



ORANGE  
COAST  
COLLEGE

Student Club &  
Organization Handbook

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## Article I: Club Handbook Introduction

The Associated Students of Orange Coast College (ASOCC) would like to thank you for enhancing student life on our campus through your engagement. The intention of this handbook is to communicate the expectations of students through the policies, to provide a comprehensive overview of campus procedures. Additionally, this Handbook is designed to help students, faculty, and staff learn more about starting and running a successful student club and organization at Orange Coast College. If you should have any questions pertaining to this Handbook, please contact us at (714) 432-5730, via email [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu), or in-person at the ASOCC Office which is located in the Student Center (Building 86).

We look forward to your involvement at Orange Coast College!

## Article II: Inter-Club Council

### What is the Inter-Club Council (ICC)?

The Inter-Club Council (ICC) is the student-led governing body of all Associated Students of Orange Coast College (ASOCC) registered and approved student clubs and organizations.

### Who Oversees the ICC?

The Student Government of Orange Coast College (SGOCC) Student Senate grants jurisdiction and power to the ICC. For a full list of ICC responsibilities and duties, reference the [ASOCC Constitution & Bylaws](http://www.orangecoastcollege.edu/student_life/associated_students/Pages/Government-Manuals.aspx) (www.orangecoastcollege.edu/student\_life/associated\_students/Pages/Government-Manuals.aspx).

### What is the ICC's Purpose?

To encourage involvement in student clubs and organizations in order to create a more meaningful college experience for students and assist in their development. The ICC also serves the purpose of supporting, encouraging, and contributing to the success of the student clubs and organizations.

### When does the ICC Meet?

The ICC holds a Monthly Meeting with all active clubs on the first Tuesday of each month during the fall and spring semesters (starting in October). Meetings start at noon and last approximately one hour, and take place in the Student Center Lounge unless stated otherwise. The purpose of the meeting is for the ICC Board to keep the clubs informed about campus events that involve and/or affect clubs and/or the campus in general. Club members are invited to share their views and opinions about these events and other issues if they so desire. The end of each Monthly Meeting is devoted to the self-introduction of ICC Delegates and the sharing of club news and upcoming events.

### What Events and Activities does ICC host?

The ICC shall host the following events and activities at least once per year which includes, but is not limited to:

- Pirate Involvement Fest (Formally Club Rush and Student Services Fair) - event each semester for clubs to promote their activities and recruit new members.
- Coast Day - event once a semester where clubs have the opportunity to raise funds for their club accounts through activities such as selling merchandise, food, etc.
- Monthly Meeting (Monthly) - mandatory meeting in which the Inter-Club Council Board officers share important information with clubs regarding upcoming Inter-Club Council events and other on-campus events from different branches of ASOCC.
- Inter-Club Council Meet-and-Greet (Fall) - event for clubs to socialize and network with the ICC Board officers alongside other fellow clubs.

- End-of-Semester Luncheon (Fall) - event hosted during the normal monthly meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the semester are recognized through a banquet.
- End-of-Year Luncheon (Spring) - event hosted during the normal monthly meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the year are recognized through this luncheon and end-of-year awards. This event takes place towards the end of the spring semester.
- Inter-Club Carnival (Spring) - event hosted at the end of the semester that provides students with an opportunity to relax and enjoy some time off from studying by participating in fun activities.

## Club Questions

For any club-related questions or to update club information, contact the ICC Board or the ASOCC staff through the ASOCC Office at (714) 432-5730 or at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu). The ASOCC Office is located in the Student Center along with the Dean of Students Office.

# Article III: Policies and Procedures

## References:

California Education Code Sections: §234.1(d)(1)(2)(A)

CCCD Policies & Procedures: 3900 (Speech: Time, Place, and Manner), 5500 (Student Code of Conduct), 5905 (Student Clubs and Organizations), 5910 (Sexual Misconduct), 7802 (Emeritus Status).

## Section A: Advisors

### Section A: Advisors Policy

1. Advisors must be a currently employed full-time faculty, part-time faculty, classified staff, administrator, or emeritus of the College.
2. An outside community member may serve as a resource to a student club or organization; however, an outside community member may not serve as the advisor to any student club or organization.
3. Advisors must fulfill the following:
  - a. To attend an Advisor Training once per academic year
  - b. All first-time advisors must attend a Student Club & Organization Orientation
  - c. To attend all student club and organization meetings (i.e., business meetings, executive board meetings, planning meetings, etc.)
  - d. To attend and supervise the functions and special events in their entirety (i.e., “first in/last out”)
  - e. To have access to the college-maintained financial records of their student club or organization available in the OCC Bursar’s Office and to review these records on a regular basis
  - f. To have access to student club and organization social media names, usernames, and passwords for all social media accounts
  - g. To have knowledge of and adhere to the District and College policies and procedures that apply to student clubs and organizations including, but not limited to, the following:
    - i. OCC Student Club & Organization Handbook
    - ii. CCCD Student Code of Conduct Board Policy & Administrative Procedure (BP/AP 5500)
    - iii. CCCD Sexual Misconduct Board Policy & Administrative Procedure (BP/AP 5910)
  - h. To ensure that the student club or organization adheres to all local statutes, state laws, and federal laws
  - i. To ensure that the student club or organization adheres to their constitution and bylaws
  - j. To mitigate risk and liability to the District and College
  - k. To be actively involved in the operations of the student club or organization (i.e. meeting agenda planning, minute recording & filing, membership issues, fulfillment of student club or organization mission & objectives, etc.)

4. No advisor may simultaneously serve as an advisor or co-advisor for more than two clubs or student organizations unless an exception is requested in writing from and granted by the Inter-Club Council ("ICC").
5. All advisors are mandatory reporters as outlined in CCCD Administrative Procedure 5910 (Sexual Misconduct) and are required to report any incidents involving, but not limited to, sexual misconduct, harassment, etc. to the College Title IX Coordinator.
6. Individuals who have a conflict of interest (i.e. raising funds to serve a purpose for an organization which the advisor is actively involved in, if an advisor is an immediate relative of a student club or organization officer, etc.) may not serve as an advisor to a student club or organization.
7. Advisors found to be in violation of any of District or College policies, District or College procedures, state laws, or federal law, which negatively impacts the mission or objectives of the student club or organization will be disallowed from serving in the capacity of advisor.
8. An advisor is responsible to protect the interest of the College and the District. Any inappropriate usage of resources or inappropriate activities shall be reported to the appropriate officials.

## Section A: Advisors Procedure

### Related Policies:

Section D: Collection & Handling of Money  
Section G: Donations  
Section H: Expenditure & Use of Funds  
Section I: Finances  
Section J: Fundraising  
Section L: Meetings  
Section Q: Orientation  
Section S: Registration & Renewal  
Section T: Recording of Meetings & Events  
Section U: Sale/Distribution of Food & Beverage  
Section V: Service-Related Expenses  
Section W: Social Media  
Section X: Speakers & Performers  
Section Y: Special Events & Activities  
Section Z: Start-Up Funds  
Section AA: Student Club & Organization Code of Conduct

1. All forms requiring advisor signatures can be found in and must be returned to the ASOCC Office no later than Tuesday at 12:00 noon for consideration at the following week's ICC Board Meeting.
2. Registration & Renewal
  - a. All advisors must fill out the *Advisor Agreement Form* on the back of the *Registration and Renewal Form* before the student club or organization can be approved by the ICC.

- i. If the advisor is a classified staff member, as outlined in the [Coast Federation of Classified Employees Contract \(http://docs.wixstatic.com/ugd/cd3041\\_1d60da9d2e764888bc324af0ad2b40ad.pdf\)](http://docs.wixstatic.com/ugd/cd3041_1d60da9d2e764888bc324af0ad2b40ad.pdf), the *Classified Club Advisor Request Form* must be signed by their immediate supervisor and submitted to the ASOCC Office.
  - b. An *Addendum Form* must be filled out if the club wishes to include additional advisors. Each advisor must follow this procedure to register with a student club or organization.
  - c. Advisors who would like to serve as an advisor or co-advisor for more than two student clubs or organizations must submit a request via email to the ASOCC at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu).
3. Collection & Handling of Money
  - a. Advisors must sign-off on a *Cash Handling Form* and *Special Events Application* prior to submitting to the ASOCC Office when collecting and handling money.
4. Please see [Section D: Collection & Handling of Money Procedure](#) for more information.
 

Donations

  - a. Advisors must sign-off on all paperwork pertaining to donations being solicited and/or provided to a student club or organization.
  - b. Please see [Section G: Donations Procedure](#) for more information.
5. Expenditure & Use of Funds (i.e. reimbursements, Purchase Order Requests, etc.)
  - a. Prior to the expenditure and use of funds, advisors must sign-off on the *Minutes for Expenditure Approval Form*.
  - b. Please see [Section H: Expenditure & Use of Funds Procedure](#) for more information.
6. Fundraising
  - a. Advisors must sign-off on a *Special Events Application* prior to submitting to the ASOCC Office for any fundraising activities.
  - b. Please see [Section J: Fundraising Procedure](#) for more information.
7. Meetings
  - a. All meeting types require the signature of a club advisor. For General Meetings, a club advisor must sign-off on the *Registration & Renewal Form*. For any meeting that is occurring outside of the student club or organization's general meeting, a *Special Events Application* must be signed-off by a club advisor.
  - b. Should the advisor(s) have difficulty accessing the club's approved meeting space, advisors are encouraged to call Campus Safety at (714) 432-5017.
8. Advisor Orientation
  - a. Opportunities for Advisor Orientation are held twice annually during the fall and spring Flex Days. Additional in-person orientations will also be made available at the discretion of the ASOCC.
    - i. To see upcoming student club & organization orientation dates, times, and locations, please visit the ASOCC Office.
9. Recording of Meetings & Events
  - a. The advisor shall ensure that verbal consent is expressed by all meeting attendants prior to the recording of meetings and events in any format (i.e. video, audio, tape, photography, etc.).
10. Sale/Distribution of Food & Beverage

- a. If a student club or organization would like to purchase outside food and/or beverage for upcoming meetings and/or events, the advisor must sign-off on both the *Special Events Application* and *Food Handling Form*.
11. Social Media
    - a. Advisors must complete the *Social Media Registration Form* acknowledging that they have the usernames and passwords to each social media account affiliated with the club. This form is available in the ASOCC Office and must be returned to the ASOCC by the advisor. Student club and organization members may not submit this form on behalf of the club advisor(s).
  12. Special Events & Activities
    - a. Before requesting approval from the ASOCC, advisors must sign-off on the *Special Events Application*.
    - b. Please refer to [Section Y: Special Events & Activities Procedure](#) for more information.
    - c. Any questions or concerns should be directed to the ASOCC.
  13. Start-Up Funds
    - a. To request start-up funds, advisors must sign-off on the *Start-Up Funds Request Form*.
  14. Student Club & Organization Code of Conduct
    - a. All complaints or incidents shall be reported to the Director of Student Life at [mmorvice@occ.cccd.edu](mailto:mmorvice@occ.cccd.edu) or (714) 432-5727.
    - b. If it is an emergency situation, please contact emergency services at 911 or Campus Safety at (714) 432-5017.
  15. Advisor Resignation
    - a. If for any other reason an advisor is unable to fulfill the responsibilities advising a student club or organization, the advisor must notify the ASOCC at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu).

## Section B: Amplified Sound

### Section B: Amplified Sound Policy

1. Amplified sound cannot exceed a level that would be a disruption to the learning environment and operations of the College. If complaints are received from surrounding classrooms and offices, the event organizers will be given one chance to modify the noise to an appropriate level. After a second complaint, amplified sound will no longer be permitted for the remainder of the event.
2. Outdoor amplified sound is not permitted during the final week of each semester.
3. Amplified sound systems are permitted only for College-approved events. Reservation and coordination of amplified sounds must be requested no less than seven business days prior to the start of an approved event.

### Section B: Amplified Sound Procedure

1. Amplified sound equipment can be reserved on a first-come first-serve basis by contacting the ASOCC at (714) 432-5730.

## Section C: Awards

### Section C: Awards Policy

1. The ICC shall present a variety of awards to student clubs and organizations at the ICC End-of-the-Year Luncheon in May.
2. The applications for student club and organization awards will be facilitated through the ASOCC Office.
3. Any currently enrolled student at OCC or any current advisor may submit an application on behalf of a student club or organization.
4. The following awards will be conferred based on the respective criteria:
  - a. Club of the Year
    - i. This award is given to the outstanding student club or organization of the year as they are able to highlight:
      1. How students were served by the student club or organization
      2. How the college and/or community benefitted from the student club or organization
      3. Events sponsored by the student club or organization
      4. Constitution and Bylaws of the student club or organization
      5. In addition to highlighting the aforementioned areas, a showcase of some form may also be submitted (i.e. photobook, video, slideshow)
  - b. Rookie Club of the Year
    - i. This award will be given to a student club or organization that has been newly formed during the current academic year. The club or organization cannot have been an active club for the past four concurrent semesters. Criteria for selection will be the same as for Club of the Year.
  - c. President's Award for Community Service Excellence
    - i. This award honors an event that was sponsored by a student club or organization that provided outstanding community service to the College and/or the community.
      1. The event must have occurred after the club or organization registration was approved by the ICC and during the current academic year. The event itself must have been an approved event of the ICC.
  - d. Advisor of the Year
    - i. This award recognizes outstanding examples of leadership, guidance, and support by the advisor of a registered student club or organization. It targets those who volunteer their expertise and time to help students develop and grow into not only responsible citizens but into leaders as well. Any advisor who is actively involved as the advisor of a registered club or organization is eligible for consideration.
  - e. Club Officer of the Year

- i. This award recognizes an outstanding example of leadership, work ethic, and integrity by a student club or organization officer. It targets those who are dedicated to the success of all club or organization members and activities, in addition to going above and beyond what is expected of them as an officer
  - 1. Any club officer is eligible for consideration who meets the following criteria:
    - a. Have been an active member of the student club or organization during the current academic year.
    - b. Maintained a minimum semester and cumulative Grade Point Average (GPA) of 2.0.
    - c. Be enrolled in no less than 5.0 units at OCC each semester during the current academic year.
    - d. Paid the OCC College Service Charge.
- 5. Only one application per club can be received for Club of the Year, Rookie Club of the Year, and President's Award for Community Service Excellence awards. Only one application per individual can be received for the Advisor of the Year and Club Officer of the Year awards; however, multiple applications can be received per student club or organization for different advisors or officers.
- 6. If less than two applications are received for any one award category, the ICC shall convene to determine if applications will be re-opened for that specific category. Applications will be reviewed by a committee of one faculty, one classified staff, and one administrator who are not currently advising and/or affiliated with a student club or organization.

