



Yuba College Campus Life Club Procedures and Guidelines

2018

YUBA COLLEGE

2088 North Beale Rd. Marysville CA 95901



Yuba College Campus Life

Club Procedures and Guidelines

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Yuba College Campus Life

Club and Organization Procedures and Guidelines

About Campus Life:

The Yuba College Campus Life office is dedicated to actively promoting student involvement beyond the walls of the classroom. Campus Life serves as a liaison between the students and the college for on and off-campus activities. Campus Life can be reached by calling 530-741-6992 or emailing cgillmin@yccd.edu

1. Club Charter Process

The Club Chartering Packet must include:

- Four Club Officers who will be responsible for the club.
Club Officers must be currently enrolled in 5 units and maintain a 2.0 cumulative GPA or better.
- One Club Advisor. (advisor may be faculty, management or classified)
- Student Organization Request to Charter/Re-Charter form
- Membership Information
- Budget Information
- Club Advisor Agreement
- Club Constitution
- Club Minutes approving: Club officers and the club constitution

Upon completion of the club charter, please return the club charter to the Campus Life office, after review and approval it will be submitted to the Associated Students of Yuba College for approval. After ASYC approval, you will be contacted by the Campus Life office for training.

All clubs are required to abide by state laws, YCCD Policies and Procedures, the Student Code of Conduct and requirements set forth by Campus Life and the Associated Students.

2. Inner Club Council

(ICC) membership consists of one representative from officially recognized clubs/organizations and meet monthly for the purpose of unifying those groups by planning for future activities on campus. A member of each club or the club advisor must be present at each ICC meeting. ICC meets the first Tuesday of every month and holds a "Club Day" on the third Tuesday of each month during the spring and fall semester. A detailed list of meeting dates can be found online.



3. Activities

Approved clubs may use Yuba Community College District facilities free of charge provided they receive approval through appropriate channels. All activity requests for Yuba College clubs must be submitted to Campus Life and for approval. The application for activities is available on-line. Requests must be submitted according to the table below:

Theater Events	6 Weeks
Quad events that only require tables and chairs	2 weeks
Classroom Requests/Quad Events	4 Weeks
Graduation Requests	Beginning of each semester.

Limitations on Activities

- Club food sales are limited to 4 per year
- No activities during dead weeks (Dead Weeks: The week before and the week of finals)
- An advisor must be present at all club events.
- Clubs may not organize an event that may endanger the safety of other students.

4. Posting Flyers and Posters

Clubs may post banners and fliers on district property. Flyers and posters must be approved and stamped in the Campus Life office and must be removed from bulletin boards after each event.

1. Posters may be posted on windows with scotch tape. Packing tape and duct tape is strictly prohibited.
2. Posters may not be hung on doors for the safety of students and staff.
3. Posters may be hung on bulletin boards with the use of staples and pushpins. No tape may be used on bulletin boards
4. All four corners must be attached to each surface.
5. No Flyers can be placed on vehicles in any Yuba College parking lot

5. Advertising Club Events

Yuba College has a variety of ways to advertise your event. Clubs are encouraged to advertise their events as much as possible. Below is a list of ways you can advertise your events:

- Yuba College Web Calendar (Please fill out an Announcement Submission form)
- Yuba College Portal (Your advisor can post about your event here)
- The Yuba College App (A member of your club can post directly on the app)
- Yuba College TV's (Please fill out an Announcement Submission form)
- Yuba College Marquees (Please fill out an Announcement Submission form)

- Posters on Campus (Campus Life stamp required)
- Classrooms (Email your professor and ask if you can make a quick announcement in class about your event)

6. Meetings

An agenda must be created for each meeting under the Brown Act. It is up to each club to designate who will create and post agendas.

- Agendas must be posted in a public area three days or 36 hours before each meeting
- A copy must be provided to the advisor
- Clubs must report the Agenda Posting location to the Campus Life office.



Associated Students of Yuba College
Agenda
 May 3, 2018 12:00 - 12:50 pm
 ASYC Office 2088 North Beale Rd, Marysville CA

12:00pm-12:02

I. ORDER OF BUSINESS
A. Call to order
B. Roll Call

12:02pm-12:05

II. Approval of Minutes

12:05-12:10pm

III. Committee Reports

12:10-12:15pm

IV. ASYC Officer Report

12:15-12:30pm

V. New Business

12:30-12:45pm

VI. Old Business

12:45pm-12:50pm

VII. Announcements

VIII. Public Comment

IX. Adjournment (next meeting:)



7. Minutes

Minutes of prior meetings must be made available to your Advisor, Officers and Members with the agenda, allowing time for review before the start of next meeting.

- If necessary, make corrections of prior minutes at current meeting
- Minutes must include meeting attendance, a sign-in sheet is sufficient
- Minutes must be posted in a public area after adopted
- Once minutes are completed/edited and approved, forward to Campus Life
- Minutes must reflect all votes and approval of expenditures with a dollar amount
- Minutes must include prior approval of expenditures

8. Purchase Requisitions

Purchase Requisitions are used to spend club money. When a club is ready to make a purchase, place an order or reimburse someone for a prior purchase made for the club (original receipts required), a Purchase Requisition is completed and submitted to Campus Life for processing.

Once submitted and all supporting documentation is supplied, Campus Life generates a Purchase Order (P.O.) to complete the transaction. A P.O. can be used to make a purchase, place an order or to have a check written for payment.

