

# **The Guide: Policies and Procedures**

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*Los Medanos College, Office of Student Life*  
**2018-2019**

*The Handbook for Leaders in  
LMC Student Clubs & Organizations*

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LOS MEDANOS  
COLLEGE

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## WELCOME

### 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. Within this handbook, you will find campus and district policies, procedures, resources, and suggestions to help your organization be successful.

While reviewing this handbook, you will find that some of the text will be **highlighted** and/or in **bold** from time to time. This will help to inform you of important instructions and special notes to keep in mind.

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.

The Office of Student Life encourages you to seek out experiences that will challenge and support your classroom learning.

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. 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.

Have a great year!

Sincerely,



Teresea Archaga, MA  
Director of Student Life



John Nguyen, MA  
Sr. Program Coordinator, 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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## Office of Student Life

### *MISSION*

The Office of Student Life provides 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 (LMCAS - student government), Interclub Council (ICC), LMC Food Pantry, International Student Program, and Leadership Programming and Activities.

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 staff regarding any activity or club matters.

### *Student Life Learning Outcomes (SLOs)*

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.

- 1) Students who participate in the IMPACT Conference will learn skills and strategies for being effective leaders in their clubs, communities, organizations, and programs.**
- 2) LMCAS students will understand shared governance by participation on committees and be able to engage in thoughtful discussion regarding funding initiatives and programs.**
- 3) Student Life Associates will be able to demonstrate strong leadership skills in planning and implementation of sponsored events by the Office of Student Life.**

### *Office Conduct Policy*

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 respect, dignity, and full validation of their humanity at all times.

Social justice is the responsibility of everyone at Los Medanos College which includes all members feeling physically and psychologically safe. We have a social responsibility to students, the community, and the larger global community. This includes seeking to

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meet the needs of all groups, raising social consciousness, and repairing past and current harms to our campus community.

### **Office Use Policies**

The office seeks to create a comfortable and inclusive space for students to achieve their leadership and campus involvement goals.

The office is a common work space. 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.

### **Club Mail Box**

Each chartered club on campus will be assigned a mailbox located in the Office of Student Life. The mailbox serves as a place to receive information and to inform others of activities that the club members may be interested in. 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:

[Club Name]  
Los Medanos College, Office of Student Life  
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 and Graphic Artist
- LMCAS 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. Clubs are allowed up to 25 handbills per week. Clubs found inappropriately using copy privileges may lose the privilege to make future copies.

### **Art Supplies & Materials**

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The supplies and materials are provided to student clubs and organizations to support the mission of the Office of Student Life.

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

### **Graphic Artist**

Student clubs and organizations may request to have the Student Life Graphic Artist create fliers or banners to help advertise on their behalf. Fliers and Banners are created according to the requested specifications. To request this service, complete the ***Banners and Fliers Request Form*** at the Office of Student Life. Please allow five (5) business days for fliers and seven (7) business days for banners.

### **Student Life Conference Room**

The Student Life Conference Room 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.

### **Microwave & Refrigerator**

All students are welcome to utilize the microwave and refrigerator located in the Student Life kitchen. It is the responsibility of *everyone* to maintain the kitchen area. Items left in the refrigerator **after 12 PM on Fridays** will be placed in garbage.

We encourage those who utilize the refrigerator to place labels on your items.

**The Office of Student Life is directly responsible for the following programs and activities**

**[Los Medanos College Associated Students - LMCAS \(Student Government\)](#)**

The Los Medanos College Associated Students (LMCAS) is the official student government 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. *See Page 19 for more information regarding LMCAS*

**MEETS: Mondays 1-3 PM**

**[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. *See Pages 14 for more information regarding ICC*

**MEETS: Mondays 3:30-4:30 PM**

**[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 Food Pantry](#)**

The LMC Food Pantry provides food for currently enrolled LMC students. The food pantry is made possible through fundraising efforts, donations, and grants. The LMC



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Food Pantry is partnered with the Food Bank of Contra Costa County & Solano Counties.

### **Grade Appeal Process**

Los Medanos College is committed to ensuring that students have a fair opportunity to request changes to course grades. No grade may be challenged or changed more than one year after the end of the session in which the grade was assigned. Students who believe that they were assigned an incorrect grade for a class may file a [Grade Appeal Form](#) and seek to have the grade changed. The forms are available at the Office of Student Life and may be submitted to the Director of Student Life.