## Section C: Awards Procedure

- 1. Student Club & Organization Points
  - a. Each year student clubs and organizations have the opportunity to participate in ICC-sponsored events and activities. Although participation in these events is voluntary, student clubs and organizations can earn points based off of participation and winning activities. Points can be earned by participating in events and activities such as the following:
    - i. Pirate Involvement Fest (formerly Club Rush and Student Services Fair)
    - ii. Coast Day
    - iii. Coast Day activities
  - b. The ASOCC shall publicize student club and organization points during the ICC Monthly Meetings.
  - c. Student clubs and organizations will earn points based off of the following criteria:
    - i. One point for participating in an ICC-sponsored event
    - ii. One point for participating in an ICC-sponsored activity
    - iii. Five points for winning third place in an ICC-sponsored activity
    - iv. Ten points for winning second place in an ICC-sponsored activity
    - v. Fifteen points for winning first place in an ICC-sponsored activity

- d. The winning student club or organization will be determined by the ICC and announced at the End-of-the-Year Luncheon in May.
2. Student Club & Organization Awards
  - a. The ASOCC Office will edit and release club award applications for the categories as outlined in [Section C: Awards Policy](#) of the OCC Student Club & Organization Handbook. These applications can be picked up and must be returned to the ASOCC by the submission deadline date on the application.
  - b. If an extension is given due to insufficient applications, the ICC Board will notify clubs regarding the new application deadline.
  - c. Late applications will not be accepted.
3. Service & Leadership Awards
  - a. Student club and organization members and officers who contribute to their student club or organization through community service and/or leadership positions are encouraged to apply for Service & Leadership Awards in the spring semester.
  - b. For more information on service and leadership applications, please visit [http://www.orangecoastcollege.edu/student\\_life/associated\\_students/Pages/Service-and-Leadership.aspx](http://www.orangecoastcollege.edu/student_life/associated_students/Pages/Service-and-Leadership.aspx) or call the ASOCC Office at (714) 432-5730.
  - c. Late applications will not be accepted.

## Section D: Collection & Handling of Money

### Section D: Collection & Handling of Money Policy

1. All events or activities of a student club or organization involving the collection or handling of money require the submission of a *Cash Handling Form* and *Special Events Application*.
2. Advisors are responsible for supervising the handling of finances for all events and fundraisers.
3. Funds shall be collected only by members or advisor of the student club or organization. Advisors are responsible for ensuring that funds are properly collected and deposited with the OCC Bursar's Office as soon as possible.

### Section D: Collection & Handling of Money Procedure

#### Related Policies:

Section H: Expenditure & Use of Funds

Section I: Finances

1. Collection & Handling of Money
  - a. All events or activities of a student club or organization involving the collection or handling of money require the submission of a *Cash Handling Form* and *Special Events Application*. Advisors must sign both forms prior to submitting to the ASOCC Office.
2. Depositing Funds

- a. All deposits, cash/check/credit card should be turned in with a *Deposit Form* which can be found in the Bursar's Office or the [Bursar's Office website \(http://www.orangecoastcollege.edu/about\\_occ/bursars/pages/forms.aspx \)](http://www.orangecoastcollege.edu/about_occ/bursars/pages/forms.aspx)
- b. A receipt will be created once the deposit is completed. One receipt will go with the back-up of the deposit, and one will go back to the advisor.
- c. If there is not a safe to store the cash from an event, the advisor must call Campus Safety at (714) 432-5017 who can let the advisor into the Bursar's Office to drop off the deposit in the after hour safe drop.

## Section E: Constitution & Bylaws

### Section E: Constitution & Bylaws Policy

1. Student clubs and organizations are required to submit a copy of their constitution and bylaws at the same time as the *Registration & Renewal Form*.
2. Student club and organization constitution & bylaws must include the following sections at a minimum:
  - a. Constitution
    - i. Name & Purpose
    - ii. Membership
    - iii. Officer Positions
    - iv. Duties of Officers
    - v. Initiative, Referendum, and Recall
    - vi. Amendments to Constitution
  - b. Bylaws
    - i. Day & Time of Meeting
    - ii. Membership Attendance Rules
    - iii. Membership Dues (if applicable)
    - iv. Special Election Rules
    - v. Removal of Officer or Member
    - vi. Bylaw Revisions
3. Amendments to the constitution or bylaws of any student club and organizations require the following:
  - a. 2/3 majority vote of membership present at any general or member meeting; and
  - b. 2/3 majority vote of ICC Officers when quorum is established

### Section E: Constitution & Bylaws Procedure

1. Student Club & Organization Constitution & Bylaws
  - a. See [Section S: Registration & Renewal Procedure](#) for more information regarding the submission of a student club or organization constitution & bylaws.
2. Membership Dues
  - a. See [Section M: Membership Procedure](#) for more information about how to set-up payment of membership dues through the Bursar's Office.

## Section F: Documentary & Film Screenings

### Section F: Documentary & Film Screenings Policy

1. Copyrighted documentaries and movies require proof of permission to show the documentary or film in a public forum. Documentation of permission for showing must be provided to the Student Life and Leadership Department prior to the screening event along with a *Special Events Application* which will be approved by the ICC.

### Section F: Documentary & Film Screenings Procedure

1. Please see [Section Y: Special Events & Activities Procedure](#) for more information.

## Section G: Donations

### Section G: Donations Policy

1. Any donation solicited or received by a student club or organization including, but not limited to, monetary, property, or service requires the involvement and approval of the OCC Foundation. For all monetary donations, the OCC Foundation will assist in the coordination of receiving the funds and depositing into the appropriate student club or organization account in the OCC Bursar's Office.

### Section G: Donations Procedure

#### Related Policies:

- Section I: Finances
- Section J: Fundraising
- Section U: Sale/Distribution of Food & Beverage
- Section V: Service-Related Expenses
- Section X: Speakers & Performers

1. To schedule an appointment with the Foundation, please call (714) 432-5126, email [occfoundation@occ.cccd.edu](mailto:occfoundation@occ.cccd.edu), or visit the Foundation Office located in the Administration Building.
2. Donations
  - a. Prior to solicitation, student clubs and organizations must have an established ASOCC club account with the Bursar's Office through the Start-up Fund process (see [Section Z: Start-up Funds Procedure](#)) or One-Time Funding process (see [Section I: Finances Procedure](#) for more information).
  - b. Though it is not a requirement, student clubs and organizations are encouraged to obtain a donation solicitation letter from the OCC Foundation. This can be done by filling-out the *Donation Letter Request Form* in the Foundation Office and must be submitted one week prior to solicitation.
  - c. Once submitted, the Foundation Office will verify that the fundraiser has been approved by the ASOCC through the Special Events & Activities Process.

- d. When a student club or organization obtains a monetary donation, the check **must be written to the OCC Foundation**, *not* the Bursar's Office or the student club or organization itself, however, the student club or organization's name should be written in the memo line of the check.
  - i. If students are expecting to receive monetary donations from individuals and/or vendors, student clubs and organizations must inform the Foundation Office in writing so they may anticipate receiving the funds.
- e. After receiving a check, the Foundation will request for the money to be deposited into the student club or organization account.
- f. Within two business day of the conclusion of the donation period, student clubs and organizations must submit an itemized list of donations to the Foundation Office (such as clothing, gift cards, monies, etc.).

## Section H: Expenditure & Use of Funds

### Section H: Expenditure & Use of Funds Policy

1. All expenditures of student club or organization funds require the authorization of the advisor(s) **and** the president/treasurer **before** any merchandise or service is ordered and before withdrawal of student funds.
  - a. Only signatures of those students listed on the *Officer Registration Form* as having access to student club and organization finances will be accepted.
2. All financial paperwork including, but not limited to, *Purchase Order Requests*, *Check Request/Account Transfer Form*, invoices, and cashbox requests require the approval of the ASOCC Office.
3. Student club and organization funds may be used in the following ways:
  - a. Purchase merchandise
  - b. Pay for services (i.e., speakers, performers, vendors, etc.)
  - c. Request a cashbox for an event
4. Expenditure of funds or withdrawal of cash will require each of the following forms:
  - a. College Fiscal Form:
    - i. *Request for Purchase Order form*
    - ii. *Check Request/Account Transfer Form*
  - b. *Minutes for Expenditure Approvals Form*
  - c. OCC Presidential Approval
5. No student club or organization member may submit a *Check Request/Account Transfer Form* for reimbursement for more than \$100.00 without prior approval from the ASOCC.

### Section H: Expenditure & Use of Funds Procedure

#### Related Policies:

Section D: Collection & Handling of Money  
 Section I: Finances

1. Expenditures over \$100.00

- a. If a student or advisor would like to spend more than \$100.00 on an expenditure from their personal funds (i.e. bank account, credit card, etc.), the advisor must email the ASOCC prior to the expenditure at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu).
2. Reimbursements
  - a. To obtain reimbursement of approved expenditures, students and/or advisors must submit original itemized receipts along with the *Check Request/Account Transfer Form* and *Minutes for Expenditure Approvals Form*. Original receipts must be presented with the application for reimbursement within 60 days of the expenditure.
    - i. Reimbursements for payments made with an Electronic Benefit Transfer (EBT) card or food stamps are not permitted. Do not use EBT cards or food stamps for student club & organization purchases.
  - b. Receipts older than 60 days must be accompanied with a memo of explanation which is also signed by the advisor(s) and an officer.

## Section I: Finances

### Section I: Finances Policy

1. All student club and organization funds must be deposited in the OCC Bursar's Office.
2. Student clubs and organizations are not allowed to hold off-campus accounts for any reason.
3. If merchandise or services are ordered without authorization or if bills are not submitted in a timely manner, the student club or organization's account may be frozen, and will not be permitted to use funds in the account until the fiscal problems are resolved. Failure to follow this policy may result in the inability to pay vendors or individuals.
4. Student clubs and organizations must be registered, active, and in good standing to utilize their funds.
5. Advisors are responsible for supervising the handling of all student club and organization finances. This includes, but is not limited to, the collection of funds at all events, setting up procedures for ticket sales, overseeing expenditures of funds, and preparing reports of income and expenditure.
6. Funds shall be collected only by authorized agents of the student club or organization. Advisors are responsible for ensuring that funds are properly collected and deposited with the OCC Bursar's Office as soon as possible.
7. Attendance at the Student Club & Organization Orientation is required of any student club or organization who would like to utilize funds (i.e., expenses, reimbursement for purchases, purchase order processing, etc.). Student Club and organization presidents and treasurers are required to attend a Student Club & Organization Orientation once a year prior to any expenditure of funds.

### Section I: Finances Procedure

#### Related Policies:

- Section D: Collection & Handling of Money
- Section H: Expenditure & Use of Funds

1. Obtaining Funding Approval
  - a. One-Time Funding
    - i. Student clubs and organizations may request one-time funding by completing and submitting the *One-Time Request for Funding Form* and all supporting documentation (i.e. travel itinerary, estimated flight costs, hotel reservations, etc.) to the ASOCC Office no later than Tuesday at 12:00 noon for consideration at the following week's Fiscal Affairs Council meeting. This form can be found in the ASOCC Office. After submission, requestors will be contacted by the Vice President of Fiscal Affairs to schedule an interview with the Fiscal Affairs Council during their regularly scheduled meetings on Thursdays from 2:30 pm – 4:30 pm.
    - ii. Following the Fiscal Affairs Council interview, a recommendation will be made at the following week's SGOCC Student Senate and Executive Board meeting which is held on Fridays from 9:00am – 11:00am in the ASOCC Office. The Student Senate and Executive Board will vote to grant, deny, or modify the recommendation.
    - iii. If an appointment cannot be met, the requestor must notify the Vice President of Fiscal Affairs in writing no less than 24 hours before the scheduled time in order to have the matter continued to the next meeting agenda. Failure to appear or obtain approval to continue the matter to the next week's agenda will remove the item from the meeting agenda and the party seeking funds will have to restart the procedure.
  - b. Start-Up Funds
    - i. Please see [Section Z: Start-up Funds Procedure](#) for more information.
2. Dormant Student Club and Organization Accounts
  - a. Every two years the ASOCC will determine what student club and organization accounts have been dormant for two fiscal years (July 1 – June 30). Accounts dormant for two or more years will be closed and the monies placed in the Service & Leadership Scholarship account, managed through the OCC Foundation.

## [Section J: Fundraising](#)

### Section J: Fundraising Policy

1. All student club or organization fundraisers are required to be College-approved events and require the submission of the following items in advance:
  - a. *Special Events Application*
  - b. *Cash Handling Form*
2. All fundraisers require Presidential Approval, including, but not limited to, percentage fundraising (i.e. restaurant fundraisers), television tapings, and patreon.
3. The OCC Foundation is required to facilitate any crowdfunding by student clubs and organizations through College-approved software. Student clubs and organizations may not have any off-campus crowdfunding accounts (i.e. GoFundMe, Kickstarter, etc.) for the collection and/or holding of money.

