



## STUDENT ORGANIZATION HANDBOOK

Prepared by the Student Development Office

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# INTRODUCTION

## Welcome

The Student Development Office welcomes the opportunity to work with club officers/advisors and campus programs in continuing the tradition of providing excellent opportunities for students to engage and grow at El Camino College.

Our purpose in providing this handbook is to give you a tool that will enable you to work effectively within your organization or program. This manual also contains information regarding the Associated Students Organization (ASO) and Inter-Club Council (ICC) for your reference. You will be working closely with ASO and ICC, and may find that you need ASO and ICC support. Please review the enclosed materials to ensure that you know the proper procedures to find such support.

We have attempted to include current information wherever possible, however, keep in mind that policies and procedures change (even as this is printed). For the most up to date information, please visit our website.

Should you have questions or need assistance in conducting business, please feel free to contact the staff in the Student Development Office. We are here to support you. Have a great year!

## STUDENT DEVELOPMENT OFFICE

### CLUB/ORGANIZATION/PROGRAM CONTACT INFORMATION

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### FOR GENERAL QUESTIONS, PLEASE CONTACT THE STUDENT DEVELOPMENT OFFICE

- Email: [stdevoffice@elcamino.edu](mailto:stdevoffice@elcamino.edu)
- Telephone: 310-660-3593, ext. 3500
- <https://www.elcamino.edu/student/student-services/sdo/>

# STUDENT CLUBS

## What is a Club?

Clubs may be formed to develop awareness of culture, expand students' interests, create a social outlet, and/or provide services to the campus and community. Free association and the right to organize are the key ingredients to productive campus clubs. El Camino College has authorized student organizations to function on campus through the guidelines developed in Board Policy 5401. The Inter-Club Council (ICC) is the body that has been authorized to charter new clubs as well as revoke the charters of existing clubs.

## Requirements for Clubs

A registered club must meet the following requirements:

1. Include ten or more currently registered ECC students who have purchased the current semester ASO Sticker
2. Identify an advisor who actively attends all meetings and activities
3. Hold all meetings at the College during the regular school day (Monday-Friday, 8:00 a.m.-9:00 p.m.)
4. Use a democratic plan for the selection of members in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law
5. Has been chartered by the Inter-Club Council
6. Have a written constitution on file in the Student Development Office
7. Have the club president and advisor complete the online Club Registration Form on the Student Development Office each semester

Clubs that do not submit a Club Registration form are considered unregistered clubs and will not have any of the club privileges listed in the next section. If a club does not register for two consecutive major semesters (Fall and Spring), they will be considered retired. For more information about retired clubs, read the section "Reestablishing a Retired Club."

Clubs may hold meetings, activities, and events during the Spring and Fall semesters only. No clubs may hold club-sponsored activities during Winter or Summer Intercession. Clubs are also not permitted to meet or hold activities on campus during holidays or Spring Break.

**Students may not be left unsupervised while using ECC facilities. This includes decoration and setup time.**

## Club Privileges

The advantages of becoming an authorized campus club include the ability to:

- Use the name of the College as part of the organization's name
- Submit room reservations for campus facilities
- Recruit students on campus
- Advertise meetings and events at campus posting locations
- Take advantage of campus services
- Request funding from campus entities such as the Inter-Club Council and Student Equity Advisory Council

## Active Clubs

An active club is defined in the ICC Constitution as a club that does the following:

- Files a "Club Registration" form (required each semester)
- Has an ICC representative or Club President attend at least 70% of the ICC general meetings per semester
- Has club representatives participate in at least 3 of the activities sponsored by ICC
- Abides by federal, state and local laws including the California Education Code, ECC Board Policies, Administrative Procedures and the ECC Inter-Club Council Constitution

## Starting a New Club

Inter-Club Council (ICC) is the official club-chartering organization on campus. During a general meeting of this organization the vote for the proposed chartering of a new club will occur. In order for a proposed charter to appear on the Inter-Club Council General Meeting agenda, completed forms must be on file in the Student Development Office. Pick up a packet entitled "How to Charter a Club" in the Student Development Office, which contains the necessary forms and instructions on how to start (charter) a new club.

