

Los Medanos College, Office of Student Life

The GUIDE 2022-2023

The Handbook for Leaders in LMC Student Clubs & Organizations

This handbook belongs to _____

**LOS MEDANOS
COLLEGE**

Last Updated On:
____12/13/2021____

Dear Student Leader:

The Office of Student Life wishes for you to be the most successful leader you can be. Therefore, we have prepared this handbook to introduce the various resources and services available to LMC chartered clubs and recognized organizations. Within this handbook, you will find campus and district policies, procedures, resources, and suggestions to help your club/organization be successful.

LMC provides a range of opportunities for student involvement and leadership beyond the classroom. Our philosophy is that leadership is a process rather than a position, and that students can be leaders in a variety of ways. Clubs are a great opportunity for leadership experiences that are essential to a successful education to include: social development, leadership skills, professional contacts, opportunity to practice classroom theories, true life practical experiences, etc.

While reviewing this handbook, you will find that some of the text will be **highlighted** and/or in **bold**. This will help to inform you of important instructions and special notes to keep in mind. The policies and procedures within this handbook are **subject to revision at any time with little or no advance notification**. To the degree possible, substantive changes will only be made between academic years.

The Office of Student Life encourages you to seek out experiences that will challenge and support your classroom learning. Your leadership experience can be a fun and meaningful part of your education at LMC. It all depends on **YOU!**

Feel free to stop by the Office of Student Life for assistance and support, should you need it throughout the year. The Office of Student Life exists to serve the needs of **ALL** students. You may contact our office at (925) 473-7554 or lmc.studentlife@gmail.com. You are also encouraged to follow us on Instagram for opportunities, activities, and events.

Have a great year!

Sincerely,



Teresea Archaga, MA
Director of Student Life

The Guide is designed to help students and advisors learn more about starting and managing a successful club or organization at Los Medanos College.

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Student Life Mission

Working collaboratively with LMC departments and programs, the Office of Student Life is committed to providing inclusive leadership development opportunities that support students in becoming agents of positive social change and responsible members of a diverse and global society.

The Office of Student Life is comprised of a variety of programs and services including Los Medanos College Associated Students (L.M.C.A.S. - student government), Interclub Council (ICC), LMC Marketplace, International Student Program; in addition to Leadership, Social Justice and Engaging Programming, Activities and Events.

These opportunities are designed to help students achieve their goals as leaders in their groups and communities. Students and staff are encouraged to use the Office of Student Life as a resource and connect with office staff regarding any activity or club matters.

Student Life Learning Outcomes

The Office of Student Life is dedicated to the development of the whole student, particularly throughout their co-curricular experience. Office staff works to achieve the following Student Learning Outcomes:

- Student workers in the office of student life will be able to demonstrate leadership skills in the planning and implementation of sponsored events by the Office of Student Life.
- LMCAS Board will better understand shared governance through their active participation on campus committees.

Student Life Office Policies & Procedures

The Office of Student Life is grounded in values of social justice. Social justice is defined as both a process and a goal that includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups and seeks to address issues of oppression, privilege, and power. All people in the office are expected to treat others with dignity, respect, and full validation of their humanity at all times.

The office seeks to create a comfortable and inclusive space for all students to achieve their leadership and campus involvement goals. We have a social responsibility to all students, the community, and the larger global community. This includes seeking to meet the needs of all groups, raising social consciousness, and repairing past and current harms to our campus community.

The office is a common workspace. All students using the office are expected to be respectful of other students working/using the space. Additionally, people using the office are asked to be aware of their volume and language in conversations in the space.

Only full time Student Life staff and Student Life Associates are permitted to use the reception desk computer and phone line.

Club Mail Box

Each chartered club on campus will be able to have mail shipped to the Office of Student Life. All US mail addressed to a club or member of the club is delivered to this mailbox. Listed below is the mailing address to forward club mail:

Los Medanos College, Office of Student Life
[Club Name]
2nd Floor, Student Union
2700 E. Leland Road
Pittsburg, CA 94565

Computer Use

Computers are to be used for functions related to academics and to carry out the mission of the Office of Student Life. Priority use for the computers are as follows:

- Student Life Associates, Minute Taker, and Graphic Artist
- L.M.C.A.S. Senate Members (Officers, Senators, and Representatives)
- Club Officers (for official club use)
- Other student leadership projects
- Academic purposes

Copy Machine Use

Chartered clubs are permitted to use the copy machine in the Office of Student Life to support their club, activities, and events. Clubs are allowed up to 24 handbills per week. Email printed request(s) with **PDF file** to lmc.studentlife@gmail.com

Art Supplies & Materials

Supplies and materials are provided to student clubs and organizations to support the mission and purpose of clubs in addition to activities and events of the Office of Student Life.

Clubs may use the art supplies in the Office of Student Life to create banners and marketing materials. Banners will be hung by Student Life staff in approved locations within the main college complex.

Conference Room Reservation

The Student Life **Small Conference Room** (SU 223) is available to reserve on a first come, first served basis. To reserve the conference room, please ask a Student Life Associate or Student Life staff to assist you with your request. Reservations can be made up to (1) hour before need, unless it is already occupied. You may reserve the room for up to (2) hours.

To reserve the **Large Conference Room** (SU 231) on the 2nd Floor an LMC employee will need to reserve the space on **25Live**. Priority will go to student groups and organizations.

Student Life Office Programs and Support Services

Los Medanos College Associated Students - L.M.C.A.S. (Student Government)

The Los Medanos College Associated Students (L.M.C.A.S.) is the official governing body for students at LMC. Their primary purpose is to advance the welfare of all students. They do this by providing programs and services designed to meet the varied needs of students, sponsoring activities and events, and representing the student body on many college and district committees.

MEETINGS Fall/Spring: Mondays 1:00-3:00PM In Person/ Virtual Options
Please refer to LMCAS Agendas for Log-in information.

Student Clubs and Organizations - Interclub Council (ICC)

The Office of Student Life provides support and advising to all LMC Chartered Clubs. The office provides resource materials and supplies for clubs to use including computers, copier, printing, and advertising. In addition, the Office of Student Life advises and coordinates the Interclub Council (ICC) and holds orientations and retreats for club leaders.

MEETINGS: Please refer to LMCAS Agendas for Log-in information.

ICC - Club Days

Throughout the year, the Office of Student Life works with the ICC to hold Club Days. These events offer a festive atmosphere where student clubs/organizations can market and advertise all that they do for the LMC students and campus community. Activities include fundraising, music, art, and other social activities.

Campus Activities and Leadership Team

Student Life Associates are a select group of student leaders who represent the diverse student population of Los Medanos College. The students assist the Office of Student Life develop and implement various activities throughout the academic year. Student Associates have a variety of responsibilities that include hosting events, disseminating information, and providing general office support.

Leadership Programs

The Office of Student Life provides a variety of leadership development programs and opportunities to support the many student leaders engaged through the fabric of LMC. These programs include orientations, workshops, courses, and more! **All LMC students** are encouraged to participate in the many opportunities provided by the office.