4. Fundraisers shall not compete with any existing service or contract (i.e., food, beverage, Bookstore, OCC Food Services, OCC Fashion Department, etc.) without the expressed written consent of the College.
5. All fundraising activities shall be in compliance with [Section D: Collection & Handling of Money Policy](#).

## Section J: Fundraising Procedure

### Related Policies:

- Section G: Donations
- Section I: Finances
- Section U: Sale/Distribution of Food & Beverage
- Section V: Service-Related Expenses
- Section X: Speakers & Performers

1. Prior to the start of any fundraising activity, approval is required from the ASOCC by submitting a *Special Events Application*, which must be returned to the ASOCC Office no later than Tuesday at 12:00 noon for consideration at the following week's ICC Board Meeting.
2. Fundraising activities including but not limited to, donation drives, crowdfunding, percentage fundraisers, and solicitation from off-campus vendors require the involvement and approval from the OCC Foundation through the Special Events Process (see [Section Y: Special Events & Activities Procedure](#)). To schedule an appointment with the Foundation, please call (714) 432-5126, email [occfoundation@occ.cccd.edu](mailto:occfoundation@occ.cccd.edu), or visit the Foundation Office located in the Administration Building.
3. Donations
  - a. Please see [Section G: Donations Procedure](#) for more information.
4. Sale/Distribution of Food & Beverage
  - a. If food or beverage is being used for fundraising activities, refer to [Section U: Sale/Distribution of Food & Beverage Procedure](#) for more information.
5. Crowdfunding
  - a. In order to crowdfund, student clubs and organizations must also meet with the Foundation Office at least four weeks prior to the crowdfunding start date.
  - b. If student clubs and organizations would like to crowdfund for conferences and/or competitions for a minimum of at least six students, eTeams (this is the OCC Foundation's electronic fundraising program) is available for use with prior approval from the Foundation Office.
    - i. If student clubs and organizations would like to request a video for promotional purposes, they must notify the Foundation Office no less than six weeks prior to the crowdfunding start date.
6. Opportunity Drawings
  - a. Before student clubs and organizations start an opportunity drawing, they must meet with the Orange Coast College Foundation to have their drawing approved.
  - b. Tickets cannot be sold, but must be given as receipts for donations to a not-for-profit organization (registered as a 501(c)(3) organization with the Internal Revenue Service (IRS) or public agency) and must be clearly stated on all the literature and publicity advertising the drawing.

- c. Tickets must be given out free to those who do not wish to make a donation. All literature and publicity must state that a person does not need to donate to be eligible for the drawing, and the place where free tickets are available must also be clearly stated.
- 7. Service-Related Expenses
  - a. If service-related expenses (i.e. equipment rentals, catering services, etc.) are being used for fundraising activities, refer to [Section V: Service-Related Expenses Procedure](#).
    - i. Please note: this process can take up to four to six weeks. Contact the ASOCC to assist with this process.
- 8. Speakers & Performers
  - i. If speaker or performer is being used for fundraising activities, refer to [Section X: Speakers & Performers Procedure](#).
  - ii. Please note: this process can take up to four to six weeks. Contact the ASOCC to assist with this process.
- 9. Requesting a Cashbox
  - a. To obtain a cashbox for an approved event, student clubs and organizations must complete a *Check Request/Account Transfer Form* which can be obtained in and must be returned to the ASOCC Office at least one week prior to the event.
  - b. The *Check Request/Account Transfer Form* will then be forwarded to the Director of Student Life and the Bursar's Office. Student clubs and organizations may call the Bursar's Office at (714) 432-5880 no sooner than three days prior to the event date to see if it is available for pick-up.
  - c. Only the advisor(s) and authorized student club and organization officers as indicated on the *Officer Registration Form* are permitted to retrieve the cashbox.

## Section K: ICC Monthly Meeting

### Section K: ICC Monthly Meeting Policy

1. The ICC Board holds an ICC Monthly Meeting with all active student clubs and organizations from 12:00 noon – 1:00 pm on the first Tuesday of each month during the fall and spring semesters starting in October of every academic year.
2. **It is mandatory that an ICC Delegate from each student club and organization attends every ICC Monthly Meeting** effective immediately after official approval by the ICC.
  - a. Student clubs and organizations are required to be in attendance for the entire duration of the ICC Monthly Meeting. Any student club or organization that is more than 15 minutes late or leaves prior to the end of the ICC Monthly Meeting is considered absent.
  - b. If a student club or organization is absent from one ICC Monthly Meeting, will result in the student club or organization being placed on probation. A student club or organization that is absent from two ICC Monthly Meetings will be suspended for the remainder of the semester.

3. No ICC Board member may serve as the ICC Delegate for any student club or organization.
4. If no student club or organization member can attend the ICC Monthly Meeting or if the student club or organization's membership would experience a hardship by having to attend the ICC Monthly Meeting, a student club or organization member must contact the ASOCC.

## Section K: ICC Monthly Meeting Procedure

1. Student clubs and organizations may select any member of their delegation to attend the mandatory ICC Monthly Meetings. It is the delegate's responsibility to sign-in prior to the start of the meeting so that attendance can be verified by the ICC.

## Section L: Meetings

### Section L: Meetings Policy

1. Student clubs and organizations may engage in the following types of meetings:
  - a. General Meetings
    - i. A meeting where information is shared with members or currently enrolled students who are interested in becoming members of the student club or organization.
  - b. Member Meetings
    - i. A meeting where members of a student club or organization as outlined in [Section M: Membership Policy](#) of the OCC Student Club & Organization Handbook, discuss organization-specific matters (i.e., fundraising, events, activities, elections, etc.). These meetings are limited to student club and organization members, and those with prior approval from members and advisor(s), as defined in the approved student club or organization constitution & bylaws.
  - c. Planning Meetings
    - i. A meeting where the executive board members of the student club or organization strategize how to fulfill the mission of the student club or organization (i.e. agenda planning, event logistics, finance review, etc.).
2. All meeting types require the approval of the ICC and ASOCC via the Registration & Renewal process or Special Events Application process.
3. All General Meetings will be advertised on the OCC website.
4. Via the Registration & Renewal process, student clubs and organizations will be assigned a meeting location based on the requested day-of-the-week and time by the ASOCC.
5. Student clubs and organizations must host no less than one General Meeting per month during the term in which they have been approved (i.e. Fall semester, Spring semester, Summer Session).
6. As the nature of student clubs and organizations are co-curricular or extra-curricular, General Meetings cannot occur at the same time as any class meeting time.

7. An advisor must be physically present for all meetings and events.
8. Representatives of the ICC, College, and District reserve the right to be in attendance at any student club or organization meeting.

## Section L: Meetings Procedure

### Related Policies:

- Section B: Amplified Sound
- Section F: Documentary & Film Screenings
- Section N: Minutes
- Section T: Recording of Meetings & Events
- Section U: Sale/Distribution of Food & Beverage
- Section V: Service-Related Expenses
- Section X: Speakers & Performers
- Section CC: Use of Campus/District Facilities

1. All forms listed in this procedure can be found in and must be returned to the ASOCC Office no later than Tuesday at 12:00 noon for consideration at the following week's ICC Board Meeting. Forms can be found in the ASOCC Office.
2. All meetings must be requested via the *Registration & Renewal Form* or *Special Events Application*.
3. Recording of Meetings
  - a. As outlined in the [Section T: Recording of Meetings & Events Procedure](#), the advisor shall ensure that verbal consent is expressed by all meeting attendants prior to the recording of meetings and events in any format (i.e. video, audio, tape, photography, etc.).
4. Audio/Visual Requests
  - a. If a student club or organization meeting requires additional audio/visual equipment, the advisor must submit a request via the [Support Center](#) (<https://itservicedesk.cccd.edu/MRcgi/MRentrancePage.pl> ).
5. Documentary & Film Screenings
  - a. If a student club or organization is showing a copyrighted documentary or film during a meeting, it must submit proof of permission to show the documentary or film in a public forum by emailing the ASOCC at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu) at least five business days prior to the scheduled showing.
6. Sale/Distribution of Food & Beverage
  - a. Food and beverage may be consumed and/or distributed during meetings, but must be coordinated in advance with Instructional Food Services at (714) 432-0202 x26415.
7. Speakers & Performers
  - a. If a student club or organization is hosting a speaker or performer during their regularly scheduled meeting, please refer to the [Section X: Speakers & Performers Procedure](#).

## Section M: Membership

### Section M: Membership Policy

1. Membership in student clubs and organizations shall be limited to currently enrolled OCC students.
2. Members may participate at all levels in the student club or organization activities as determined by the student club or organization's constitution & bylaws.
3. Student clubs and organizations shall be required to submit a count of active members at the 7<sup>th</sup> and 15<sup>th</sup> week of the fall and spring semester. Any student club or organization that does not submit a response shall not be eligible for renewal at the beginning of the next semester.
4. Any student club or organization that requires a monetary "membership due" is required to include the dollar amount and frequency of required payment in their constitution & bylaws. The collection of membership dues is required to be facilitated through the OCC Bursar's Office.
5. All members of the student club or organization are required to follow and uphold the Student Club & Organization Code of Conduct ([Section AA: Student Club & Organization Code of Conduct Policy](#)).

### Section M: Membership Procedure

1. Bi-Annual Membership Report
  - a. Student clubs and organizations are required respond to an email from the ASOCC by the 7<sup>th</sup> and 15<sup>th</sup> week of the fall and spring semester.
2. Membership Dues
  - a. If a student club or organization requires a monetary "membership due", the exact dollar amount and frequency of payment (i.e. semester, annual, lifetime), must be included in the student club or organizations constitution & bylaws.
  - b. Once the student club or organization has been approved through as outlined in the [Section S: Registration & Renewal Procedure](#), the treasurer and advisor must complete a *New Event Form* and submit it to the Bursar's Office. The New Event Form is available online at [http://www.orangecoastcollege.edu/about\\_occ/bursars/Pages/Forms.aspx](http://www.orangecoastcollege.edu/about_occ/bursars/Pages/Forms.aspx).
  - c. Once a *New Event Form* has been submitted to the Bursar's Office, student club and organization members can go to the Bursar's Office to make their membership dues payment.

## Section N: Minutes

### Section N: Minutes Policy

1. All student clubs and organizations are required to retain minutes for the sake of providing an official record of the following actions:
  - a. Expenditure of student club or organization funds
  - b. Approval or amendment to student club or organization constitution & bylaws

- c. Election or appointment of student club or organization officers

## Section N: Minutes Procedure

1. The advisor is responsible for ensuring that minutes are recorded in the following circumstances:
  - ii. Expenditure of student club or organization funds
    1. Please fill out and submit the *Minutes for Expenditure Approvals Form* and return to the ASOCC Office within 60 days of purchase.
  - iii. Approval or amendment to student club or organization constitution and bylaws
  - iv. Election or appointment of student club or organization officers
    1. Please fill out and submit the *Officer Registration Form* and return to the ASOCC Office within two weeks of registration.
2. A sample of minutes are available in [Appendix A – Sample Agenda & Minutes](#).

## Section O: National or State Chapters and Affiliations

### Section O: National or State Chapters and Affiliations Policy

1. Any student club or organization submitting or applying for a national or state chapter or affiliation requires the approval of the ASOCC prior to the submission of any application.

### Section O: National or State Chapters and Affiliations Procedure

1. If a student club or organization is affiliated with a national or state organization, it must be indicated on the *Registration & Renewal Form*.

## Section P: Student Club & Organization Officers

### Section P: Student Club & Organization Officers Policy

1. All officers of student club and organizations must meet the following criterion:
  - a. Be currently enrolled at OCC at the time of their election or appointment and for the duration of their term of office.
  - b. Have paid and continue paying the OCC College Service Charge throughout their term in office.
2. Student clubs and organizations shall outline the officers' terms of office and responsibilities within their constitution & bylaws.
3. All student clubs and organizations must include the following officer positions and outline their responsibilities in their constitution & bylaws:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
    - i. The Treasurer position is only required if a student club or organization will be using any type of funding as outlined in the [Section I: Finances](#)

[Policy](#) of the OCC Student Club & Organization Handbook (Section I – Finances).

## Section P: Student Club & Organization Officers Procedure

1. An *Officer Registration Form* must be submitted to the ASOCC Office within two weeks of registration or renewal.

## Section Q: Orientation

### Section Q: Orientation Policy

1. Student club and organization presidents, vice presidents, secretary, treasurers are required to attend the Student Club & Organization Orientation.
2. Student Club & Organization Orientation is required of any student club or organization who would like to do any of the following:
  - a. Plan special events (i.e., fundraisers, fieldtrips/excursions, speakers, etc.) outside their recurring club meetings)
  - b. Utilize student club and organization funds (i.e., expenses, reimbursement for purchases, purchase order processing, etc.)
3. All first-time advisors are required to attend a Student Club & Organization Orientation within four weeks of the approval of the student club or organization.
4. Only student club and organization officers who have attended the Student Club & Organization Orientation may submit the following paperwork:
  - a. Special Events & Activities Paperwork (i.e. *Special Events Application, Food Handling Form, Cash Handling Form, etc.*).
  - b. Financial Paperwork (i.e. *Check Request/Account Transfer Form, Purchase Order Requests, Independent Contractors Forms, etc.*).