### **Campus Bulletin Board Postings**

Posters, signs, and banners help communicate information about your club/organization's 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 Procedure 3025 for more guidance on the Freedom of Expression Policy](#)

The Office of Student Life maintains and coordinates posting on all of the campus bulletin boards within the main college complex. To have a flier or other marketing material posted, bring 12-15 copies of the resource to the office for the official posting stamp. The Student Life staff will post and remove all materials after two weeks. In addition, materials will be forwarded to the Library and Brentwood Center for posting.

*To post in the Math or Science Buildings, please contact the department chairs for approval and instructions.*

### **All printed materials must include the following:**

- All printed materials must include the name and contact information of the sponsoring individual(s) and/or the club/organization.
- All materials that are written in a language other than English must be accompanied with an English translation.
- Any printed material deemed to be slanderous, libellous, obscene, offensive, or pornographic will be not be accepted for posting and will be removed immediately.

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- Except as specified in these guidelines, no printed material may be placed on or against, attached to, or written on any structure or natural feature of the campus, such as, but not limited to doors, walkways, roads, posts, fences, waste receptacles, plants, shelters, or vehicles in parking lots.
- No printed materials may be left unattended on campus grounds or inside buildings without prior permission from the Office of Student Life.
- No postings can be made in the Admissions and Records, Library, Math, or Science buildings without permission from the specific department.

### **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.” *ICC approved March 19, 2018*

**NOTE:** College events and student clubs have priority for making reservations. 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.

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### **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.

### *Chartering a Club or Organization*

#### **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 LMCAS.
- Club mailbox within the Office of Student Life.

### Steps to Chartering Club

To be an officially chartered club or organization, you must have approval from the LMC Administration and the Contra Costa Community College District and must uphold the requirements set up by the Education Code of the State of California. These approvals are granted by 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 and submit to the Office of Student Life**
  - a. **Must have four (4) officers responsible for the club**
    - i. Officers must be currently enrolled
    - ii. Officers must have a minimum of 2.0 cumulative GPA
  - b. **Must have at least one advisor**
    - i. Must be a full or part time employee of the college
    - ii. Must be over the age of 18
    - iii. Must sign Advisor Agreement form each semester club is chartered
  - c. **Must have an approved Club Constitution created by its members**
    - i. Constitution must include required text provided by the Office of Student Life. *See Appendix for required language and sample*
    - ii. 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.
  - d. **Must abide by the policies and procedures of Los Medanos College and the Contra Costa Community College District**
    - i. 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.

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Clubs/organizations that are inactive for more than two (2) years will be deactivated. Any remaining funds in the club account will be deposited into the ICC account.

If there is an issue with the club or organization, refer to the constitution and club advisor for guidance. If serious issues arise, be sure to seek the guidance of the ICC Advisor of issue.

**e. 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.

### **Club Accountability & Member Expectations**

Los Medanos College emphasizes the importance of individual’s responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized clubs and organizations also carry with them an obligation on the part of their members, collectively, to uphold the policies and community standards of LMC.

This statement of group accountability acknowledges that unacceptable behaviours 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 behaviour of the organizations’ members or guests.

In general, a recognized student club or organization may be held accountable for the behaviour 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.

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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.

### **ICC Chair Responsibilities**

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

*Responsibilities include:*

- 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.

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- 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 scheduled 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 Member 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
  - Inform ICC Chair of excused absence and inform of substitute prior to scheduled meeting.
- Report club's activities and projects at ICC meetings.
- Report information discussed at ICC to their respective clubs.

### *Club Advisor Responsibilities*

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.

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 who is at least 21 years of age and not on leave of absence.

While providing a formal link with college administration in interpreting state laws and college policy, their most important contribution is in advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth.



**Responsibilities of Club Advisor are as follows:**

- Be made available for all official club meetings, on campus fundraising, and must be present for all club activities including off campus club activities and events.

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.
  - 4) Club activity is held off campus.
  - 5) Club activity meets “Special Event” request criteria.
- When not available for club meetings or events, the club advisor must identify a designee and notify Office of Student Life.
  - Serves as an authorized signature for club check requests.
    - Co-Advisor may sign in Advisor’s place if not available.
  - Assist students with program planning and implementation of event.
  - Reservation of facilities on behalf of club through 25Live and facilities request form.
  - Work closely with club members to foster a cooperative relationship between members.
  - Assist officers in understanding and performing their designated responsibilities.
  - Be familiar with district policies and regulations as well as to the campus to ensure they are observed.
  - In order to reduce the level of risk involved with the programs, the college expects that advisors will review guidelines with club members.
  - Bears full responsibility for the group’s activities as well as the group’s liability.