## Procedures for Chartering a Club

1. Complete a form titled "How to Charter a Club" and obtain the signatures of 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the fee for a current El Camino College ASO sticker on their Student ID card.
2. On the same form, obtain the signature of a part-time or full-time faculty member (professor or counselor) who agrees to serve as the advisor for your club. A club may have more than one advisor. Additionally, the secondary advisor may be a full-time ECC staff member.
3. Submit a copy of a typed constitution that reflects a democratic plan for selection of members without regard for the individual's actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law. The copy must be signed by the club's student representative and advisor.
4. During the Fall or Spring semester, submit the above completed forms to the Student Development Office. The due date will be listed on the petition. A copy will be distributed to the ICC Director of the Review Board.
5. The ICC Director of the Review Board will place your proposal to become a club on the ICC Cabinet Meeting agenda. Prepare to have an official club representative attend this meeting.
6. After receiving a recommendation by the ICC Cabinet, the proposed club will be placed on the agenda of the next ICC General meeting for chartering. Prepare to have a club representative attend this meeting and upon approval, instruct the club's ICC Representative to attend all subsequent ICC General Meetings.
7. After approval of the new club by the Inter-Club Council, a Club Registration form must be filed with the Student Development Office.

## Reestablishing a Retired Campus Club

A club is considered retired if no Club Registration form has been submitted for two consecutive major semesters (Fall and Spring semester). Retired clubs will lose all club privileges and must be reestablished before holding any meetings, activities, or events.

A club may be reestablished if:

- The club's charter is in good standing and has not been revoked by the ICC
- The club's purpose has not changed
- The club is composed of 10 or more currently registered ECC students with current ASO stickers
- The club has at least one ECC faculty advisor (it is advisable to contact the past advisor, but not mandatory that the advisor be the same person)
- The club members adhere to the club's existing constitution
- A current copy of the club's constitution is filed in Student Development Office

### Procedures for Reestablishing an Existing Club

- Contact the Student Development Office staff to obtain a copy of the club's constitution
  - Please note: The club's existing constitution must be followed. Changes to the constitution may be made as specified in the club's constitution and a copy filed in the Student Development Office along with the minutes of the meeting at which the revised constitution was approved
- Contact the Student Development Office to schedule a meeting room by completing a Room Request Form located on the Student Development Office website
- Hold a club election to determine officers
- Complete a Club Registration form and file it with the Student Development Office by the due date

### Roles & Responsibilities: Club Officers

Officers should abide by their club's constitution concerning individual duties and responsibilities of their office. The following responsibilities are suggestions for successful leadership at El Camino College.

- 1. Maintain the Club's Objectives**  
Establish a meaningful program that is consistent with the purposes of the group as stated in the club's constitution and with the aims of higher education.
- 2. Be An Effective Leader**  
Set a good example by accepting responsibility and working with other people to accomplish projects for the good of the club. Express your expectations and follow through with commitments.
- 3. Mentor New Leaders**  
Think about the club's past, present, and future. Keep the club's traditions alive by sharing information and expertise with new students so that they can step into officer roles in the future.
- 4. Find Out About Campus Policies**  
Consult with the club advisor to see that college policies and regulations are observed at club meetings and events.
- 5. Send a Club Representative to the Inter-Club Council Meetings**  
Find out what other clubs are doing and involve your club in campus and community projects sponsored by the Inter-Club Council.
- 6. Keep the Club in Good Standing At El Camino - Take Care of Business**  
Ensure that all appropriate information forms are obtained and filed in the Student Development Office.

### Eligibility Requirements and Service Limitations FOR CLUB OFFICERS (Board Policy 5505)

The following standards and service limitations apply only to Club Presidents and/or ICC Club Representatives:

- 1) Enroll in and complete a minimum of 6 units at El Camino College for each term of service with the exception of summer and winter terms. Students who are limited to fewer than 6 units by a Special Resource Center counselor may participate providing they enroll in and complete a minimum of 3 units each term of service and submit a letter from their counselor with this unit limit addressed.
- 2) Maintain a minimum cumulative and minimum semester grade point average of 2.0 during each term of service.
- 3) Cannot participate in student government, ICC or have been a club president for more than 5 semesters or 3 years (Club President only)
- 4) ICC Representatives must also have paid for a current ASO sticker for their student I.D. card.

Other minimum standards for officers may be set in an individual club's constitution.

### Roles & Responsibilities: Club Advisors

The faculty and staff of El Camino College have established an excellent tradition of support for the club program. The success of these co-curricular programs is the result of faculty and students working closely together to achieve common goals based on shared interests. In order for a Club to be recognized by the College, it must have a Faculty Advisor. Classified staff as secondary advisors may be recognized by the Director of Student Development (Board Policy 5401).