### Section Q: Orientation Procedure

#### Related Policies:

##### Section A: Advisors

1. Advisor Orientation
  - a. Please see [Section A: Advisors Policy](#) for more information regarding the advisor's requirements.
2. Student Club and Organization Officer Orientation
  - a. Orientations are determined in advance by the ASOCC. To sign-up for an orientation or inquire about existing orientation dates and times, student clubs and organizations can visit the ASOCC Office, or call (714) 432-5730, or visit the [ASOCC website](#) at [http://www.orangeoastcollege.edu/student\\_life/associated\\_students/clubs/Pages/Student-Club-and-Organization-Orientation.aspx](http://www.orangeoastcollege.edu/student_life/associated_students/clubs/Pages/Student-Club-and-Organization-Orientation.aspx)
  - b. If the advisor and/or club officers are unable to attend the scheduled orientations in a given semester, they must reach out to the ASOCC at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu) or call (714) 432-5730.

## Section R: Publication & Posting

### Section R: Publication & Posting Policy

1. In order to keep Orange Coast College looking pristine and to afford all student clubs and organizations, departments, programs, and services the opportunity to advertise their programs and events, the following posting policy has been implemented.
2. Please note that this posting policy is for campus communication mediums (print and electronic). Questions should be directed to the ASOCC at (714) 432-5730 or the Office of Marketing and Public Relations (714) 432-5725.
3. Publicity Requirements
  - a. Only College- and/or District-approved events can be publicized.
  - b. All publicity, both physical and electronic, are required to minimally have the following information:
    - i. Hosting Student Club or Organization, Program, Service, or Department name.
    - ii. Event Name
    - iii. Event Description
    - iv. Date
    - v. Time
    - vi. Location
    - vii. Verbiage outlining "For additional information, please contact (insert contact information)"
    - viii. The following ADA Compliant verbiage must be included for all events: "This event is ADA Compliant, reasonable accommodation request related to a disability should be made no later than five business days prior to this event by contacting (name of advisor/College representative) at (phone number) or (email)."
  - c. Materials must be written in English or provide a complete English translation for non-English publicity.
  - d. All publicity, both physical and electronic, require the approval of the Student Life and Leadership Department.
4. Directions for Campus Posting
  - a. The ASOCC is chiefly responsible for the approval of all campus posting. The Office of Marketing and Public Relations supports the ASOCC and is chiefly responsible for outward facing printed and electronic posting (i.e. marquee, digital displays, fence) for college areas.
  - b. In order to promote an event, program, or service, the following must be completed:
    - i. Student Clubs & Organizations
      1. A *Special Events Application* is completed and on file with the ASOCC.
      2. Presidential Approval (can take up to four to six weeks for approval)
      3. The area has received the "ASOCC Approved, Post Until \_\_\_\_" stamp on printed materials.
  - c. Items may be posted on-campus in both print and electronic formats in the following ways:
    - i. ASOCC:
      1. ASOCC Publicity Boards

2. Sandwich Boards
  3. Stake Posting
  4. ASOCC Banners on Poles over Walkways
  5. Digital Displays
  6. Computer Wallpaper
  7. Large Group Instruction Projection
  - ii. Marketing and Public Relations:
    1. Campus Perimeter Banners
    2. Springboard Signs
  - d. All materials shall not:
    - i. Include the following:
      1. Alcoholic beverages
      2. Copyrighted material and trademarks
      3. Explosive material of any kind
      4. Guns or firearms of any kind
      5. Illegal substances as identified by the federal government, or by the State of California
      6. Tobacco products
    - ii. Incite violence
    - iii. Be obscene or defamatory
  - e. All publicity and posting must take place in approved locations reflected on the *OCC Publicity & Posting Map*.
  - f. All materials must be removed after the event or when the “approved” posting timeframe has expired.
  - g. If items are posted in unapproved areas, the ASOCC or OCC Maintenance & Operations will take them down immediately. Violations of the OCC Posting Policy could result in the **suspension of posting privileges** for the student club or organization, program, service, or department indefinitely. **Do not post materials on:**
    - i. Bricks/Sidewalks
    - ii. Building Exterior (Support poles, walls, windows)
    - iii. Elevators
    - iv. Interior of College Buildings
    - v. Light Poles
    - vi. Planted Garden Area
    - vii. Posts/Railing
    - viii. Restrooms
    - ix. Sculptures
    - x. Traffic Control Signs
    - xi. Trash/Recycle Cans
    - xii. Trees
    - xiii. Vehicles
    - xiv. Windows
5. Posting Parameters
- a. The following parameters and requirements have been developed for the various areas of campus:
    - i. ASOCC Publicity Boards/Posting Grid
      1. Fliers may not exceed the size of 8 ½” x11”.
      2. A maximum of one flier is permitted in each of the seven ASOCC Publicity Boards and the one posting grid in the Student Center, on first-come, first-served basis, as space is available.

3. Nothing will be posted that obscures previously posted materials.
- ii. Sandwich Boards
    1. Posters may not exceed the size of 34"x24" (length x width). As the sandwich boards are unidirectional, all posters must be "portrait" in orientation.
    2. A maximum of three sandwich boards per event may be reserved on a first-come, first-serve basis.
    3. No more than three sandwich boards can be up in any given area.
    4. An event may be posted on a sandwich board for a maximum of 10 business days. Exceptions may be made for posters listing a series of themed events. The ASOCC can be contacted for clarification/approval.
    5. It is the responsibility of the requesting student club or organization, program, or service to maintain their sandwich board messages and to repair/replace them if necessary.
    6. Crisis Alert sandwich boards have priority and precedence over all other publicity.
  - iii. Stake Posting
    1. The use of stakes is permitted throughout campus, with a maximum of 20 allowed per event.
    2. Stakes must be placed in the grass only and numbered 1 through 20.
    3. Posters on stakes shall be no larger than 11"x17".
    4. Stakes **must** be made of wood.
    5. Stakes not removed by the posting deadline becomes the property of the ASOCC.
  - iv. Banners on Poles over Walkways
    1. Three outdoor banner standards are available to approved student clubs and organization, programs, and services. They are located on campus in the following areas:
      - a. North side of Quad
      - b. South side of Quad
      - c. East of the Literature and Language building
    2. The ASOCC must approve all banners.
    3. Banners are hung on a first-come, first-served basis, although ASOCC banners, and in some cases certain events or departments, will take precedence over student club and organization banners.
    4. Banners must not exceed 15'x 4'.
    5. Exceptions in size may be granted at the time of the reservation. However, no banner over 20' will be approved and new banners should not be made to exceed 15'x 4'.
    6. Banner pole reservations are to be made through the ASOCC.
    7. A banner may be hung for a period of no more than 10 business days at a time.
  - v. Campus Perimeter Banners
    1. Campus perimeter banner areas are located by the softball field (near the Adams Avenue campus entrance), under the Orange Coast College sign in Lot C, on the pool deck and tennis court walls on Fairview Road.

2. Perimeter banners are approved by the Office of Marketing and Public Relations and are primarily used for campus initiatives (advertising for semester enrollment periods, campus celebrations, etc.).
- vi. Springboard Signs
  1. Campus Springboard signs are designed and approved by the Office of Marketing and Public Relations and are primarily used for campus initiatives (advertising for semester enrollment periods, campus celebrations, etc.) and campus/student services.
  2. Each Springboard will always have a campus map on one side.
  3. Springboards also have a dedicated location on campus.
- vii. Digital Displays
  1. Digital Display messages are approved by the ASOCC and are primarily used for campus initiatives (advertising for semester enrollment periods, campus celebrations, etc.) and campus/student services.
  2. Student clubs and organizations will have access to include messages specific to the location of the specific digital display.
  3. The overall scheduling of messages is at the discretion of the Office of Marketing and Public Relations.
  4. Submissions must be received 5 business days prior to the requested message start date.
- viii. Computer Wallpaper
  1. Posting is for approved events and activities only, not for announcing meetings or elections.
  2. File MUST BE SAVED AS A BITMAP with a bmp extension. Finished .bmp size should be 4" by 5.5" (which displays as full height and about 8" wide). Computer displays are set to 1024x768.
  3. Wallpaper must be Portrait. Landscape orientation will be returned for revision.
  4. Provide an email and phone number contact.
  5. Items will be posted based on first-come, first-served; however, items may be modified when necessary.
  6. If two groups want posting at the same time, the event date will be taken into consideration.
  7. Submissions must be received three business days prior to the requested message start date.
- ix. Large Group Instruction Projections
  1. Hard copy must be 8 ½" x 11" portrait.
  2. A hard copy must be submitted to Vicki Blackstock with the "ASOCC Approved, Post Until \_\_\_\_". Vicki can be contacted at (714) 432-5754.
  3. Provide an e-mail and phone number contact.
  4. Submissions must be received three business days prior to the requested message start date.

## Section R: Publication & Posting Procedure

### Related Policies:

Section W: Social Media

Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization

Section EE: Websites & Mobile Apps

1. For approval of student club and organization publicity, submit a digital file (i.e. JPEG or PDF) to the ASOCC via email at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu). The ASOCC will respond within three business days indicating any changes necessary or communicating when the publicity will be available for pick-up at the ASOCC Office front desk.
  - a. For questions about the Posting Policy, contact the ASOCC Office.

## Section S: Registration & Renewal

### Section S: Registration & Renewal Policy

1. All student clubs and organizations must be registered with the ASOCC via the [Section S: Registration & Renewal Procedure](#).
2. All student clubs and organizations must have the following in order to be approved by the ICC:
  - a. An advisor who meets the eligibility criterion as outlined in the Advisor Policy section of the OCC Student Club & Organization Handbook
  - b. At least five currently enrolled OCC students who have paid the OCC College Service Charge
  - c. Shall be in good standing with the ASOCC.
  - d. Submit a completed *Registration and Renewal Form* and *Advisor Agreement* to the ASOCC on Tuesday at 12:00 noon. All completed forms will be considered for approval at the following Tuesday's ICC Board meeting.
  - e. Submit a Constitution and Bylaws for the student club or organization, which includes all of the required sections as outlined in the Constitution & Bylaws section of the OCC Student Club & Organization Handbook.
3. All student clubs and organizations must submit an *Officer Registration Form* no later than two weeks after the approval of the student club or organization.
4. No student club or organization shall be considered for approval after the 11<sup>th</sup> week of the Fall and Spring semesters.
5. Student clubs and organizations approved by the SGOCC Inter-Club Council during the fall semester must renew their club status for the spring semester to remain an active by submitting the *Registration and Renewal Form* and *Advisor Agreement* no later than the 5<sup>th</sup> Tuesday of the spring semester.
  - a. Clubs that do not meet this deadline will be declared inactive and will need to go through the registration process to become active for the spring semester.
6. Student clubs and organizations may renew for the summer session as long as they were active in the previous spring semester and in good standing. Student clubs and organizations wishing to be active must submit a Club Registration and Renewal Form. As the Inter-Club Council does not have regularly scheduled meetings over the summer, the ASOCC shall approve on behalf of the ICC.

- a. For summertime renewal of student clubs and organizations, students must be enrolled for the summer session or fall semester and have paid their College Service Charge.

## Section S: Registration & Renewal Procedure

1. All forms listed in this procedure can be found in and must be returned to the ASOCC Office no later than Tuesday at 12:00 noon for consideration at the following week's ICC Board Meeting.
2. Club Registration
  - a. In order to be approved as an official student club and/or organization on campus and maintain all the rights and privileges of an active club, each club must fill out the *Registration and Renewal Form*.
    - i. A constitution and bylaws template is available in the ASOCC Office.
  - b. A copy of the club's constitution and bylaws are due at the same time as the *Registration and Renewal Form*.
  - c. Once a club has been approved, the club president and club advisor(s) will be notified via email from the ASOCC along with the club meeting location and times and a digital copy of the OCC Student Club & Organization Handbook.
3. Club Renewal
  - a. Spring Semester
    - i. Every spring semester, each club must renew its status to remain active on campus and be eligible for start-up funds by filling out the *Registration and Renewal Form*. Failure to resubmit this form will result in the deactivation of the club.
      1. If there are no changes to the student club or organization constitution & bylaws from the previous fall semester, it is not required to resubmit a new copy of the constitution & bylaws.
    - ii. This form must be completed and submitted to the ASOCC Office no later than the 5<sup>th</sup> Tuesday of the spring semester to be eligible for automatic renewal. Clubs registering after the 5<sup>th</sup> week of the semester will go to the ICC for approval.
  - b. Winter Intersession & Summer Session
    - i. If student club or organization in good standing from the previous semester wishes to renew itself during the winter intersession or summer session, it must complete the *Registration and Renewal Form*.
    - ii. As the Inter-Club Council does not have regularly scheduled meetings over the winter intersession or summer session, the ASOCC shall approve on behalf of the ICC.
4. Club Advisor Registration
  - a. Advisors must fill out the *Advisor Agreement Form* on the back of the *Registration and Renewal Form* before the student club or organization can be approved by the ICC.
  - b. If a club would like to include additional advisors, please fill out the *Addendum Form*.

- c. Please see [Section A: Advisors Policy](#) for more information regarding the requirements and expectations related to being a student club and organization advisor.
- 5. Student Club & Organization Officer Registration
  - a. It is the president's responsibility to ensure that the *Officer Registration Form* is submitted to the ASOCC Office within two weeks of the student club or organization's approval. Without the completion of this form, a student club or organization will not be able to submit paperwork to the ASOCC Office.
    - i. If a new member would like to become an officer, or a current officer resigns from their position, the student club or organization will need to complete and return the *Addendum Form* to the ASOCC Office.
  - b. Officer positions may be added as needed so long as they are included within the student club or organization's constitution and by-laws
  - c. The ASOCC shall verify that the student club and organization officers are currently enrolled at OCC at the time of their election or appointment and have paid the OCC College Service Charge.
- 6. National or State Chapters and Affiliations
  - a. If a student club or organization is affiliated with a national or state organization, it must be indicated on the *Registration and Renewal Form*.

