: 05/2015

Facilities Dept. 626.914.8690 - Fax Setup Request to: 626.857.9427

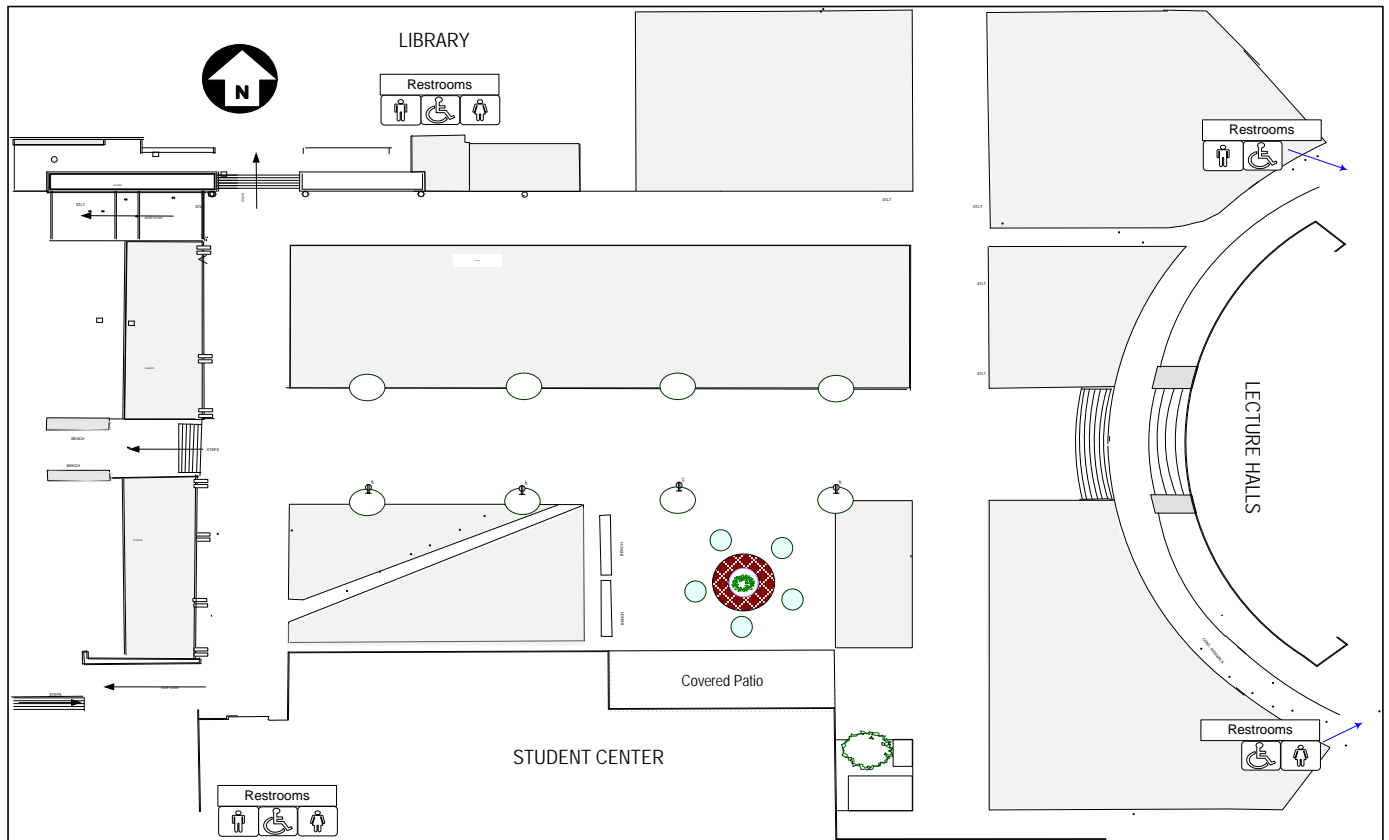
NAME OF EVENT:	_____	DATE OF EVENT:	_____
EMPLOYEE & DEPT:	_____	TIME OF EVENT:	_____
EMPLOYEE PHONE:	_____	SETUP TIME:	_____
ALTERNATE EMPLOYEE:	_____	TAKEDOWN TIME:	_____
ALTERNATE PHONE:	_____	EXPECTED ATTENDANCE:	_____

EQUIPMENT	BANNERS	STAGE	# OF TABLES	# OF CHAIRS
-----------	---------	-------	-------------	-------------

It is the responsibility of the user to organize and coordinate their respective events.

Campus Center tables and chairs cannot be used for outside events without authorization from Student Affairs at 626.914.8603.

Please show clearly on the map where you want equipment, tables, chairs and other items to be placed.



INSTRUCTIONS FOR FACILITIES SUPPORT STAFF:

WORK ORDER #

*Notify Facilities Department of any revisions for your event at 626.914.8690 or fax to 626.857.9427.

Log # _____



ASCC Equipment Request

Office of Student Life and Leadership Development (SLLD) • 1000 W. Foothill Blvd., Glendora, CA 91741-1885 • (626) 852-6444

Club/Organization: _____ Event: _____

Contact: _____ Phone: (____) _____ Email: _____

Event Location: _____ Estimated Attendance: _____

Day(s) & Date(s) of Event: _____ *Time: From _____ To _____

***Host Required after Regular Business Hours, Weekends & Holidays – Contact Office of Student Life and Leadership Development (SLLD)**

Set Up Date & Time: _____ Date & Time Clean Up Complete: _____

Quantity

_____ Canopy

_____ Cash Box

Additional Form Required- One per Box

_____ Chairs

_____ Extension Cord(s)

_____ Power Outlet(s)

_____ Rolling Cooler

_____ Tables

☐ Podium☐ Stage

Additional Equipment

AV & Sound System

☐ LCD Projector & Screen☐ DVD/VCR☐ In-House Sound System
_____ Microphone(s)☐ *Portable Sound System
Outdoor Use Only*Includes 2 speakers, 2 stands, cables
and microphone.*

Check-Out

Name

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Comments: _____

Office Use Return

Host

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Rec'd. by _____

Comment

- The club is responsible for picking up, setting up, and dropping off the borrowed equipment.

- If borrowing the stage or multiple tables and chairs, submit the appropriate setup request with a Department Application.

*Refer to Reserving A Room or Facility
(under tab 8) for more instructions.*

***Requires trained and approved operator:** _____ has been trained and will assume responsibility.

Full Name

SLLD Clearance: _____ **Date:** _____

FINAL APPROVAL

ICC: _____ Date: _____

ASCC (if required): _____ Date: _____

SLLD Supervisor: _____ Date: _____

**ASSUMPTION OF RISK, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT
AND MEDICAL TREATMENT AUTHORIZATION**

Date: _____

Destination and Description of Activity: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Sponsor in Charge: _____ Position: _____ Telephone: _____

____ I will accept responsibility for arranging my own transportation. I further acknowledge that the District does not provide any type of insurance including liability, collision, comprehensive or medical coverage for students who provide their own transportation for themselves and/or other individuals in connection with a field trip/performance tour.

As an Adult Participant, or the Parent/Legal Guardian of Minor Participant, I hereby agree:

- The advisor must have **all** the participants' **signed forms** with them **throughout** the activity.
- Copies of each form should be turned in to the SLLD office **before departure.**

Health or special needs:

Check as appropriate.

<input type="checkbox"/>	I have no special health needs the staff should be aware of, and no medication is required on the trip.
<input type="checkbox"/>	I have a special need, and instructions are attached. Number of attached pages: _____.

5. Participant consents to being photographed while participating in the Activity and District may use such photographs for any legal purpose without compensation to Participant.

6. Participant agrees to comply with all stated customary terms and conditions for participation in the Activity.

7. Participant understands that pursuant to the California Code of Regulations, Title 5, Section 55220, by participating in the Activity, Participant is deemed by law to have waived any and all claims against the Citrus Community College District for injury, accident, illness or death occurring during or by reason of the Activity.

8. In consideration for the participation in the Activity, Participant hereby waives all claims or causes of action against the State of California, the District, its employees, officers, and agents arising out of Participant's participation in the Activity and hereby agrees to release, hold harmless, discharge and covenant not to sue the State of California, the District, its employees, officers, and agents from all claims, actions, suits, procedures, costs, expenses, damages and liability including, but not limited to, damage to property, personal injury, disability or death, in connection with participation in the Activity to the greatest extent as allowed by law.

9. Participant expressly agrees that the foregoing Consent, Assumption of Risk, Release of Liability and Hold Harmless Agreement is intended to be as broad and inclusive as permitted by California law and if any portion is held to be invalid, it is agreed that the balance shall continue in full legal force and effect.

I HAVE READ THIS CONSENT, ASSUMPTION OF RISK, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT, AND MEDICAL TREATMENT AUTHORIZATION. I FULLY UNDERSTAND ITS TERMS AND SIGN THIS DOCUMENT FREELY AND VOLUNTARILY.

Participant's Signature

Date of Birth

Participant's Name – Please Print

Student ID #

Student Cell #

Parent or Guardian Signature and Printed Name (if Participant is under 18)

In the event of an emergency, please contact:

(Printed Name)

(Relationship)

Phone: _____

CITRUS COMMUNITY COLLEGE DISTRICT TRANSPORTATION/FIELD TRIP REQUEST

WHEN NOT USING A DISTRICT VEHICLE, PLEASE
COMPLETE FORM ON THE REVERSE SIDE

Transportation Office Use Only

Type of Vehicle Reserved

8-PV	_____	12-PV	_____
15-PV	_____	Truck	_____
Bus	_____	Cart	_____

Requested by: _____

Department: _____

Approved by: _____

Dean/Supervisor (Date)

Vice President (Date)

Date of Trip: Date: _____ Time: _____ a.m./p.m.

Estimated return: Date: _____ Time: _____ a.m./p.m.

Destination: _____

Course Number & Title: _____

Purpose: _____

(If travel is overnight, a designated faculty or staff member will have supervising responsibility)

Telephone Number in Case of Emergency: _____

Board Approved: _____

(out-of-state or out-of-country travel) (Date)

TO BE COMPLETED BY THE DRIVER

Driver Information: Name _____ Drivers License # _____
(Print Name)

Do you have a valid Class B Driver's license? _____ Yes _____ No

(All Class B drivers must have on file their driving record from the DMV prior to driving District vans.)

Number of students/passengers, including driver: _____ Vehicle(s) requested: _____

Starting Mileage: _____

NOTE: ALL VEHICLES ARE TO BE CHECKED OUT BEFORE 3:00 P.M.

_____ Surry

Vehicle Inspection: Drivers must complete a safety inspection prior to leaving the warehouse yard
(15 passenger vans only.)

_____ Gauges	_____ Seats & Seat Belts	_____ Doors & Windows
_____ Horn	_____ Brakes	_____ Lights
_____ Tires	_____ Fluid Levels oil, water, gasoline)	_____ Emergency Equipment

(first aid kit, fire extinguisher, reflectors)

Comments about the vehicle's condition: _____

NOTICE TO ALL DRIVERS:

1. District vehicles are not to be used for personal business, only for official college business; i.e., field trips, meetings, conferences, and associated student activities, all of which must have the appropriate prior approval.
2. Unless prior approval has been given by the Transportation Department, all vehicles must be returned nightly with keys being dropped at the baseball field key drop. Driver must present a completed and approved transportation request form before keys will be issued.
3. Driver is responsible for vehicle at all times until properly returned. Exchanging vehicles that are not assigned by the Transportation Department is prohibited.
4. Vehicles must be returned in good condition or department may be charged for clean-up.

I, the undersigned, do hereby agree to abide by and observe all of the policies, rules, and regulations of the Citrus Community College District and to operate said vehicle in a careful and reasonable manner.

Driver

Date

FIELD TRIP REQUEST FORM

(When Not Using District Vehicles)

Requested by: _____
(Please Print)

Department: _____

Approved by: _____
(Supervisor) (Date)

(Dean) (Date)

Approved by: _____
(Vice President) (Date)

Course Number and Title: _____

Date of Trip: _____ Time: _____ a.m./p.m.