The advisor serves as representative of the College and is the chief link between the College and the club. The advisor has the following responsibilities:

#### 1) Supervise at Club Functions

Be present at all times during all meetings and events (held on-campus or off-campus) sponsored by the club to ensure observation of College policies and regulations. **Students may not be left unsupervised while using ECC facilities. This includes decoration and setup time.**

#### 2) Oversee Club Objectives

Advise students in planning, executing, and evaluating club activities and projects to establish a meaningful program that is consistent with the purposes of the group and with the aims of higher education.

#### 3) Advocate Growth & Leadership

Encourage the development of initiative, responsibility, and leadership. Holding a club office can be a rewarding experience when students learn how to accept responsibility and work with other people to accomplish projects.

#### 4) Compliance with Campus Policies and Procedures

Become aware of and comply with current policies and procedures such as those relating to student organizations, student discipline, insurance liability, hazing, and off-campus excursions. The Inter-Club Council Advisor in the Student Development Office can provide updated copies and clarification if needed.

#### 5) Approve Club Finances

Approve club expenditures and oversee the handling of club funds. All expenditures must also be approved by vote at a club meeting and must be documented in the minutes of the meeting. For auditing purposes, all club accounts are maintained in the Accounting Office. Off-campus accounts including, but not limited to, Venmo and PayPal are not permitted.

#### 6) Sign All Request Forms & Club Documentation

Ensure that appropriate information is filed in the Student Development Office. See below for the list of club-related forms.

## PROCESSES

All club meetings and events held on campus or off campus must be scheduled by completing the required paperwork noted below, which may be obtained in the Student Development Office and on the Student Development Office web page.

For student club meetings: complete a Room Request Form through the Student Development Office webpage.

For all other student club events: complete a Student Organization Event Proposal online or in person at the Student Development Office.

### Scheduling a Club Meeting or Event

- 1) Obtain and complete a “Room Request Form” or “Student Organization Event Proposal” at least 2 weeks prior to the planned meeting or event. This is how clubs request rooms (facilities) and notify SDO of any off-campus fundraisers. Your advisor must sign the form to indicate they will be in attendance for the entirety of the club meeting or event. The form should be turned in to the Student Development Office, as well as club meeting minutes for events showing that the event has been approved to take place. Please note that no paperwork will be processed unless your club has filed a current “Club Registration” form for the semester.
- 2) Contact the Student Development Office for help in determining which rooms and facilities are available and to make special arrangements for equipment and room set-up.

### The Room Request/Student Organization Event Proposal is processed as follows:

- The Student Development Office will check with the appropriate division on campus to see if the venue or room is available. Club account funds will also be checked to see if there is enough to cover for event expenses.
- If the venue or room is available, the form is given to the Director of Student Development for approval of the event.
- The activity is logged by the Student Services Technician and a copy of the form is kept in the office.
- An electronic copy of the approved form will also be provided to the requestor and Club Advisor.

Please review the information under “Are Special Arrangements Needed for the Activity?” in the appendix to determine what is needed for your event.

### Procedures for Canceling an Event

If it is necessary to cancel an event, activity or meeting, please contact the Student Development Office as soon as the decision has been made to cancel. This may enable another group to use the venue or room and will assist the College in canceling any special set-up arrangements that have already been made for the event. Your club’s cooperation is greatly appreciated! Campus Police needs 48 hours in advance to cancel an event, when their services have been requested.



## OFF-CAMPUS ACTIVITIES AND EXCURSIONS GUIDELINES

“An *Excursion* shall be defined as an instructionally-related social, educational, cultural, athletic, or musical activity” (El Camino College Board Administrative Policy 4300)

Events and activities considered excursions of student clubs and organizations:

- Conference or Event Attendance – Student(s) are attending on behalf of El Camino College
- Off-campus activities sponsored or co-sponsored by the El Camino College student club
- Activity attended by an El Camino College student club member funded by El Camino College

No one can make arrangements for, advertise an event or activity, or represent El Camino College or an El Camino College student club or organization without the approval of the student club or organization, and Director of the Student Development Office and/or the Vice President of Student Services.