## Section T: Recording of Meetings & Events

### Section T: Recording of Meetings & Events Policy

- 1. Recording in any format (i.e. video, audio, tape, photography, etc.) at student club or organization meetings and events is prohibited unless expressed verbal affirmative consent is granted by all in attendance.

## Section U: Sale/Distribution of Food & Beverage

### Section U: Sale/Distribution of Food & Beverage Policy

- 1. Food & Beverage on Campus
  - a. All events that include food and/or beverage as part of the event need to coordinate the food and/or beverage items with OCC Instructional Food Service and the ASOCC.
- 2. Catering
  - a. OCC Instructional Food Service has the right of refusal for catering food and beverage on campus. If Instructional Food Service declines the request for food and/or beverage service, the student club or organization may pursue off-campus catering.
- 3. Off-Campus Food & Beverage
  - a. Due to liability and Health Department issues, any food or beverage brought from off-campus needs approval from the OCC General Manager of Instructional Food Service and the ASOCC prior to the event.

## Section U: Sale/Distribution of Food & Beverage Procedure

1. Sale/Distribution of Food & Beverage
  - a. Special Events & Activities
    - i. The sale/distribution of Food & Beverage requires the Special Events & Activities process.
    - ii. See [Section Y: Special Events & Activities Procedure](#) for more information.
  - b. Meetings
    - i. Food and beverage may be consumed and/or distributed during meetings, but must be coordinated in advance with Instructional Food Services at (714) 432-0202 x26415.

## Section V: Service-Related Expenses

### Section V: Service-Related Expenses Policy

1. All service-related expenses (i.e. equipment rentals, catering services, etc.) by a student club or organization must be approved prior to the service being provided. All service-related expenses must be approved through the following processes:
  - a. Independent Contractor
  - b. Referee/Official/Performer/Lecturer
2. All paid or unpaid services must be approved via the *Special Events Application* and Presidential Approval process. No student club or organization member or advisor may enter into any paid or unpaid agreement with an outside individual or service-provider.

### Section V: Service-Related Expenses Procedure

1. In order to request approval for such expenses, student clubs and organizations must schedule an appointment with the ASOCC prior to or concurrently submitting the following forms:
  - a. *Independent Contractor form OR Referee/Official/Performer/Lecturer Form*
  - b. *Special Events Application*
2. Service-related expenses may require Presidential Approval, which can take four to six weeks to process. It is imperative that student clubs and organizations plan well in advance so that the agreement may be approved in time. Additionally, any service-related vendors that are not physically located in the United States, may require additional time. Contact the ASOCC Office with any questions regarding service-related expenses and the timeline associated with its approval.

## Section W: Social Media

### Section W: Social Media Policy

1. Purpose
  - a. This policy applies to the full range of social media tools, including, but not limited to, Facebook, Twitter, Instagram. The policy applies to any student club or

organization that is using the tools to promote their student club and organization, or to communicate with their members and student body.

2. Social Media Accounts
  - a. Student clubs and organizations may have social media accounts.
  - b. All social media account names are to be registered with the ASOCC.
  - c. Student clubs and organizations are required to follow this Social Media Policy.
  - d. Student clubs and organizations are required to be informed about and adhere to the Social Media Guidelines as provided by the OCC Marketing & Public Relations Department.
  - e. Advisors are required to have the social media names, usernames, and passwords for all social media accounts associated with the student club or organization.
3. Law and Standards
  - a. Social media accounts will adhere to College policy, District policy, local law, state law, and federal law. Any social media post that violates any policy or law will result in possible probation or suspension of a student club or organization.
4. Use of the College Name, Logo, and Trademarks
  - a. Social media accounts and posts must adhere to the Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization Policy ([Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization Policy](#)) as outlined in the OCC Student Club & Organization Handbook.
5. Confidentiality & Privacy
  - a. OCC observes the Family Education Rights & Privacy Act (FERPA). Student clubs and organizations will not release private and proprietary college information. OCC's privacy protection also extends to its staff, faculty, and students. Approval and documented consent of release is required for all confidential information that is posted on social media.
6. Respect
  - a. Student clubs and organizations will treat each person or entity on social media with respect. Student clubs and organizations participating on social media platforms will automatically agree to act under this Social Media Policy. Student clubs and organizations will not post anything to social media that is a violation of the law, regulation, policy, guideline, or rule. Obscene, lewd, lascivious, violent, harassing, or otherwise objectionable content will be a violation of this Social Media Policy. Any violation of this policy may result in the review according to the Student Club and Organization Code of Conduct ([Section AA: Student Club & Organization Code of Conduct Policy](#)).
7. Community
  - a. OCC encourages everyone to participate and connect with the people and content on its social media platforms. Inappropriate, criminal, abusive, SPAM, discriminatory behavior, and personal attacks will not be allowed.

- b. Any post that directly or indirectly interferes with College or District operations will be reviewed according to the CCCD Student Code of Conduct and the Student Club and Organization Code of Conduct.
- 8. Opinion & Personal Views
  - a. Opinions expressed will be openly disclosed with name and affiliation. Any opinions expressed do not reflect the opinion or views of the College or the District.
- 9. Disruption to College and/or District Operations
  - a. Any posting that directly or indirectly interferes with College and/or District operations will be considered a violation of this Social Media Policy.

## Section W: Social Media Procedure

### Related Policies:

Section AA: Student Club & Organization Code of Conduct

Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization

- 1. Registering Social Media Accounts
  - a. Prior to publicizing social media accounts, an advisor must first register each account with the ASOCC by filling out the *Social Media Registration Form*. This form can be found in and must be returned to the ASOCC Office for processing.
    - i. If a student club or organization changes its social media account name, it must submit an *Addendum Form* and indicate the new account name on the "Other" line.

## Section X: Speakers & Performers

### Section X: Speakers & Performers Policy

- 1. All speakers or performers must be approved by the ICC and ASOCC prior to the service being provided. The hosting student club or organization must submit the following to the ASOCC:
  - a. *Special Events Application*
  - b. Speaker/Entertainer biography
  - c. A write-up about the topic that the speaker will be presenting on
- 2. All paid or unpaid services must be approved via the *Special Events Application* and Presidential Approval process. No student club or organization member or advisor may enter into any paid agreement with any speaker or performer. A student club or organization that would like to pay a speaker or performer needs to follow the Service-Related Expenses Procedure ([Section V: Service-Related Expenses Procedure](#)) outlined in the OCC Student Club & Organization Handbook.
- 3. All speakers shall be informed of the following conditions in advance:
  - a. The speaker's qualifications shall be made known to the audience as accurately and completely as possible.

- b. The speaker shall allow the audience an opportunity to ask questions. The length of the question period shall be designated by the sponsoring student club or organization.
  - c. Off-campus speakers are subject to all rules and regulations governing the District and College. Any violation of these rules and regulations may result in removal of the speaker from the campus. It is the responsibility of the hosting student club or organization to inform the speaker or performer about any relevant or pertinent District or College policies or procedures.
  - d. The sponsoring student club or organization and its advisor must make all arrangements for the speaker.
  - e. The sponsoring student club or organization assumes responsibility for the speaker's or performer's conduct on campus and will be held responsible under the Student Club and Organization Code of Conduct.
4. Any speaker or performer wishing to sell their product (i.e. a book, CD, DVD, etc.) at an approved event requires the approval of the ASOCC and the submission of a *Cash Handling Form* is also required for approval.
5. Release Statements
- a. The ICC and ASOCC bears all responsibility for approval and denial of non-college speaker/entertainer/performer requests. Denial will be based on time, place, and manner only. The ASOCC shall make every reasonable effort to consult with appropriate student, faculty, and/or administrative representatives concerning denial of requests within a timely manner.
  - b. Invitation of a speaker or performer does not imply endorsement of the individual and his/her views by the College, the District, the Associated Students of Orange Coast College, the sponsoring student club or organization, or departments.

## Section X: Speakers & Performers Procedure

1. All events and or meetings involving speakers and performers require approval through the [Section Y: Special Events & Activities Procedure](#).
2. Paid Speakers & Performers
  - a. In order to request approval for such expenses, student clubs and organizations must schedule an appointment with the ASOCC prior to or concurrently submitting the following forms:
    - i. *Independent Contractor form OR Referee/Official/Performer/Lecturer Form*
  - b. Speakers or performers being paid more than \$750.00 will require Presidential Approval, which can take four to six weeks to process. It is imperative that student clubs and organizations plan well in advance so that the agreement may be approved in time. Additionally, any speaker or performer who's billing address is not in the United States, may require additional time for approval. Contact the ASOCC Office with any questions regarding speakers and performs and to inquire about the approval timeline.
3. Unpaid Speakers & Performers
  - a. Speakers or entertainers who are not being paid do not require a contract for District Board approval.

- b. A student club or organization shall concurrently submit a *Special Events Application* and a speaker/entertainer biography.
- c. If the speaker wishes to sell their product (i.e. a book, CD, DVD, etc.) or is soliciting donations, the club must submit a *Cash Handling Form* which can be found in and must be returned to the ASOCC Office prior to the event.

## Section Y: Special Events & Activities

### Section Y: Special Events & Activities Policy

1. All on-campus and off-campus events, field trips, fundraisers, speakers, etc. require approval. Events including, but not limited to, film showings, speakers, attendance to conferences, and fundraisers, must have a *Special Events Application* on file, have Presidential Approval, and be approved by the Inter-Club Council and ASOCC prior to the event. All *Special Events Applications* must be submitted to the ASOCC by **Tuesday at 12:00 noon** to be approved at the following Tuesday ICC Board Meeting.
2. The Inter-Club Council, College, and District reserve the right to be in attendance at any student club or organization event or activity.
3. Any student club or organization that is found to be hosting unapproved events will be subject to the Student Club & Organization Code of Conduct ([Section AA: Student Club & Organization Code of Conduct Policy](#)).
4. As the Inter-Club Council does not have regularly scheduled meetings over the summer, the ASOCC shall approve on behalf of the ICC.

### Section Y: Special Events & Activities Procedure

#### Related Policies:

Section B: Amplified Sound

Section F: Documentary & Film Screenings

Section I: Finances

Section P: Student Club & Organization Officers

Section R: Posting Policy

Section T: Recording of Meetings & Events

Section U: Sale/Distribution of Food & Beverage

Section V: Service-Related Expenses

Section X: Speakers & Performers

Section BB: Travel & Transportation

Section CC: Use of Campus/District Facilities

Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization

1. Special Events Application Process
  - a. All student club and organization events require approval from the ASOCC by submitting a *Special Events Application* and answering each question.

- i. The *Special Events Application* can be found in and must be returned to the ASOCC Office no later than Tuesday at 12:00 noon for consideration at the following week's ICC Meeting.
- ii. Depending on the event type and its complexity, the ASOCC may schedule additional meetings with the student club or organization, advisor(s), and other functional areas (i.e. Maintenance & Operations, Campus Safety, etc.) involved in the event planning process.
- b. Any questions regarding [Section Y: Special Events & Activities Procedure](#) and event logistics should be directed to the ASOCC.
- c. Once the event has been approved by the ICC, the ASOCC will notify the student club or organization and advisor(s) via email.
- d. Any changes in the event logistics must be reported to the ASOCC immediately.

## Section Z: Start-up Funds

### Section Z: Start-up Funds Policy

1. A \$50.00 Start-up Fund is made available to currently recognized student clubs and organizations on a first-come, first-serve basis one time each semester.

### Section Z: Start-up Funds Procedure

1. To request start-up funds, student clubs and organizations must fill out the *Start-Up Funds Request Form*, which can be found in and must be returned to the ASOCC Office no later than Tuesday at 12:00 noon in order to be considered at the following week's Fiscal Affairs Council's meeting.
2. After the Fiscal Affairs Council makes its recommendation, the Student Senate & Executive Board will consider the request at its weekly meeting.
3. The requestor will be notified of the decision by phone or email within one week of the Student Senate and Executive Board meeting. It may take two to three weeks from submission of the *Start-Up Funds Request Form* to see a deposit into the student club & organization account.

## Section AA: Student Club & Organization Code of Conduct

### Section AA: Student Club & Organization Code of Conduct Policy

1. Standards for Student Club and Organization Conduct
  - a. 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 Student Club & Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.
2. Student Organization Member Responsibilities
  - a. Members of recognized student clubs and organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their

student 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.

- b. The College established the Student Club and Organization Code of Conduct 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.
3. Application of This Code
    - a. Jurisdiction
      - i. The ASOCC will exercise jurisdiction over the conduct of all recognized student clubs and organizations.
      - ii. Misconduct by members of a student club or organization may also be subject the members, in their role as a student, to discipline under the CCCD Student Code of Conduct (CCCD Board Policy & Administrative Procedure 5500). The Student Club and Organization Code of Conduct focuses on discipline against the student club or organization itself.
      - iii. 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 Code, regardless of whether it occurs on or off campus.
      - iv. The ASOCC has responsibility for adjudicating cases based on allegations of misconduct.
  4. Process
    - a. Complaint Filed/Incident Reported
      - i. All complaints shall be submitted in writing to the OCC Director of Student Life.
      - ii. The College, through the ASOCC, will investigate all reports of alleged violations of the Student Club and Organization Code of Conduct.
    - b. Notice to Student Club or Organization
      - i. In all cases, the Director of Student Life, or designee, will provide notice to the president and advisor(s) of the student club or organization.
      - ii. The notice shall include:
        1. A description of the alleged violation(s).
        2. A description of applicable policies.
        3. A statement of the potential sanctions/responsive actions that could result.
        4. A required date and time for the president or advisor to contact the Director of Student Life within seven calendar days from receipt of communication to schedule a meeting.
          - a. The failure to contact the Director of Student Life, or designee, within this seven day period shall constitute the student club or organization's waiver of their ability to provide a response to the alleged violation(s), and the

proceeding shall take place as if the student club or organization has not responded.