LMC Marketplace

The LMC Marketplace provides food for currently enrolled LMC students. The Marketplace is made possible through fundraising efforts, donations, and grants. The LMC Marketplace is partnered with the Food Bank of Contra Costa & Solano Counties, John Muir Community Health Fund, and local community support.

Postings On-Campus Bulletin Boards

The Office of Student Life maintains and coordinates posting on all of the campus bulletin boards within the main college complex. In addition, materials will be forwarded to the

Library and Brentwood Center for posting.

Posters, signs, and banners help communicate information about your club/organization and its activities and opinions on issues to the campus community. Sometimes, however, signs have been posted with hurtful and/or hateful messages and meanings toward an individual group. While there will sometimes be disagreements over what may constitute appropriate content, there can be no question, particularly in a college environment, that freedom of expression as guaranteed by the First Amendment of the Constitution, is a protected right.

Accordingly, the campus community is asked to be tolerant of differing points of view and to respect the right of others to express themselves. While certain materials may be offensive to some people, the appropriate ways to counteract such materials are through discourse, criticism, and the expression of contrary points of view.

*Refer to **District Policy Student Services 3025** for more guidance on the District's **Freedom of Expression Policy***

To have a flyer or other marketing material posted, bring 10-12 copies of the resource to the office. Submitted materials will be reviewed, approved (with the official posting stamp), and posted by Student Life staff. The Student Life staff will remove all materials after two weeks **OR** immediately after a posted event has concluded (whichever is sooner).

*To post on bulletin boards in the **Student Services, Math or Science Buildings**, please contact the **department managers/chairs** for approval and instructions.*

All printed materials posted on campus bulletin boards must include the following:

- The name and contact information of the sponsoring individual(s) and/or the club/organization.
- Materials that are written in a language other than English must be accompanied with an English translation.

Furthermore, based on [District Student Services Procedure 3025](#) (Freedom of Expression Policy), content which includes any of the following types of expression will not be accepted for posting and will be immediately removed:

- Expression which is obscene, libelous or slanderous according to current legal standards;
- Expression which so incites students as to create clear and present danger of the commission of unlawful acts on community college premises, or the violation of orderly operation of the community college; or
- Expression that is intended to incite hate violence

Additional Posting Guidelines

In accordance with [District Student Services Procedure 3025](#), approved flyers, posters and other information may be posted only on bulletin boards or other approved areas. Materials should not be nailed, stapled, or taped to exterior walls, posts, trees, railings, or other surfaces. Official notices may be taped on doors or windows by appropriate faculty or

staff, but should be removed as soon as they are no longer valid or required.

Displays and other Objects

The Office of Student Life is responsible for coordinating requests to place displays within the indoor and outdoor quad areas and ensures that all required and relevant documentation and information is provided to the appropriate person(s) or department(s) to host the display.

The placement of display may not exceed **five (5) business days** and must be set up and taken down by club/organization sponsoring event upon completion of the activity**. The Office of Student Life may set further limits on duration of display according to design, health, safety, operations and other such considerations.

Displays and exhibits may include but are not limited to flags, banners, statues and other objects which must not violate local, state, or federal laws.

In addition:

- There must be no interference with the educational schedule or undue demands made on college personnel.
- Club or organization must place their contact information on display for others to contact them with questions or concerns regarding display or to inquire about club/organization.

** Exceptions may be made with special permission by the Office of Student Life

Please note that costs may be incurred for use of campus services and facilities related to display

Table Reservations

Clubs and off campus vendors may reserve tables for distributing information and fundraising efforts through the Office of Student Life. Distributors must schedule **at least 48 hours** in advance but **no more than two weeks ahead** of event. All required documentation must be completed and approved prior to tabling on campus.

Reservations are made on a first come, first served basis.

Only one club may fundraise per day. Other clubs may provide information and recruit members but may not give away food or “gifts” during this time.

A second club may fundraise with written consent by first club. The written consent must be submitted with tabling request of second club.

Policy Updated Spring 2018

NOTE: College events and student clubs have priority for making reservations within Student Life calendar. Clubs and off campus vendors may only set up in one location. The area around the tabling event must be cleaned up at the conclusion of the event.

CONSEQUENCES for VIOLATION of THE TABLING POLICY

First Offense: Student organization will be given a warning regarding the violation by the Office of Student Life

Second Offense: Student organization will be prohibited from fundraising for a month.

Third Offense: Student organization will be prohibited from fundraising for the remainder of the semester.

Club Chartering

LMC Clubs and Organizations are made up of current LMC students who share a common interest and whose primary activity or service is for the college and/or community.

Students who seek to charter a club may do so at any time by completing the online charter application located on the Student Life homepage under “Clubs and Organizations” tab.

Clubs and organizations serve the following functions and purpose:

- Enriching education opportunities by allowing students who have special interests to advance their knowledge in these fields through the clubs and organizations.
- Holding events which involve the community to make this college truly a “community college”.
- Learning to work with different types of people from different backgrounds.
- Developing qualities of leadership as well as experiencing cooperation in a group setting.
- Becoming better prepared to carry out duties of responsible leaders in our diverse and global society.

Benefits of Chartering a Club:

In addition to the leadership opportunities, officially recognized or chartered clubs and organizations enjoy many benefits such as:

- Use of the Los Medanos College name for approved events.
- Assistance from the Office of Student Life in marketing events.
- Use of campus facilities and equipment for approved events.
- Establishment and maintenance of club budget account with the LMC Business Office.
- Personalized marketing materials developed by Student Life Graphic Artist.
- Opportunities to obtain additional financial support from ICC and L.M.C.A.S.
- Club mailbox within the Office of Student Life.

To charter a new club or re-charter an existing club, you must complete the following:

- 1. Complete a chartering packet located on homepage of Student Life page “Clubs and Organizations” tab and submit to the Office of Student Life**
 - i. Must have four (4) officers responsible for the club
 - ii. Officers must be currently enrolled
 - iii. Officers must have a minimum of 2.0 cumulative GPA
- 2. Must have at least one advisor**
 - iv. Must be a fulltime or part-time permanent employee of the college (**faculty, classified professional, or manager**)
 - v. Must sign Advisor Agreement form each semester club is chartered

3. Must have an approved Club Constitution created by its members

- vi. Constitution must include required text provided by the Office of Student Life.
See Appendix for required language and sample charter packet

- Constitution must state the clubs/organizations' purpose and intent, officers' responsibilities, election and meeting process, in addition to other information that will assist in achieving the mission or purpose of club/organization.

4. Must abide by the policies and procedures of Los Medanos College and the Contra Costa Community College District

- vii. Student clubs and organizations are responsible for upholding Los Medanos College policies related to student clubs/organizations and cannot act on behalf of the college or district unless authorized to do so by the Office of Student Life.

NOTE:

Previously chartered clubs only need to submit a constitution if and when a revision is made to the document.

Chartered clubs are required to update their contact information each semester they are active (updated officer and advisor information in addition to meeting dates and times). If this information is not updated, it will be assumed that the club is not interested in becoming re-chartered.

