

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5400

Associated Students Organizations

Date Adopted:	1/13/2004
Date Revised:	12/13/2013
Date Reviewed:	12/13/2013
References:	Education Code Section 76060

Associated Students of Sierra College (ASSC)

- A. Sierra College shall have one student body association – the Associated Students of Sierra College (ASSC.)
 1. The Student Senate of Sierra College is the governing body of the Associated Students of Sierra College.
- B. Upon registering in one or more classes at Sierra College, all students shall automatically become members of the ASSC.
- C. Both day and evening student representation shall be encouraged in the ASSC.
- D. The ASSC shall consult with the Campus Life Coordinator or designee regarding ASSC activities. The ASSC may carry out any activity which has administrative approval and is not contrary to state law, federal law or Board Policy.

General Provisions for the Student Senate and student clubs (organizations)

With regard to the provisions listed below, “student organizations” will be used to refer to the Student Senate and student clubs.

- I. Active student organizations must comply with the following general provisions whether their activities occur on or off District properties.**
 - A. The District does not direct the purposes or activities of student organizations. Student organizations do not operate as officials for the District. However, student organizations must adhere to local, state, federal laws and standards or parameters established by the District’s joint power authorities or other insurance carriers.

- B. Student organizations will not be formed for, nor engage primarily in, athletic practice activities or athletic competition with any group that is outside Sierra College. This includes outside clubs, colleges, organizations and associations.
- C. The student organization's authorized representative (faculty advisor of record) must assume full responsibility for the actions and activities of the student organization.
- D. Student organizations may receive funding and/or other resources from the District, including Student Senate. Funds other than those originating through these sources may not be solicited or requested unless specifically requested through the Campus Life Office and approved by the Vice President of Administrative Services. Expenditure of District funds must comply with applicable District policies, regulations and procedures.
- E. Student organizations must meet the requirements set forth in the Leadership Handbook and the Club Finances Handbook. To avoid confusion with the financial and organizational structure within the College, registered student clubs shall use the word "club" after their name. For example, the Sociology Club.
- F. Activities of student organizations are merely facilitated by the District (including the Student Senate) and no implication should be made that the District sponsors either the student organization or its activities. No active student organization, or officers thereof, shall indicate or imply that it/they are acting on behalf of the District or with its approval unless authorization has been given by the Campus Life Office, based upon specific standards established for such matters.

II. Responsibilities of student organizations

- A. Membership in any student organization is limited to registered Sierra College students. Fee based classes offered through Community Education or the Osher Lifelong Learning Institute do not qualify for membership.
- B. Each student organization shall keep minutes of its meetings, expenditures, authorizations and policies established.
- C. A simple majority of the recognized voting members of the student organization shall constitute a quorum.
- D. Active student organizations must also provide a current copy of their constitution, which is filed with the Campus Life Office.

III. Contracts

No student organization shall sign contracts on behalf of a registered club, association or the District. Only the Vice President of Administrative Services or designee may sign all contracts on behalf of the District. All contracts must receive the approval of the Campus Life Coordinator and the Vice President of Administrative Services or designee.

IV. Concessions

No concession shall be granted by any student organizations for the sale of merchandise on District premises unless such concession has received approval of the Campus Life Coordinator and the Vice President of Administrative Services or designee.

V. Inter Club Council:

The Council is composed of active student club presidents or their representatives. The function of the group is to coordinate the activities of the clubs and to sponsor activities for the benefit of the District. The Campus Life Coordinator is the advisor of the Council.

The Campus Life Office publishes a handbook for the student organizations' club officers to advise them in carrying out activities and responsibilities. Copies may be obtained at the Campus Life Office.

See Board Policy 5400.