Estimated Return: _____ Time: _____ a.m./p.m.
(If Applicable)

Destination Including Address Where Class Will Meet: _____

Purpose: _____

(If travel is overnight, a designated faculty or staff member will have supervising responsibility)

Telephone Number of Location in Case of Emergency: _____

Estimated Number of Students Participating: _____

Board Approved: _____
(out-of-state or out-of-country travel) (Date)

Approved Pepsi Products for Citrus College Clubs & Student Activities

As a Pepsi-Exclusive campus, all beverages served or sold at official functions or meetings must be Pepsi products.

Product varieties are subject to change.

- AMP Energy
- Aquafina
- Brisk Drinks
- Caffeine Free Mountain Dew (regular & diet)
- Caffeine Free Pepsi (regular & diet)
- IZZE Natural and Sparkling
- Gatorade
- Lipton Iced Teas
- Mountain Dew (regular & diet)
- Mountain Dew Baja Blast
- Mountain Dew Code Red
- Mountain Dew Live Wire
- Mountain Dew Throwback
- Mountain Dew Voltage
- Mountain Dew White Out
- Mug Cream Soda (regular & diet)
- Mug Root Beer (regular and diet)
- Naked Juices
- Pepsi (regular & diet)
- Pepsi Max
- Pepsi Natural
- Pepsi Next
- Pepsi One
- Pepsi Wild Cherry (regular & diet)
- Propel Zero
- Seattle's Best Coffee (variety)
- Sierra Mist (regular & diet)
- SoBe Drinks
- Starbucks Frappuccinos and Energy
- Tazo drinks
- Tropicana Juices
- Tropicana Twister Soda



PUBLICITY



Publicity FAQs

How can we promote our club?

Getting the word out about your club can be done in multiple ways: posters, fliers, social media, word of mouth, classroom presentations, tabling or by participating in events on campus.

Do fliers need to be stamped?

Yes, the Office of Student Life and Leadership Development (SLLD) must approve and stamp fliers. All fliers must have the Citrus College and Associated Students of Citrus College logos.

Fliers should state:

1. Who is invited
2. What the event is
3. When the event will take place or when is the deadline
4. Where the event will be held
5. Why the event is being held
6. How to get more information or how to participate

What resources are available on campus to help promote the club?

Reprographics, the print shop on campus, can provide printing, copying and publishing services, and produce printed products for a small fee. For more information, visit

<https://www.citruscollege.edu/repro/Pages/default.aspx>.

Are there opportunities for clubs to recruit members?

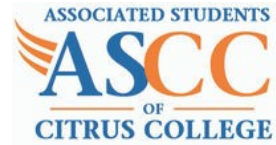
Yes. The Inter-Club Council hosts events throughout the academic year, such as Club Rush, where clubs have the opportunity to recruit members. Club Rush takes place at the beginning of every fall and spring semesters.

Throughout the academic year, clubs can also reserve a space in the Campus Center Mall to promote their club individually. For more information, contact the SLLD office.

Social Media

A way to get the word out about your club is through social media. The following is a shortlist of the best practices for social media use:

1. Assign at least two (2) members to manage the club's social media accounts. We strongly encourage that your club advisor also has access to all accounts.
2. Post regularly. We recommend that accounts are checked and updated frequently. Citrus College-affiliated social media accounts that are not regularly updated (at least once a month) during the fall and spring semesters should be deactivated.
3. Be accurate about official information the club posts. Make sure to check your posts for spelling and grammatical errors. Do not use personal accounts to post content on behalf of another club or the college—personal accounts may be used to **promote your** club.
4. Consider the impact of what your club posts. Students should use good judgment and maintain a professional and respectful demeanor on social media. Remember, anything posted online is a representation of your club and the college.
5. Do not post anything you do not have the right to post, especially someone's contact information. Always ask for permission first.



Latinos Unidos Student Association Presents

alterNATIVE Art Showcase 2019

On Display May 20-May 30

AT CITRUS COLLEGE HAYDEN MEMORIAL LIBRARY

Theme: Indigenous Roots

PRIZES

1st Place: \$50 gift card + LUSA shirt

2nd Place: \$30 gift card + LUSA shirt

3rd Place: \$10 gift card + LUSA shirt

Submissions Start: April 2

Submission Deadline: May 10

For Art Submissions Contact:

LUSAdeCC@gmail.com





Publicity Posting Procedures

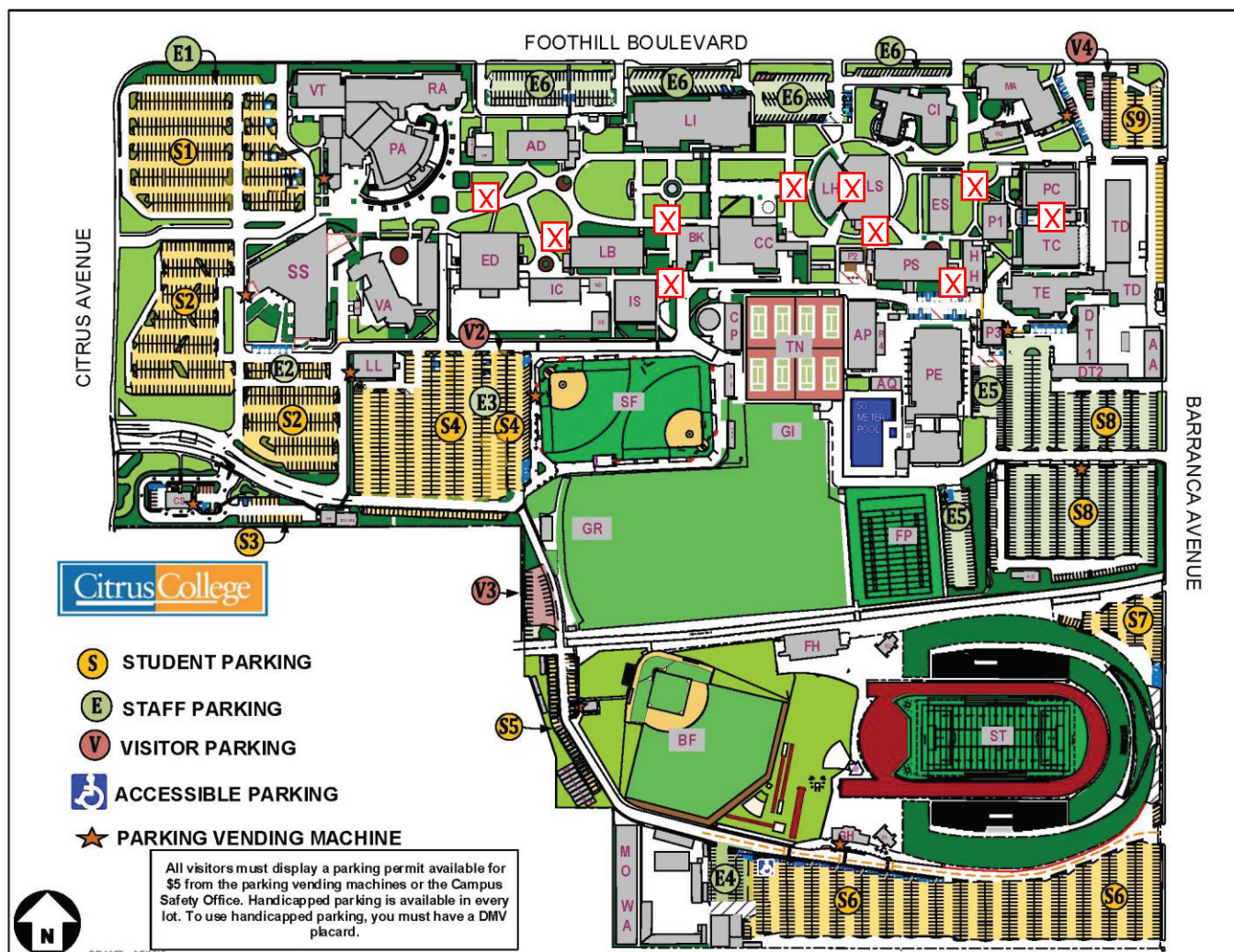
Citrus College publicity must be approved by the Office of Student Life and Leadership Development

1. Only 40 pieces may be posted for any event or class.
2. Approved posting locations are bulletin boards, identified on map, and on unpainted exterior concrete block walls and columns. Off-campus and commercial organizations may only post materials on the open posting bulletin boards. Materials posted in all other locations will be removed.
3. No duct tape, glue, putty or spray adhesives may be used to affix materials.
4. Do not post on painted or glass surfaces, including doors and windows.
5. Do not post on trees.
6. Publicity may not be posted over previously posted, approved materials.
7. The originating individual or organization is responsible for maintaining its publicity in a neat manner.
8. Approved publicity may only be removed by a representative of the originating individual or organization, or the designated student employee. "Open Posting" bulletin boards will be cleared of all materials every two weeks on predetermined dates.
9. Unapproved materials and materials posted in an unauthorized area will be removed.

In accordance with BP and AP 3900: "Speech – Time, Place, and Manner"

For more information contact the Office of Student Life and Leadership Development, (626)852-6444.

See Map on Back for Posting Locations



*Bulletin board locations were revised 10/18

Buildings

AA.....Automotive Annex	LH Lecture Hall
AD Administration	LI Hayden Library
AN Annex	LL Lifelong Learning Center
AP..... Adaptive Physical Education	LS Life Science
AQ Aquatics	MA Mathematics/Sciences
BF.....Baseball Field (FLD 2)	MO..... Maintenance/Operations
BK..... Owl Bookshop	NB North Bungalow
CC Campus Center	P1 Portable #1
CI Center for Innovation	P2 Portable #2
CP Central Plant	P3 Portable #3
CS Campus Safety	PA Performing Arts Center
DT 1..... Diesel Technology	PC Professional Center
& DT 2 (formerly Tech G)	PE..... Physical Education
ED Educational Development Center (formerly Main Gym)
ES..... Earth Science	PS Physical Science
FH..... Field House	RA Recording Technology
FP..... Football Practice Field (FLD 5)	RG..... Reprographics (Print shop)
GH..... Gate House	SB..... South Bungalow
GI..... Golf Instruction (FLD 1)	SF..... Softball Field (FLD 3)
GR..... Golf Driving Range	SS Student Services
HH Hayden Hall	ST..... Stadium (FLD 4)
IC..... Integrated Success Center	TC..... Technology Center
IS Information Systems	TD..... Technician Development
LB Liberal Arts/Business	TE Technology Engineering
	TN..... Tennis Courts
	VA..... Visual Arts
	VT..... Video Technology
	WA..... Warehouse / Purchasing

Services

Academic Affairs.....AD	FLS Language Center.....P2
Admissions and RecordsSS	Food Service.....CC
Assessment.....SS	Foster Kinship Office.....IC
Associated StudentsCC	FoundationAD
Athletics /KinesiologyPE	Health CenterSS
Art and Coffee BarSS	Health SciencesPC
AuditoriumLI	Human ResourcesAD
AudiovisualLI	InformationSS
Board RoomAD	International Student CenterSS
Box OfficePA	Learning CenterED
Bursar.....AD	Little TheatrePA
Business ServicesAD	Noncredit Education.....LL
Cafeteria – Owl CaféCC	Noncredit MatriculationLL
CalWORKsSS	NursingPC
Career/Transfer CenterSS	OutreachSS
CashierSS	Printing, ReprographicsRG
Clarion, Student NewspaperVA	Public InformationAD
College AdvancementAD	ReceivingWA
Community EducationLL	Receiving, BookstoreBK
Computer CenterIS	Safety OfficeCS
CosmetologyPC	Student AffairsCC
Counseling and Advisement Center .SS	Student Employment ServicesAD
Dental AssistingPC	Student Services OfficeSS
Disabled Students CenterSS	Superintendent/President's Office ...AD
Distance EducationLI	Swimming PoolAQ
EstheticianTC	Testing CenterED
EOP&SSS	Transfer CenterSS
External RelationsAD	Veteran's CenterIC
Facilities RentalAD	Vocational Education OfficeTE
Faculty / Staff LoungeCC	
Financial AidSS	
Fitness CenterAP	



MEETINGS



Meetings FAQs

Does my club need to submit a form to reserve a room in the Campus Center?