*Advisor’s Liability*

Entering into an agreement to serve as an advisor should not be taken lightly, as advisors share liability for the actions and activities of the club as well as the club’s fiscal liabilities. However, a well-informed advisor who is visibly involved with the club and its members should have no undue concern for possible legal action.

By completing the advisor approval process, an LMC faculty or staff member is provided a record they are fulfilling a college related duty. Those advisors who fulfill that duty in a non-negligent manner are indemnified by the college for their actions. That is, if legal action is taken against a group and/or its advisor, the college will defend the advisor.

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An advisor who is familiar with related laws, policies, and procedures and is aware of planned events/activities of the group, ensuring that they fall within the limits of appropriate laws, policies, and procedures is clearly acting in a non-negligent manner and no punitive damages should be assessed. If the advisor informs the Office of Student Life when the club fails to heed their advice regarding activities not in accordance with policy, they are then further protected.

**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 two years.**

*Los Medanos College Associated Students*

Los Medanos College Associated Students (LMCAS) 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.

LMCAS 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, LMCAS 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 LMCAS Senator, you must meet the following qualifications:**

- Complete the LMCAS 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.
  - Obtain fifty (50) signatures of support from students.
  - Complete Time Management Scheduling Sheet.
- Attend one (1) LMCAS Senate meeting.
  - LMCAS Senate meetings are scheduled on Mondays between 1:00 PM - 3:00 PM in the Library Conference Room (L-106).
- Attend an interview with LMCAS Senate members during a scheduled LMCAS meeting.

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

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**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 LMCAS 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 to LMCAS Senate meetings.

***Student Services Procedure 3008***

**[LMCAS Bylaws](#)**

If you want to be part of the action - have your voice be heard - learn important skills - have fun, we encourage you to JOIN LMCAS!

### *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.

#### *Scheduling Procedures*

To reserve a room or space on campus for event, members need to consult with their advisor to make the reservation.

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.

A pre-event meeting will be scheduled with the club officers, club advisor, Student Life staff, and campus police supervisor or designee.

All Special Events must be approved by Police Services and Office of Student Life before any advertising commences.

#### *Room / Facilities Reservation*

To reserve your facility/space, your **club advisor** must log onto **25LIVE Online** and complete a **Facilities Request Form** to include a club account number in case you need to be charged for campus services such as: Maintenance/Custodial, Media, or Police Services, etc.

#### *Audio/Visual Equipment Reservation*

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To request this service, your advisor must submit a “ticket” to Media Services Department through [Media Equipment Request Tool](#) (MERT- 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

*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.*

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	

### Film/Movie Screenings

In order to screen a film on campus (including an “academic” film), a **PUBLIC PERFORMANCE LICENSE** must be obtained. 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](http://www.criterionpicusa.com)

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

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

Filmakers Library, Inc.: [www.filmakers.com](http://www.filmakers.com)

Women Make Movies: [www.wmm.com](http://www.wmm.com)

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

For more information on federal laws concerning film screening on campus, visit the Federal Copy Right Website: <https://www.copyright.gov/title17>

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

**Search**

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

*Off Campus Events & Field Trips*

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** and **LMC Code of Conduct Agreement** forms 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 unless otherwise described in the club's constitution to donate to other program or club on campus.**

### ***Club Finances & Expenses***

#### ***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.

**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.**

*(ICC Approved March 19, 2018)*

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.

#### **FOOD SALES**

Clubs may barbecue in approved outdoor areas only. All barbecues require facility use approval.

The club is responsible for the proper disposal of coals (in the garbage) if they are used.

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

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.

### **DRAWINGS GUIDELINES**

Raffles and gambling are illegal in 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 “RAFFLE” or “LOTTERY”**

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.

Funds 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.

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**.

[Donations to Clubs](#)

Los Medanos College clubs may be considered **not for profit organizations** that can give receipts for tax deductible donations. If a club wishes to receive a tax deductible donation, complete the **Gift Acceptance Form** in the Office of Student Life that will be submitted to the LMC Foundation for processing. This process may take up to **two (2) weeks** for processing - plan accordingly.