5. Have at least two (2) Officers participate in the mandatory club orientation at least once per year

Orientations are scheduled throughout the first month of the semester. Clubs chartering later in the semester must schedule an individual appointment with the ICC Advisor.

Recruitment of Members

Clubs and organizations may recruit members by tabling, hosting a membership drive, publicizing on campus bulletin boards, having a feature written in school paper (LMC Experience), and announcements in classrooms as well as ICC meetings.

Throughout the year, the Office of Student Life works with ICC to hold "Club Days". These events provide a festive atmosphere where student clubs and organizations can promote what they do for the LMC campus and community. Activities on Club Days include fundraising, music, among other activities.

Accountability & Expectations

This statement of group accountability acknowledges that unacceptable behaviors by individuals functioning as club members or officers of a student organization may have consequences for those individuals as well as for the club or organization. Also, the privilege of being an officer of a student club or organization carries with it particular responsibility for the reasonable anticipation and prevention of foreseeable violations of college and district policies, resulting from either deliberate or negligent behavior of the organizations' members or guests.

In general, a recognized student club or organization may be held accountable for the behavior of its members and guests on its premises, at events sponsored (or co-sponsored) by the club or organization, or when a group including significant numbers of members or guests violate college policies and/or the **Student Code of Conduct** are subject to sanctions. It is the responsibility of the club/organization's officers or those in charge of an event to identify foreseeable problems that may arise and to take timely corrective action.

When necessary and/or appropriate, the club/organization's officers or members are invited to ask for assistance from the college offices such as the Office of Student Life or Police Services, as well as outside agencies (police, fire department, and ambulance).

Probation & Suspension of Chartered Clubs

Any club that violates college or district policies and/or guidelines is subject to probation or suspension of their charter. Clubs will be notified in writing of any sanctions that they may receive including the length of time for probation or suspension. Furthermore, individuals violating policies outlined in this handbook and Code of Conduct may also be subject to individual sanctions.

What is ICC?

The Interclub Council (ICC) is the coordinating body for all clubs and organizations on campus. ICC is a voluntary organization which promotes engagement in community college activities. All LMC Clubs and organizations are eligible for participation in ICC.

The purpose of ICC is to:

- Recognize and monitor chartered clubs on campus.
- Provide support to new and existing clubs.
- Serve as a forum for expression by clubs on any matters considered to be of importance to them.
- Coordinate events and activities among clubs.
- Promote cooperation and collaboration between clubs.
- Organize club days.

Clubs and organizations are seen as an extension of the classroom learning experience, and are a vital part of Los Medanos College (LMC). Students are encouraged to organize and participate in clubs that reflect their interests.

Membership in ICC

ICC is a voluntary organization and all chartered clubs and organizations are eligible for membership. If a chartered club or organization selects membership in ICC, each club shall have representation by one of its members at the ICC meeting.

- Each ICC Representative shall represent a specific club or organization.
 - Clubs may appoint an alternate representative. Alternates retain all rights and responsibilities in the absence of primary ICC representative.
- No ICC representative may represent more than **two (2)** clubs at any given meeting.
- Each ICC representative may cast one vote on behalf of each of the clubs/organizations that they represent.

NOTE: Student Life staff will serve in the capacity of ICC Advisor.

Attendance at ICC Meetings

- Weekly meetings are pre-scheduled each semester. A special meeting may be called by the ICC Chair.
- If an ICC representative is not able to attend a scheduled meeting, the club must designate another member in their place and notify the ICC Chair of the change prior to the scheduled meeting.
- If a club is removed from membership and wants to be reconsidered again, the club representative and advisor must attend and present at an ICC meeting to be reconsidered.
- Clubs seeking funding by ICC must attend **two (2)** consecutive meetings before request will be considered and voted upon by ICC.

At the first ICC meeting of each semester, the members of the ICC will elect a chair for the semester.

ICC Role & Responsibilities

ICC Chair Responsibilities

- Serving as the official voice of the ICC.
- Presiding over all ICC meetings.
- Having a working knowledge of *The Guide Handbook* and basic parliamentary procedures.
- Attending all ICC sponsored events.
- Attending different club events and activities when able.
- Serving as an impartial officer in all dealings and procedures of the ICC.
- Publicizing and communicating activities and actions of the ICC to the campus community.

ICC Advisor Responsibilities

- Be present for all official ICC meetings and activities.
- Serves as the official staff representative of ICC.
- Maintain files of all chartered clubs.
- Monitor budget of the ICC and club memberships.
- Authorize financial matters in accordance with the California Education Code.
- Serve as a resource for all club members
 - Helping members to know, use, and understand established policies and procedures.
 - Helping members to develop habits of responsibility and service.
- Works closely with ICC members to foster a cooperative relationship between the members.
- Assist officers in understanding and performing their designated responsibilities.
- Be familiar with the district policies and regulations as well as to the campus to ensure they are observed.

ICC Minute Taker/Secretary

- Type and forward ICC minutes to ICC Advisor no later than the Sunday prior to next meeting.
- Make necessary updates to minutes and forward to ICC Advisor as approved by ICC.
- Inform ICC Chair of absence prior to meeting to make necessary accommodation.

ICC Officer/Designee Responsibilities

- May represent no more than **two (2)** clubs.
- Be a voting member for each club representing.
- ICC Representative may sign off on funding requests by ICC in place of Chair.
- Attend all ICC meetings.
- Report club's activities and projects at ICC meetings.
- Report information discussed at ICC to their respective clubs.

Club Advisor

LMC recognizes the significant learning that takes place outside of the classroom. Each year, many faculty and staff volunteer to serve as advisors for clubs and organizations.

Each club must have at least one advisor who will assist the club in establishing its goals and objects, and in developing its programs and activities.

Advising a club is a voluntary semester long commitment (it may be longer if interested) that can be terminated at any time. An advisor can be any employee of the college (faculty, manager, or staff) and not on leave of absence.

Role of the Student Club Advisor

INFORM	Serve as an informational resource to help members come together as a group, learn how to work together, and to set and accomplish goals. The advisor should serve as a communication bridge between the students and the campus by getting to know the involved students and offering information that will help them succeed.
SUPPORT	Provide support and guidance to the students as they learn how to balance the new skills and abilities they are developing through activities, and their academic goals. Advisors are in a unique position to encourage the development of initiative, responsibility and leadership in the club's members.
GUIDE	Insure that club members are informed about and are properly using the campus and college policies and procedures required to conduct local business. Advisors should also be familiar with the club's Constitution and Bylaws of the club and be prepared to help the students follow and interpret these as needed. The effective and wise advisor is one who will render advice when it is requested and offer counsel when it is required.
LISTEN	A primary purpose of student clubs is to give the students a voice. Listen to the students and help them discover their voice. What can they do to begin turning their concerns into a positive action?
MAINTAIN ACCOUNTABILITY	The students are learning about teamwork, accomplishing goals and the essentials of running a club. Support them in maintaining high levels of professionalism, integrity and respect for themselves and others. Help the students learn and practice personal accountability. Accountability includes budgeting, financial controls and following through on tasks.
COMMUNICATION	Work closely with the Office of Student Life to ensure that all college and district policies are followed and that all club activities are communicated to appropriate person(s) and/or departments.
BUDGETING	Serves as an authorized signature for club check requests <ul style="list-style-type: none">• Assist treasurer or other designated offer with maintaining budget• Co-Advisor may sign in Advisor's place if not available
RESERVATIONS	The advisor will reserve space for meetings and activities in addition to any equipment that may be required through 25 LIVE

PARTICIPATION

Be available for all official club meetings, on campus fundraising, and must be available for all club activities that meet **Special Events** criteria or are off campus. Advisors may identify designee to fill this responsibility if they are not able to be present.