Yes. Submit *Campus Center Room Reservation* found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsr/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
Please check for availability with the Office of Student Life and Leadership Development (SLLD).

Is my club required to have meetings?

Yes, without holding a meeting, your club cannot vote on official business, such as an activity or expense, nor vote to approve minutes from a previous meeting.

Is there a required number of meetings a club must have every semester?

No. Clubs can decide how many meetings they want to have every semester. They should also determine if they're going to have weekly, bimonthly, or monthly meetings. Clubs should accommodate the advisor and as many members as possible when collectively deciding when to schedule meetings.

What are minutes?

Minutes are a recorded summary of what occurred during a meeting — allowing club members to review upcoming important dates and what was previously discussed. The club should review minutes from a meeting on the following meeting. Clubs are required to submit minutes with the advisor's wet signature, not an electronic one, along with an Activity Request to show that the club collectively agreed to have the activity.

Who is responsible for taking minutes?

The club secretary should record and print the meeting minutes.

When does my club need to submit minutes?

Clubs are required to submit minutes with the advisor's wet signature, not an electronic one, along with an *Activity Request* or *Club Payment Request*.

Does the advisor have to be present during club meetings?

Yes, advisors must be present during a meeting where official business is taking place. It is part of the advisor's role to support the club with problem-solving, ideas, and resources. Please work with your club advisor to schedule club meetings.

Does my club need to have an agenda for each meeting?

Yes, an agenda should be provided to club members when official business is conducted. You must use the *Agenda and Minutes Template* to format your club meeting agenda and minutes.

How many members must be present for a meeting to be considered official?

A club must have a quorum — 50% plus one (1) of club members must be present — to hold an official club meeting.

Where can my club meet?

There are three (3) meetings room in the Campus Center clubs can reserve:

- Clubs with ten (10) members or less may only reserve CC 123 or CC 127 (small conference rooms)
- Clubs with more than ten (10) may only reserve CC 104 (large conference room)

Your club can also reserve other spaces on campus to meet. For facilities other than the Campus Center, your club advisor must submit a Department Application to the SLLD office to reserve the space.

Canceled Meetings

If your club meeting has to be canceled, please speak to your advisor first and then notify your club members. If needed, also inform the SLLD office to pass that information on.

Reserving Meeting Rooms in the Campus Center

The Ross L. Handy Campus Center meeting rooms may be used for the following purposes:

- Meetings
- Trainings
- Presentations with tables or auditorium seating

Clubs **do not** need to submit a Department Application to reserve meeting rooms in the Campus Center.

Submit a Campus Center Room Reservation found in *General Information for Clubs* folder at <http://www.citruscollege.edu/stdntsrvc/studentaffairs/ascc/clubs/Documents/Forms/AllItems.aspx>
Please check for availability with the Office of Student Life and Leadership Development (SLLD).

Student Clubs and Organizations

- Student clubs and organizations with ten (10) members or less may **only** reserve CC 123 or CC 127 (small conference rooms)
- Club meetings are limited to 1½ hours maximum. Additional time for special events may be granted with prior student activity approval
- An advisor must be present at all club meetings (AP 5450 Student Clubs and Organizations)
- If the conference room is left dirty or furniture is damaged, the club will not be allowed to use the conference room and may be subject to a fine

Guidelines

- Signs, banners and decorations may not be attached to windows, ceilings or walls
- All trash is to be discarded, boards are to be erased, and meeting room is to be left clean
- The user will return all property in the same condition it was checked out and shall be liable for any damages which occur while the items were checked out to them

The Office of Student Life and Leadership Development (SLLD) reserves the right to make changes as necessary and will issue written notification.

Meeting Room Rules

- Do not lower the window shades; they MUST remain raised at all times
- Do not leave personal belongings
- Do not sit on tables
- Do not tape or hang signs, posters, notes, Post-its and other items on walls or glass
- Clean up after yourselves (Windex and paper towels in cabinet)

Reserving A Room or Facility

Step 1: Check room availability on **Argos Room Schedule** via the campus intranet

Step 2: Fill out a **Department Application** (download from campus intranet)

Step 3: If necessary, fill out a **setup request** (download from campus intranet)

Step 4: If necessary, fill out an **ASCC Equipment Request** (download from campus intranet or club resource library)

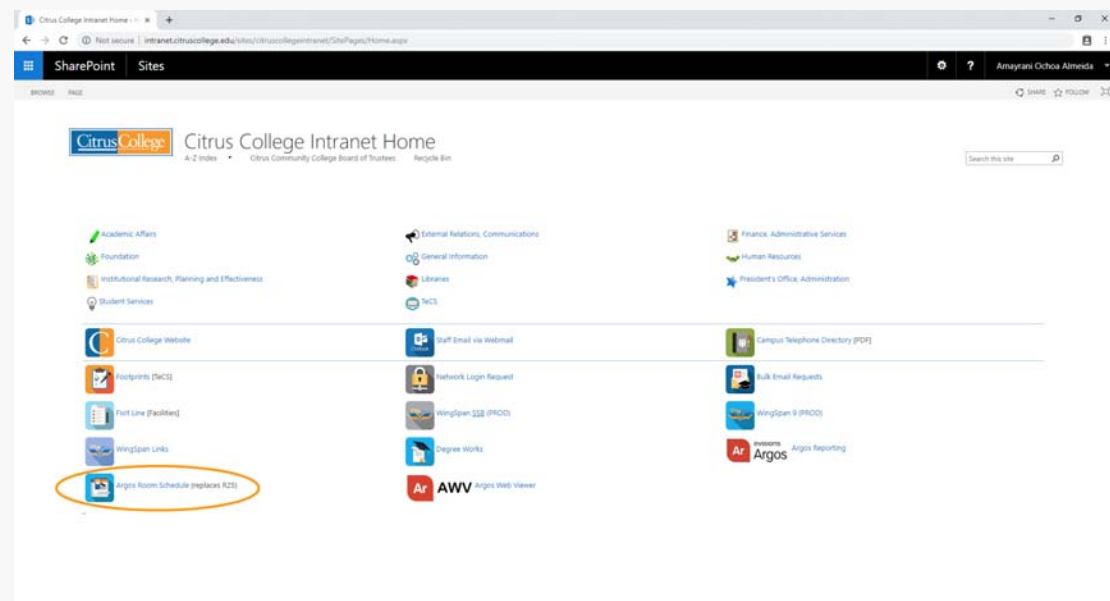
- *Required for the use of Campus Center equipment*

Step 5: Print out and submit document(s) in person to CC-106 for Director/Dean's signature

- *SLLD will submit the document(s) to the Facility Rental Supervisor*

Argos Room Schedule

You can access the Argos Room Schedule via the campus intranet at <http://intranet.citruscollege.edu>



Select Argos Room Schedule located on the bottom left of the webpage

Argos Room Schedule Cont.

The screenshot shows the Argos Room Schedule interface. At the top, there are tabs for "Availability Grid by Day and Building", "Select Date", and "Select Month". The "Availability Grid by Day and Building" tab is active. It features a "Select a Date:" dropdown set to "04/18/2019", a "Run" button, and a "Single Line" button. To the right of these buttons are radio buttons for "On Campus", "Off Campus", and "On/Off Campus", along with a checkbox for "Show Results with Classes or Events Scheduled Only". A "More Room Info" link is also present. Below these controls is a "Select a Building(s):" dropdown menu showing a list of buildings: AC, ALHAMBRA - Alhambra, AN - Annex, AP, AQ, CC, CI, DT, and ED. To the right of the building list is a "Select a Room(s):" dropdown menu showing a list of rooms: AA100 and AA101. Below the dropdowns is a large grid showing the availability of rooms for the selected date. The grid has columns for time slots from 7:00 to 4:15. Below the grid is a table with the following columns: Building, Room, CR#, Subject, Course Number, Section, Enrollment, Primary Instructor or Contact, From Time, To Time, Course or Event Type, Function Type, Title or Event Description, and Dept Code. The table is currently empty. On the right side of the interface, there is a "Citrus College" logo and a "PROD" label. A legend box titled "Number of X's per cell denotes number of concurrent scheduled classes/events:" contains the following information: X - 1 class/event concurrently scheduled, XX - 2 classes/events concurrently scheduled, XXX - 3 classes/events concurrently scheduled, XXXX - 4 or more classes/events concurrently scheduled.

1. Select a Date: 04/18/2019

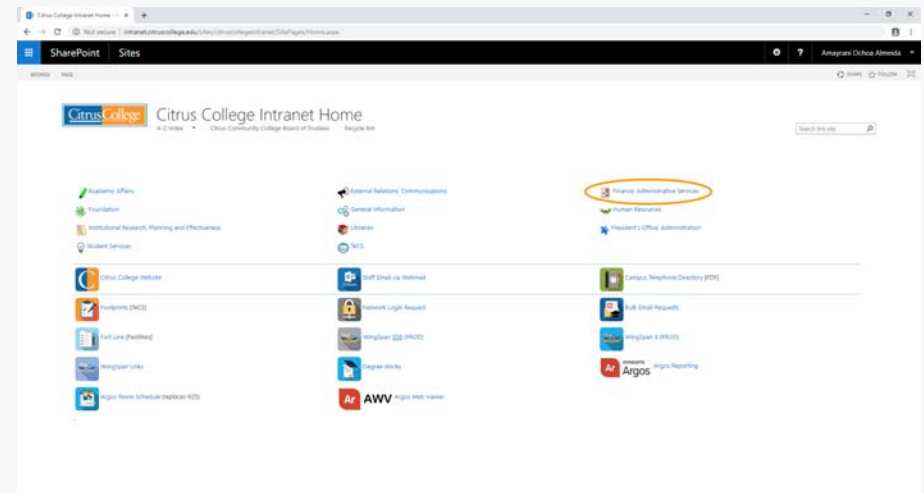
2. Select a Building(s):

3. Select a Room(s):

4. More Room Info

Department Application

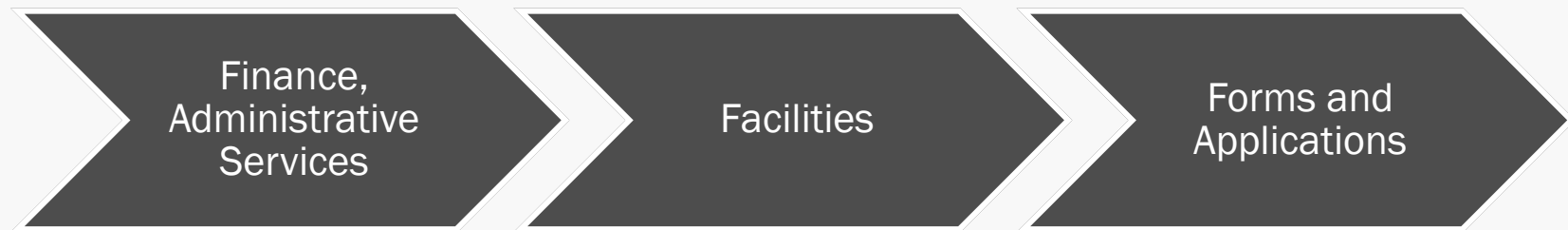
You can access the Department Application via the campus intranet at <http://intranet.citruscollege.edu>



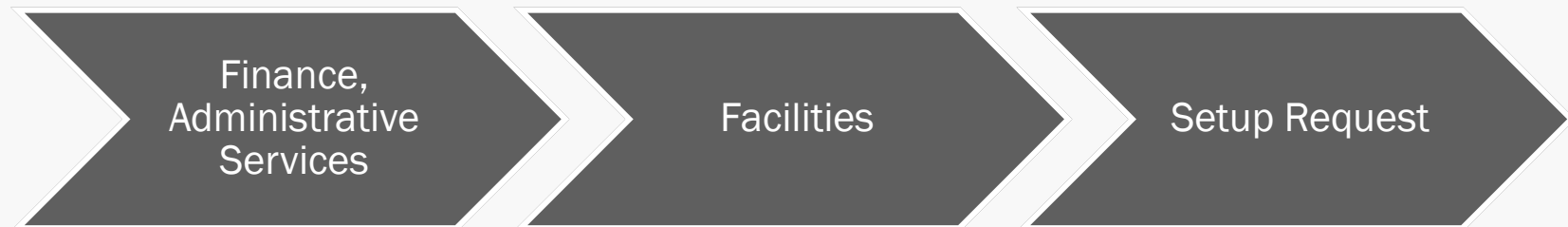
Select Finance, Administrative Services located on the top right of the webpage

Department Application Cont.

