

# New Club Handbook

**Campus Life**

**Campus Center J7 • (916) 660-7380**

# Welcome to Campus Life at Sierra College

While you pursue your academic goals, you are strongly encouraged to get involved in all aspects of campus life. Learning opportunities for Sierra College students extend beyond the classroom into the many extracurricular opportunities that are available on campus. Students in campus clubs develop avenues for leadership development while exploring a wide range of ideas and perspectives that enhance their academic and career goals, provide service to the college and our community.

The information in this handbook is subject to change.

**This handbook is organized to assist NEW CAMPUS CLUBS with getting chartered through the Student Senate.**

If you have any questions, contact the Campus Life Office at (916) 660-7380.

## **NEW CAMPUS CLUBS:**

After you have selected your Advisor(s) and Officers, you will need to complete the following paperwork and turn it in to the Campus Life Office to start the process of becoming an active campus club:

- Activation Form (online)
- Advisor Agreement(s)
- Club Constitution (a DRAFT example is at the end of this document)

These forms are available online or in Campus Life.

The staff in Campus Life looks forward to working with you this semester.

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# How to Start a New Club or Reactivate an Existing Club

## **STEP 1: Gather four (4) or More Potential Club Members**

- A chartered club must have a membership of 4 or more currently enrolled Sierra College students.

## **STEP 2: Recruit an Advisor**

- Can be any full or part-time Sierra College faculty member (Associated Students Organizations AP5400) that is committed to advising the club.
- An advisor must attend a club advisor training every two years, club meetings, activities and must be available to travel with the club when necessary.
- Advisors advise club officers and membership on topics such as event planning, leadership skills, fundraising, etc.
- Advisors assist club members with the preparation of various forms (i.e. facilities use requests, travel authorizations, reimbursements, etc.)

## **STEP 3: Complete the Club Activation Form**

- The online form is available on the ICC Canvas shell. Paper activation forms are available from Campus Life upon request.

## **STEP 4: Write a Club Constitution\***

- Use the template found at the end of this handbook to create the structure of your new club.
- Involve your club advisor and potential club members.
- New club constitutions must be reviewed and approved by the advisor.

\*If your club is reactivating, review and edit constitution on file.

## **STEP 5: Apply for your Club Charter\***

- Submit both the online Club Activation Form and the club constitution (to Campus Life).
- The Club Activation Form and Club Constitution will be reviewed.
- Make changes or adjustments based on suggestions from this review.
- Club Charters must be approved by the ASSC Student Senate (majority vote).

\*If your club is reactivating, meet with Campus Life staff for further instructions.

## **STEP 6: Attend a Club Officer Training (October and March)**

- Club Officers and Advisors must attend an annual training.
- See Campus Life and/or the ICC Canvas shell for details on when these trainings will take place.

## **STEP 7: Attend Inter Club Council Meetings**

- Your club is required to attend one Inter Club Council Meeting to receive your active club status for the current semester and (if applicable) to receive your \$100 new club funding through the Student Senate.
- The Inter Club Council meets the first and third Thursdays of every month at 4pm on campus or via Zoom. This meeting is a great opportunity for your club to network with all active campus clubs at Sierra College.

# Student Senate Recognition

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

- Use college facilities for meetings and events
- Have the right to use the name of the College or ASSC in connection with the club's own name
- Hold fundraising activities on campus – Refer to Club Finances Handbook
- Apply for Student Senate funding to co-sponsor club events (after attending two ICC meetings)
- Sponsor campus activities
- Use club funds and the financial services provided by the College
- Have club information advertised on the Sierra College website and app

## Club Advisors

All clubs are required to have at least one advisor. Club advisors may be full or part-time faculty (Associated Students Organizations AP5400).

Club advisors play a key role with campus clubs at Sierra College. An advisor will 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 innovative ideas towards team building, program planning and problem solving.

### Advisors serve three primary functions:

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

### Advisors are responsible to:

- Sign and return the Club Advisor's Agreement. This form is available in Campus Life or via email from Campus Life, and on the ICC Canvas shell.
- Be aware of district regulations regarding the campus clubs.
- Meet with the Campus Life staff when questions arise regarding club activities i.e.; purchasing, travel, and events issues.
- If you have any questions, please contact the Campus Life staff. Being an advisor should be a fun learning opportunity for your students - not a stressful job for you.

**Please Note:** An advisor **must** be present at all off-campus club activities sponsored by the club. If an approved advisor is not present it will not be considered a club sponsored event and there will be no financial reimbursement to the club.

# **General Provisions for Student Clubs**

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

Associated Students 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.

All accounting transactions and supporting records are subject to audit to assure student clubs are only engaging in activities described in their mission statement 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 and requires detailed club minutes that authorize the District to spend funds on behalf of the club. Business Services reviews Campus Club Claim Forms for payment of expenses and only processes those with complete and proper documentation. Minutes authorizing the purpose and amount of expenditures must match the claim form or vendor invoice.

Off-campus bank accounts and Go Fund Me Accounts are not permitted and jeopardize the club's active status with the District.

## **Club Travel**

See the Club Handbook for details.

## **Club Finances and Funding**

See the Club Finances Handbook for details.

# **Sample Club Constitution**

The Club Constitution must establish the fundamental principles the club will utilize to operate. If requested, the Constitution/Bylaws of clubs shall be shared with students, campus departments, etc.