- c. Interim Actions/Restrictions
  - i. Dependent upon the severity of an incident, the ASOCC may impose interim sanctions on a student club or organization for the following reasons:
    - 1. Protect the District or College community from potential threats to health and safety;
    - 2. Protect any particular member of the community;
    - 3. Protect against the risk of a substantial disruption to the normal operation of the campus.
  - ii. The Director of Student Life, or designee, will inform the president and advisor of a student club or organization of any interim action/restrictions implemented pending investigation.
  - iii. Interim actions/restrictions are effective immediately.
  - iv. Interim actions/restrictions may include:
    - 1. Interim Suspension
    - 2. Interim Restriction
  - v. Interim action/restriction may be appealed in writing to the OCC Dean of Students, or designee, within two calendar days of receipt of communication informing the student club or organization of the interim action/restriction. The OCC Dean of Students, or designee, will render a decision within two business days of the received appeal.
- d. Investigation Process, Findings, & Determination
  - i. The Director of Student Life will meet with the president of the student club or organization to discuss the allegations.
  - ii. The Director of Student Life or designee may interview the reporting party, persons alleged to have violated the policies, witnesses, the advisor, and other persons having knowledge.
  - iii. The Director of Student Life will then make a recommendation to the Inter-Club Council at one of their regularly scheduled meetings with one of the following findings:
    - 1. Not Responsible - In these cases, the Director of Student Life or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s).
    - 2. Responsible – The Director of Student Life 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).
  - iv. If the student club or organization is found Responsible for the alleged misconduct, the Inter-Club Council will issue sanctions against the student club or organization.
- e. Imposing Sanctions

- i. Sanctions for the conduct listed below may be imposed on student clubs and organizations responsible for violating the Student Club and Organization Code of Conduct. Sanctions may include actions such as:
    - 1. Withdrawal of recognition
    - 2. Suspension of recognition for a specified period of time
    - 3. Probation
    - 4. Restriction of privileges
    - 5. Reprimand
    - 6. Restitution for losses caused
- 5. Unacceptable Student Organization/Member Behaviors
  - a. The rules and sanctions outlined within the Student Club & Organization Code of Conduct are in addition to potential discipline against individual students as outlined in the Coast Community College District's Board Policy/Administrative Procedure 5500: Student Code of Conduct.
  - b. The following behavior is unacceptable and may subject the student club or organization to disciplinary sanctions:
    - i. Aiding and Abetting
      - 1. A student club or organization that assists a group that has lost College recognition, or facilitates the existence of a group that does not have College recognition.
      - 2. A student club or organization aiding and abetting another person or group violation of a College or District policy or procedure or local, state, or federal law.
      - 3. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.
    - ii. Alcohol
      - 1. The use, sale, possession, or distribution of alcohol at any sanctioned event is strictly prohibited unless otherwise approved by the College or District as outlined in CCCD Board Policy and Administrative Procedure 3560.
    - iii. Damage to Property
      - 1. Willful or careless destruction, defacement of, or tampering with College/District property, or the property of others.
    - iv. Discrimination
      - 1. Discrimination is prohibited on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.
    - v. Disorderly Conduct
      - 1. Any offensive or disorderly act or display that interferes with the rights of others.
      - 2. Harassment, threats, physical abuse, intimidation or threat of physical abuse, including bias-related incidents.

3. Excessive noise which is disruptive to the campus or surrounding community.
- vi. Disruption
    1. The act of, but not limited to, interrupting, impeding, obstructing, or causing the interruption or impediment of any District activity.
  - vii. Drugs
    1. Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia or the misuse of legal pharmaceutical drugs.
    2. Sponsoring/hosting an activity at which substances noted above are used.
  - viii. Endangerment
    1. Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.
  - ix. Failure to Comply
    1. Failure to comply with the directives of College or District officials acting in the performance of their official duties.
    2. Resisting or obstructing College or District officials acting in the performance of their official duties.
    3. Failure to follow all policies and procedures established by the College or District or local, state, or Federal law.
  - x. False Alarms and Fire Safety
    1. Initiating false fire alarms or tampering with fire alarm devices or fire equipment.
  - xi. Falsification of Information
    1. Willful falsification of information on College records, to College or District officials, or to local government officials.
    2. Willfully providing false information for the purpose of obtaining services.
    3. Unauthorized presentation of oneself and one's organization as a representative of the College or District for the purpose of gaining or attempting to gain privilege, convenience, goods, or services.
    4. Possession, manufacture or distribution of false or altered instruments of identification.
    5. Initiating or causing to be initiated any false report, warning, or threat.
  - xii. Firearms, Fireworks, Weapons, and Explosives
    1. It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas of other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off-campus.

2. Possession or use of fireworks on campus or at group sponsored events off-campus.
- xiii. Guests
1. Student clubs and organizations are responsible for informing their guest(s) of College and District policies and procedures and will be held accountable for the behavior of their guest(s).
- xiv. Harassment and Abusive Behavior
1. Conduct that threatens or endangers the health or safety of any person within or related to the College community, including physical abuse, threats intimidation, harassment, or sexual misconduct is prohibited.
- xv. Hazing
1. Hazing in every form or conspiracy to haze is prohibited. OCC takes a zero tolerance approach to hazing. Participation in a hazing practice may result in both individual and organizational disciplinary action.
  2. Hazing is defined as "...any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term 'hazing' does not include customary athletic events or school-approved events. (California Penal Code 245.6(b)).
  3. The following non-exhaustive list of activities meets this criterion; accordingly, they are considered forms of hazing:
    - a. Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress.
    - b. Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home.
    - c. Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids.
    - d. Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/or humiliation.

- e. Requiring individuals to walk, march, or run in single file against their will.
  - f. Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform.
  - g. Exposing individuals to extremely uncomfortable or dangerous environments (e.g. too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger.
  - h. Intense interrogation of new members; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags.
  - i. Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature.
  - j. Inability to talk to members of the opposite gender.
  - k. Peer pressure to engage in activities against the individual's will.
  - l. Carrying or wearing any item(s) setting new members apart from the members.
  - m. Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by members; requiring individuals to purchase items or services for other members.
  - n. Requiring activities that are prohibited by law or College/District policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (i.e. banners, food, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior.
  - o. Requiring activities that interfere with academic studies, assignments, or classes of an individual or group of members.
- xvi. Misuse of Computer Facilities or Resources
1. The following behaviors pertaining to the misuse of computer facilities or resources are prohibited:
    - a. Unauthorized entry into a file, for any purpose.
    - b. Unauthorized transfer of a file.
    - c. Use of another's identification or password.
    - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the College or District community.
    - e. Use of computing facilities and resources to send obscene or intimidating or and abusive messages.

- f. Use of computing facilities and resources to interfere with normal College or District operations.
  - g. Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright protected material, including literary works, musical works, dramatic works, graphic arts works, sound recording, motion pictures, pictorials, and software is prohibited.
  - h. Violation of a campus computer use policy.
- xvii. Obstruction of College/District Activities
  - 1. Behavior which disrupts or interferes with normal College, District, or District-sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, College administration, public safety, fire, police or emergency services, sanctioned student club and organizations activities or events, sanctioned student club and organization meetings, or other authorized activity. Such behavior includes abridgement of rights to freedom of speech and expression.
- xviii. Risk Management of Events
  - 1. Failure to obtain campus approval of student club or organization event prior to hosting the event.
  - 2. Failure to adhere to event start and end times
  - 3. Failure to check identifications
  - 4. Failure to complete disclosure of all marketing material, along with how and where distributed.
- xix. Social Media
  - 1. Failure to follow social media guidelines or violations of the policies outlined in the OCC Student Club & Organization Handbook.
- xx. Sexual Misconduct
  - 1. Sexual misconduct includes, but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, and indecent exposure.
- xxi. Theft
  - 1. Theft of property or services on the College campus or at sponsored events.
  - 2. Removal of property from common use areas.
  - 3. Removal of books or other items from College facilities without following prescribed procedures.
  - 4. Possession of property illegally procured is prohibited.
- xxii. Trespass
  - 1. Entering any College or District facility, except in accordance with established policies and procedures.
- xxiii. Use of College Name, Logo, and Trademarks

1. Use of the name or marks (i.e. logo, seal, graphics, etc.) that are not in alignment with the College and District policies and procedures.
- xxiv. Violation of Student Club and Organization Procedures
  1. Falsification, distortion, or misrepresentation of information related to a discipline matter.
  2. Disruption or interference with the orderly progress of a student club or organization discipline proceeding.
  3. Initiation of a student club or organization proceeding in bad faith.
  4. Attempting to discourage another from participating in a student club or organization discipline matter.
  5. Attempting to influence the impartiality of any participant in a student club or organization matter.
  6. Verbal or physical harassment or intimidation of any participant in a student club or organization matter.
  7. Failure to comply with the sanction(s) imposed under a student club or organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).
- xxv. Violations of Civil or Criminal Law
  1. Student club and organizations in violation of local, state, or federal law are in violation of the Student Club and Organization Code of Conduct. College sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceedings in a civil or criminal justice case.

## Section AA: Student Club & Organization Code of Conduct Procedure

1. Incident Reporting
  - a. All complaints or incidents shall be reported to the Director of Student Life at [mmorvice@occ.cccd.edu](mailto:mmorvice@occ.cccd.edu) or (714) 432-5727.

## Section BB: Travel & Transportation

### Section BB: Travel & Transportation Policy

1. Any student club or organization that is traveling or utilizing funds to travel must be approved by submitting a *Special Events Application*. All student club and organization travel requires the approval of the Inter-Club Council, ASOCC, and Presidential Approval prior to the trip.
2. All student clubs and organizations are required to submit the following forms for all attendees:
  - a. Currently Enrolled Students, Staff, Faculty, and Administrators
    - i. *Medical Consent Form*
    - ii. *Conference Attendance Agreement Form*
    - iii. *Voluntary Activity Participation Form*

- b. Non-District Participants
          - i. *Voluntary Activity Participation Form*
3. The District may provide transportation for approved travel-related events. The student club or organization advisor may put forth a *Field Trip Request Form* for approval by the ASOCC. Any driver of a District vehicle is required to receive training from the District Transportation Office and have a *Drivers Authorization Form* on-file with the Student Life and Leadership Department.

## Section BB: Travel & Transportation Procedure

1. All travel-related events and activities require approval through the Special Events & Activities process ([Section Y: Special Events & Activities Procedure](#)).
  - a. Overnight trips and travel outside of the five local counties (i.e. Orange County, Los Angeles, Riverside, San Bernardino, San Diego) will require Presidential Approval, which can take four to six weeks.
  - b. After an event is approved through the Special Events Application, the student club & organization advisors must send the ASOCC Office a list of attendees and student identification numbers via email at [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu).
2. Travel Requiring District Transportation
  - a. After approval through the Special Events & Activities process, an advisor can submit a [Coast Community College District Field Trip Request Form](http://www2.cccd.edu/facultystaff/transportation/forms/fieldtriprequest.html) (<http://www2.cccd.edu/facultystaff/transportation/forms/fieldtriprequest.html>) four to six weeks prior to the date of travel.
    - i. Advisors must write the Director of Student Life, Michael Morvice ([mmorvice@occ.cccd.edu](mailto:mmorvice@occ.cccd.edu)), as the “Supervisor”
  - b. Once approved, advisors and students may drive the District vehicles if they have completed the District Safety Orientation prior to the field trip or off-campus event. Please call (714) 438-4696 a minimum of four business days in advance to arrange a training.
3. Travel with Personal Vehicle
  - a. Field trips requiring personal vehicles only requires the submission of the *Voluntary Activities Participation (VAP) Form* which can be found in and must be returned to the ASOCC Office prior to the date of travel. Approval from the Director of Student Life must be obtained prior to the travel date.

## Section CC: Use of Campus/District Facilities

### Section CC: Use of Campus/District Facilities Policy

1. The use of any College or District facility requires that an advisor be present for the event in its entirety (i.e., first in/last out).
2. The use of College and District facilities must be requested and approved by the ICC and ASOCC via the *Registration and Renewal Form* or via the *Special Events Application*.

## Section CC: Use of Campus/District Facilities Procedure

1. The *Registration and Renewal Form* and the *Special Events Application* can be found in and must be returned to the ASOCC Office no later than Tuesday at 12:00 noon in order to be considered at the following week's ICC Board Meeting.

## Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization

### Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization Policy

1. Permission to use the name, logo, and trademarks of OCC or the District, or any abbreviation thereof as part of the recognized student club or organization's name, may be granted only by the OCC Marketing & Public Relations Office.
  - a. A student club or organization shall not use the name of the College, District, or abbreviations thereof as a part of its own name. For the purpose of geographical designation, "**at OCC**" may be used as part of the directions (i.e. Hopscotch Club at OCC).
  - b. A student club or organization may state that its membership is composed of students of OCC, but shall not indicate or imply that it is acting on behalf of the College or District with its approval or sponsorship.
  - c. A student club or organization must avoid any implications that they are representing the views of the College or District, or the student government, or the student body as a whole.
2. Any student club or organization found to be in violation of this policy will be contacted to correct and or amend. If the student club or organization remains in violation of this policy or repeatedly violates this policy will be disqualified.