Department Application



Setup Request



Basic Parliamentary Procedure

“Parliamentary procedure is a system of rules used to conduct fair and efficient meetings and used to facilitate group decision making. Parliamentary procedure ensure that participants leave a meeting feeling that: they had their say; their opinion was respected, and the work got done. Parliamentary procedure is a code of rules for working together in meetings.

Principles:

- Parliamentary procedure facilitates the transaction of business and promotes cooperation.
- All members have equal rights, privileges and obligations.
- The will of the majority must be carried out, and the rights of the minority must be preserved.
- A quorum must be present for the group to act. A quorum is a majority of the eligible members.

The Motion

You may make a motion when you want the group to take some action: to send a letter, to accept a report, to hold a special meeting, to spend money for some special purpose, etc. Introduce the motion by saying, “I move that,” followed by a statement of the proposal. You cannot discuss the motion until someone has seconded it. This is done to reduce the number of discussions on a subject in which no one else in the group is interested.

The Amendment

Amendments are offered in the same way as a motion. You may offer an amendment when you agree substantially with the motion which has been made but want to make some changes before it is adopted.

Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Speaking on Motions and Amendments

When you want to speak at a meeting, you raise your hand and ask the chair for the floor. As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendments being considered. When several members wish to speak at the same time, these guiding principles should determine the decision of the chairperson:

The chairperson should show preference to the one who made the motion.

A member who has not spoken has first choice over one who has already spoken.

If the chairperson knows the opinions of members discussing the motion, they should alternate between those favoring and those opposing it.

Motion to the Table

If you wish to postpone or end debate on an issue, you may also make a motion to table. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the chair. The chair may discuss the reason for tabling with the members.

Calling a Question

In order to speed up the meeting and eliminate unnecessary discussion, a member can “call the question.” The chair will call for dissent. If you want the motion to be discussed further, raise your hand. If there is no dissent, voting on the motion takes place.

Voting

Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of yeas and nays. Only members present at the time may vote. A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the Chairperson Can Vote

To protect the impartiality of the chair, they can vote whenever their vote will make or break a tie, or, in a case where a two-thirds vote is required, they can vote either to cause or to block the attainment of the necessary two thirds.

Point of Information, of Order

If at any time during the meeting you are confused about the business being discussed or if you want the motion that is being considered more clearly explained, you may rise to ask the chairperson for a point of information. After you are recognized, ask for the explanation which you desire.

If you disagree with any of the chairperson’s rulings, or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order.”

Source: From Long Beach City College’s “Parliamentary Procedures”

The Associated Students of Citrus College Executive Board, Inter-Club Council, and the Office of Student Life and Leadership Development use Robert's Rules of Order.



ICC CONSTITUTION



INTER-CLUB COUNCIL CONSTITUTION

PREAMBLE

We, the clubs of Citrus College recognize that club activity is an integral part of student involvement and, whereas a suitable organization for facilitating successful clubs is called for by the Associated Students of Citrus College, do resolve to maintain the Inter-Club Council.

ARTICLE I MISSION AND NAME

Section 1. The name of this organization shall be the Associated Students of Citrus College Inter-Club Council. The organization may also be referred to as the Inter-Club Council or ICC.

Section 2. The mission of the Inter-Club Council will be to serve as a catalyst for facilitating successful student clubs at Citrus College.

Section 3. The main objectives of the Inter-Club Council shall be:

- A. To provide a framework of operation and success for clubs at Citrus College.
- B. To coordinate and approve club activities.
- C. To provide a communications network between clubs and other campus organizations.
- D. To act as a resource for clubs, particularly in the areas of organization, problem solving, membership promotion, and fundraising.
- E. To maintain club participation in and support of ASCC sponsored events.
- F. To provide a forum for expressing the interests of clubs.

ARTICLE II MEMBERSHIP QUALIFICATIONS

Section 1. The Inter-Club Council shall consist of two representatives from each of the Citrus College clubs. One of these representatives shall serve as the regular ICC representative; the other shall serve as the alternate.

ARTICLE III OFFICERS

Section 1. The elected officers of the Inter-Club Council shall include the President, Vice President, Secretary, Commissioner of Public Relations, and Commissioner of Activities.

Section 2. Inter-Club Council officers shall be elected by a simple majority of the Inter-Club Council membership.

Section 3. ICC officers must attend all regular and special meetings. Two absences from meetings may result in removal from office with a 2/3 majority vote of those in attendance at the meeting. Three absences from ICC representatives may result in club deactivation.

Section 4. In the event that the office of President is vacated, the Vice President shall serve as President for the remainder of the term of office.

Section 5. In the event that the office of either Vice President or Secretary is vacated, the President shall appoint an interim officer until a special election is held to fill that position. The special election must take place within two weeks of the notification of such a vacancy as noted in the ICC minutes.

Section 6. ICC President, Vice President, and Secretary shall serve a term of two (2) semesters, beginning in the Fall Semester and ending with elections at the conclusion of Spring Semester. Commissioners shall serve (1) semester.

ARTICLE IV MEETINGS OF THE INTER-CLUB COUNCIL

Section 1. ICC meetings will be held every week.

Section 2. Failure to attend three meetings during a semester will result in the club being declared inactive as specified in Article IX of the By-laws.

Section 3. Representatives arriving 5 or more minutes late from the posted meeting start time will receive ½ of an absence. (See meeting agenda for official meeting start time.)

Section 4. ICC meetings shall be attended by club representatives (regular and/or alternates), the ICC officers, and the ICC advisor(s). Anyone interested in attending ICC meetings is welcome.

ARTICLE V AMENDMENTS

Section 1. Amendments to this constitution may be proposed only after the ICC officers have been elected for the term.

Section 2. A proposed amendment shall be read into the ICC minutes and documented two weeks prior to a vote on that amendment.

Section 3. Two-thirds (2/3) of the active clubs shall be considered a quorum for the purpose of amending the constitution.

Section 4. A proposed amendment must be approved by a minimum of two-thirds (2/3) majority vote of all active clubs.

BY-LAWS

ARTICLE I TRANSACTION OF BUSINESS

Section 1. The ICC shall follow *Robert's Rules of Order* at all meetings.

Section 2. Each club representative shall report on the activities of his/her club and submit Activity Approval Forms for their initial approval.

ARTICLE II ELIGIBILITY OF OFFICERS

Section I. To be eligible to hold ICC office, an individual must be a recognized representative of a club which is in good standing.

Section 2. No club may have more than one of its members serves as ICC officer.

Section 3. ICC officers must maintain a 2.0 GPA and not be on academic or progress probation.

ARTICLE III DUTIES OF INTER-CLUB COUNCIL OFFICERS

Section 1. President: The President shall preside at all ICC meetings, conduct ICC business, represent the ICC to other organizations and work with the ASCC and The Office of Student Life and Leadership Development to facilitate effective club activities.

Section 2. Vice President: The Vice President shall preside and conduct all ICC business, as appropriate, in the absence of the President. The Vice President will preside at all ICC committee meetings. He/she will serve as the Parliamentarian.

Section 3. Secretary: The Secretary shall keep minutes of all ICC meetings and maintain all records of the organization. The Secretary shall maintain accurate and up to date attendance information at all times.

Section 4. Commissioner of Public Relations: Supplies press release materials and ensures the dissemination of ICC publications to the Student population. This position will be instrumental in promoting good relations between the Citrus College community and ICC. Commissioner of Public Relations will be fourth in line in the ICC line of succession for the office of the President. This position will work closely with the editors of all school publications. In addition, the Commissioner will coordinate press releases with the rest of the ICC executive board.

Section 5. Commissioner of Activities: This position will process and file all documents necessary in the activities planning process. The Commissioner will help plan and coordinate all aspects of co-curricular student activities in conjunction with the office of Student Life. In addition, the Commissioner will coordinate with the clubs and the rest of the executive board.

ARTICLE IV
VOTING RIGHTS

Section 1. Each club represented shall be entitled to one vote on business items conducted at ICC meetings. The club and representative must be in good standing in order to be eligible to vote.

Section 2. If both the regular and the alternate representative attend the ICC meeting, only the regular representative shall have the right to vote.

Section 3. The ICC President will only be allowed to vote in order to create or break a tie. That being the case, the president's club may be represented by a regular voting member. The purpose of this is to prevent the automatic disenfranchisement of the president's club.

ARTICLE V
FORMATION OF NEW CLUBS/CLUB
CONSTITUTIONS

Section 1. To form a new club, the following procedure is used:

- A. Obtain a *Petition to Organize a New Club* from www.citruscollege.edu .
- B. Hold an organizational meeting to develop a club constitution, outline club goals and to select temporary officers. Club advisors must be present at club meetings in which actions of the membership are discussed and voted upon. Failure to adhere to this policy will prevent the club from being activated.
- C. Submit the *Petition to Organize a New Club*, the club constitution, and any other required paperwork to the Office of Student Life and Leadership Development for a preliminary check of all paperwork. Completed forms will be approved by ICC at a regular meeting. Club members must be present at the meeting.
- D. The ASCC will examine the club constitution and by-laws to ensure that they do not conflict with ASCC policy, Student Life and Leadership Development procedures, or Citrus College District Board Policy or Administrative Procedures.
- E. A club will be considered active upon student approval of their constitution and other required paperwork.

Section 2. All clubs are required to maintain current constitutions and must have an updated copy on file with the Office of Student Life and Leadership Development.

Section 3. If a club wishes to amend its constitution, it must submit the proposed amendments(s) to the ICC. Proposed amendments will then be submitted to the ASCC for review and adoption.

ARTICLE VI
APPROVAL OF CLUB ACTIVITIES

Section 1. Any club wishing to sponsor and/or participate in an activity must submit an Activity Request Form to the ICC, by first submitting to the Office of Student Life and Leadership Development for a check for completeness and potential conflicts.

Section 2. In order for the Activity Request Form to be considered, the club submitting the form must be present at that meeting.

Section 3. After the Activity Request Form has been properly completed, it shall be submitted to ICC for approval.

Section 4. After the Activity Request Form has been approved by ICC, the club may then prepare further arrangements concerning the activity, including publicity.

Section 5. The first club to submit a properly completed Activity Request Form shall have the right to the first vote in ICC.

ARTICLE VII
CLUB
ACCOUNTS

Section 1. Clubs may raise funds by any legal and approved method.

Section 2. Club funds are subject to the standard procedures governing student body funds. Authorization of expenditures must have the approval of the club's faculty advisor

Section 3. Any club which has been dismissed from ICC or has disbanded will be considered inactive.

Section 4. The funds from an inactive club of four consecutive semesters will be transferred to the ICC Fund and will not be returned to the club.

Section 5. The purpose of the ICC Fund is:

A. To serve the individual clubs as a source of short-term loans.

B. To be used by ICC for expenditures that are in the interest of all clubs.

ARTICLE VIII
RULES

Section 1. By the fifth ICC meeting of the semester, all clubs must submit a list of club officers and a club member roster. All club members must be currently enrolled students.

Section 2. An ICC member may represent only one club at a meeting.