## **Article I - Name of the Club**

Section 1: The name of this organization shall be "Club Name"

## **Article II - Purpose of the Club**

Section 1: This section can be as brief or as detailed as you would like. It should include a general outline of what your club stands for and what it would like to accomplish.

*For example, "The purpose of the Women in Tech Club is to provide support amongst women in Sierra's Information Technology (IT) program and encourage more women to enroll in IT courses and seek careers in IT."*

## **Article III - Officers of the Club**

Decide what officers your club will have, how and when they will be elected, the term of office for each will hold and how vacancies will be filled. For example:

Section 1: The elected officers of this Club shall be: (List office titles only, no personal names)

Section 2: Term of office will be... (e.g. one academic year)

Section 3: It shall be the duty of the President... (e.g. to preside over the club meeting)

Section 4: It shall be the duty of the Vice President... (e.g. responsible for club committees)

Section 5: (Additional positions can be added)

## **Article IV - Finances**

Section 1. On-Campus Account: The club shall be assigned a budget code for revenues and expenses by the college. The club shall not maintain an off-campus account.

Section 2. Fiscal Year: The fiscal year of the club shall be from July 1 to June 30.

Section 3. Revenues: The club may generate revenues through fund-raising activities approved by Campus Life. The club may also accept donations from outside entities. Appropriate accounting procedures shall conform to college and state policy. All deposits into the club account shall go through the Campus Life AA.

Section 4: Expenditures: The club may make expenditures with the approval of the club's treasurer and advisor. Expenditures shall conform to college and state policy and shall be approved through official club meeting minutes prior to the expenditure taking place.

## **Article IV - Qualifications for Membership**

(See Non-Discrimination & Sexual Harassment section of "SIERRA COLLEGE GUIDE TO

## STUDENT RIGHTS AND RESPONSIBILITIES")

Section 1: List requirements and qualifications necessary to become a member without regard to race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran, or military status, or use of a trained guide dog or service animal.

### **Article V - Meetings**

Determine the frequency of general meetings and establish procedures. Also, special meetings shall be addressed.

For example:

Section 1: (Frequency of meetings)

Section 2: (Procedures of calling special meetings)

### **Article VI - Election and Impeachment**

Section 1. All club officers shall be elected before \_\_\_\_ (e.g. Fall semester) and will serve a term of \_\_\_\_ (e.g. two semesters). The time between elections and \_\_\_\_ (e.g. the end of Fall semester) shall serve as a transition time for new officers.

Section 2. Officer Elections will consist of the following three (3) step process:

1. Nominations
  - a. Prospective officers must be nominated for a specific position. Nominations must be seconded by an active club member.
2. Platform Speeches
  - a. Nominees will be given the opportunity to speak to the general membership prior to the voting process.
3. Elections
  - a. Elections will take place by secret ballot and will be tallied by the club advisor on a display clearly visible to the club (e.g. whiteboard)
  - b. The nominee who received a simple majority of the votes shall be declared the winner of the office for which they were nominated.
  - c. If no nominee received a simple majority of the votes cast, a runoff vote between the two nominees who received the largest number of votes will take place to determine the winner.

Section 3. Impeachment

#### A. Removal of a Club Officer

- a. If at any time a club member feels that an officer is not performing their duties or has neglected to follow club policies. The following procedure must be followed.
  - i. Club member(s) must draft an article of impeachment and present it to the club officers in the presence of the club advisor.
  - ii. Impeachments and dismissals will take place over all regular club business at the general membership meeting immediately following the submission of the article of impeachment.
  - iii. The officer in question may speak before the club in their own defense prior to any vote taking place.
  - iv. The general membership may vote to dismiss the officer with a two-thirds vote in the affirmative.

- v. Dismissal will take effect immediately upon passage of the motion to dismiss.

**B. Removal of the Club Advisor**

- a. The club officers may choose to remove a club advisor who is not meeting the needs of the club or who has violated club policies. The following procedure must be followed.
  - i. The officers of a club must propose and vote on a motion to remove the club advisor at a regularly scheduled officers meeting. The club officers may vote to remove the club advisor with a simple majority vote in the affirmative.
  - ii. The club officers shall be responsible for notifying the general membership as well as Campus Life prior to the next regularly scheduled officers meeting following the removal of the club advisor.
  - iii. The club officers must select a new club advisor prior to the next general membership meeting following the removal of the club advisor if there is not a co-advisor already in place.

**Article VII - Parliamentary Authority**

Section 1: The rules contained in the current edition of Robert's Rule of Order, Newly Revised, shall govern the (Club Name) in all cases to which they are applicable and in which they are not consistent with the Constitution/Bylaws of the (Club Name).

**Article VIII - Quorum**

Section 1: State the minimum number of members who must be present at a meeting to transact business. (Should not be less than four members)

**Article IX - Amendments** (State how and when the constitution can be amended.)

Section 1: The proposed amendment must be in the hand of the club officers no later than one week before the scheduled meeting of the (Club Name), at which it is presented.

Section 2: Following the approval of the amendment by the officers, this constitution may be amended by a (State what majority) vote of the membership at the first meeting of the Club at which a quorum is present

**Article X - Enacting Clause**

This constitution shall become effective upon signature of the Club President, Club Faculty Advisor or Campus Life Coordinator.

I have read, understand, and agree to the contents of this document.

Signature Club President

Signature Faculty Advisor

Signature Campus Life Coordinator

Date Approved

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