



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, 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 activities and to provide a forum for the expression of student opinion.

- x 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.
- x 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.
- x 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. 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-

a. If a student club or organiz

- 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

- 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.

- 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: Donation 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: Donation 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, 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

- 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.
2. Reimbursements
 - a. To obtain reimbursement of approved expenditures, students and/or advisors must submit original itemized receipts along with the *Check Request/Account*

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](#)

- 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 ude

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

7. An advisor must be physically present for all meetings and events.
- 8.

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 7th and 15th 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 7th and 15th 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 an *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.

Policy of the OCC Student Club & Organization Handbook (Section I

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.1

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. 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 11th 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 5th 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

- 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

- 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.

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

- 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 it4.4 () o305.9 ()22.2 (or)15.9 (ganol)13.6 (.

- 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

- 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: Startup Funds

Section Z: Startup 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: Startup 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 thi09 Tw -15 (us)95 (e)-14.2 (k)-5 (F)-1.217 7a2 ()TJ

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,

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

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- 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

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.

- 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.

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 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 submi1.6 (e A4e)-11.4 (F.2 08 Tm [d(o)21.5 (aiy3(S)2.1 (p)21.5 (ey)]chi30.757 3(t)4t9(A

- 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,

Section CC: Use of Campus/District Facilities Procedure

1. The *Registration and Renewal Form* and the *Special Events Application* can be found in

- 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 (O)26.19 (II T1 1 Tf 11.0(t)26.1 (he)21.5 (nd)e)21.5

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

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

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x

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

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

After the Meeting

- x 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.
- x Discuss any problems during the next meeting with other officers; come up with ways improvements can be made.
- x Follow-up on delegation decisions. See that all members understand and carry out their responsibilities. x

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

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 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 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
- 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.