### Excursion Approval Process

1. The following documents need to be submitted **at least 4 weeks prior** to the excursion:
  - Completed Excursion Approval Form
  - Official club meeting minutes signed by club advisor and president
  - Itinerary or agenda for off-campus event or excursion
    - Must include address, check-in and check-out date and time of hotel or lodging accommodation
  - Brochure or program of conference or event if available
2. Student club officers and advisors will be notified of excursion approval **at least 2 weeks prior** to the excursion. All student club excursions must be approved by the Director of the Student Development Office.  
*Student club excursions that take place over 50 miles away from El Camino College must also be approved by the Vice President of Student Services.*
3. Excursion Waiver Forms for each student club member participant must be completed and submitted at least 1 week prior to the excursion.
4. Personal Vehicle Use Forms for each student club member using their own car must be completed and submitted at least 1 week prior to the event. The form must also include a copy of the driver's proof of insurance.
5. A travel information packet for the student club advisor will be available for pick up at least the day before the excursion. The advisor or student club member must pick up the travel packet from the Student Development Office before the excursion.

### Requirements throughout Excursion

1. Receive approval for the student club excursion through the above Excursion Approval Process
2. The student club advisor listed on the Excursion Approval Form must be present for the entire excursion
3. All student club members must conform to the Standards of Student Conduct listed in El Camino College AP 5500
4. All student club members must travel together using modes of transportation below

### Transportation

Below are the acceptable modes of transportation for student club excursions:

### El Camino College Vans

El Camino College owns several 10-passenger vans through the Division of Health Sciences and Athletics. Vans are available on a first-come, first-serve basis. In order to book a van, a student club officer or advisor must contact the Division of Health Sciences and Athletics. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed the Safe Driver Program prior to the excursion.

### Rental Vans

El Camino College works with several companies to secure rental vans for college travel. The Student Development Office staff will assist the club in preparing a purchase order for payment. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed the Safe Driver Program prior to the excursion.

### Charter Bus

El Camino College works with outside companies to secure charter buses. The Student Development Office staff will assist the club in preparing a purchase order for payment. Be prepared to provide information regarding dates, location, and number of attendees.

### Commerical Airline (Flights)

El Camino College works with a travel agency to book and purchase flights for travel on behalf of El Camino College. The Student Development Office staff will assist the club in preparing a purchase order for payment. In order to book and purchase flights, all student club members and advisors must provide information such as full legal name, date of birth, and gender as shown on official government identification, as well as, their El Camino College issued email address.

### Private Vehicles

*The use of private vehicles is not a recommended alternative to the previously listed methods of transportation, therefore the decision to use private vehicles would rest with the supervising club advisor.*

All drivers must have completed the Safe Driver Program prior to the excursion. Please refer to the Excursion Approval Process above to complete the needed paperwork and documentation to allow for the use of personal vehicles.

### Safe Drivers Program

The Safe Drivers Program is required for all El Camino College employees and students who plan to drive vehicles on college business.

**Trainings are hosted by the El Camino College Police Department on the third Tuesday of every month.** These dates are subject to change at the ECCPD's discretion. Trainings specifically for student club members and their advisors may be organized by demand.

All participants are required to present a valid California Driver's License at the training.

### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

All faculty advisors are considered Campus Security Authorities (CSA) due to the role's significant responsibility for student and campus activities.

The role of the faculty advisors as the CSA is to report allegations of Clery Act crimes that they receive to the El Camino College Police Department that are made known to them in an accurate and timely manner to the El Camino College Police Department at 310-660-3100 or via the Campus Security Authority Reporting Form at [www.elcamino.edu/clerycsareporting](http://www.elcamino.edu/clerycsareporting).

All faculty advisors shall complete annual CSA training in order to help them understand their role and responsibilities as a CSA.

## FOOD GUIDELINES

All El Camino College entities including student clubs and organizations are required to contact Pacific Dining at [catering@elcamino.edu](mailto:catering@elcamino.edu) for first consideration before purchasing any food for sale or distribution on the El Camino College campus unless:

- Food is purchased at a reputable restaurant under \$200.00 for the event
- Food is pre-packaged and shelf-stable from reputable restaurants or grocery stores (i.e., Costco, Smart & Final, Sam's Club, etc.)

Pacific Dining is the official catering company serving El Camino College.

Please see the processes below if you plan for your club's or organization's on-campus event:

### Purchasing from Pacific Dining

1. Browse the Pacific Dining menu
2. Email Pacific Dining at [catering@elcamino.edu](mailto:catering@elcamino.edu) for a quote of the student club's catering order
3. Request a catering invoice once the menu is confirmed with the vendor
4. Submit the final catering invoice along with the Event and Meeting Proposal Form. The Event and Meeting Proposal Form is due **at least 2 weeks prior** to the on-campus event.
5. Sign and complete a Check Request at least one week prior to process payment for the catering order. Signatures are needed from the student club advisor and president

### Purchasing from Off-Campus Vendors

Food purchases from Off-Campus Vendors that are \$200.00 or less do not need to be approved by Pacific Dining. A Food Service Exemption Form is not required for this purchase.