### Section DD: Use of the College Name, Logo, and Trademarks by a Recognized Student Club or Organization Procedure

1. Students may be granted permission to use the name, logo, and trademarks of OCC or the District, or any abbreviation thereof as part of the recognized student club or organization's name, by contacting the OCC Marketing and Public Relations Office at (714) 432-5725.

## Section EE: Websites & Mobile Apps

### Section EE: Websites & Mobile Apps Policy

1. Websites
  - a. Student clubs and organizations are prohibited from having, developing, or otherwise using non-Orange Coast College affiliated websites.
2. Mobile Apps

- a. Student clubs and organizations are prohibited from having, selling, developing, or otherwise distributing any mobile apps.

## Article IV: Advisor Information

### Responsibilities & Expectations

Advisors are an integral part of the student club and organization program and volunteer their time to work with student groups. For information on the expectations and responsibilities of a student club or organization advisors, refer to [Section A: Advisors Policy](#).

In addition to the expectations and responsibilities outlined in [Section A: Advisors Policy](#), student club and organization advisors are encouraged to:

1. Ensure that an ICC Delegate attends the Inter-Club Council (ICC) Monthly Meeting that is held at 12:00 noon on the first Tuesday of every month in the Student Center Lounge during the fall and spring semesters (starting in October). Advisors are also welcome to attend the ICC Monthly Meeting and encouraged to do so.
2. Be available to meet with student club and organization officers and/or members when they request help and/or if assistance is required.
3. Meet regularly with executive officers for the following reasons:
  - a. Assist with the development of meeting agendas and events
  - b. Discuss goals and objectives
  - c. Discuss the financial status
  - d. Identify or address problems and potential solutions
  - e. Identify areas that may be improved
4. Ensure that copies of meeting minutes are recorded and filed.
5. Work alongside the ICC and ASOCC office to provide student club and organization officers with the skills they need to be successful.
6. Contact the ASOCC Office for assistance with any questions, problems, or to discuss situations that may be of interest or importance to the College.

### Advisor Event Responsibilities

Advisors should allow student officers maximum freedom and responsibility in the planning and operating of all events. However, it is the duty of the advisor to see that all responsibilities are met and the events are carefully planned. The advisor should be informed of all plans being made and be responsible for the following:

1. All events must be approved by the ASOCC Inter-Club Council at their regularly scheduled weekly Board meeting which are held on Tuesdays. A *Special Events Application* must be submitted no later than Tuesday at 12:00 noon to be acted upon at the following week's meeting. **All events must be approved prior to their scheduled date and time.**
2. Some events will also require approval by the President of Orange Coast College and/or the Chancellor. The deadline to submit requests for approval is four to six weeks. Late items will not be accepted. See the ASOCC Office for assistance in submitting the *Presidential/Chancellor Approval Form*. The ASOCC Office reserves the right to approve or deny the submittal of requests based on College policies.

3. It is the responsibility of advisors to oversee expenditures of funds. Signature of both an advisor **and** a president/treasurer are required **before** any merchandise or service is ordered if it is to be paid from a student club or organization's account. If merchandise or services are ordered without authorization or if invoices/bills are not paid in a timely manner, the student club or organization account may be frozen, and it will not be permitted to use funds in the account until the fiscal problems are solved. See [Section H: Expenditure & Use of Funds Policy](#) and [Section H: Expenditure & Use of Funds Procedure](#) for more information.
4. Advisors are responsible for supervising the handling of finances at all events; assisting in setting up procedures for ticket sales; and formulating reports of expenditures and income. **All club funds shall be deposited in the Bursar's Office. Clubs cannot have external/off-campus bank accounts.**
5. It is the responsibility of advisors to prohibit the use of intoxicants by students during any event sponsored by the College. Students failing to cooperate should be reported to the Dean of Students Office via the [Incident Reporting Form](#) ([https://cm.maxient.com/reportingform.php?CoastColleges&layout\\_id=2](https://cm.maxient.com/reportingform.php?CoastColleges&layout_id=2)).
6. All clubs and organizations should have a budget for each event that may need to include stand-by custodial, maintenance help, and possibly security. The advisor will need to submit a work order to Maintenance and Operations (M&O) and Campus Safety to provide for this.
7. The advisor should see that the area of the campus used for any event (including meetings) is left clean and free of litter.
8. In case of injury to students during any college event, the advisor should see that first aid is given and that medical aid is secured, if necessary. Written reports of accidents or injuries must be made to the Student Health Center as soon as possible. **EVENTS NOT APPROVED BY THE ASOCC AND THE CCCD ARE NOT COVERED BY CAMPUS INSURANCE.**
9. Hazing is **not** permitted at Orange Coast College.

### Advisor Field Trip/Excursion Responsibilities

Any event that causes a student group to meet off-campus or travel to an alternate location is considered a field trip/excursion. Some examples of a field trip/excursion include trips to restaurants, off-campus outdoor activities (i.e. picnics, hiking), off-campus fundraising (i.e. television show tapings, restaurant-sponsored fundraisers). Therefore, as an advisor, there are several requirements that **must be fulfilled before** the trip occurs. It is strongly recommended that you schedule a meeting with the ASOCC Office at (714) 432-5730 to discuss some of the necessary details when planning student field trips/excursions.

1. All field trips/excursions require approval by the President of Orange Coast College. The deadline to submit requests for approval is four to six weeks. You must plan your trip and approvals accordingly as the **President will not approve events after the fact**. Late items will not be accepted. See the ASOCC Office for assistance in submitting the request. The ASOCC Office reserves the right to approve or deny the submittal of requests based on College policies.
2. If the advisor will be reimbursed for their travel with the club (i.e. mileage, admission to an event, conference registration, purchase of tickets), a *Conference Authorization Request*

form must be completed and submitted for approval by the President of Orange Coast College. The deadline to submit requests for approval is four to six weeks. Late items will not be accepted. See the ASOCC Office for assistance in submitting the request. The ASOCC Office reserves the right to approve or deny the submittal of requests based on College policies.

3. All club field trips/travel must be approved by the ASOCC Inter-Club Council at their regularly scheduled weekly Board meeting which are held on Tuesdays. A *Special Events Application* must be submitted no later than Tuesday at 12:00 noon to be acted upon at the following week's meeting. **All events must be approved prior to their scheduled date and time.**
4. Clubs can reserve District vehicles as outlined in [Section BB: Travel & Transportation Procedure](#).
5. The advisor needs to ensure that any student driving a District vehicle has been approved and received the District Safety Orientation. No third parties can participate in the club field trips/excursions. Please contact John Vasquez at (714) 438-4696 for more information and assistance in securing a District vehicle.
6. There are also OCC/CCCD forms that each participant must fill-out and submit to the ASOCC Office prior to the field trip/excursion. These forms are:
  - *Conference Attendance Agreement*
  - *Medical Consent Form*
  - *Voluntary Activities Participation (VAP) Form*
    - Note that any participant who is under the age of 18 will need to obtain a parent/guardian's signature. Each of these forms is available in the ASOCC Office and must be completed in their entirety. The advisor will receive copies of the *Conference Attendance Agreement* and the *Medical Consent Form* to take on the field trip/excursion.
7. If students will be driving or riding in non-district vehicles (i.e. personal vehicles, rental vehicles, etc.), each participant must also fill out a *Voluntary Activities Participation (VAP) Form*. Please see the ASOCC Office for a copy of this form.

## Advisor Recommendations & Best Practices

1. Individuals should not accept an invitation to serve (or continue to serve) as advisor if they are not prepared to fulfill the responsibilities and expectations of the role.
2. It would be advantageous for advisors to accept a position with a group whose interests parallel their own.
3. Advisors should attempt to learn the names of organization members as quickly as possible.
4. Although an advisor's role is voluntary, they are expected to uphold the best interest of the College and District at all times.
5. It is important for advisors to obtain the "pulse" of their group by developing a sense of the group's personality. This will elevate the level of advising effectiveness.
6. Advisors should not hesitate to engage in the general discussion of organizational matters at meetings; however, normally they should not dominate discussions or become the focus of attention.

7. The appropriate role of advisors is not to become “one of the gang” nor is it to remain conspicuously aloof from the group. The effective advisor is one who will render advice when it is requested and offer counsel when appropriate.
8. Advisors should not hesitate to provide constructive criticism when it is deemed necessary; likewise, positive student club or organization accomplishments should be appropriately acknowledged.
9. At times, advisors must be willing and prepared to tell their group that what it is doing or planning to do is wrong or inappropriate.
10. Advisors can expect to be asked to provide quick solutions to problems that they will be unable to render as rapidly as the group would like. Contact the ASOCC Office for assistance in these moments.
11. It will benefit advisors to realize that students may not accept their advice as valid and beneficial. Advisors should expect to be challenged; however, this should not be interpreted as an indication that their services are no longer required.
12. Advisors might be called upon to serve in the particularly sensitive role of personal confidant in organization-related matters. The advisor should provide assistance to the person seeking advice (usually in regard to a problematic situation). However, the advisor cannot compromise their relationship with the group by showing favoritism to one person or a group of individuals.
13. In addition, advisors might be asked to serve as a personal counselor by individuals with problems unrelated to their organizational affiliation. It is up to the advisor to choose how to handle these situations, keeping in mind that they must maintain the same professional posture that they should take when dealing with any student. Consult with the Director of Student Life if you are uncertain about how to respond to a student in this situation.
14. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor should resign. The advisor is encouraged to resign if members are not upholding their end of the affiliation. In this instance, you are urged to consult with the ASOCC Office to discuss the situation.
15. If a student club or organization has more than 1 advisor, it is important that both of them are working together and are aware of what the other is doing at all times. Unless the advisors are working together, the student club or organization may become divided and ineffective.
16. Advisors should realize that interest, imagination, and enthusiasm are wonderfully contagious.

# Article V: Recommendations and Best Practices

## Starting a Student Club or Organization

Before you begin the process of forming a new campus student club or organization, we urge you to research and review existing active student clubs and organizations. These student clubs and organizations have been formed to meet a variety of social, cultural, political, recreational, and religious interests. You may find an existing student club or organization that already meets your needs. There are many benefits to joining an existing student club or organization. It is often more effective to combine forces than duplicate efforts and/or services thereby creating competition for resources such as finances and members. Most student clubs and organizations are eager for new members; they want new talent, ideas, enthusiasm, and commitment. If there is a student club or organization currently meeting the same basic interests as yours, then consider joining that student club or organization.

If you are unable to identify an existing student club or organization that will satisfy your interest, then start your own. There may be other students out there with interests similar to yours. Starting a new student club or organization can be like starting a new business; it can be a challenge. In order to be a successful student club or organization, we urge you to consider the following:

### *Student Club or Organization Purpose*

- How do you define your student club or organization?
- What are your proposed goals?
- What do you hope to accomplish?
- How will you serve the students and/or community?
- Who will be your advisor?
- What makes your student club or organization unique?

### *Student Club or Organization Membership*

- Are there other people you already know who want to join?
- How will you recruit other members?
- How will you convince them to join?
- What will this student club or organization have to offer? Can members find this elsewhere?

### *Student Club or Organization Structure*

- Will this be a long-term group or is it being formed short-term to work on a particular, one-time only issue and/or activity?
- What type of officers will you have? How will they be selected and for how long?
- How will your constitution and bylaws address your procedures?
- How often will you meet? When will you meet? Where will you meet?

It is important that you are able to answer these questions because potential members will be asking these of you. Be prepared!

## Choosing an Advisor

All registered student clubs and organizations, activities, and events must be supervised by their advisor at all times. Many members of the OCC faculty, staff, and administration would enjoy volunteering their time and are just waiting to be asked. Advisors volunteer to work with student clubs and organizations because they want to give back, and they feel they can make a contribution to the student club or organization's success.

Consider carefully when choosing an advisor. For example, if your student club or organization is an academic interest group, check with the academic department to see if a faculty or staff member of that department may be interested in advising. Student clubs and organizations may have more than one advisor, so the advisor responsibilities may be divided. Advisors should consider the weight of being an advisor. For additional information on Advisor responsibilities, refer to [Section A: Advisors Policy](#).

## Recruiting New Members

New members are the life of any organization. They provide new ideas, enthusiasm, and potential officers. Because everyone wants new members, and new student clubs and organizations are starting all the time, the competition for new members can be intense. Here are ways to help your student club or organization successfully recruit and retain new members.

### *Pirate Involvement Fest (Formally Club Rush and Student Services Fair)*

ICC hosts Pirate Involvement Fest in the Quad on the third Tuesday of the fall and spring semesters. It is a great event for student clubs and organizations, potential or active, to recruit new members. You do not need to be an officially registered student club or organization to participate in Pirate Involvement Fest. However, you must reserve a table prior to the event by signing up in the ASOCC Office.

### *Coast Day*

Coast Day is a day of celebration for all campus student clubs and organizations. Held once each semester, prizes are awarded to student clubs and organizations for competitions in various activities and for booth decorations. Many students are attracted to the event so active student club or organization should take advantage of this opportunity to recruit members by distributing information such as club meeting times and dates and upcoming student club or organization events.

### *Student Club or Organization Interest Meetings*

Plan an interest meeting during your regular student club or organization meeting time to acquaint prospective members with your club:

- Show slides of previous events.
- Display a scrapbook, awards, newsletters, etc.
- Invite former officers.

- Have an official welcome and brief explanation of your student club or organization, introduce your officers, and announce upcoming events and projects. It might help to have handouts available.
- Put your best foot forward to accurately share what your student club or organization is all about.

### *Word of Mouth*

Word of mouth is the most effective way to recruit for your student club or organization. Encourage your current members to spread the word among OCC students and invite a new person to each meeting or activity. Talk to your professors about making classroom announcements, especially if the class is related to the student club or organization.