It is particularly important that advisors are present when:

- 1) The activity is deemed high risk by the Office of Student Life.
- 2) Requesting student organization has a history in the past two calendar years, of violating college policy which has been documented and placed in club file.
- 3) Requesting club is currently on probation.

To educate advisors on liability issues, the Office of Student Life offers an informative Advisor Training Workshop by request. It is suggested that advisors participate in this workshop at least once every year.

Los Medanos College Associated Students (L.M.C.A.S.)

Los Medanos College Associated Students (L.M.C.A.S.) is the student governing body on campus that provides an official and representative voice on behalf of students that investigates student problems and takes appropriate action.

All students are encouraged to be actively involved no matter what major you are pursuing or experience you may have. We strongly encourage diversity in our organization and want the voice and opinions of all students regardless of race, ethnicity, gender, education, political ideology, to be recognized and respected.

L.M.C.A.S. provides opportunities for development in a variety of ways to include: participation in campus committee meetings as part of the shared governance process and representing student voice on policy and academics, among other areas that impact students' experience at LMC. The Senate is also responsible for overseeing how the semester activity fees are managed and distributed during the academic year. In addition, L.M.C.A.S. hosts and sponsors a variety of events during the academic year to include: Welcome Week, IMPACT Leadership Conference, Spring Academic Competition, and more!

To become an L.M.C.A.S. Senator, you must meet the following qualifications:

- Complete the L.M.C.A.S. Application packet and submit to the Office of Student Life.
 - All candidates must have a 2.0 GPA and be enrolled in five (5) or more units at Los Medanos College.
 - Complete the supplemental questions.
 - Complete Time Management Scheduling Sheet.
- Attend one (1) L.M.C.A.S. Senate meeting.
 - L.M.C.A.S. Senate meetings are scheduled on Mondays between 1:00 PM - 3:00 PM in the 2nd Floor Student Union (SU 231) or via Zoom.
- Attend an interview with L.M.C.A.S. Senate members during a scheduled L.M.C.A.S. meeting.

After you complete your interview, the L.M.C.A.S. senate will discuss and vote on your appointment at their next meeting. You will be informed of the decision immediately following their vote.

Once you become a Senator, you will be required to meet the following responsibilities:

- Maintain a 2.0 GPA and be enrolled in five (5) or more units at Los Medanos College.
- Attend all L.M.C.A.S. meetings on Mondays from 1:00 PM - 3:00 PM.
- Complete a minimum of two (2) office hours per week.
- Participate in at least one (1) college wide committee and provide report(s) back at L.M.C.A.S. Senate meetings.

Student Services Procedure 3008

L.M.C.A.S. Bylaws

Can be found on the Associated Students of Los Medanos College page by clicking on **Documents and Resources tab**

L.M.C.A.S. REPRESENTATIVE

Description of Position:

This position is a volunteer role to serve on a college committee for a semester. Through being involved on a college committee, you stand as a voice for the needs of the students attending Los Medanos College. This is a great opportunity to make a difference for the LMC community and to build your leadership skills.

SHARED GOVERNANCE: All college committees are made up of classified professionals, faculty, administrators, and students who work together on college projects, policies, and procedures. Your job will be to work with the other members of your committee to make decisions that affect the entire campus.

Process to be appointed:

Step 1: Complete Application

Step 2: Appointment in L.M.C.A.S. (Student Government) meeting

Duties/Responsibilities:

- **Attend Meetings:** It is important that you attend all of your committee meetings. If you miss a meeting, it makes it difficult for the group to get work done, and it will put you behind and make it harder for you to contribute in the future. Some committees only meet once a month, so it is important that you go regularly.
- **Write a Short Report:** At the end of each semester, you must provide a written report to the L.M.C.A.S. Advisor about what committee you worked on during the semester, any decisions that the group made, and what was accomplished.

If you want to be part of the action - have your voice be heard - learn important skills - have fun, we encourage you to JOIN L.M.C.A.S.!

EVENT PLANNING

The success of a club event or activity often depends on the proper facility and timing of the event. Space availability on campus is limited, therefore early planning and scheduling is important.

All planned events must be submitted in writing to the Student Life Office at least two weeks prior to the proposed event.

Scheduling Procedures

To reserve a room or space on campus for event, students need to consult with their advisor to make a reservation on **25Live** and submit requests for any furniture, tents, or media/tech requests necessary to host the event.

Clubs and organizations should also consult with one another and make announcements in ICC to avoid conflicts in scheduling.

All club events and activities that meet one of the following criteria must complete a **Special Event Request Form** and submit to the Office of Student Life at least 30 days prior to scheduled event if:

- 1) Attendance of more than 75 people.
- 2) Event is scheduled to run after 9 PM Monday - Friday.
- 3) Event is scheduled after 5 PM on a Friday or on a weekend or holiday.

The **Special Event Request Form** must be submitted **at least 30 days prior** to the scheduled event. The Special Event Request Form can be obtained by contacting the Director of Student Life.

A pre-event meeting will be scheduled with the club officers, club advisor, and Student Life staff.

All Special Events must be approved by the Office of Student Life before any advertising commences. See the Director of Student Life for access to the Special Events Request Form.

All off Campus Special Events participants must submit LMC Code of Conduct and medical liability form prior to event.

Room / Facilities Reservation

Room reservations and equipment needs are to be arranged by advisor of the club through **25LIVE** and a Facilities Request Form must be submitted to appropriate department to include club account number in case charges are made for staffing such as: Custodial, Media, or Police Services.

Clubs are responsible for any costs to include overtime, equipment, etc. associated with hosting event or activity.

Audio/Visual Equipment Reservation

To request this service, your advisor must submit a “ticket” to Media Services Department through LMC Media Requests within Insite Portal (**Employees Only).

NOTE: If anyone uses the club name to request any of these services where there is a cost involved, the club will have to pay for the cost unless funds have been previously allocated for the item from another source. If the club will not pay for the associated costs, the individual who did not get the proper authorization beforehand will have to pick up the cost.