ARTICLE IX
ENFORCEMENT OF ICC REGULATIONS

The Inter-Club Council may impose, by majority vote, any of the following actions if a club has violated any ICC or ASCC regulation or by-law.

Section 1. The club may be denied approval of activities for a probationary period. Length of probation will be determined by ICC.

Section 2. A fine may be assessed on the club.

Section 3. The club may be declared inactive or have its funds frozen.

Section 4. Any club which has been declared inactive or has been dropped from the membership of ICC may petition for reactivation no sooner than one month following the date documented as the inactive date.

9/2/97
9/16/03
12/7/04
9/6/05
5/18/15
8/1/17
12/4/17



ASCC CONSTITUTION



THE ASSOCIATED STUDENTS OF CITRUS COLLEGE CONSTITUTION

PREAMBLE

We, the students of Citrus College, in order to form a representative student organization, do ordain and establish this constitution of self-government for the Associated Students of Citrus College.

ARTICLE I Name and Purpose

Section 1. The name of this organization shall be: The Associated Students of Citrus College (ASCC).

Section 2. The purpose of this organization shall be:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration, and the community.
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

ARTICLE II Nondiscrimination

The Associated Students of Citrus College (ASCC) shall not discriminate, nor will they participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: national origin, religion, age, sex or gender (except as exempt from Title IX), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

ARTICLE III Membership and Privileges

Section 1. Any properly enrolled student of Citrus College shall automatically become a member of the organization upon payment of the Student Service Fee.

Section 2. All members of the ASCC are entitled to the following:

- A. The right, if eligible, to hold office as provided in the Constitution.
- B. Admission, if eligible, to intercollegiate competition on the conference schedule.

- C. Admission to, and eligibility to participate in, all ASCC social activities, intramural sports, and college-recognized clubs and club activities.
- D. Eligibility to apply for appropriate scholarships.
- E. Receive discounts secured on their behalf.

ARTICLE IV

Officers and Qualifications

Section 1. The elective officers of ASCC shall be the President, Vice President, Student Trustee, Legislative Liaison, and up to seven (7) Senators.

Section 2. The appointed officers of the Associated Students shall be Treasurer, Commissioners of Public Relations, Activities, Inter-Club Council Relations, and Athletics, and not more than three (3) Commissioners-at-Large.

Section 3. Qualifications to run for, and hold office, Definition: (The word "office" in the text means either an elected or appointed office in the student government.)

- A. A student must be enrolled in at least 6 units of college work, and have at least a 2.5 grade point average. This is determined on the cumulative basis for all college work completed. Exceptions may be granted by the Dean of Students or their designee, on a case-by-case basis.
- B. A student must be a member of the Associated Students in good standing. No student on academic probation or who has a disciplinary file may hold a position of responsibility on the ASCC Executive Board.
- C. A student may not serve on the Executive Board or Student Court for more than four semesters. Service for more than 44 days will constitute a full semester's service.
- D. Executive Board officers must attend all regular and special meetings.
- E. Three unexcused absences are cause for dismissal with the recommendation of a 2/3 absolute majority of the Executive Board.
- F. Unexcused tardiness of up to 15 minutes constitutes an unexcused absence.
- G. Executive Board officers and the Student Trustee shall enroll or must have enrolled in the leadership class.
- H. In order to be elected as President or Vice President of the Associated Students, a student must have served at least one semester as a member of the ASCC Executive Board.

Section 4. ASCC officers may be members and/or officers of any college-recognized club or organization with the exception of the ASCC President who may not serve as an officer of any other club or organization. ASCC officers may not hold more than one position on the Executive Board.

Section 5. The term of office for Associated Student officers shall be one academic year, ending on the last day of instruction of the spring semester and the succeeding officers shall take office immediately.

Section 6. The term of the Student Trustee will begin May 15 and end May 14 of the following year (in accordance with the California Education Code).

ARTICLE V

Duties of the Associated Student Officers

Section 1. The President shall:

- A. Preside over and chair all regular and special meetings of the Executive Board.
- B. Be responsible for the Executive Board agenda development.
- C. Call special meetings of the Executive Board, providing he/she informs all Executive Board advisors and members and complies with Brown Act requirements.
- D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
- E. Appoint all committee members.
- F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
- G. Act as host for the ASCC at all times.
- H. Be a member of the ASCC Finance Committee.
- I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
- J. Become interim Student Trustee in the fall semester if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Section 2. The Vice President shall:

- A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
- B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
- C. Act as parliamentarian of the Executive Board.
- D. Be a member of the ASCC Finance Committee.
- E. Keep the Executive Board informed on the progress of all appointed committees.
- F. Attend all Citrus College Board of Trustees meetings.

Section 3. The Treasurer shall:

- A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
- B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
- C. Be instrumental in operating the budget.
- D. Chair the ASCC Finance Committee.

- E. Maintain an up-to-date financial code and follow the guidelines set forth.

Section 4. The Legislative Liaison shall:

- A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
- B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Section 6. The Senators shall:

- A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
- B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Section 7. The Commissioner of Public Relations shall:

- A. Chair the Public Relations Committee.
- B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
- C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
- D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
- E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
- F. Work closely with the editors of all school publications.
- G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Section 8. The Commissioner of Activities shall:

- A. Process and file all documents necessary in the activities preparation process.
- B. Chair the Campus Activities Board.
- C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
- D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
- E. Coordinate with the Commissioner of Public Relations for promotion of events.

Section 9. The Commissioner of Athletics shall:

- A. Establish and maintain a good standing relationship with campus athletic programs and administrators.
- B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.

- C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Section 10. The Commissioner of Inter-Club Council Relations shall:

- A. Attend all Inter-Club Council Meetings.
- B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
- C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
- D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Section 11. The Commissioner(s)-at-Large shall:

- A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
- B. Perform special duties as indicated by the President.

Section 12. The Student Trustee shall:

- A. Be a member of the Citrus Community College District Board of Trustees.
- B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
- C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
- D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
- E. Act as the mentor to the incoming Student Trustee during the spring semester.

ARTICLE VI
Structure & Duties of the Executive Board

Section 1. The Executive Board, governing body of the Associated Students, shall consist of the following voting members:

- A. President
- B. Vice President
- C. Student Trustee
- D. Treasurer
- E. Legislative Liaison
- F. Up to seven (7) Senators
- G. Commissioner of Public Relations
- H. Commissioner of Activities
- I. Commissioner of Athletics
- J. Commissioner of Inter-Club Council Relations
- K. Up to three (3) Commissioners at Large

Section 2. Succession to the Presidency shall be the currently elected Vice President. Should this officer be ineligible or unwilling to succeed, the Executive Board shall elect to the Presidency one of its voting members.

Section 3. The members of the Executive Board listed in Section 1 have the only voting power of the Executive Board. Each member has one vote.

- A. A quorum consists of 50% plus one of all voting members.
- B. No voting by proxy will be permitted for absent members.
- C. The Chair of the Associated Students Executive Board shall have no vote during the business meeting except to break a tie.

Section 4. The Executive Board shall be responsible for the following duties:

- A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
- B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
 - 1. President
 - 2. Vice President
 - 3. Treasurer (Chairperson)
 - 4. One Senator, selected by the President
 - 5. One Commissioner, selected by the President
 - 6. Commissioner of Activities
 - 7. Student Affairs Administrator
- C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.
- D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.
- E. Requiring all officers and students to comply with the provisions of this Constitution.
- F. Setting an example of good conduct and decorum within the Associated Students.
- G. Examining reports of all officers, agents and committees of the Associated Students.
- H. Exercising control over all expenditures of the Associated Students.
- I. Ratifying, upon recommendation of the President, all standing and special committees.
- J. Exercising supervision over all expenditures from Associated Student funds.
- K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.

Section 5. Business will be conducted under Robert's Rules of Order (revised).

Section 6. Any member of the student body, district staff, or the community may attend the meetings of the Executive Board in a non-voting capacity.

Section 7. The Student Affairs Administrator or his/her designee shall act as advisor of the Executive Board unless otherwise specified by the President of Citrus College.

ARTICLE VII Judiciary

Section 1. The judicial power of the Associated Students shall be vested in one court known as the Associated Student Court of Citrus College.

Section 2. This court shall consist of five Associated Student members. It will have one advisor. One of the justices shall be elected Chief Justice of the Court and shall preside at all sessions except when he/she should appoint a member of the court to take his/her place in his/her absence.

Section 3. Members of the court shall:

- A. Be a member of the Associated Students of Citrus College.
- B. Have a cumulative grade point average of 2.5.
- C. Be enrolled in a minimum of six units per semester during their term of office.
- D. Maintain a 2.5 G.P.A. each semester in office.
- E. Be non-voting members of the Executive Board.

Section 4.

- A. Appointment of justices shall be by the ASCC President with the approval of a 2/3 majority vote of the Executive Board.
- B. If, after two weeks of the beginning of each semester, the ASCC President has not nominated ASCC members to fill Student Court vacancies, the Executive Board will nominate and appoint ASCC members to the Student Court with a 2/3 majority vote.
- C. The term of office shall be four semesters or resignation. Dismissal is automatic if the justice is placed on academic or disciplinary probation.
- D. Cause for removal from office shall be:
 - (1) When conditions in Section 3, subsections A, B, C, D, and E are not met.
 - (2) When justices fail to perform duties as stated in Article VI.
- B. The ASCC President shall make appointments to fill vacancies as defined in Section 4, paragraph A.

Section 5. Duties and Powers:

- A. The procedure and methods of conducting court and trying cases shall be outlined in the Judicial Code.
- B. The Associated Student Court shall have the power to review any and all measures enacted or decreed by the Executive Board. This process is initiated by the receipt of a petition of 100 signatures or 25% of the number that voted in the last election, or a request by a majority of the Executive Board or the Inter-Club Council.

- C. The court will have the power to use injunctions or restraining orders against any Citrus club member or student organization. This power may include the freezing of funds. The court shall review all new constitutions and annually review all current club constitutions for legality.
- D. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.
- E. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.
- F. Appeals may be made to the:
 - 1. Student Affairs Administrator;
 - 2. Vice President of Student Services;
 - 3. President of Citrus College.

Appeals must be made in the order above.

- G. The court shall have the final authority on all club constitutions.
- H. The court shall have no legislative powers except in the event that all members of the Executive Board vacate their offices: The court shall assume the executive powers until new officers are elected. If this is not possible, the court shall draft a new constitution and present it to the electorate for ratification and then conduct elections to staff the executive positions.
- I. A decision of the court must have a majority of all justices concurring.
- J. Any member of the Associated Students may request the court to interpret this constitution.

Section 6. In the absence of a functioning Student Court, all questions shall be referred to the Student Affairs Administrator.

ARTICLE VIII Elections

Section 1. All ASCC general and special elections will be conducted by the Student Court. The Chief Justice shall act as chairman. In the absence of an active Student Court, the general and special elections shall be conducted by the Executive Board with the ASCC President and/or Commissioner of Public Relations acting as co-chairs.

Section 2. The Office of Student Life shall certify the petitions and deliver them to the Executive Board.

- Section 3. Any candidate for elected office must receive at least 50 votes to be elected.
- A. Senator candidates must be within the (up to) top seven vote recipients for the Senate elections to be elected.
 - B. Candidates for all other offices must receive the majority of votes for their respective office to be elected.

Section 4. Write-in candidates must be eligible to run for and hold office. Votes cast for individuals who are not eligible to hold office will not be counted.

ARTICLE IX Appointments

Section 1. Appointed ASCC officers must meet the same qualifications for office as elected officers.

Section 2. Applications for appointed offices shall be made available one full week immediately following ASCC elections.

Section 3. The incoming ASCC President will make the appointments for the vacant offices. New officers will be approved pending 2/3 majority vote from elected members of the Executive Board.

Section 4. If, after ten days of the semester, the ASCC President has not nominated members to fill the Executive Board vacancies, the Executive Board may nominate members to fill the vacancies.

