

ASSC Club Handbook

Version – Fall 2026

Table of Contents

Table of Contents

<u>Student Leadership at Sierra College</u>	Pages 3-4
<u>Student Clubs as Governed by the District</u>	Page 4
<u>Club Membership</u>	Page 4
<u>Alcohol & Drug Policy</u>	Pages 4-5
<u>Sierra College Social Media Guidelines</u>	Page 5
<u>Social Media</u>	Page 5
<u>Campus Life Office</u>	Pages 5-6
<u>Benefits of Getting Involved in Campus Life</u>	Page 6
<u>Club Meeting Room</u>	Page 6
<u>Reserving Space on Campus</u>	Page 6-7
<u>Club Mailboxes</u>	Page 7
<u>Active Club Status</u>	Pages 7-8
<u>Student Senate Recognition</u>	Page 8
<u>Club Reactivation Deadline</u>	Page 8
<u>Advisors</u>	Pages 8 -9
<u>Club advisors serve three primary functions</u>	Page 8
<u>Club advisors are required to</u>	Page 8
<u>Please Note</u>	Page 9
<u>Membership Conflict</u>	Page 9
<u>Title IX and Student EEO Resources</u>	Page 9
<u>Title IX Coordinator</u>	Pages 9-10
<u>Title IX Campus Advocates</u>	Page 10
<u>Club Finances & Funding</u>	Page 10
<u>District Provisions for Student Clubs</u>	Pages 10-11
<u>Showing a Movie</u>	Page 11
<u>Contracted Vendors (Performance and Speakers)</u>	Page 11
<u>Summer Programs</u>	Page 11
<u>The Inter Club Council</u>	Page 11
<u>Clubs must attend</u>	Page 11
<u>Club Travel</u>	Page 11
<u>Publicity and Posting</u>	Pages 11-12
<u>Clubs can post flyers in the following area</u>	Page 12
<u>Please NO posting on</u>	Page 12
<u>Limitations of Posting for Student Clubs</u>	Page 12
<u>Grounds for Possible Disciplinary Action</u>	Page 12-13

Student Leadership at Sierra College

Welcome to student leadership at Sierra College!

Congratulations on your decision to get involved and contribute to Sierra College's commitment to excellence in education. As a student club leader, you play an important role in creating meaningful opportunities for students and fostering a vibrant campus community.

With this leadership role comes a number of responsibilities, including understanding and following the policies and procedures established by Sierra College. These guidelines help ensure that all clubs operate responsibly and in compliance with applicable federal, state, and local laws, as well as Sierra Joint Community College District policies and procedures.

The information provided in this Club Handbook and the Club Finances Handbook is designed to support you in your role as a club leader. Use these resources as you plan, organize, and manage club activities and events, ensuring that your club operates successfully and in accordance with college requirements.

The Campus Life staff is here to support you as you work toward your goals and build a dynamic and engaged student club. Whether your club's mission is to serve the Sierra College community, make a difference in the local community, or both, we are here to help. Please reach out with any questions or to learn how we can best support your club.

You will discover that learning takes place throughout every aspect of your college experience. Your involvement in a student club provides valuable opportunities to develop leadership, collaboration, communication, and organizational skills. The experiences you gain through your club involvement can become an important and lasting part of your Sierra College experience, one that you will carry with you long after you leave the college.

Please note that the information in this handbook is subject to change. If you have questions or need assistance, contact the Campus Life Office at (916) 660-7380.

We wish you and your club a successful, rewarding, and productive semester!

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Student Clubs as Governed by the District

All Associated Student Clubs operate under the authority and oversight of the Sierra Joint Community College District. As such, the District is responsible for providing oversight of club activities and finances and ensuring that clubs operate in accordance with applicable District policies and requirements.

Associated Student Clubs are organized as 501(c)(3) nonprofit organizations under Internal Revenue Service (IRS) regulations. Accordingly, all club-sponsored activities and financial transactions must support the mission and purpose for which the club was established. Please refer to the Club Finances Handbook for detailed guidance on allowable and prohibited purchases and the appropriate use of club funds.

All financial transactions and supporting documentation are subject to review and audit. This oversight helps ensure that clubs conduct activities consistent with their stated mission and comply with the requirements necessary to maintain nonprofit status with the IRS. Associated Students' funds are also audited annually by the District's external auditors.

The District serves as the fiscal agent for club funds and provides oversight of club financial activity. For additional information about managing and using club funds, please refer to the Club Finances Handbook.

Club Membership

Student clubs are open only to fully matriculated Sierra College students. Under the California Education Code, Academic Enrichment and Dual Enrollment students are classified as special admits. As a result, they are not eligible for certain college services, including participation in student clubs, until they become fully matriculated students.

If a club member is no longer a Sierra College student (e.g., due to withdrawal, graduation, or other circumstances), they are no longer eligible to be associated with the club. This entails, but is not limited to, serving as a club officer or representative, traveling, participating in club events, and other related activities.