Campus Facilities - Accommodations for 50+ Participants	
<i>Below is a list of commonly used locations on campus to host an event along with estimated capacity (standard set up). Remember to seek out assistance by club advisor to reserve space and to complete necessary facilities request.</i>	
SU-231 (Large Conference Room Student Union)	Up to 24
CC3-336 (Nursing Classroom)	Up to 55
CC1-103	Up to 60
CC1-114	Up to 75
Community Room (L-109)	Up to 100
Cafeteria	Up to 100
Little Theatre	Up to 120
Science Building 136	Up to 125
Recital Hall	Up to 130
Indoor Quad	
Outdoor Quad	
Student Union, 1 st Floor (SU 106, SU 108, and SU 109)	

Marketing Strategies Checklist for Events	
**	Los Medanos College website homepage
*	Student Life event calendar page
*	Student Life Instagram account
**	Sandwich boards
**	Computer lab screens
**	LMC Campus E- Newsletter (Outreach Office)
	The Experience campus newspaper
**	Employee mailboxes
	Classroom whiteboards
*	Student Life Associate classroom announcements
*	Tabling in the quad
*	Campus Bulletin Boards
	ICC Meetings
	L.M.C.A.S. Meetings
**	Bookstore- handbills to distribute to customers
	Library

	Learning Communities
	ICC Officer Email
	Club meetings
	Insite Banner- Marketing Department
** Assistance from club advisor required	
*Assistance from Office of Student Life required	

FILM/MOVIE SCREENINGS

Why do I need a public performance license to show a movie?

According to the Federal Copyright Act- Title 17 of the US Code, taverns, restaurants, private clubs, prisons, lodges, factories, summer-camps, public libraries, daycare facilities, parks and recreation departments, churches and **non-classroom use at schools and universities** are examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

When do I need permission to show a movie on-campus?

- If you are showing a movie in any public space, i.e. conference room, classroom, indoor or outdoor quad or other common area
- If you have used publicity to invite your audience to a showing (Emails, flyers, and/or Social Media)
- If you are charging admission for the showing or event

The license typically ranges \$200 - \$600 for each individual film. Licenses can be obtained from a licensing agent (see the list provided below), which allows clubs and organizations the right to screen the film publicly on the LMC Campus. ***This license is required even if the film is offered to the public for free and is educational in nature.***

Clubs/organizations are required to provide the Office of Student Life with a copy of the license that specifies movie title and screening date/time/location of the approved film.

There are a few exceptions to purchasing license. You may screen the film publicly without purchasing a license if:

- 1) The film is public domain; or
- 2) The club/organization has written permission from the film's producer or other holder, of the right to grant such permission to who film; or
- 3) The film is obtained from a company that provides a Public Performance License with the purchase of the film.

Non-Theatrical Distributors/ Public Performance Licensing Agents:

SWANK: <https://www.swank.com/college-campus/genres/>

Criterion: www.criterionpicusa.com

Creative Licensing Corporation: <http://www.creativelicensingcorporation.com>

October Films: <http://www.octoberfilms.co.uk/contact>

Filmakers Library, Inc.: www.filmakers.com

Women Make Movies: www.wmm.com

Motion Picture Licensing Corporation: <https://www.mplc.org>

The LMC Library also has a DVD movie/documentary library for the campus community. Many of the films have pre-paid usage/licensing agreements.

- 1) Films on Demand**
- 2) Kanopy**

OFF CAMPUS FIELDTRIPS/ACTIVITIES

Any activity or field trip off campus that involves student participation that is sponsored or coordinated by a student club, must be approved by the Office of Student Life.

All students participating in the activity must complete an **Excursion/Field Trip Notice** in addition to the **LMC Code of Conduct Agreement and Medical Liability** located at the Office of Student Life.

Two copies must be made of each form. One copy will be kept with the advisor or designated employee and the other will be filed in the Office of Student Life (prior to the event).

NOTE: The Club Advisor or their designee must be present for the duration of the off campus activity.

Money Management

In accordance with **Governing Board Policy 3003**, all student organizations are required to do their banking through the college, and accounting for the funds will be performed by the District Accounting Office. Club advisors, as well as student officers, are responsible for seeing that these funds are properly collected, deposited, and accounted for.

LMC Chartered clubs/organizations are considered part of the college structure, therefore, any matter which deals with finances will involve the LMC Business Office where all official financial records are maintained. An unofficial record must be kept in the Office of Student Life.

If a club is inactive for more than two (2) academic years, the club account will be closed.

Any unspent funds will be transferred to the ICC club account.

INSUFFICIENT FUNDS

If a check written to your club/organization comes back to the college due to insufficient funds, the check writer will pay an additional **\$15 service charge**.

Your club/organization is automatically charged the service charge as well as the amount of the check until the check writer has cleared the insufficient check and service charge with the LMC Business Office.

Fundraising

Clubs and organizations may conduct fundraising activities on or off campus. All fundraising activities scheduled on campus **must** be scheduled through the Office of Student Life.

To fundraise, club name along with purpose for event should be identified with a visible sign. When inviting off campus vendors to help with fundraising efforts, clubs must be present at all times along with signage that states the event is a club activity.

Clubs cannot hold a fundraising or other event in the indoor/outdoor quads for more than five (5) continuous days without permission from the Office of Student Life.

Reservations for indoor/outdoor use must be made no later than 48 hours in advance but no more than two weeks in advance.

Only one club may fundraise per day. Other clubs may table providing information and recruiting members but may not give away food or “gifts”. A second club may fundraise with written consent by first club. The written consent must be submitted with tabling request of second club.

To ensure equipment and space reservations are available, on campus fundraising must be reserved at least 48 hours prior, but no more than two (2) weeks in advance of event.

Any funds raised from event must be deposited into the club account on the same day of the event. If event occurs after hours, the funds must be deposited by the next business day.

FOOD SALES

Due to the COVID Pandemic, Food purchases for distribution or fundraising that are not already pre-packaged, is prohibited at this time. This includes food purchases such as pizza, sandwiches and any other fresh food meals. Purchases such as this must have prior approval by the Vice President of Student Services, Vice President of Instruction, and Vice President of Business Services.

All club food sales are subject to the approval from the Office of Student Life including sold food, materials used, and preparation/serving methods.

DRAWINGS

Raffles and gambling are illegal in the state of California apart from rare exceptions. However, a **DRAWING** may be held **with prior approval** from the **Office of Student Life**, as long as clubs adhere to the following:

- **Anyone who requests a ticket must be given one.**
- **Clubs/organizations cannot require a donation, purchase, or any other form of payment to obtain a ticket for the drawing.**
- **Events must be clearly advertised as a “DRAWING” or “FREE DRAWING” and cannot be called**

The following information must be clearly posted where tickets are distributed or printed on each ticket:

- 1) Name of the sponsoring group.
- 2) Date, time, and location of the drawing.
- 3) Whether or not the ticket holder must be present to win.
- 4) Who is benefitting from the drawing (purpose).
- 5) List of prizes to be won.
- 6) Information stating that no donation, purchase, or other form of payment or consideration is necessary to participate.

OFF CAMPUS FUNDRAISING

Club members participating in an off-campus fundraising activity must complete and sign both the **Excursion/Field Trip Notice** and the **LMC Code of Conduct Agreement**.

CASH HANDLING

Given the risky nature of cash, strong controls are required in order to protect cash handlers and safeguard the cash in their possession. Proper cash handling procedures can help assure that this is accomplished, and any money collected is accounted for completely, deposited timely and recorded accurately in the financial system. For the purpose of this checklist, cash is defined as coins, currencies, checks and credit card transactions received on behalf of the campus/department and any student organizations.