Food purchases of shelf-stable food items (i.e., chips, candy, pre-packaged pastries) from reputable vendors (i.e., Costco, Smart & Final, Aldi, Ralphs, etc.) can be purchased without completing a Food Exemption Form. Questions of reputable sources can be referred to the Student Services Specialist.

### Food Purchases from Off-Campus Vendors more than \$200.00

1. Obtain a quote from the off-campus vendor
2. Request the following from the off-campus vendor
  - a. Copy of Business License
  - b. Copy of Liability & Workers Comp. Insurance (COI)
3. Request a catering invoice if possible. Some restaurants may only provide receipts upon purchase.
4. Complete a Food Service Exemption Form
5. Submit the Food Service Exemption Form, catering invoice, copy of business license, copy of liability and workers comp. Insurance, and other required documentation along with the Event and Meeting Proposal Form. The Event and Meeting Proposal Form is due **at least 2 weeks prior** to the on-campus event.
6. Sign and complete a Check Request **5 business days prior to the event** to process payment for the catering order. Signatures are needed from the student club advisor and president. Please refer to the Check Request process for additional documents needed.

### Food Purchases from Off-Campus Vendors \$200.00 or less

1. Obtain a quote from the off-campus vendor
2. Request a catering invoice if possible. Some restaurants may only provide receipts upon purchase.
3. Submit the final catering quote or invoice along with the Event and Meeting Proposal Form. The Event and Meeting Proposal Form is due **at least 2 weeks prior** to the on-campus event.

4. Sign and complete a Check Request **5 business days prior to the event** to process payment for the catering order. Signatures are needed from the student club advisor and president. Please refer to the Check Request process for additional documents needed.

## PUBLICITY

Please see below for processes regarding publicity for student club and organization events and meetings, as well as, campus resources available for student clubs and organizations.

### Banners and Paint

The Student Development Office has banner paper and paint available for student clubs and organizations to utilize in publicizing their events or meetings. Banner paper and paint are available on a first-come, first-serve basis.

Student clubs and organizations are allowed to request one banner paper per student club or organization per day. Banner paper is pre-sized by the Student Development Office staff.

#### Banners must include the following information:

- Name of Event
- Date and Time
- Location
- "El Camino College" must be listed on the flyer
- Student club or organization name

In order to request the banner paper and paint, a student club member must present their El Camino College Student ID Card with the current semester ASO sticker.

### Sandwich Boards and T-Stands

The Student Development Office has sandwich boards and t-stands available for student clubs and organizations to utilize in publicizing their events or meetings. Sandwich boards and t-stands are available on a first-come, first-serve basis. [Click here to access the Sandwich Board and T-Stand Request Form.](#)

Sandwich boards and t-stands must be returned on the date agreed upon by the student club or organization and the Student Development Office. **Failure to return the sandwich boards and t-stands by the agreed upon date may result in the loss of privilege of utilizing sandwich boards and t-stands for the student club or organization.**

### Flyers

Flyers for student club and organization events and meetings must be submitted with the Event and Meeting Proposal Form. The Event and Meeting Proposal Form is due at least 2 weeks prior to the event.

#### Flyers must include the following information:

- Name of Event
- Date and Time
- Location
- "El Camino College" must be listed on the flyer
- Student club or organization name
- [Equal Employment Opportunity Statement](#)

#### Flyers must not include:

- Inappropriate images or language
- Copyrighted images or language
- Images of people without their written consent

### Posting Banners, Flyers, and Posters On-Campus

All student club flyers and posters that are posted on-campus must be approved by the Student Development Office. Approved banners, flyers, and posters will receive an approval stamp from a Student Development Office staff member.

All student club or organization banners, flyers, and posters must be removed within 1 week after the event or meeting has concluded. Publicity materials that have not been removed within the allotted time period after the event or meeting may affect the club's ability to host future activities and events.

### Student Development Office and Student Activities Center

The Student Development Office has available space for student clubs and organizations to post their publicity materials. Please check-in with the Student Development Office for available posting areas within the Student Development Office and Student Activities Center.

### Posting Inside or Outside of On-Campus Buildings

Other buildings and divisions in El Camino College may allow student clubs or organizations to post publicity materials inside or outside their buildings. Please check in with the division office for approval to post in designated areas.