Alcohol & Drug Policy

Sierra College is committed to maintaining a safe, healthy, and drug- and alcohol-free environment for all students, faculty, and staff. In accordance with District policy, alcoholic beverages and illegal

substances may not be possessed, consumed, distributed, or used at any college function, regardless of a student's age or the location of the event or activity.

This requirement applies to all club-sponsored activities and events, whether held on or off campus. Clubs are responsible for ensuring that their activities comply with all applicable college and District policies.

If a club is found to have alcohol or illegal substances present at a college or club-sponsored function, the club's charter may be suspended or revoked. Students involved may also be referred to Student Conduct for appropriate action in accordance with Sierra Joint Community College District Board Policy 3550, *Drug-Free Environment and Drug Prevention Program*, and Board Policy 5500, *Standards of Student Conduct*.

Sierra College Social Media Guidelines

Refer to the [Marketing and Communications webpage](#) to access the [Sierra College Guidelines for Social Media](#).

Social Media

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

ASSC Rocklin Campus Social Media			
Instagram	Facebook	X	Discord
@senateassc	The Associated Students of Sierra College	@sierraassc	https://discord.gg/wVcTCWqFa6

Campus Life Office

Campus Life is a resource center dedicated to creating meaningful leadership and involvement opportunities for all students. Through Campus Life programs, students can develop the knowledge, skills, and confidence to become informed and engaged leaders within the college and local community.

Our programs and services (i.e. Student Senate advocacy, Programming Board events, etc.) provide opportunities to participate in leadership training, strengthen problem-solving and critical-thinking skills, develop budgeting and organizational skills, and build effective communication and collaboration skills.

Benefits of Getting Involved in Campus Life

- Personal growth and self-development through meaningful experiences and new challenges
- Leadership development, including goal setting, problem-solving, communication, teamwork, and group dynamics
- Expanded connections and friendships with fellow students, faculty, staff, and community members
- A well-rounded college experience that complements and enriches your academic life
- Campus and community connections that can lead to valuable personal, academic, and professional opportunities
- Valuable leadership experience to strengthen your applications and prepare for transfer to four-year colleges and universities
- Scholarship opportunities that recognize student involvement, leadership, and achievement
- Greater college success by building the skills, relationships, and confidence needed to thrive academically and personally

Club Meeting Room

Student clubs may hold meetings in the Campus Life meeting room (J7-A) between 8am and 5pm.

This room has a projector and a large whiteboard. Contact the Campus Life staff to reserve the classroom. There are also a variety of classrooms available for club meetings, available by completing a Facilities Request Form, which is available in Campus Life, via email from Campus Life, or ICC Canvas shell.

Clubs are welcome to hold meetings in the Student Engagement Centers – the Cross Cultural Center (J-8), the Pride Center (J-2), and the Women and Gender Resource Center (J-2). Please contact Student Engagement Centers staff to reserve 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.

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.

Facilities – Clubs are not permitted to reserve space on behalf of outside groups, organizations, or community members. Outside groups and organizations may contact Facilities and Construction to learn more about reserving space on campus. Space may only be reserved for club-sponsored events, where club members are actively present. If you have any questions about space reservations of the Facilities Request Form, please contact Campus Life.

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 Rocklin Campus address:

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

Sierra College Nevada County Campus address:

Sierra College – Club Name
N5-104
250 Sierra College Dr.
Grass Valley, CA 95945

Active Club Status

To be recognized as an active student club, clubs must meet the following requirements:

- Submit a current Student Club Activation Form. Each club advisor must also have a completed Advisor's Agreement on file with Campus Life. These forms must be updated whenever there is a change in club advisors, officers, or meeting location during the semester.
- Attend at least one Inter Club Council (ICC) meeting each semester. The Inter Club Council typically meets on the first and third Thursdays of each month during the academic year. Meeting dates and times are subject to change due to holidays, academic breaks, or other scheduling considerations.

Keeping your club's records and forms current is essential. When changes occur within your club's leadership or operations, please notify Campus Life and update the appropriate forms as soon as

possible. Maintaining accurate information allows Campus Life staff to provide your club with timely and effective support.

Student Senate recognition affords student clubs several privileges:

Upon approval by the Student Senate, your club will be recognized as an active club and will receive the rights and responsibilities of a college-sponsored organization.

Recognized active clubs may:

- Use college facilities for club meetings, events, and activities
- Access free accounting services
- Conduct fundraising activities on campus
- Apply for Student Senate funding to co-sponsor club events
- Use the college's name in accordance with college policies
- Sponsor activities and events on campus
- Access funds in their club accounts
- Deposit club funds into their designated club accounts

Club reactivation deadline

- All clubs must be reactivated by the eight (8) week of the semester.
- This deadline does not apply to interest groups going through the new club chartering process.