The following checklist is designed to help ensure that there are adequate cash controls in place to protect your cash handlers and safeguard any cash received during this event. This checklist will also help align your cash handling practices with the District-wide Cash Handling Policies and Procedures, as well as best practices.

In order to ensure full compliance, the optimal answer to each of the steps below is “Yes.” If your answer is “No,” please contact the Office of Student Life to assist in providing guidance on ensuring that cash is adequately safeguarded within your area of responsibility. **Please complete this checklist for each event and turn it in to the cashier’s office with your deposits.**

CASH HANDLING CHECKLIST

PRIOR TO THE DAY OF THE EVENT, ensure that

1. You have assigned the cash handling responsibilities to person(s) who understand the basic cash handling requirements and is capable of handling cash for this event (preferably an employee).
2. The person(s) responsible for handling cash during the event has read and signed the "One Time Event- Cash Handling Acknowledgement Form."
3. There is dual accountability for cash whereby a witness is present to observe the cash handler perform key cash functions like counting, recording, reconciling and depositing.

DAY OF EVENT, PRIOR TO COLLECTING CASH ensure that

4. A deposit form has been given to the cash handler to track/reconcile cash intake for this event.
5. A sequentially numbered receipt book (preferably bound and with carbon copies), ticket roll or a functional cash register with a z-tape will be used to record all transaction during the event.
6. Either a lockable cash bag/box or sealable tamperproof bank bag is given to the cash handler for safeguarding and depositing collected cash.
7. The cash handler(s) have received and verified the amount of change fund in possession.
8. Change fund is removed from a lockable/sealable bag and placed into a lockable cash box that is secured and kept away from visibility.
9. Cash is in the custody and control of only one person, at all times.
10. Cash handlers ensure that cash box is always locked and kept out of sight.
11. Checks can be collected only for the purpose of event related transactions and cannot be used for exchange of cash. (Expenses **CANNOT** be reimbursed with funds collected).
12. Checks are written for the exact amount as change cannot be given for a check written in excess of the required amount.
13. Checks are made out to the club and whenever possible stamped with a restrictive endorsement and placed in the cash box/till/register immediately upon receipt.

AT THE END OF CASH COLLECTION SHIFT/FUNCTION, ensure that:

14. Cash is counted in a secure location and out of sight.
15. The exact amount of the beginning change fund is removed from the ending cash amount, in the box/till/register, returned into its lockable/sealable bag, and recorded on the deposit form.
16. Cash is separated by denomination, counted and recorded on the cash log along with voids, over-rings etc.
17. A club advisor or Student Life staff reviews and acknowledges the cash reconciliation, by evidencing review on the deposit form.
18. Changing of the cash handler, if necessary, requires a change of shift whereby cash collected by the initial cash handler is reconciled, recorded on the deposit form and dropped off.
19. All funds and the deposit form are taken to the cashier's office promptly after the event. For weekend or night events, cash handlers are escorted, by police services, to the cashier's office and funds are dropped off in the night drop box. If impossible, funds should be locked in a department safe (or secured location) and taken to the cashier's office promptly, on the next working day.
Funds cannot be taken home!
20. There is a witness to acknowledge deposit of funds into the safe or cashier's office.
21. The pink copy of the deposit form and deposit receipt is provided to the cash handler.
22. The yellow copy of the deposit form and deposit receipt is sent to the Office of Student Life from the cashier's office.

Funding Requests to ICC

The ICC meets on a regular basis to determine how funds allocated by the L.M.C.A.S. can be used by each club/organization for activities or events.

- The ICC may fund a newly chartered club with a one-time payment of \$50.00. This money is a cash advance and does not have to be repaid. A vote by ICC membership must occur in order to provide the cash advance to newly chartered club(s).
- Up to \$1,000.00 may be allocated for scholarships which must be coordinated through the Scholarship Office. Ideally the funds will be distributed equally spring and fall semesters.
- ICC may allocate matching funds up to half (not exceeding \$700) of the total cost of items that can be requested from ICC to clubs for specific activities or events. Every attempt should be made by the club/organization to raise funds on their own. However, in the event the club/organization is unable to raise funds for the event, the club/organization may request an additional \$100 to help the financial need of the club/organization requesting funds.
- The ICC may plan its own events such as Club Days and other activities. For such activities, the ICC may spend up to \$1,500 of ICC funds on each event. All ICC events must include 2/3 of the ICC members in the coordination of the event and are subject to the ICC Advisor.

When requesting funding from ICC, a club/organization must complete the **ICC Funding Request Form** and submit to the ICC Advisor/Chair no later than the **Wednesday before** the next scheduled meeting.

Requests **MUST** include minutes from your club meeting with counted votes discussing expenditure request and approval of activity.

If a club/organization uses ICC funds, the money requested will be used to pay for invoices incurred from the event. ***Absolutely no cash advances will be made with ICC money, unless it is seed money for a newly chartered club.***

If the club does not use all or part of the requested funds, the unused funds will remain in the ICC club account.

Funding requests may be submitted for the upcoming semester during the current semester with written justification that the funds are needed as early as possible (i.e. deadlines). The request for these funds will be taken out of the upcoming semester budget.

Voting

Voting on funding requests can be done by a show of hands.

Each club or organization shall have one vote. If an ICC representative is representing more than one club, this person is counted in respect to the number of clubs they are representing (**not to exceed two**). The ICC Chair or ICC Advisor may tally the votes. Each budget request must be approved separately by a 2/3 vote of all voting members present.

ICC Representatives are encouraged to:

- Ask questions regarding funding request.
- Participate in events sponsored by other clubs.
- Share information about club events with other members and campus community.

All ICC Funding Requests must include:

- Club Advisor's signature.
- Club minutes to demonstrate approval of request by club members.
- Include a budget and breakdown of expenses along with source(s).
- Be available to present request in front of ICC and address questions (if any).

NOTE: Multiple budget requests for single event/activity will not be approved.

What Can & Cannot be Requested Using ICC Funds	
According to Governing Board Policy 3003 , the items listed below can and cannot be requested for use with ICC money. When requesting funding for items under the "items that can be requested" the event/activity must be advertised and open to <u>ALL LMC</u> students at both the Pittsburg & Brentwood campuses.	
What <u>CAN</u> be Requested	What <u>CANNOT</u> be Requested
Bus Rental	Car Rental
Decorations	Donations to charities
Movie Licenses	Certificate or License Fees
Light refreshments for events	Meals-Food for meetings
Employee/Student Workers Salary and Benefits (including overtime)	Gifts for club members or prospective members
Conference Registrations	Clothing (T-shirts, jackets, sashes, etc.)
Performers/ Guest Speakers	Awards, Medals, Certificates, etc.
Publicity & Marketing Material	<i>Any item not mentioned can be discussed with ICC Advisor to determine what category they may fall into.</i>
Postage	

Funding Requests to L.M.C.A.S.

L.M.C.A.S. provides funding to ICC each year to fund club events. Therefore, clubs that are members of ICC are encouraged to request funds from ICC first. If additional funds are needed to host event, then proceed with applying for funding through L.M.C.A.S..