### E-mail

El Camino College Student clubs and organizations are issued El Camino College email addresses. This also grants the student club or organization to utilize available Microsoft Office 365 software. Newly chartered student clubs must request a student club or organization email from the Student Services Specialist once the club is registered.

The student club and organization El Camino College email address, as well as the club advisor's email address is shared with students who express interest in the specific student club or organization.

### Publicizing through Email

Student clubs and organizations can publicize their club events and meetings to listservs previously collected by the club or organization. In addition, club advisors can send emails to El Camino College contact lists that they have access to.

The Student Development Office, student clubs, and organizations do not have access to listservs of El Camino College.

### Social Media

El Camino College does not recognize social media accounts of student clubs and organizations created by students or their advisors as official El Camino College accounts.

The El Camino College Marketing and Communications department oversees the official El Camino College social media accounts. [Click here](#) to submit a Social Media Request with the Marketing and Communications department. Requests must be submitted **at least 3 weeks prior** to the event date. See the form for more information.

## FINANCES

Student clubs will work with the Accounting Assistant in the Student Development Office on all club finance-related matters. ASO Funded Programs will work with their own administrative staff to prepare financial matters for approval by the Associated Students Organization. Club and program accounts are maintained and audited by the El Camino College Business Office.

The Student Equity Advisory Council (SEAC) must adhere to funding guidelines and restrictions laid out by the Student Equity & Achievement Program and California Community College Chancellor's Office.

### Student Club Accounts

#### Opening a Student Club Account

After a new club has been chartered by the Inter-Club Council, the Student Development Office Accounting Assistant will open an account for the student club with the ECC Business Office.

#### Club Account Financial Transactions

- The student club must be registered for the current semester in order to process any financial transactions.
- Only the student club President, Treasurer, or Advisors are permitted to access account information or conduct club finance business on behalf of the student club.
- Student Club Official Meeting Minutes are needed in order to process financial transactions.

**In no circumstance are petty cash, "slush" funds, or off-campus club accounts permitted at any time.**

### Club Income

Decisions to fundraise money for the student club must be voted on and approved by the club membership. The list below are income-generating ideas for student clubs:

- Collecting Dues – The collection of dues must be included in the student club's constitution
- Admission Fees for a Student Club Sponsored Event
- Fundraising Projects (See Fundraising section for restrictions)
- Funding requests from the Inter-Club Council
- Donations

### Collection of Student Club Money and Revenue

Below is the required procedure to collect club money:

1. Obtain a "cash box" from the Student Development Office
  - a. If change is needed for the event, the student club and advisor must complete the **Cash Request Form**.  
*\*Only the club advisor can withdraw cash from the Club Account*  
*\*\*Change cannot be withdrawn if there are insufficient funds in the Club Account*
2. If collecting dues or selling admission tickets, the club must make a record of who made the purchase and how much was collected.
3. All money must be deposited into the Club Account at the Cashier's Office within 24 hours of the event.
  - a. **Multi-Day Events:** All money must be deposited into the Club Account at the Cashier's Office at the end of each day of the event.
  - b. **Friday & Weekend Events:** All money must be deposited into the Club Account at the Cashier's Office on the Monday after the event.



- c. If change was received through a Cash Request Form, please indicate which cash was received from the club advisor.
4. Report all income at your club meetings

## Forms of Payment

Cash and checks are the only accepted forms of payment for student club revenue.

### Unaccepted forms of payment include and are not limited to:

- Money transferring phone applications (i.e., Venmo, CashApp, Zelle, etc.)
- Software and phone applications that accept credit card transactions (i.e., PayPal, SquareCash, etc.)

## Fundraisers

Student clubs and organizations may raise funds for their club or organization through on-campus and off-campus fundraisers. The Student Development Office encourages student leaders to exercise their creativity in planning fundraising events. Please view the following stipulations of fundraising below:

### Sponsoring Off-Campus Fundraisers

Off-campus fundraisers with restaurants are encouraged to raise money for student clubs. Clubs are required to complete an Event Proposal Form at least two weeks prior to the event.

## Raffles/Lotteries

**Raffles are illegal.** The following are excerpts from the **California Penal Code, Part 1, Title 9:**

- **Section 319** - "Lottery defined. A lottery is any scheme for the disposal or distribution of property by chance, among persons who have paid or promised to pay any valuable consideration for the chance of obtaining such property or a portion of it, or for any share or any interest in such property, upon any agreement, understanding, or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle, or gift enterprise, or by whatever name the same may be known."
- **Section 320** - "Punishment for drawing lottery. Every person who contrives, prepares, sets up, proposes, or draws any lottery, is guilty of a misdemeanor."