ARTICLE X Initiative, Referendum, and Recall

Section 1. The members of the ASCC shall have the right to initiative, referendum, and recall.

Section 2. Petitions shall require the signatures of 10% of the members of the ASCC. Every petition must bear the exact wording of the action proposed.

Section 3. The Student Court shall certify the petitions and deliver them to the Executive Board. An election must be held within ten school days after the petitions have been received by the Executive Board. The proposed action shall be posted for no less than five school days.

Section 4. For initiative and referendum, a vote of 50% plus one vote is necessary to approve the proposed action.

Section 5. For recalls, a minimum of a 60% majority is necessary to approve the proposed action. By definition, only elected officers may be recalled.

ARTICLE XI Athletics

Section 1. The intercollegiate athletic program may include those programs that are sanctioned by the athletic league in which Citrus College is a member.

Section 2. The official insignia of Citrus College shall be the Owl. The official name "Owls" shall be used for all the athletic teams.

Section 3: The Official school colors of Citrus College are blue, white, and orange

ARTICLE XII

Ratification

The constitution shall be considered ratified after an election is held and a simple majority of the Associated Students is in favor of its adoption.

ARTICLE XIII

Amendments to the ASCC Constitution

Section 1. Revision of the constitution requires a simple majority of the votes cast at a special or general election.

Section 2. Amendments to this constitution may be proposed by either one of the following:

- A. A 2/3 absolute majority of the Executive Board.
- B. A petition signed by 10% of the members of the ASCC.

Section 3. A special election may be called when approved by a 2/3 vote of the Executive Board.

Section 4. All amendments and revisions will be available to the student body at least 10 school days prior to an election.

ARTICLE XIV

Amendments to the ASCC Governing Documents

Section 1. Amendments to ASCC governing documents must be approved by a 2/3 vote of the Executive Board.

Section 2. Amendments to ASCC governing documents must be voted upon within four weeks of the first day of classes of the spring semester. If amendments are not approved within the first four weeks, the prior year's governing laws shall automatically be in effect.

ARTICLE XV

Constitutional Authority

This constitution will be considered as the final authority and supersede the constitution of any student club or student organization on the campus of Citrus College.

AMENDED: 11/11/93, 12/04/98, 05/03/00, 05/05/04, 05/05/05, 03/06/14, 06/04/15,
06/05/17, 10/24/18

NOTICE: Any proposed amendments to this constitution that are in violation of or in contradiction to College policies, procedures, regulations, or local, state, and federal laws will not be allowed. Any items in this constitution that are found to be in violation of any of the above will be removed or changed in accordance with College policies and/or local, state, and federal laws.

In addition, any constitutional changes that make unreasonable demands of college employees will not be allowed (at the discretion of the Dean of Students or designee).



AP'S AND BP'S FOR CLUBS



**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

BP 3900 Speech: Time, Place, and Manner
(formerly numbered BP 5550)

References: Education Code Sections 66301, 76120, and 87708; Penal Code Sections 311, 311.2, 407, 409, 415, 415.5, 416, 422.6, 602.10, 626-626.6 Business and Professions Code Section 5402

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The District is considered a non-public forum, except for those areas of the college that are designated as areas generally available for use by students or the community, which are designated public forums. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures developed by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to the requirements of this policy. (Education Code section 76120.)

Speech shall be prohibited that is defamatory or 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 Board policies or administrative procedures, or the substantial disruption of the orderly operation of the District. (Education Code section 76120.)

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. "Hate violence" is defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992 (Senate Bill 1115) to mean any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. Acts shall not be considered "hate violence" based on speech alone, except upon a showing that

the speech itself threatens violence against a specific person or group of persons, that the person or group of persons against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat. (Education Code section 66301.) Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Non-students may obtain use of areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities pursuant to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

Also refer to BP 4030 titled Academic Freedom and AP 3900 titled Speech: Time, Place, and Manner

Board Approved 02/05/13

Desk Review-no changes 04/07/16

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3900 Speech: Time, Place, and Manner (formerly numbered AP 5550)

References: Education Code Sections 66301, 76120, and 87708; Penal Code Sections 311, 311.2, 407, 409, 415, 415.5, 416, 422.6, 602.10, 626-626.6; Business & professions Code Section 5402

I. USE OF AREAS GENERALLY AVAILABLE TO STUDENTS AND THE COMMUNITY

- A. The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and this procedure.
- B. The District shall not restrict free expression in "areas generally available to students and the community," defined as grassy areas, walkways or other similar common areas. This definition governs the phrase "areas generally available to students and the community" as it is used in Board Policy 3900 and throughout this administrative procedure.
- C. The areas generally available to students and the community are designated public forums.

For purposes of further defining "areas generally available to students and the community," no person may engage in the circulation of petitions, leaflets, newspapers and other printed matter in the following areas: within 25 feet of doorways opening to outdoor areas of campus, all indoor facilities including, but not limited to campus offices, classroom facilities, libraries, performing art facilities, indoor or outdoor athletic facilities, parking lots, warehouses, and maintenance yards. All areas generally available to students and the community, as set forth above, may be reserved by the District, including recognized student organizations, for specific uses.

- D. Use of areas generally available to students and the community shall be subject to the following:
 - 1. Persons wishing to engage in speech or expressive activities in the areas generally available to students and the community are encouraged to inform the Department of Campus Safety of their intent to be present in such areas. The District encourages such

check-in as a means to provide for safety and for the equitable use of such areas. Individuals availing themselves of such areas generally available to students and the community, whether they decide to check-in or not, may remain anonymous.

2. Persons using areas generally available to students and the community shall not touch, strike or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby, nor shall they force passersby to take materials.
 3. Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct (as defined under Penal Code Section 626.6) of the campus or classes, other lawful activities.
- E. Persons using areas generally available to students and the community shall not solicit donations of money, through direct requests for funds, sales of tickets, goods, or otherwise, except where he or she is using such areas on behalf of, and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- F. Non-student use of any areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities is subject to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

II. DISTRIBUTION OF MATERIALS

All persons using areas generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those individuals or groups distributing materials in these areas, other than material that is discarded or dropped in or around an appropriate receptacle, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

III. POSTING

A. Open Posting

1. There are currently eleven bulletin boards and open posting areas identified and maintained throughout the College campus on which students, student clubs and recognized student organizations, College Faculty and Staff, and members of the community may post materials.

2. The number of such bulletin boards may change from time to time. Materials may be posted on such bulletin boards without any prior approval. A map of bulletin boards and open posting areas is available online at www.citruscollege.edu. Materials posted in all other locations will be removed.
3. Open posting bulletin boards and open posting areas will be cleared on the first and third Monday of each month.

B. Posting by Student Clubs and Recognized Student Organizations

1. Student Clubs and Recognized Student Organizations (collectively referred to as “student clubs”) may have printed materials relating to activities and events that have been approved pursuant to Administrative Procedure 5450 posted on bulletin boards reserved for student clubs, official College communications, as well as in authorized open posting areas.
2. Prior to posting of such materials by student clubs, the materials will be presented to the Office of Student Life and Leadership Development for the purpose of receiving an expiration date stamp, on materials to be posted on bulletin boards reserved for student clubs, and official College communications. Such expiration date stamped materials may only be removed by a representative of the originating club or organization, or at the direction of the Office of Student Life and Leadership Development, but neither expiration nor removal shall occur sooner than two weeks after the expiration date stamp appearing on any posted material, or the day after the scheduled event or activity.
3. Student clubs and organizations may bring a draft of the materials to be posted to the Office of Student Life and Leadership Development for assistance with design and content.

C. Rules Governing the Posting of Materials

1. Approved posting locations are bulletin boards labeled “Official College Business” or “Open Posting” and concrete block walls and columns.
2. Do not post on glass, painted surfaces (including painted light posts and railings), or trees.
3. All postings must use masking tape only. Staples may be used on the bulletin boards. Duct tape is not allowed. The Student Life and Leadership Development Office recommends using the blue painters tape found at most home improvement or drug stores.
4. Postings may not be placed over previously posted or approved materials.

5. Originating individuals and organizations are requested to take responsibility for maintaining its posting in a neat manner.

Also see BP 4030 titled Academic Freedom.

Board Approved 02/05/13

Revised 12/02/14

Desk Review-no changes 04/07/16

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5450 STUDENT CLUBS AND ORGANIZATIONS

References: Education Code sections 76060-76067; 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 that are approved by the Associated Students of Citrus College ("ASCC"). No group of students is required to become a student club or organization, but student groups that are not recognized by the ASCC are not eligible for some of the benefits available to recognized student clubs.

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, i.e., between 7:30 a.m. and 10:00 p.m., Monday through Friday.
2. Recognized student clubs and organizations shall not discriminate unlawfully on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or any other characteristic protected by law of any person, or the perception that a person has one or more of these characteristics.
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 accurate minutes of each of their official meetings, and make them available to the College upon request. All minutes reflecting action items to approve activities or expenditures must be attached to the Activity Request or the Club Payment Request, as applicable.

Activities and Events

For all activities and fundraisers requiring ASCC account funds or using District or ASCC Resources, and for all off-campus club activities, all student clubs and organizations must submit to the Inter-Club Council, by way of the Office of Student Life and Leadership

Development, a properly completed and signed Activity Request and other necessary forms. "District or ASCC Resources" for these purposes include facilities that are not generally available to students and the community, tables, chairs, canopies, extension cords, stages, portable sound systems, or other equipment directly owned by the ASCC or the District, and do not include any equipment that student organizations purchase themselves. Unless the activity or event requires ASCC account funds or the use of District or ASCC resources, student clubs and organizations may, but are not required to, submit the Activity Request to reserve areas that are generally available to students and community.

Activity Requests must be submitted at least five business days in advance of the activity or event to ensure sufficient time for the Inter-Club Council to review and approve the request at its weekly meeting and for ASCC or District staff to provide timely delivery of the requested resources. If the requested facilities or resources are not available at the desired date and time, the Office of Student Life and Leadership Development will notify the requester no later than two business days following receipt of the Activity Request form.

An Activity Request may be denied only for a viewpoint-neutral reason. The activity clearance is only to assure no calendar conflicts, proper sponsorship, necessary transportation, assistance with resources and facilities, and necessary paperwork being on file. A record is kept of all activities by the Office of Student Life and Leadership Development.

All materials distributed or posted on campus must meet the guidelines set forth in BP 3900 and AP 3900 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 advisor who provides guidance and support to the club members. The advisor is also responsible for advising students of 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 or designated college employee shall 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
Desk Review	06/27/11
Revised	09/09/14
Revised	12/02/14
Revised	05/15/18

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5460 STUDENT FUNDRAISING

This procedure applies to all student fundraising activities for campus clubs, organizations and programs other than those sponsored or overseen by the Citrus College Foundation. Fundraisers should be held for the benefit of campus clubs, scholarships and student life.

All fundraisers will be approved through the Student Life and Leadership Development Office or by the appropriate division dean to ensure proper compliance with District policies and procedures.

Approved activities may not intrude upon normal college student life or operations. Publicity and other efforts at accomplishing the event must follow appropriate rules and standards set forth by appropriate college policies and procedures.

All money collected must be deposited in an Associated Students Organization (ASO) or Citrus College Foundation account and disbursed in accordance with normal established procedures.

Procedures for Sponsoring a Fundraising Activity or Drive

Approval may be gained one of three ways:

- Clubs and organizations officially recognized by the Student Life and Leadership Development Office must follow the procedures set forth by the Student Life and Leadership Development Office, Inter-Club Council and Associated Students of Citrus College (ASCC) Executive Board.
- A student not affiliated with an officially recognized campus organization, may petition the ASCC Executive Board for consideration of approval. The petition must be signed by a minimum of ten other Citrus College students.
- Inter-collegiate athletics and performing arts groups must follow the procedures set forth by their division dean.