Advisors

Advisors play a vital role in student club at Sierra College. Every club is required to have at least one advisor, with a second advisor recommended. Advisors have many opportunities to offer meaningful learning experiences to club members. This relationship creates a unique environment for students to learn from their advisor and apply new ideas in team building, program planning, and problem-solving. Please refer to the Club Advisor Handbook for more information.

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 primary club advisor at any one time.

Membership Conflict

When addressed early, most conflicts can be mitigated or resolved before they escalate. Clubs are encouraged to address concerns promptly, communicate expectations clearly, and seek guidance when a situation may involve District policies or procedures.

Clubs have the authority to establish and implement impeachment proceedings for club officers who are not fulfilling their responsibilities, consistent with the club's governing documents and applicable District policies and procedures.

However, clubs do not have the authority to remove club members. ASSC clubs must follow all applicable District policies and procedures and should not take disciplinary action against a member without appropriate due process. When a member's conduct raises concerns, the matter should be referred to the appropriate District office for review and guidance.

When in doubt, club officers should seek guidance from the appropriate District office before taking action. Early consultation can help protect the rights of everyone involved, ensure consistent application of District policies, and prevent a conflict from escalating unnecessarily.

Title IX and Student EEO Resources

Sierra College prohibits all forms of harassment and discrimination, including sexual harassment, sexual assault, stalking, and domestic or intimate partner violence. Such conduct violates Sierra College policies and may violate federal and state law(s). Students, employees, or volunteers who engage in such behavior may be subject to disciplinary and possible legal consequences. Depending on the circumstances, these incidents may be addressed by the Office of Student Conduct and the Title IX Office.

In addition to Title IX protections, other protected classes at Sierra College include the following: National Origin; Ethnicity; Ancestry; Race; Immigration Status; Religion; Color; Medical Condition; Disability; Age; Sex; Sexual Orientation; Gender; Gender Identity or Expression; Pregnancy; Marital Status; Military or Veteran Status; and Genetic Information.

If clubs become aware of allegations or concerns related to sexual harassment, sexual violence, or discrimination and harassment based on other protected-classes, clubs should not attempt to investigate or resolve the matter independently. Instead, clubs should make a report to the Title IX Office at <https://www.sierracollege.edu/administration/title-ix/report-it/> or send an email to EEOT9@sierracollege.edu.

Title IX Coordinator

All parties may contact the Title IX Coordinator with questions or to discuss the process for filing a report/complaint of sexual harassment, sexual violence or discrimination based on other protected classes involving a current Sierra College student or employee. The Title IX Coordinator, Dr. LaToya Jackson, may be reached at (916) 660-7006 or via email at EEOT9@sierracollege.edu. Please note that the Title IX Coordinator is not a confidential resource as defined below.

Title IX Campus Advocates

Title IX Campus Advocates are professional, Masters level Counselors who have completed specialized training in sexual assault, including sexual violence, relationship violence, and stalking. Title IX Campus Advocates provide confidential support, referral, and advocacy for supportive measures, including academic accommodations to students. Individuals who are not prepared to make a report to the Title IX Coordinator, or who may be unsure how to proceed, but are still seeking information and support may confidentially explore their options with a Title IX Campus Advocate. Title IX Campus Advocates are available at all campus locations. Campus Advocates may be contacted at (916) 660-8400 or via email 9confidential@sierracollege.edu.

For more information related to Title IX, please visit:
<https://www.sierracollege.edu/administration/title-ix/>

Club Finances & Funding

Refer to the **Club Finances Handbook** and the ASSC Financial Code on the Sierra College website for more details.

District Provisions for Student Clubs

- All club members/officers must be currently enrolled and fully matriculated at Sierra College.
- The purpose of the club must be compatible with the policies and educational objectives of the college.
- A student club must operate within the framework of the California Education Code, Sierra College Board Policies & Administrative Procedures, the Associated Students' Constitution, Student Senate Bylaws, and the Club 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 parameters, 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 current club paperwork on file in the Campus Life Office each semester.
- Student clubs that do not have active status for two consecutive semesters will be considered inactive 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 AP 5400).

Showing a Movie

Refer to the **Club Finances Handbook** on the Sierra College website for more details.

Contracted Vendors (Performers and Speakers)

Refer to the **Club Finances Handbook** on the Sierra College website for more details.

Summer Programs

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

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 the **Club Finances Handbook** on the Sierra College website for more details.

Publicity and Posting

Board Policy and Administrative Procedure 3900 – Speech: Time, Place and Manner, provides guidance to students and the community at large regarding distribution of printed materials, posting, and public forums on campus. Promoting freedom of expression, while at the same time maintaining reasonable guidelines is paramount.

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
- The views expressed are those of the posting agent, not the District.
- All materials must be written in English or, if written in another language, must include an English translation alongside the text, 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

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 - BP 3410 Nondiscrimination.

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