It is likewise a misdemeanor to sell tickets, aid and advertise lotteries (Sections 321, 322 and 323).

## Allowable Expenditures (Student Clubs, Organizations, and ASO Funded Programs)

Below are allowable expenses for student clubs, organizations, and ASO Funded Programs. Allowable expenses are based on the fraud prevention and best accounting practices found in the Federal Crisis Management Assistance Team (FCMAT).

### Printing Flyers & Posters

Student clubs and organizations are able to utilize the El Camino College Copy Center for printing flyers, posters, and other printed materials. In order to utilize the Copy Center, each student club or organization must approve expenditures for a Blanket Purchase Order (BPO) which will cover any printing charges up to an amount pre-determined by the club or organization. The student club advisor, president, or treasurer must present club minutes to the Accounting Assistant approving the expenditure to create a BPO. The student club president and/or treasurer will be given the BPO number that must be presented when printing through the Copy Center.

## Awards

Awards such as trophies, certificates, plaques, medals, badges, pins, flowers, etc. are allowable for student clubs, organizations, and ASO Funded Programs if the following criteria is followed:

- Student(s) must have an equal opportunity to be considered for an award
- All student members of a student club, organization, or ASO Funded Program must be notified in writing of the opportunity to be recognized with an award
- The criteria, parameters, and selection process must be clearly communicated to all student members

In order to fund the award(s), the following must be attached to the check request or invoice:

- Roster of students considered for award including student name and ID#s
  - Students who receive award must be noted on the roster
- Copy of award letter signed and dated by the selection committee or panel

## Scholarships

Scholarships are acceptable in particular circumstances only. Student clubs and organizations must consult with the Student Development Office Student Services Specialists or Director prior to collection of money for scholarships. Check Requests for scholarships will be denied without prior approval from the Student Development Office.

Scholarships must follow the same criteria as listed out for “Awards.”

## Uniforms

Uniforms are only allowed for student members, advisors, coaches, and staff of student clubs, organizations, and ASO Funded Programs. Only one uniform set is allowed per person.

In order to process payment for uniforms, a list of student names and ID numbers, as well as, names of advisors, coaches, and staff must be included with the check request or invoice.

## Gratuities

Gratuity calculations must be clearly printed on the original receipt for reimbursement.

Student clubs, organizations, and ASO Funded Programs will be reimbursed for gratuities of 15% of the total. Any gratuities over 15% will not be reimbursed by El Camino College.

## Unallowable Expenditures (Student Clubs, Organizations, and ASO Funded Programs)

### Gift Cards

Gift cards cannot be used as a form of payment to employees, non-employees, and students. Compensation for non-employees must be processed through an ASO contract. Moreover, gift cards may not be awarded to district employees as an appreciation for service, gift, or other reasons.

## Club Finance Forms

The Student Development Office utilizes multiple forms to handle student club finances. Please see the list below of the forms and when to use each.

### Check Request Form

#### Reimbursements

Check Request Forms are used to **reimburse** student club leaders and club advisors for expenditures approved by the student club. Items that can be reimbursed are event supplies, non-invoiced food, and other miscellaneous items.

**Deadline: 5 business days after event or purchase**

### Purchase Orders

Check Request Forms must also be completed when requesting purchase orders. Purchase orders must be created for items that are invoiced to an El Camino College event, program, or entity. These items may include but are not limited to t-shirts, equipment, lodging payments, airfare, trophies, plaques, advertising costs, etc.

**Deadline: 2 weeks before event**

Check requests must have the following attached:

- Signed Club Minutes approving the reimbursement
- Original receipt(s) or Invoice
  - Invoice must be signed by Club President and Advisor
- For Online Purchases: Bank Statement showing transaction
  - Must show matching cardholder name and last 4 digits of credit card used

### **ASO Contract**

ASO Contracts must be signed and completed for paid services and performances. These may include and are not limited to musicians, speakers, DJs, rental companies, photo booths, etc.

ASO Contracts must be submitted with the following attachments:

- Signed club minutes approving the expenditure
- [W9 Tax Form](#)
- [CA 590 Tax Form](#)

At the conclusion of the event, the performer/vendor must complete a Statement of Services Performed. A check for payment will be sent to the performer/vendor about 2 weeks after the event.