**Insufficient Funds**

If a check written to your club/organization comes back to the college due to insufficient funds, the check writer would have to 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 Business Office.

Funding Requests to LMCAS

LMCAS 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 LMCAS.

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

Funding Requests to ICC

The ICC meets on a regular basis to determine how funds allocated by the LMCAS 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 \$1,000 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.

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Budget 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.

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.

### ***Voting on Funding Requests***

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 **ALL LMC** students at both the Pittsburg & Brentwood campuses.

What <b><u>CAN</u></b> be Requested	What <b><u>CANNOT</u></b> 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	

**FUNDRAISING EVENT SUGGESTIONS**

- Participate in Club Days.
- Seek out donations from local business (coordinate with LMC Foundation).
- “Restaurant Night” collaborations for percent of profit.
- “Ecology Drive” by collecting aluminium cans, plastic bottles, and glass containers for recycle and profit.
- “Matching gifts” contact organizations willing to participate.
- “Community Service” donations for “X” hours of service by organization.
- Walk/Jog-a-thon.
- Pop up Skills Workshop marketing student club member’s talent(s) for donation (art, music, dance, crafts, etc.).

<b>Marketing Strategies Checklist For Events</b>	
**	<b>Los Medanos College website homepage</b>
*	<b>Student Life event calendar page</b>
*	<b>Student Life Instagram account</b>
**	<b>Sandwich boards</b>
**	<b>Computer lab screens</b>
**	<b>LMC Campus E- Newsletter (Outreach Office)</b>
	<b>The Experience campus newspaper</b>
**	<b>Employee mailboxes</b>
	<b>Classroom whiteboards</b>
*	<b>Student Life Associate classroom announcements</b>
*	<b>Tabling in the quad</b>
*	<b>Campus Bulletin Boards</b>
	<b>ICC Meetings</b>
	<b>LMCAS Meetings</b>
**	<b>Bookstore- handbills to distribute to customers</b>
	<b>Library</b>
	<b>Learning Communities</b>
	<b>ICC Officer Email</b>
	<b>Club meetings</b>
	<b>Club Mailbox</b>
<p><i>** Assistance from club advisor required</i></p> <p><i>*Assistance from Office of Student Life required</i></p>	

**FINANCIAL DOCUMENTS & PROCESS**

***Club Deposit Form***

A **Club Deposit Form** must include the club's name and account number along with signatures of an officer and advisor listed on the Club Financial Signature Form.

Once the form is complete, the form and funds will be deposited at the Cashier window located next to Admissions and Records Office. 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).

Per District Policy, you **may not** deposit several months' worth of collected funds at one time.

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.

Any check requests made to pay invoice from a business of more than \$600 requires a [W-9 form](#) from the business in order for the payment to be processed.



### *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.
- 2) Must be itemized.
- 3) Name of Business.
- 4) Date and time of the purchase.
- 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.**

### *Insufficient Funds*

If a check written to your club/organization comes back to the college due to insufficient funds, the check writer would have to pay an additional **\$15.00** service charge. Your club/organization is automatically charged the service fee as well as the amount of the check until the check writer has cleared the insufficient check and service charge with Business Office.

*NOTE: Payees may not sign off on check requests.*

**Club Resources & Tips**

***Agendas***

Under the Brown Act, agendas for LMCAS 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 LMCAS or on/off campus community.

If you are interested in having an item added to the LMCAS Agenda, please contact the LMCAS President at [LMCASPresident@losmedanos.edu](mailto:LMCASPresident@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](mailto: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).

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

***See Minute Sample in Appendix***

### ***Recruitment/Retention***

Recruitment should happen in stages. Begin planning in the spring for successful recruitment in the fall. The club/organization should decide if they will be recruiting year round or only in the beginning of the year.

It is essential that officers always follow up with anyone who communicates an interest in the club/organization. The way that the club engages with students can leave a lasting impression.

To alleviate nervousness and any challenges at a first club meeting, club members should go out of their way to make a new member feel comfortable and welcomed at the meeting.

### ***Delegation***

One of the greatest challenges facing a student organization is recruiting and retaining volunteers. It is not unusual to see a group start the year with 25-50 new and eager members only to end the year with four or five burnt out leaders. Careful planning and shared responsibility can help to alleviate this scenario and lead to organizational success.

