

Club

Handbook

**ASSOCIATED STUDENTS
OF SIERRA COLLEGE**

**Campus Life (J-7)
Campus Center • (916) 660-7380**

Student Leadership at Sierra College

Welcome to student leadership at Sierra College!

Congratulations in your decision to get involved in and be a part of the commitment to excellence in education for which Sierra College stands.

Your leadership role in a campus club comes with many responsibilities. Being the leader of a student club comes with the responsibility of knowing the policies and procedures Sierra College has in place to make sure campus clubs follow federal, state, local and Sierra Joint Community College District guidelines.

The information presented in this Club Handbook and the Club Finances Handbook is to assist you as you plan and organize your club events.

The Campus Life staff is here to support you on your quest to accomplish your goals of building a dynamic campus club; whether your goal is to serve the campus or our local community. Please let us know what questions you have and/or how we can assist your club.

You will come to see that learning occurs in every aspect of your college experience. Your involvement with and time spent in a student club will be a true learning experience you will keep with you long after you leave Sierra College.

The information in this handbook is subject to change. If you have any questions, contact the Campus Life Office at (916) 660-7380. We hope you have a productive semester.

Juan Miguel Blanco
Campus Life Coordinator
jblanco2@sierracollege.edu

Nathan Conkle
NCC ASSC Advisor
nconkle@sierracollege.edu

Mary Vogel
Campus Life/ASSC Administrative Assistant
mvogel2@sierracollege.edu

Student Clubs as Governed by the District

All Associated Student Clubs operate under the purview of the Sierra Joint Community College District and therefore the District has oversight of their activities and finances.

Associated Student Clubs are organized under IRS regulations as 501(c)(3) non-profit organizations. As such, all club sponsored activities and financial activities must relate to the mission and purpose for which they were created. Please see the Club Finances Handbook for a complete list of what can and can't be purchased using club funds.

All accounting transactions and supporting records are subject to audit. This is to assure student clubs are only engaging in activities described in their mission statement in order to maintain our non-profit status with the IRS. All Associated Students' funds are audited annually by the District's external auditors.

The District acts as agent for club funds. Refer to the Club Finances Handbook for details.

Alcohol & Drug Policy

Sierra College is committed to a drug and alcohol-free campus for students, faculty, and staff. This policy prohibits alcoholic beverages or illegal substances being present or consumed during any college function regardless of a student's age or the location of the event/activity. This includes all club sponsored functions activities/events on and off the campus. A club found to have alcohol or drugs at a college/club sponsored function may have its charter suspended and students involved will be reported to Student Conduct. (Sierra Joint Community College District Board Policy 3550)

Social Media

Stay in touch with the Associated Students throughout the academic year by following us on Instagram, Discord, and Twitter, and liking us on Facebook.



@senateassc



@sierraassc



**The Associated
Students of Sierra
College**



**Sierra College
Campus Life**

Campus Life Office

Campus Life is a resource center dedicated to enhancing leadership opportunities for all students. Campus Life programs provide students with avenues to become informed, educated leaders of our college and community by providing leadership training, building group dynamics, problem solving, developing program budgets and critical thinking opportunities.

The benefits of becoming involved in Campus Life:

- Self-development, personal growth
- Increased leadership skills, goal setting opportunities, problem solving, building communication skills and group dynamics
- Larger circle of friends
- Balance for your academic life
- Campus and community contacts
- Valuable leadership experience to assist with your transfer to four-year colleges
- Scholarship opportunities
- Enhanced college success

Club Meeting Room

Student clubs may hold meetings in the Campus Life classroom (J7-A) between 8am and 5pm. This room has a projector and a large markerboard. Contact the Campus Life staff to schedule your time. There are also a variety of classrooms available for club meetings, available by completing a Facilities Space Request Form, which is available in Campus Life or via email from Campus Life.

Clubs are welcome to hold meetings in the Student Engagement Centers – the Cross Cultural Center (K-1), the Pride Center (I-4), and the Women and Gender Resource Center (I-1A). Please contact Student Engagement Centers staff to book these spaces.

At NCC, student clubs are welcome to meet in the NCC ASSC Office (N5-104), the NCC Nook (N5-101) or in N1-205.