# CLUB DISCIPLINE/HANDBOOK VIOLATIONS

## Standards for Student Club and Organization Conduct

1. The College is committed to maintaining a safe and healthy living and learning environment for students, faculty, staff, and administrators. Recognized student clubs and organization behavior that is not consistent with the conduct and expectations outlined in the ASO/ICC Handbook is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

## Student Organization Member Responsibilities

1. Members of recognized student clubs and organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their club or organization, the College, and the District; to be civil to one another and to others in the campus community; and to contribute positively to student and college life.
2. The Student Development Office outlines these expectations in the ASO/ICC Handbook to ensure that all recognized student club and organization officers and members understand and accept responsibility for the actions of themselves, their members, and guests.

## Application of these Standards

1. Jurisdiction
  - a. The Student Development Office will exercise jurisdiction over the conduct of all recognized student clubs and organizations.
  - b. Misconduct by members of a student club or organization may also be subject the members, in their role as a student, to discipline under El Camino College District's Board Policy/Administrative Procedure 5500: Student Code of Conduct. The ASO/ICC Handbook focuses on discipline against the student club or organization itself.
  - c. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the College, is within the jurisdiction of this Handbook, regardless of whether it occurs on or off campus.
  - d. The Student Development Office has responsibility for adjudicating cases based on allegations of misconduct.

## Process

1. Complaint Filed/Incident Reported
  - a. All complaints shall be submitted in writing to the ECC Director of Student Development.
  - b. The College, through the Student Development Office, will investigate all reports of alleged violations of the ASO/ICC Handbook.
2. Notice to Student Club or Organization
  - a. In all cases, the Director of Student Development, or designee, will provide notice to the president and advisor(s) of the student club or organization.
  - b. The notice shall include:
    - i. A description of the alleged violation(s).
    - ii. A description of applicable policies.
    - iii. A statement of the potential sanctions/responsive actions that could result.
    - iv. A requirement for the president or advisor to contact the Director of Student Development or designee within ten business days from receipt of communication to schedule a meeting.
      1. The failure to contact the Director of Student Development, or designee, within ten business days shall constitute the student club or

organization's waiver of their ability to provide a response to the alleged violation(s), and proceeding shall take place as if the student club or organization has not responded.

### Interim Actions/Restrictions

1. Dependent upon the severity of an incident, the Student Development Office may impose interim sanctions on a student club or organization at the discretion of SDO Staff for reasons including but not limited to:
  - a. Protect the District or College community from potential threats to health and safety;
  - b. Protect any particular member of the community;
  - c. Protect against the risk of a substantial disruption to the normal operation of the campus.
2. The Director of Student Development, or designee, will inform the president and advisor of a student club or organization of any interim action/restrictions implemented pending investigation.
3. Interim actions/restrictions are effective immediately.
4. Interim actions/restrictions may include:
  - a. Interim Suspension of student club
  - b. Interim Restriction of student club

### Investigation Process, Findings, & Determination

1. The Director of Student Development and/or designee will meet with the president and Advisor of the student club or organization to discuss the allegations.
2. The Director of Student Development or designee may interview the reporting party, persons alleged to have violated the policies, witnesses, the advisor, and other persons having knowledge.
3. The Director of Student Development or designee will then make a recommendation with one of the following findings:
  - a. Not Responsible - In these cases, the Director of Student Development or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s).
  - b. Responsible – The Director of Student Development or designee determines that sufficient evidence exists, by the Preponderance of the Evidence standard, for a finding that the student club or organization is Responsible for the alleged violation(s).
4. If the student club or organization is found Responsible for the alleged misconduct, sanctions will be issues against the student club or organization.

### Sanctions

1. Sanctions for conduct deemed to be a violation may be imposed on student clubs and organizations responsible for violating the Student Organization Handbook. Sanctions may include, but are not limited to, actions such as:
  - i. **Withdrawal of recognition (Expulsion):** Permanent involuntary separation of a student club from the college.
  - ii. **Suspension of recognition:** Involuntary separation of a student club from the College for a specified period of time.
  - iii. **Probation:** Designated period of time during which the student club is given the opportunity to demonstrate the ability to abide by the college's expectations of behavior articulated in the ASO/ICC Handbook. Suspension of specific privileges may occur, including the ability to host social functions, and use club funds may accompany this sanction.
  - iv. **Restriction of privileges:** Denial of specified privileges for a designated period of time, including but not limited to, use of college funds and facilities, and participation in campus activities.
  - v. **Warning/Reprimand:** A verbal or written notice of alleged violation.

- vi. **Restitution for losses:** Compensation for loss, damage or injury.

### Appeals

- i. All appeals will be referred to the Dean of Student Support Services through the student grievances process.