In order for any organizations to be effective, delegation will have to play a role. The following information has key concepts to keep in mind when thinking about delegation to members:

- 1) Think of a project or job to delegate to member.
- 2) Note the results that need to be achieved at the end of the project to be delegated. Be thorough as necessary without being too demanding.
- 3) List the skills and/or expertise required to complete assigned task(s).
- 4) Set a completion date/timeline.
- 5) Clearly communicate all expectations to the member including completion date/time.
- 6) Trust them AND hold them accountable to their role.
- 7) Praise and “Thank You” go a long way - Don’t forget to say these often.

### *Events, Programs & Leadership Resources*

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 [studentlife@losmedanos.edu](mailto:studentlife@losmedanos.edu) 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.

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### 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**

## *Agenda Sample*

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

## *Minutes Sample*

<p><b>LMC (CLUB NAME)</b>  <b>Date</b>  <b>Time</b>  <b>Location</b></p>	
<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>	
<i>Agenda Items</i>	
<b>Agenda Item</b>	<p><i>Information provided, discussion items presented by member, and action taken</i></p> <p><i>Voting: YEA/NAY/Abstain</i></p> <p><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></p> <p><i>Vote: Passed 7-0-1</i></p>
<b>Agenda Item</b>	<p><i>Information provided, discussion items presented by member, and action taken</i></p> <p><i>Voting YEA/NAY/Abstain</i></p> <p><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></p> <p><i>Vote Passed unanimously 7-0-1</i></p>
<b>Adjourn</b>	<i>List the time the meeting ended</i>



## *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.

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- 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 2 years.

**IMPORTANT:** Any club that is inactive for more than 2 years will have its account closed.

## *Parliamentary Procedure*

ICC utilizes a simplified version of parliamentary procedure so that we do not get bogged down in procedure that we cannot make progress on agenda items. LMCAS uses formal Parliamentary Procedure for all meetings.

Below you will find a cheat sheet to help you in navigating a motion using parliamentary procedures from start to finish:

- 1) If you wish to make a motion, raise your hand and once you have been recognized by chair state **“I move that...”**
  - a. Make your motion as short as possible
  - b. Any voting member of the committee can make a motion
- 2) A motion must be seconded
  - a. If a motion is not seconded, the motion will fail
  - b. Any voting member of the committee can second a motion
- 3) After a motion is made and is seconded, the chair will open the floor for discussion. This time helps to motivate and persuade members to vote for the motion. If you are opposed to the motion, this is the time to share your thoughts with the committee.
- 4) If the discussion runs long, a committee member can raise their hand and say “I call the question”. The Chair will then say “The question has been called, all in favour of ending discussion, raise your hand / those opposed raise your hand”
- 5) Voting on a motion - the chair must repeat the exact wording of the motion. The chair will ask those in favour to raise their hand. Those opposed raise their hand.
  - a. Committee members may ask for a roll call vote when they do not agree with the chairs interpretation of the hand vote.
  - b. The person making the original motion can include in the motion the statement that the motion be decided by a roll call vote.
- 6) Amending a motion: There are three ways to amend a motion
  - a. Friendly Amendment: You can ask the member who made the original motion if they would agree to a friendly amendment. This is used for clarification.

- b. Early Amendment: If you want to amend a motion during the discussion stage (before the motion has been voted upon)
    - i. You must be recognized by the chair
    - ii. The amendment must be seconded
    - iii. The amendment must be discussed
    - iv. The amendment must be voted upon and passed by a majority vote
    - v. 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 been voted on, you can attempt to amend the motion by the following:
    - i. Be recognized by the chair and state “I ask the last motion be amended to state...”
    - ii. The amendment must be seconded
    - iii. The amendment must be discussed
    - iv. The amendment must be voted upon and must pass by 2/3 vote
    - v. 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 “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 pass by majority vote
- 8) **Postponing a Motion:** If you want to postpone the discussion on a motion until a future meeting or until another future time, you should:
- a. Be recognized by the chair and state “I move that we table this motion until...”
    - i. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely
    - ii. The motion to postpone must be seconded
    - iii. The motion to postpone must be discussed

**Obtained on April 4, 2018  
Pima Community College**

*<https://www.pima.edu/current-students/get-involved/docs/student-life-handbook.pdf>*

NOTES