Club Mailboxes

Each club has a mailbox located in Campus Life. Both off-campus and intercampus mail is delivered and picked up from the Campus Life mail bin every morning.

Mail for your club will be placed in your mailbox. Check your mailbox at least once a week, as other clubs and organizations also use the mailbox as a means of distributing information.

Sierra College address:

Sierra College
Campus Life – J7
5100 Sierra College Boulevard
Rocklin, CA 95677

Active Club Status

To be considered an active campus club, the following requirements are to be met:

- Submit current semester online club activation form. Each club advisor must also have an Advisor's Agreement on file with Campus Life. These forms will need to be updated if at any time during the semester there is a change of advisor, club officers and/or meeting location.
- Attend at least one Inter Club Council (ICC) Meeting during the current semester. The Inter Club Council meets the first and third Thursday of each month during the academic year. ICC meeting dates are subject to change depending on holidays/breaks.

It is important for you to know that the staff in Campus Life can better serve your club if your club forms are updated as changes occur in your club's leadership roles.

Student Senate recognition affords campus clubs several privileges:

After approval by the Student Senate, your club will be considered as an active club with all rights and responsibilities of a college sponsored organization. Recognized active clubs may:

- Use college facilities for meetings and events
- Free accounting service
- Hold fund raising activities on campus
- Apply for Student Senate funding to co-sponsor club events
- Use the college's name
- Sponsor campus activities
- Access funds in their club accounts
- Deposit club funds into club accounts

Advisors

Advisors play an important role with campus clubs at Sierra College. All clubs are required to have at least one advisor. It is recommended that clubs have a second advisor. Many opportunities are afforded an advisor to provide a meaningful learning experience to club members. This association provides a unique situation for the students to learn from the advisor and for students to apply new ideas towards team building, program planning and problem solving.

Club advisors serve three primary functions:

1. Participant: The advisor must be aware of the plans and activities of the group and be present at all events sponsored by the group.
2. Mentor: The advisor should not only take time to mentor the group's leaders, but also encourage the students to perform a self-evaluation of club goals and objectives.
3. Advisor: After participating and evaluating, the advisor then should be in position to offer constructive advice to promote the goals of the club.

Club Advisors are required to:

1. Sign and return the Advisor's Agreement each semester. This form will be emailed to your advisor once your club activates online.
2. Be present at any off-campus club activity.

Please Note:

To be able to participate fully in extracurricular activities, faculty members are not encouraged to be involved in more than two campus clubs as a club advisor at any one time.

Club Finances & Funding

Refer to Club Finances Handbook for more details.

District Provisions for Campus Clubs

- All club members/officers must be currently enrolled at Sierra College.
- The purpose of the club must be compatible with the policies and educational objectives of the college.
- A campus club must operate within the framework of the California Educational Code, Sierra College Board Policies & Administrative Procedures, the Associated Students' Constitution, Student Senate Bylaws and the Club Informational Handbooks.
- Student organizations will not be formed for, nor engage primarily in, athletic practice activities and/or athletic competition with any group that is outside Sierra College. This includes outside clubs, colleges, organizations and associations.
- Regular club meetings shall be held on campus.
- Due to insurance issues clubs will not engage in programs which can be considered "high risk activities." If you have a concern or questions on the definition of a "high risk activity" contact the Campus Life Office.
- Club projects will need to be constructed on campus. Contact the Campus Life Office for assistance before you start any club project.
- An advisor must be present at all club meetings and sponsored events. Without an advisor present at club events/conferences it is not a club sponsored event.
- The club must respect the dignity of all individuals and groups.
- Have a current club paperwork on file in the Campus Life Office each semester.

- Campus Clubs that do not have active status for two consecutive semesters will be considered closed and club fund balances will be deposited back to the Student Senate's General Fund.
- Because there is no Campus Life Program during the summer session, there are no official club-sponsored events during the summer months. This period is defined as the end of finals in May until the first day of the fall semester (Associated Students Organizations AP5400).

Reserving Space on Campus

Clubs may use college facilities on a space-available basis. It is necessary that indoor and outdoor space be scheduled with Facilities to avoid conflicts and ensure availability.