At any time, potential or established clubs may set-up an information table in the Quad. Reserve a table by filling out a *Special Events Application*. At your table, have handouts of the purpose of your student club or organization, upcoming meetings and approved activities. Scrapbooks and/or awards are helpful, too. Above all, keep your members active and involved; let them know that their contributions are needed and appreciated.

Following these above steps will lead to a more enjoyable and rewarding experience for both the new members and the student club or organization as a whole.

## Club Officer Positions

Successful student clubs and organizations elect officers who are both good leaders and managers. Here are some suggested positions and descriptions to consider:

- President – Acts as executive leader of the student club or organization and is responsible for the day-to-day operations including, but not limited to, preparing agendas, supervising officers, and facilitating/chairing student club and organization meetings.
- Vice President – Fulfills duties of the President any time the President may be absent and/or when the position becomes vacant. Assists President in carrying out his/her duties.
- Treasurer – Reviews and makes recommendations to the student club or organization on matters pertaining to income and expenditures of funds. Works closely with the advisor and Bursar's Office in management of funds. Submits financial reports to the student club and organization as requested.
- Secretary – Assists President in preparation of meeting agendas. Take and transcribe minutes at all official meetings. Compiles and copies handouts and publicity items. Writes and sends all correspondence for the student club and organization. Submits a copy of meeting minutes to the advisor(s).
- Historian – Takes photos, collects memorabilia, and/or takes videos of all student club or organization activities for both fall and spring semesters for the ICC End-of-the-Year Awards showcase.
- ICC Delegate – Attends all ICC Monthly Meetings pursuant to the Bylaws of the ASOCC Constitution and reports back to the student club or organization on the ICC meeting discussions, upcoming campus events, and other related business. Acts as a liaison

between ICC and the student club or organization. Completes and submits all official paperwork for the student club or organization to ASSOC Office.

## Constitutions, Agendas, Minutes and Recordkeeping

### *Constitution*

All student clubs and organizations are required to provide a constitution and bylaws. The general format for articles and sections should be consistent for every organization and stated in sentence form. Articles should include organization name, purpose, membership, officers, elections, meetings, and amendments. If membership dues are to be charged, there should be a section titled “Dues” stating the amount of the dues, period of time covered (i.e. semester or yearly), penalty for non-payment, etc. This section will need to be in Article III – Membership. A sample constitution is available in the ASOCC as a suggested format to assist you with preparing your student club or organization constitution.

### *Agendas, Minutes and Recordkeeping*

It is mainly the responsibility of the president, secretary, and advisor to develop meeting agendas. Meeting minutes should be taken and transcribed primarily by the secretary. Minutes from the current year’s meetings are valuable in preparing agendas because they contain reminders of unfinished business. Minutes from previous years are also helpful because they provide information about regularly scheduled yearly business. Meeting minutes should include the following:

- Type of meeting (i.e. general, business, board, committee)
- Date, time, and place
- List of members or guests present and/or absent
- Time of call to order
- Approval and/or amendments to previous meeting minutes
- Record of a summary of the discussions from committee reports, officer reports, old and new business, advisor reports, member updates, and open forum
- Record of all motions (especially when concerning expenditure of money) and voting results
- Time of adjournment
- Nomination or submission and transcriber’s name
- Time, date, and place of next meeting

The chair or an executive officer should review a draft of the minutes before a final copy is produced. Members should receive a copy of the minutes by the next meeting, and a master copy should be maintained in a notebook or flash drive for the archives after the members have approved the minutes.

[Appendix A – Sample Agenda & Minutes](#) is intended to serve as a suggested format to assist you in preparing your student club or organization agenda or minutes.

## Running Fun and Effective Meetings

Do your members dread attending meetings because they are dull, unproductive, disorganized, and too long? With proper planning and preparation, the chair can make any meeting effective and fun.

General meetings have several functions. They give members a chance to discuss and evaluate goals and objectives; keep members informed of current activities; provide a forum for communication and decision-making; and help keep the group cohesive. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will “run itself.” The following are some tips to help make your next meeting successful, productive, and even fun.

### *Before the Meeting*

- Define the purpose of the meeting. If you cannot come up with a purpose, do not have it.
- Develop an agenda with officers and the advisor.
- Distribute the agenda and circulate background material, especially lengthy documents or articles, prior to the meeting so members will be prepared, feel involved, and be up-to-date.
- Start meetings on time and stick to your time limit. Remember, members have other commitments. They will be more likely to attend meetings if you make them productive, predictable, and as focused as possible.
- Use visual aids for interest, e.g. posters, diagrams, etc. Possibly plan to project a large agenda at the front of the meeting room for members to refer to.

### *During the Meeting*

- Greet members/visitors and make them feel welcome, even late ones when appropriate.
- Review the agenda and set priorities for the meeting.
- Stick to the agenda.
- Encourage group discussion to get all points-of-view and ideas. You will arrive at quality decisions and have motivated members. They will feel that attending meetings is worth their while.
- Encourage feedback. Ideas, activities, and commitment to the student club or organization may improve when members see their impact in the decision-making process.
- Keep discussion on topic toward an eventual decision. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere, becoming destructive or unproductive, and/or getting off the topic.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader should be a role model by listening, showing interest, appreciation, and confidence in members. However, they should also be able to admit their mistakes.
- Summarize agreements reached and end the meeting on a unifying or positive note. For example, if number of attendees is fewer than 10, have members share thoughts of things they feel are good or successful or recite a group’s creed.

- Remind members of date, time, and place for the next meeting.

*After the Meeting*

- Write up and distribute minutes to officers within three or four days. Quick action reinforces importance of meetings, reduces error of memory, and prepares minutes for distribution at the next official club meeting.
- Discuss any problems during the next meeting with other officers; come up with ways improvements can be made.
- Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

# Article VI: Resources

## Student Club & Organization Resources

### ASOCC Workroom

- a. Student clubs and organizations may utilize the space in the ASOCC Workroom to work on projects and/or prepare for upcoming events.
- b. Workroom supplies may also be used including but not limited to:
  - i. Poster paper
  - ii. Poster markers
  - iii. Paint
  - iv. Glitter
  - v. Cutting supplies
- c. Keys to the ASOCC Workroom may be reserved on a first-come, first-served basis by filling out the *ASOCC Equipment Checkout Form*.

### Electric carts

- a. Student clubs and organizations may utilize ASOCC's electric carts for their on-campus events and activities.
- b. Students must go through an on-campus cart training prior to using the cart which can be arranged through the ASOCC Office Services Assistant.
- c. Electric carts are reserved on a first-come, first-served basis and the *Driver Authorization Form* must be filled out in the ASOCC Office in order to check out the electric cart keys.

### Event Equipment

- a. Student clubs and organizations may utilize ASOCC equipment for their special events including, but not limited to:
  - i. Canopies
  - ii. A-Frames
  - iii. Tables
  - iv. Folding Chairs
  - v. Poster Maker (subject to usage fee)
  - vi. Copy Machine (limited copies per event)
  - vii. Phone
  - viii. Popcorn Machine
  - ix. Snow cone Maker
  - x. PA System
- b. Items must be reserved on a first-come, first-served basis by filling out the *ASOCC Equipment Checkout Form*. It is recommended that student clubs and organizations submit this form at least 10 days prior to the event.
- c. Please note that ASOCC equipment may require training prior to the event date and must be discussed with the ASOCC Office Services Assistant.

## Barbeque

- a. ASOCC owns a propane barbeque that is available for use during on-campus events and fundraisers.
- b. The barbeque is reserved on a first-come, first-served basis with the ASOCC Office Services Assistant.
- c. The student club or organization is responsible for providing its own propane and storing its own tanks.
- d. An advisor must be present at all times while the barbeque is in use.
- e. Per District policy, no sharp knives are allowed for cutting meat and other food. Meat must be brought to campus already cut and proportioned for use.
- f. The barbeque must be returned clean and ready-for-use or the student club or organization will lose privileges for the remainder of the year.

## Student Club and Organization Feedback

- a. Student clubs and organizations shall have opportunities to ask questions, address concerns, and provide the ASOCC with feedback for improvement:
  - xi. ICC Board Meetings
    1. Student clubs and organizations are encouraged to attend ICC Board Meetings which are held weekly on Tuesdays from 11:10am – 2:00pm in the ASOCC Office.
    2. Two agenda items are dedicated to Public Comment, once at the beginning and once at the conclusion of each meeting, which clubs may utilize to solicit suggestions, comments, or concerns for ICC consideration.
    3. Please note any items requiring ICC action must be submitted in writing to the ICC President no later than Tuesday at 12:00 noon in order to be considered at the following week's ICC Board Meeting.
      - a. Contact information for that academic year's ICC President can be found on the ASOCC website at [http://www.orangecoastcollege.edu/student\\_life/associated\\_students/clubs/Pages/Inter-Club%20Council.aspx](http://www.orangecoastcollege.edu/student_life/associated_students/clubs/Pages/Inter-Club%20Council.aspx)
  - xii. ICC Monthly Meetings
    1. At the end of each ICC Monthly Meeting, student clubs and organizations are encouraged to utilize Public Comment in order to advertise upcoming events, recruit new members, share general information with other clubs, or solicit feedback to the ICC.
      - a. Monthly Meetings are held on the first Tuesday of each month from 12:00 noon – 1:00pm in the Student Center Lounge unless otherwise stated.
  - xiii. Club Event Participation Surveys
    1. Student clubs and organizations have the opportunity to solicit feedback for all ICC-sponsored events they participate in.
    2. Representatives from the ICC will distribute surveys at the conclusion of each ICC-sponsored event.

3. The ASOCC will ensure that the surveys are interpreted and discussed at a subsequent ICC Board Meeting.
  - xiv. Student Club and Organization End of the Year Survey
    1. All active student clubs and organizations in good standing with the Student Life & Leadership Department shall have the opportunity to participate in an End-of-the-Year survey.
    2. The ASOCC will ensure that the surveys are interpreted and discussed at a subsequent ICC Board Meeting.
  - xv. Incident Reporting
    1. All incidents shall be reported to the Director of Student Life at [mmorvice@occ.cccd.edu](mailto:mmorvice@occ.cccd.edu) or (714) 432-5727
      - a. The ASOCC will acknowledge the receipt of the reported incident via email. Please allow two business days for a response.
    2. If immediate attention is required, please contact Campus Safety at (714) 432-5017.
  - xvi. Complaint & Grievance Process
    1. If a student club or organization member, officer, or advisor would like to bring forth a complaint, email the Director of Student Life at [mmorvice@occ.cccd.edu](mailto:mmorvice@occ.cccd.edu) or (714) 432-5727.
      - a. The ASOCC will acknowledge the receipt of the reported incident via email. Please allow two business days for a response.
    2. The ASOCC may consult with the reporting party and communicate and implement a plan of action or interim measures if necessary.
- b. Follow-up regarding the implementation of a plan of action will be determined by the ASOCC.

## General Campus Resources

### Lost and Found

- a. Students may report lost property by coming in to the ASOCC Office during operating hours or calling (714) 432-5730.
  - i. Office hours are listed on the ASOCC website at [http://www.orangecoastcollege.edu/student\\_life/associated\\_students/Pages/default.aspx](http://www.orangecoastcollege.edu/student_life/associated_students/Pages/default.aspx)
- b. Found property will be held in the ASOCC Office for 90 days. If found property is not claimed after 90 days, the property will be donated.

### Legal Counsel

- a. Legal Counsel is available to currently enrolled OCC students who have paid their College Service Charge for the term at which the request is made
- b. Students may request an appointment by coming in to the ASOCC Office during operating hours or calling (714) 432-5730.

## Laptop Loan Program

- a. The Laptop Loan Program is available to currently enrolled OCC students who have paid their College Service Charge for the term at which the request is made.
- b. Laptops can be requested on a first-come, first-served basis out by filling the *Laptop Check-Out Form* in the ASOCC Office.  
Laptops must be returned to the ASOCC Office by the date specified on the *Laptop Check-Out Form*.

## Emergency Loan Program

- a. The ASOCC Emergency Loan Program is designed to provide short-term loans at a maximum of \$200 for currently enrolled students. The loans are available on a first-come, first-served basis or until all funds have been distributed.
- b. To apply for the Emergency Loan Program, students must fill out the Emergency Loan Application in the ASOCC Office.
- c. Once the application is received, it will take seven to 10 business days to receive the funds.
- d. The ASOCC Office will contact the applicant by phone or email notifying when the check is ready to be picked up.
- e. Loans must be repaid by the due date stipulated on the front of the application in the Bursar's Office.
- f. If students need an extension on the loan repayment date, they must contact the ASOCC Office Services Assistant *before* the due date at (714) 432-5585.

# Appendix A – Sample Agenda & Minutes

## XYZ CLUB MEETING AGENDA/MINUTES

Date

Place/Location

### *Call to Order:*

President calls meeting to order. Secretary records the time the meeting begins.

### *Roll Call:*

Secretary takes roll.

### *Minutes Additions/Corrections/Approval:*

Secretary reads last meeting's minutes or distribute copies of minutes and dispense with reading.  
Approval of previous meeting minutes.

### *Committee Reports:*

Updates on any special or standing committees (activities, publicity, etc.)

### *Officers Reports:*

President, Vice President, Treasurer, ICC Delegate

### *Old Business:*

Business handled or discussed at last meeting.

### *New Business:*

Business that has never been officially discussed with the group before.

### *Advisor's Report:*

A time for the advisor to speak.

### *Member Updates:*

Announcements made by club members.

### *Open Forum:*

A time for non-agenda items to be discussed (not necessarily official).

### *Adjournment:*

President ends meeting. Secretary records the time.