Clubs and organizations requesting financial support from L.M.C.A.S. must complete the **L.M.C.A.S. Funding Request form** located in the Office of Student Life. The form must be entirely complete and submitted to the L.M.C.A.S. Advisor **at least five (5) business days** prior to the next scheduled L.M.C.A.S. Senate meeting for consideration.

FINANCIAL DOCUMENTS

Club Deposit Form

Given the risky nature of cash handling, strong controls are required in order to protect the cash handler and the club. Proper cash handling procedures can help assure that this is accomplished, and any money collected is accounted for completely, deposited timely and recorded accurately in the student club/organization account.

Frequent reconciliations, reviews, and continuous budget management oversight should be conducted to ensure that cash controls are operating effectively. A monthly budget report is provided to all active clubs at the end of each month.

A **Club Deposit Form** must be completed and submitted to the Cashier window (located next to Admissions and Records Office).

Per District Policy, funds must be deposited on the same day it was collected if the event is held during normal business hours (Monday - Thursday 8:00 AM - 4:30 PM and Friday 9:00 AM - 1:00 PM).

A receipt is given to the club/organization for deposits. The funds will be recorded and deposited into your club account.

*Donated checks must be noted as follows:
Pay to the Order of **LMC (Club Name)***

Check Request Form

All check requests must be voted on and approved in advance by the club at an official meeting with your advisor's presence. Only the individuals listed on the Financial Signature Form can withdraw funds from the account.

Check requests must have the following documentation attached with request:

- 1) Original receipts or invoice.
- 2) Official **TYPED** minutes detailing expenditure along with vote authorizing expense.
- 3) Signature of the advisor and student officer on Financial Signature Form.

Club check requests are processed on a weekly schedule beginning on Wednesday. Requests submitted by noon on Wednesday will be ready for pick up in the Business Office the following Wednesday.

If the request is incomplete, it may take longer to process. Check requests submitted after this deadline will have to wait an additional week.

Cash Advances

Clubs may request a cash advance from the club account but it **cannot** exceed \$200.00. In the event that such an advance is needed, the club must submit a check request form along with detailed minutes approving the request as an action item. Students who receive cash advance are responsible for turning in a **Cash Advance Reconciliation Form** with all receipts for items purchased. Receipts must be turned in within **two weeks after a cash advance has been processed**.

- If a member or advisor spends funds without club approval, no reimbursement will be made unless and until the club approves the expenditure(s).
- To ensure the financial security of club funds, if the cash advance is lost or stolen, the student who received the advance must replace the funds to the club account.
- The Business Office and the Office of Student Life reserve the right to limit and/or deny the cash advance amount and number of requests from a club based on club's financial history.

Receipts must include:

- 1) Must match the amount requested (or reconciled form submitted together with deposit form).
- 2) Name of Business.
- 3) Date and time of the purchase.
- 4) Must be itemized.
- 5) Proof of Payment.

Tape receipts to a 8 ½ X 11 piece of paper and turn them in with a Club Fund Request form with the appropriate box checked.

In addition, if there are funds remaining from the advance, they must be deposited into the club account. Clubs and organizations will not be able to submit additional cash advance requests until the receipts and change from previous requests have been submitted.

Agendas

Under the Brown Act, agendas for L.M.C.A.S. will be posted no later than **72 hours in advance** of the scheduled meeting so that the public can attend and make public comment on decisions or activities of L.M.C.A.S. or on/off campus community.

If you are interested in having an item added to the L.M.C.A.S. Agenda, please contact the L.M.C.A.S. President at L.M.C.A.S.President@losmedanos.edu or 925-473-7554

The Brown Act: Open Meetings for Local Legislative Bodies (2003)

Agendas for ICC meetings will be provided at every meeting and posted on the Office of Student Life website no later than the day of the scheduled ICC meeting. If you are interested in having an item added to the ICC Agenda, please contact the ICC Advisor at studentlife@losmedanos.edu

Clubs and organizations are encouraged to provide agendas for their scheduled meetings to their members.

See Agenda Sample in Appendix

Minutes

Clubs and organizations are required to submit minutes along with any financial requests for reimbursements or advancements that show attendance of members along with voting and outcome of vote(s).

Minutes for both L.M.C.A.S. and ICC will be posted no later than a week following the scheduled meeting.

NOTE: Funding requests will not be processed without minutes approving requests.

See Minute Sample in Appendix

Student Life Leader Development

This section highlights many of the leadership development opportunities available to club/organization members on campus. Most of these are free of charge or require a minimal fee.

IMPACT Conference

Each fall semester, the Office of Student Life sponsors a leadership retreat for students from across the campus. All are invited and encouraged to participate. The retreat is designed to assist current and emerging leaders to work more effectively in organizations and as individuals and typically includes a keynote speaker, workshops, lunch, and an abundance of useful information to get students motivated and inspired for their leadership journey.

Leadership & Community Involvement Courses

The Office of Student Life provides leadership development courses for credit. These courses can be found under the Leadership and Community Involvement section in the college catalog and schedule of classes.

Leadership and community involvement courses are designed to provide students with the opportunity to further develop their leadership and community engagement skills and abilities. Courses may focus on general leadership development or more specialized education for leadership and community involvement in specific types of organizations, or with specific types of issues.

To learn more about what is currently being offered, visit the Office of Student Life or check out the current schedule of classes.

Leadership Workshops

Clubs and organizations interested in having the Office of Student Life staff facilitate workshops to your members may contact the office to submit the request.

Leadership Support

The Office of Student Life can also help if there is a specific challenge a group is facing. You may submit an email to lmc.studentlife@gmail.com or call 925-473-7554 to speak with the Director or Coordinator of the Office of Student Life. You are also welcome to visit the office at any time for additional support.

Student Lingo

StudentLingo is a series of interactive on-demand video workshops, action plans, and valuable resources focused on helping students achieve their academic, personal and career goal. <http://www.losmedanos.edu/studentlingo>

APPENDIX

PARLIAMENTARY PROCEDURE

1. **TO MAKE A MOTION:** Raise your hand and when recognized by the chair state “I move that ...”

- a. Make your motion as short and accurate as possible
- b. Speak up so you can be heard by everyone
- c. Any voting member of the committee may make a motion

2. **MOTIONS MUST BE SECONDED:** Raise your hand and say “Second”

- a. A motion must be seconded.
- b. If no second is received, the motion fails.
- c. Any voting member of the committee may second a motion.

3. **DISCUSSION:** After a motion is made and seconded, the chair will open the floor for discussion. This is the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the committee why the motion should not pass.

4. **CALL THE QUESTION** (or how to end discussion of a motion) This is not a mandatory step. If the committee members get long winded and are repeating what everyone is said and the committee needs to make a decision. In that case you:

- a. Raise your hand; get recognized by the chair and say “I call the Question”.
- b. The chair will then state “The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say nay.”
- c. There must be a majority of 2/3 to pass the motion to end discussion; then the motion must be voted upon.
- d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.

5. **VOTING ON A MOTION:** Prior to voting on a motion, the chair will repeat the exact wording of the motion.