To reserve space, complete a Use of Facilities form, available in Campus Life or on the ICC Canvas shell. The form will be signed off by Campus Life staff after the club advisor signs it. Campus Life staff will submit your request to Facilities, and Facilities will email approval to Campus Life and the club advisor.

Clubs are advised to file their paperwork at least 5-10 school days in advance to be assured they get the days and times they request. Large events, such as dances, need to be scheduled and planned a full semester in advance.

Showing a Movie

Refer to Club Finances Handbook for more details.

Contracted Vendors (Performers and Speakers)

Refer to the Club Finances Handbook for details.

Summer Programs

Because there is no Campus Life program during the summer session, there will be no official club sponsored events during the summer months. This period is defined as the end of finals in May until the first day of the fall semester. (Joint Sierra Community College District AP5500)

Club of the Year

The campus club that collects the most service points at the end of the current academic year will be awarded the Associated Students Club of the Year and will be awarded a Club of the Year plaque and club funds.

Clubs earn service points by participating in ASSC-sponsored events and activities throughout the academic year. The Director of Campus Affairs will keep a current tally sheet in Campus Life of service points earned by each club.

The Inter Club Council

Your connection to the college, the Student Senate and the other clubs is the Inter Club Council (ICC). This link for your club is the "information pipeline" to college activities. The Inter Club Council assists you in networking with other campus leaders and their clubs. ICC meets the first and third Thursdays of every month from 4-5pm on campus or via Zoom.

Clubs must attend:

- One meeting per semester to be considered active.
- Two meetings per semester to request funding from the Student Senate.

Club Travel

Refer to Club Finances Handbook for more details.

Publicity and Posting

Clubs can post flyers in the following areas:

- Campus Life magnet board inside J7
- Bulletin board outside Campus Life
- Library (LRC) – take five copies to the 2nd floor circulation desk
- Bulletin board inside Winstead (L building) near Financial Aid
- Dietrich Theatre: 2 large sections of wooden poles near the theater

Please NO posting on:

Doors, Walls, campus maps, windows, lamp posts, trees, cars, and tables

- NO stickers on campus

Limitations of Posting for Student Clubs

- Prior to posting, all materials for posting must be approved and stamped by Campus Life.
- Student clubs are responsible for the posting and removal of their flyers. Make sure to remove all the tape when removing flyers or posters from surfaces. Remove all posters and publicity materials by 4:00 pm the day after the event. If the event is held on a Friday, publicity items must be removed by noon the following Monday. Ask staff for a map of the college so you can mark where you posted information. This will help when removing the postings.
- All materials shall clearly indicate:
 - Sponsoring individual, club/organization, Campus Life approval stamp
 - The ASSC logo, if ASSC is co-sponsoring the event
 - Type of activity
 - Time, date, and location of activity
- Materials to be distributed, displayed, or circulated pursuant to this regulation will not be obscene or pornographic, pervasively indecent, and vulgar, slanderous or libelous as well as

racially slanderous through language or depiction (Education Code 76120; LRCCD R-1313 and R-2411).

- All materials must be written in English or, if written in another language, must include an English translation alongside, on the same page of the document
- Materials shall be posted for the announcement of meetings or events only, not to impart philosophy or opinion
- Displays in classrooms or offices are at the discretion of Area Deans and the appropriate faculty
- Materials shall not be placed over or obstruct the view of previously posted materials or on directional, emergency, or warning signs
- Large banners may be displayed on brick walls or using wooden stakes, not on windows.

Grounds for Possible Disciplinary Action

1. A student club that does not operate within the framework of the California Educational Code, Sierra College Administrative Policies & Procedures, the Associated Students' Constitution, and the club handbooks.
2. A club that acts in a violent manner towards an individual, an organization or disrupts the basic on-going educational function of the college.
3. Alcohol or illegal substances present or consumed at a club-sponsored event regardless of the location.
4. A club that discriminates against its membership or potential members based on gender, sexual orientation, race, religion, or national origin.

Disciplinary action against a club can result in a club losing their club charter. This is not a complete list of action by a Campus Club that can result in a club losing their club charter. Before planning any club activity contact Campus Life with your questions.