Frequency

- No two fundraising drives may be conducted at the same time. This limitation has as its intent the desire to avoid excessive interruptions of class and campus life, and to enhance the opportunities for success of the event through the added support and enthusiasm possible only through carefully spaced fundraising and comparable efforts.
- Exceptions to these limitations include those traditional organizations and class activities usually aimed at small segments of the college. Special requests for fundraising and related activities will be considered on an exceptional basis. Exceptions will be approved by the Student Life and Leadership Development Office.

- Inter-collegiate athletics and performing arts groups must follow the procedures for frequency set forth by their division dean.

Implementation of Fundraising Drives and Activities

- Fundraising drives may not continue longer than three weeks. Requests should clearly state the purpose, methods of collection to be utilized, time span anticipated and sequence of events desired.
- Clothing, food and other valuable items shall be counted and a list filed at the Student Life and Leadership Development Office with a plan for disbursement.
- Items which would normally be sold in the cafeteria/bookstore will not be sold for fund raising purposes unless permission is granted from the food service and/or bookstore supervisors.
- Sale of all food items will comply with existing health laws and Administrative Procedure 5470 Sale/Distribution of Food Items.
- Inter-collegiate athletics and performing arts groups must follow the procedures set forth by their division dean.

Board Approved	11/17/09
Desk Review	06/27/11
Revised	09/09/14
Desk Review	05/15/18

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5470 SALE/DISTRIBUTION OF FOOD ITEMS

The purpose of this procedure is to ensure food safety on the Citrus College campus; therefore, it is designed in accordance with the principles of public health. Any food which is sold or distributed for school activity must have the approval of the Student Life Supervisor. Student organizations must also have approval from the Student Life Supervisor. All student organizations are limited to two food sales per year.

1. Foods where bacteria growth is exceedingly rapid and/or which require refrigeration up to time of serving shall not be sold or distributed on campus.
2. Only commercially prepared food may be approved.
3. Prepared foods purchased for resale must come from established vendors with a current public health permit.

This procedure does not pertain to college cafeteria operation.

Board Approved	11/17/09
Desk Review	06/27/11
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Revised	05/15/18

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5500 STANDARDS OF CONDUCT

References: ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b);
Education Code Sections 66300 and 66301

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of federal and state laws, and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for a student's expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the District catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person;
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee with the concurrence of the Superintendent/President;
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
4. Committing or attempting to commit robbery or extortion;
5. Causing or attempting to cause damage to District property or to private property on campus;

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus;
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District;
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District Board Policies and Administrative Procedures;
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law;
11. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus;
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel;
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty;
14. Dishonesty, forgery, alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
15. Unauthorized entry upon or use of District facilities;
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District Administrative Procedures, or the substantial disruption of the orderly operation of the District;
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District Board Policy or Administrative Procedure;
20. Violation of District rules or regulations including campus policies concerning the student organizations, the use of District facilities, or the time, place and manner of public expression;
21. Persistent violation of classroom standards of conduct as established by the instructor;
22. Accessing restricted portions of the District's network, operating system, security software or other administrative applications without authorization. Developing or using programs that may disrupt other computer or network users or that damage software or hardware components of a system. Attempting to use or giving to another person a user's login, password, or add code to enter an account and/or course without authorization;

23. Any other cause not listed above which is identified as "Good Cause" by the Education Code.

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Revised	02/09/17
Revised	07/18/17

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5520 STUDENT DISCIPLINE PROCEDURES

References: Education Code Sections 66017, 66300, 72122, 76030 et seq., and 76120; California Penal Code Section 626.4

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Definitions:

District	The Citrus Community College District.
Student	Any person currently enrolled as a student at the District or in any program offered by the District.
Instructor	Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
Summary Suspension	Exclusion of the student by the Dean of Students for good cause from one or more classes for a period of up to ten consecutive days of instruction.
Disciplinary Suspension	Exclusion of the student by the Dean of Students for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the District for one or more terms.
Expulsion	Exclusion of the student by the Board of Trustees from the District.
Removal from Class	Exclusion of the student by an instructor for the day of the removal and the next class meeting.
Written or Verbal Reprimand	An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.
Withdrawal of Consent to Remain on Campus	Withdrawal of consent by the Dean of Students for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Dean of Students has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Business Day Unless otherwise provided, business day shall mean a day Monday to Friday, excluding public holidays and weekends, during which the District is in session and regular classes are held.

Penalties:

A. Reprimand

A reprimand records that a student's conduct in a specific instance does not meet the District's standards. A reprimand may be oral and/or in writing. A reprimand serves as a warning that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student including, but not limited to, suspension or expulsion. A reprimand shall be considered in matters pertaining to the student's future violations of the District's standards. Written reprimands may become part of a student's permanent record at the District. A verbal reprimand is recorded in the student's disciplinary record for a period of one year.

B. Disciplinary Probation

Disciplinary probation shall be a trial period during which time the District will impose disciplinary conditions upon the student. At the completion of the trial period, the District shall determine whether the student has satisfied the disciplinary conditions and, based on whether those conditions have been satisfied, return the student to good standing or impose additional disciplinary measures. Disciplinary probation may consist of removal from all District organization offices, denial of privileges of participating in all District or student sponsored activities including public performances, or both, and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year. If a student is found to have committed a subsequent violation of the Standards of Student Conduct while on probationary status, the student's probationary status shall be considered in the determination of the penalty imposed for the subsequent violation. Records of disciplinary probation will be retained by the Dean of Students.

Records of disciplinary probation will not become part of the student's permanent disciplinary record, unless the student fails to meet the disciplinary conditions imposed during that disciplinary probation.

C. Removal from Class by Instructor (Education Code Section 76032)

An instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Division Dean who will then promptly notify the Dean of Students. The Division Dean shall arrange for a conference between the student and the instructor regarding the removal. At the request of the instructor or the student, the Division Dean shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Division Dean from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. Records of removal by the instructor will be retained by the Dean of Students. A student who has been removed from class by an instructor may make up missed assignments with the permission of the instructor.

D. Disciplinary Suspension

A disciplinary suspension is the involuntary removal of a student for good cause. Disciplinary suspension serves as a penalty against the student for repeated, continued, and/or serious violations of the Standards of Conduct. Disciplinary suspensions shall be initiated by the Dean of Students. The duration of the disciplinary suspension from one or more classes may be from one day to four (4) semesters. A suspended student may be prohibited from occupying any portion of the campus and be denied participation in any or all District activities. Record of the disciplinary suspension shall be a part of the student's permanent disciplinary record. In every case of disciplinary suspension, the Dean of Students shall immediately contact the student's instructors

and Campus Safety. Students placed on disciplinary suspension shall not have the right to make up missed assignments in any classes.

E. Summary Suspension (Education Code Section 66017)

The Dean of Students may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where a summary suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

When a summary suspension has been imposed, the suspended student must be given a reasonable opportunity for a hearing. Depending on the nature of the student's conduct, the hearing shall be conducted in accordance with Sections 4, 5, 6, or 7 of this procedure within that ten (10) school day period. The length of the suspension will be determined in consultation with the instructor in cases involving classroom conduct, when appropriate. In every case of summary suspension, the Dean of Students shall immediately notify, in writing, each of the student's instructors, coaches and/or supervisors, Campus Safety and other District employees directly affected by the incident, that the student has been suspended. Students placed on summary suspension shall not have the right to make up missed assignments in any classes. Nothing in this section shall be interpreted to prohibit the District from expelling a student in accordance with Section 11 below for conduct resulting in a summary suspension.

F. Expulsion

The Board of Trustees may expel a student for "good cause" as that term is defined in Board Policy 5500, in accordance with Section 11 below, when other means of correction have failed to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

In every case of expulsion, the Dean of Students shall immediately notify in writing each of the student's instructors, coaches and/or supervisors, Campus Safety and other District employees directly affected by the incident. Expelled students shall not have the right to make up missed assignments in any classes. A student may be permanently expelled from the District. Re-admittance after an expulsion requires governing board action. Record of the expulsion shall become a part of the student's permanent disciplinary record.

G. Non-students

Admission or re-admission may be denied to any person who, while not enrolled as a student, commits acts which would, were he or she enrolled as a student, be the basis for student discipline. Before the offending individual is denied admission or readmission, he or she may request a hearing before the Dean of Students during which he or she will be afforded the opportunity to demonstrate why he or she should be admitted or readmitted. Such hearing shall be conducted in accordance with the hearing procedures stated in Section 5 below.

Student Discipline Procedures and Due Process

1. Notice to Appear

Except in cases involving summary suspension, the District shall provide students charged with misconduct a written notice within five (5) business days of the Dean of Students' actual receipt of a complaint regarding that student's conduct. The notice must include a statement of the charges against the student and possible penalties. The notice must include a statement explaining the due process procedures. The District may satisfy its duty to notify the student concerning his or her due process procedures by attaching Board Policy 5500 and this Procedure to the notice. The notice must be received at least 24 hours prior to the scheduled hearing.

Notice may be accomplished by any one of the following means: (1) personal delivery to the student during class by a District employee; (2) personal delivery by a District employee at any other location; or (3) mailing by certified mail, postage paid and addressed to the last known address of the student. A student's refusal to receive or sign a receipt of the notice shall not cause the notice to be defective. A student's failure to provide updated address information to the District shall not cause the notice to be defective so long as the District sends notice to the last known address provided to the District by the student.

District employees who initiated the complaint to the Dean of Students shall be informed of all hearing dates. District employees who initiated the complaint to the Dean of Students shall be informed of the resolution of the process following completion of the hearing.

2. Participants and Confidentiality

All student discipline proceedings shall be confidential and shall be closed to everyone other than those involved in the conduct of the hearing, witnesses only while testifying, and the charged student(s). In compliance with the Family Education Rights and Privacy Act, persons not party to the proceedings shall be informed of the outcome only on a "need to know" basis.

The District may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of the disciplinary proceeding conducted by the District against the alleged perpetrator of that crime, regardless of whether the District concluded a violation was committed.

The District employee alleging the student conduct violation, as well as the charged student, are expected to attend any and all hearings. Failure to appear by any of these individuals after due notice shall not, however, result in the cancellation or continuance of the hearing.

The student may represent himself/herself, and has the right to be accompanied by a person of his/her choice, provided that said person is not an attorney and is not acting as a spokesperson for the student. However, the "Student Discipline Committee" (the Committee) may, in its sole discretion, permit the student to be accompanied by an attorney. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If the Committee permits the student to be accompanied by an attorney, the District shall also be permitted to be accompanied by an attorney. In the event the Committee permits the student and the District to be accompanied by attorneys, the role of the attorneys shall be limited to providing advice to their respective clients. In no event shall the attorneys present their respective clients' cases to the Committee.

Witnesses shall not be present at the hearing when not testifying, unless all parties and the Committee agree to the contrary.

Students with special communication needs may request, and the District shall provide, additional assistance in order to ensure the student's access to the hearing process and to ensure the student receives a fair hearing.

In cases involving pending criminal prosecution, the charged student may have an attorney present. The role of the attorney shall be limited to providing advice to the student regarding withholding his or her testimony which might be self-incriminating in future criminal prosecution. If the student is accompanied by an attorney, the District shall also be permitted to be accompanied by an attorney. In the event the student and/or the District are accompanied by attorneys, the role of the attorneys shall be limited to providing advice to their respective clients. In no event shall the attorneys present their respective clients' cases to the Committee.

The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the hearing is recorded by tape recording, the hearing Committee chair shall, at the beginning of the hearing, ask each person present to

identify him/herself by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording, which shall be provided within a reasonable time.

All testimony shall be taken under oath; the oath shall be administered by the Committee chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be recorded is not unavailable.

3. Legal Procedural Arguments

Arguments by the student concerning the legal (as distinguished from the factual) applicability or legal validity of any provision of these procedures shall not be considered during the hearing into the charge(s). Such arguments shall be presented to the Superintendent/President as part of an appeal of the Committee's decision pursuant to Section 8 below.

Technical departures from these procedures and errors in their application shall not be grounds to void the District's right to discipline a student unless, in the opinion of the Superintendent/President or designee, the error or departure prevented a fair determination of the issue.