- a. **VOICE VOTE:** The chair will ask: “Everyone who is in favor, please say aye.” He/she will then ask: “Anyone who is opposed please indicate by saying “nay”.”

1. The chair will then declare whether the motion passed or failed.

- b. **ROLL CALL VOTE:** The chair may call for a roll call vote when he/she thinks an item is of such importance that members’ votes need to be on the record or when it appears that a voice vote will be very close.

1. Committee members may ask for a roll call vote when they do not agree with the chair’s interpretation of the voice vote.

2. The committee member, after being recognized by the chair, states: “I ask that a roll call vote be taken”.

2. The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.

A MOTION: FROM START TO FINISH (continued)

6. AMENDING A MOTION: If you decide you want to amend a motion, you can do it three (3) different ways.

a. FRIENDLY AMENDMENT: You can ask the member who made the original motion whether he/she would agree to a friendly amendment. This is usually used when a point needs to be clarified.

b. EARLY AMENDMENT: If you want to amend a motion during the discussion stage (before the motion has been voted upon), you follow the following procedure:

1. Be recognized by the chair and then state "I ask the motion be amended to state ..."
2. The amendment must be seconded.
3. The amendment must be discussed.
4. The amendment must be voted upon and must pass by a majority vote.
5. If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.

c. LATE AMENDMENT: If a motion has already been voted on, you can attempt to amend the motion by the following:

1. Be recognized by the chair and then state "I ask the last motion be amended to state ..."
2. The amendment must be seconded.
3. The amendment must be discussed.
4. The amendment must be voted upon and must pass by a 2/3 majority vote.
5. If the amendment passes, no other vote is required.

7. TABLING A MOTION: If you believe that a motion should be deferred to later in the meeting, you should:

- a. Be recognized by the chair and then state: "I move that we table this motion until a later time due to"
- b. The motion to table must be seconded.
- c. The motion to table must be discussed.
- d. The motion must be voted upon and must pass by a majority vote.

8. POSTPONING A MOTION: If you want to postpone the discussion a motion until a future meeting or until some future time, you should:

- a. Be recognized by the chair and then state: "I move that we table this motion until ..."
1. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
 - b. The motion to postpone must be seconded.
 - c. The motion to postpone must be discussed.

Club Constitution Sample

Use this template for your club/organization constitution and customize it to meet needs of your group.

NOTE: You must include the required **highlighted language** in your constitution. Your club charter request will not be approved without this language.

Article I - Name of club

Section I. The name of the club.

Article II - What is your group's purpose?

Section I. Briefly describe the purpose and objective of your organization.

Section II. What is hoped to be accomplished by the club?

Article III - Membership

Section I. Describe who is eligible for membership.

Section II. Are there any restrictions on students (e.g., GPA, class standing, etc.)?

[REQUIRED MEMBERSHIP LANGUAGE]

Only currently registered students may be active members in a registered student organization.
Only active members may vote or hold office.

[REQUIRED STATEMENT OF INCLUSION]

We will not restrict membership based upon ethnic group identification, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identification, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, military or veteran status, parental status, or citizenship.

[REQUIRED ANTI-HAZING STATEMENT]

We will not haze according to California State Law.

Article IV - Officers/Elections

Section I. List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).

Section II. List eligibility requirements.

Section III. Describe the process and required majority of votes by which your officers will be elected.

The GUIDE

Section IV.	What time of year will selection occur?
Section V	Stipulate term of office.
Section VI.	How will officers be removed or replaced?

Article V – Meetings

Section I.	How often will the group meet?
Section II.	Will there be a call for special emergency meetings?
Section III.	How will you notify people of emergency meetings?
Section IV.	What is quorum?

Article VI - Finances & Banking

Section I.	All monies shall be banked at Los Medanos College.
Section II.	If any, how often dues be collected.

Article VII – Constitutional Amendments

Section I.	Who can propose an amendment?
Section II.	How are they proposed?
Section III.	How will you notify active members that an amendment is going to be voted upon?
Section IV.	Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.

***Please Note: Because amendments change the structure of the group, it is important to have 2/3 approval from the members at large.**

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions or deletions must be filed with the Office of Student Life within one week of adoption.

Article VIII – Dissolution (You must address each point)

- How will dissolution be decided?
- What is the required majority of votes to dissolve the group?
- All unspent funds will be given to the ICC. It is very important that your club constitution states what should happen to unspent funds if the club is inactive for more than two (2) years.

IMPORTANT: Any club that is inactive for more than 2 years will have its account closed. Any unspent funds will be transferred into the ICC club account or unless otherwise described in constitution.

Club Meeting Agenda Sample

LMC (CLUB NAME) Date Time Location			
<i>Item Number</i>	<i>Time</i>	<i>Topic</i>	<i>Outcome</i> <i>(1) Information</i> <i>(2) Discussion</i> <i>(3) Action</i>
1	1:00	Call to Order/Roll Call	Action
2	1:05	Approval of the Agenda	Discussion/Action
3	1:10	Approval of the Minutes	Discussion/Action
4	1:20	Public Comment	Information/Discussion
5	1:30	Member Updates	Information/Discussion
AGENDA ITEMS			
6	1:45	Fundraising Activity	Information/Discussion/Action
7	1:55	Fieldtrip/Retreat	Information/Discussion/Action
8	2:00	Adjourn	Action

Minutes Sample

LMC (CLUB NAME) Date Time Location	
<i>List the time started and list all attendees</i>	
<i>Approval of the Agenda: Reading and Approval of Agenda</i>	
<i>Approval of the Minutes: Reading and Approval of Minutes from last meeting</i>	
<i>Member Comments and Updates</i>	
Agenda Items	
Agenda Item	<i>Information provided, discussion items presented by member, and action taken Voting: YEA/NAY/Abstain</i> <i>Example: The members discussed fundraising activity for week of January 21 for Welcome Week. The members agree to reimburse (Name of Student) up to \$150.00 in club funds to purchase items to be put towards decorations and cupcakes.</i>
Agenda Item	<i>Information provided, discussion items presented by member, and action taken Voting YEA/NAY/Abstain</i> <i>Example: Jane suggested going on spring retreat to Contra Loma in Antioch. Reservation is required with a \$75.00 deposit two weeks prior to event. The group agreed to this location for the spring retreat. The members agree to allow Jane to utilize club funds not to exceed \$75.00 towards deposit for reserving space for retreat.</i> <i>Vote Passed unanimously 7-0-1</i>
Adjourn	<i>List the time the meeting ended</i>

IMPORTANT CONTACT INFORMATION

Office of Student Life

Instagram: lmcstudentlife
lmc.studentlife@gmail.com
(925) 473-7554

Teresea Archaga

Director of Student Life
tarchaga@losmedanos.edu
(925) 473-7552

Club Advisor _____

Email: _____

Phone: _____

Co-Advisor: _____

Email: _____

Phone: _____

Officer: _____

Email: _____

Phone: _____

Officer: _____

Email: _____

Phone: _____

Officer: _____

Email: _____

Phone: _____

NOTES PAGE