4. Academic Integrity and/or Classroom Conduct – Administrative Hearings

All issues relating to the following, for which the District seeks to reprimand the student, shall be referred to the Division Dean:

- disruptive behavior, willful disobedience, or the open and persistent defiance of the authority of, or persistent abuse of, District Personnel (BP 5500 Standards of Conduct, Article 11);
- cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty (BP 5500 Standards of Conduct, Article 12);
- dishonesty; forgery; alteration or misuse of District documents, records or identification or knowingly furnishing false information to the District (BP 5500 Standards of Conduct, Article 13);
- persistent, serious misconduct where other means of correction have failed to bring about proper conduct (BP 5500 Standards of Conduct, Article 17) ;
- unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board Policy or Administrative Procedure (BP 5500 Standards of Conduct, Article 18);
- persistent violation of classroom standards of conduct as established by the instructor (BP 5500 Standards of Conduct, Article 20);
- any other cause not listed above which is identified as "Good Cause" by the Education Code (BP 5500 Standards of Conduct, Article 21).

The consequences for cheating and plagiarism can be as mild as a warning or as serious as expulsion. In response to allegations, an instructor may give a warning, a reprimand, and/or "zero" grade on the assignment or exam in question. The instructor may remove the student from class for up to two consecutive class periods. For academic integrity violations, the instructor may take any or all of the following actions:

- 1) Promptly discuss the incident regarding the lack of academic integrity with the student outside of class, document the incident, email the Division Dean, and complete the Student Conduct Violation Form.
- 2) The instructor has the authority to give a lower or failing grade for the assignment in question, but not to award a failing course grade for one incident of cheating or plagiarism, unless failing the assignment is significantly weighted to cause the student to also fail the course. A Grade Consequence Letter should be provided to

the student and include course title, date/time/nature of incident, the sanction, and the process for appeal.

- 3) Report the incident regarding the lack of academic integrity if there is a grade consequence to the Division Dean and Dean of students.
- 4) If the instructor feels uncomfortable addressing the student alone, a meeting should be set up with the student and Division Dean to address disciplinary actions.

If there is evidence of serious or repeated violations, and if the instructor seeks to suspend the student for more than two days or expel the student from the District, then a separate, formal hearing process, contained in accordance with AP 5520, Section 7 should be initiated.

The Division Dean may, but is not required to, conduct an administrative hearing into the matter within five (5) business days of the complaint. In the event the Division Dean elects to conduct an administrative hearing, the individual(s) bringing the allegation(s) shall present the case. The Division Dean shall permit the student to present his or her opposition to the allegations included in the complaint. The Division Dean shall render his or her decision based on the evidence presented. Notwithstanding this hearing procedure, the Division Dean shall have the right to issue a formal reprimand unilaterally and without a hearing or send the student an Academic Dishonesty Warning Letter as the disciplinary action.

If the District seeks to suspend or expel the student, the District may not access the administrative hearing process contained in this section. Instead, the District must initiate the separate formal hearing process contained in Section 7 below.

5. Violations Not Related to the Instructional Process – Dean of Students Hearings

All matters regarding student discipline other than those involving issues of academic integrity and/or classroom conduct addressed in Section 4 above, shall be heard and decided by the Dean of Students unless (1) special circumstances as defined in Section 6 below exist, or (2) the Dean of Students determines expulsion may be in order.

During the hearing with the Dean of Students, the District shall present the complaint and the student shall have a reasonable opportunity to personally answer all charges. The staff member initiating the charges may also be present if he or she desires. Each party shall be permitted to introduce evidence and/or present witnesses.

Hearings shall not be conducted according to the technical rules of evidence. Any relevant evidence shall be considered if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might prevent the admission of such evidence in a civil action. The Dean of Students shall determine the relevance, probative value, and materiality of evidence offered at the hearing. The Dean of Students may also determine each witness's competency and length of testimony.

The Dean of Students may instruct and question the witness(es). The Dean of Students must make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness's statements. The student shall be permitted to cross-examine District witnesses. The District shall be permitted to cross-examine the student's witnesses. Cross-examination should be limited to subjects presented in that witness's direct examination. The Dean of Students may dismiss any witness who fails or refuses to comply with his or her instructions. All testimony shall be taken under oath; the Dean of Students shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the Dean of Students finds that the witness is unavailable to testify.

The Dean of Students may determine that requiring live testimony of a proposed witness would subject that person to unreasonable risk of psychological or physical harm. After such

determination, the Dean of Students may permit that witness to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

The District bears the burden of proof and must introduce substantial evidence to support the charges against the student.

The Dean of Students shall review the matter and may issue a reprimand, impose disciplinary probation, or impose disciplinary suspension. Within ten (10) business days following the close of the hearing, the Dean of Students shall prepare and shall transmit, in writing, the decision for disposition of the case to: (1) the Office of the Superintendent/President; (2) the charged student; and (3) the staff member originating the action. The decision shall include specific factual findings regarding the accusation(s), and shall include specific conclusions regarding whether any specific section of the Standards of Conduct was violated. The student shall have the right to appeal the decision in accordance with Section 8 below.

6. Possible Expulsion and Special Circumstances – Committee Hearings

When the Dean of Students determines that the charged student may be subject to expulsion or circumstances exist which make the usual administrative hearing procedure inappropriate, he or she may request that the charges be heard by the Committee. The Dean of Students shall file a request in writing with the Office of the Vice President of Student Services within five (5) business days of this determination. The request shall contain the reason(s) the hearing before the full Committee is being requested. The Vice President of Student Services shall determine whether the matter shall be heard by the Committee or returned to the Dean of Students. In the event the Vice President of Student Services determines that the matter should be heard by the Committee, the hearing shall proceed in accordance with Section 7 below. In the event the Vice President of Student Services determines that the matter should be heard by the Dean of Students, the matter shall be returned to the Administrator for a hearing in accordance with Section 5 above. The decision of the Vice President of Student Services shall be final.

The Committee shall consist of the following five individuals: (1) two students appointed by the A.S.C.C. President; (2) two faculty members appointed by the Academic Senate President; (3) one administrator, who shall serve as the chair appointed by the Superintendent/President, who shall not have a vote except to break a tie. The chair shall serve as custodian of any evidence until a decision has been rendered. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

7. Recommended Order of Events for Student Discipline Committee Hearings

Committees convened to hear charges for either classroom or non-classroom student conduct violation allegations shall, insofar as is practical, adhere to the following order of events: (1) the District presents its case with an initial summary, including evidence to be presented, followed by a detailed presentation of the case, (2) the student presents his or her defense, (3) the District presents rebuttal evidence, (4) the District summarizes its case, (5) the student summarizes his or her defense. The penalty will be determined by majority vote of the Committee.

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written responses provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a District representative who shall be the Dean of Students.

The District representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the District representative and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the District representative to prove by the preponderance of the evidence that the facts alleged are true.

Hearings shall not be conducted according to the technical rules of evidence. Any relevant evidence shall be considered if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might prevent the admission of such evidence in a civil action. The Committee shall determine the relevance, probative value, and materiality of all evidence submitted at the hearing. The Committee may also determine each witness's competency and length of testimony.

The Committee has the right to instruct and question the witness(es). The Committee shall probe and make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness' statements. The student shall be permitted to cross-examine District witnesses. The District shall be permitted to cross-examine the student's witnesses. Cross-examination should be limited to subjects presented in that witness' direct examination. The Committee may dismiss any witness that fails or refuses to comply with the Committee's instructions.

All testimony shall be taken under oath; the Committee chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

The Committee may determine that requiring live testimony of a proposed witness would subject that person to unreasonable risk of psychological or physical harm. After such determination, the Committee may permit that witness to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

The District bears the burden of proof and must introduce substantial evidence to support the charges against the student.

The Committee may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.

Members of the Committee will draw upon their own knowledge of acceptable standards of conduct in the District community. Members of the Committee are not to be concerned with the constitutionality of the policy and will consider only the evidence that is pertinent to the case.

The Committee may, at any time, grant a continuance of one (1) school day if it determines that doing so would materially enhance its ability to render a fair and accurate judgment.

Within five (5) business days after the conclusion of the case, the Committee Chair shall transmit, in writing, the Committee's decision for disposition of the case to the Office of the Superintendent/President, the charged student, the staff member originating the action, and the Dean of Students. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the standards of conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing.

8. Appeal

a. Appeal by the Student

Within two (2) business days following the receipt, in writing, of the decision, the student may file, with the Office of the Superintendent/President of the District, a written notice of his or her intent to appeal the decision. No appeal may be filed after the two-school-day period.

The student shall file with the Office of the Superintendent/President of the District, within three (3) business days following the filing of a notice of intent to appeal, a specific written response to each of the charges.

The student's failure to respond to any given charge constitutes a waiver of the right to appeal that charge. The Superintendent/President has the power to accept, reject, or modify the decision of the Committee. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) business days of receipt of the decision. With the exception of expulsion, the decision of the Superintendent/President shall be final.

b. Appeal by the Staff or Faculty Member

Within two (2) business days following the receipt, in writing, of the findings arrived at by any of the three aforementioned processes, the charging staff or faculty member may file, with the Office of the Superintendent/President of the District, a written notice of his or her intent to appeal the decision. No appeal notice may be filed after the two (2) business day period.

The staff or faculty member shall file with the Office of the Superintendent/ President of the District, within three (3) business days following the filing of a notice of intent to appeal, a specific written appeal.

The Superintendent/President shall consider the appeal and may accept, reject, or modify the decision of the Dean of Students or the Committee. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) business days following receipt of the appeal. With the exception of expulsion, the decision of the Superintendent/President shall be final.

9. Imposition of Disciplinary Action

After the student or the staff or faculty member has exhausted his or her right of appeal or has chosen to forego further appeal, the appropriate administrator of the District shall impose the disciplinary action specified at the last level of the process.

10. Expulsion

If the Superintendent/President proposes to expel a student, that expulsion shall be reviewed by the Board of Trustees. Once received, the Superintendent/President's recommendation will be placed on the agenda of the next regularly scheduled Board of Trustees meeting. The Board of Trustees shall determine whether to expel a student for cause following a hearing before the Board. The Board shall, unless a request by the student has been made pursuant to this section, hold closed sessions if the Board is considering the suspension of, or disciplinary action or any other action in connection with any student of the District, if a public hearing upon the question would lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

Before calling a closed session to consider these matters, the Board shall notify the student in writing, by registered or certified mail to the address last on file with the District, or by personal service, of the intent of the Board to call and hold the closed session. Unless the student, or his or her parent, or guardian requests, in writing, within 48 hours after receipt of the written notice of intention, that the hearing of the Board be held as a public meeting, then the hearing to consider those matters shall be conducted by the Board in closed session.

If the written request is served upon the clerk/secretary of the Board, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting or on behalf of whom the meeting is requested, shall be in closed session. Whether the matter is considered at a closed session or at a public meeting, the final action of the Board shall be taken at a public meeting and the result of that action shall be a public record of the Board. Any person who has had consent to remain on campus withdrawn who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [California Penal Code Section 626.4]

11. Withdrawal of Consent to Remain on Campus

The Dean of Students may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Students, a written report must be promptly made to the Superintendent/President. The report shall contain: (1) the description of the person from whom consent was withdrawn, including, if available, the person's name, address, and phone number; and (2) a statement of the facts giving rise to the withdrawal of consent.

If the Superintendent/President or, in the Superintendent/President's absence, the Dean of Students, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee. If the Superintendent/President or, in the Superintendent/President's absence, Dean of Students, does not confirm the action of the officer or employee within 24 hours after the time that consent was withdrawn, the action of the Dean of Students shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause.

The person from whom consent has been withdrawn may submit a written request for a hearing to the Dean of Students regarding the withdrawal within the two-week period of the withdrawal. The request shall be granted not later than seven (7) business days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is guilty of a misdemeanor, subject to arrest and/or other legal penalties (California Penal Code Section 626.4).

Time limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Board Approved	07/21/09
Revised	05/03/16