Associated Student funds and District funds do not co-mingle; they are separate entities with their own accounting systems.

Directions for completing the Purchase Requisition are included on the document. Once completed deliver to Campus Life for processing. Please allow 10 working days for a check and 5 working days for a Purchase Order.

A. Allowable Expense –

- Expenditures of student funds for items are usually allowable when they directly promote the general educational experience of the student experience.
- Must be directly linked to the students' benefit
- Must be pre-approved
- Must be outside of what the college should provide from general funds
- Must be expended in a manner approved by the student body
- Expenses cannot be considered a gift of public funds (Ca. Constitution, Article 16, section 6)



B. Examples of **Allowable** Expenses –

- Student magazines, newspaper subscriptions, Library Books
- Field Trips/excursions
- Extra-curricular athletic costs
- Student store products
- Scholarships
- Awards

C. Examples of **Unallowable** Expenses –

- Salaries/supplies that are the college's responsibility
- Repair and maintenance of college equipment/facilities
- Faculty meeting cost
- Gifts of any kind
- Large awards
- Employee appreciation meals, gift cards
- Employee clothing/attire
- Donations
- Cash awards
- Expenditures driven by personal motives are not justified even if they have been a long-standing local custom or are based on benevolent feelings

9. **Fund Raising**

Associated Student Organizations are Tax-exempt:

Because student organizations are legally part of the school district, they are exempt from income tax just as the district is due to its status as a governmental organization. **The district is not a private 501(c)(3) nonprofit organization, but enjoys tax-exempt status by virtue of being a government entity.**

External organizations may request a tax identification number; they assume that this number is needed to claim a tax deduction on a tax return. The district's tax identification number is not needed for any donor to claim a deduction and should not be given out. Government organizations are not required to share their tax identification numbers. A letter may be prepared to inform donors the district is a government organization and not required to share their tax identification numbers.

Unallowable Fundraiser – Raffles and games of chance

Student Clubs are not authorized to participate in raffles or games of chance because student organizations are not nonprofit organizations exempt from sales tax as defined in the Franchise Tax Code. What is a raffle? If a participant is required to purchase a ticket or pay any kind of fee to have a chance to win a prize, the drawing is a raffle and is subject to the provisions of Penal Code section 320.5 and related regulations.



10. Requisition Packet

To include the following:

- A) Associated student purchase requisition, found online at: yc.yccd.edu/campus/clubs/
- B) Minutes – club meeting minutes stating approval of expenditure **prior to purchase** and indicating purpose and use of items purchased and **approving payment of purchase** and total limit of amount to be spent, i.e. “amount not to exceed \$300.00; if a reimbursement – name of individual to be reimbursed.

Note: California USE tax is paid on out of state purchases when not included on the invoice. Remember to add this cost to “not to exceed” amount of the purchase.

- C) **Original invoice or sales slip**
- D) Clubs hiring an outside vendor or company to perform a service will also need to have the vendor fill out a W-9 form and an Agreement for Service. An Agreement for Service can take some time to complete to be sure to allow yourself time to have the AFS completed before the desired date of work is to be completed.
- E) 3 three signatures required (ed. code #76063 1)representative of student body organization 2) employee of district designated by the governing board 3) certificated employee designated advisor of student body organization)

11. Deposits

Clubs are assigned a financial account through the Associated Students; it is the responsibility of the club to use this account exclusively for all monetary transactions. Clubs are not permitted to have petty cash or slush funds.

- 1) Complete the club deposit form online to account for total amount of funds deposited. The cashier will issue a receipt for the amount received to the Campus Life office and the club representative listed on the deposit slip.
- 2) Clubs are expected to print, fill out, and take the club deposit form and monies to the cashier, located in 100b. Campus Life will not accept any club deposits.
- 3) Club treasurers/account custodians should record the amount of deposit in their respective accounting books to reflect an up-to-date account balance.



12. College Beautification Projects

Sometimes clubs desire to help improve the college by providing a donation to the college such as a bench, tree, painting or sculpture. There is a set of guidelines clubs will need to follow including a presentation to the following:

Approvals (In Order):

1. ASYC/Campus Life
 - Campus life will coordinate the approval with the President's office
2. Director of Facility and Maintenance
3. College Council
4. Board of Trustees

Presentation

1. Where will the item be placed?
2. Mockup of the gift.
3. Will any initial costs fall on the district?
4. How will the club plan to pay for the project (Clubs must have all funds before final approval)?
5. Who will be responsible for overseeing the project?
6. When will the project be expected to Start/ Finish?
7. Who will be responsible for the care of the gift after installation?

13. Resource Tool

The Campus Life web site is an excellent resource tool and can be accessed through the Campus Life link on Yuba College's website. The Campus Life office is located in building 100A Room 20 and is open Monday- Thursday. The Campus Life office should be used anytime you need help, have questions, or need guidance.

Club Forms available on-line:

- ASYC Agenda Request Form
- ICC Agenda Request Form
- Cash Box Request
- Club Activity form
- Club Budget form
- Club Charter packet
- Club Deposit form
- Purchase Requisition
- Student Conference Conduct
- Student Participation Waiver



14. Role of Yuba College Advisors

1. Be present at all official club meetings and activities. Activities will not be approved if an advisor or Yuba College staff member is not present at each activity.
2. Ensure that various College, District, and State laws, policies, and processes are upheld.
3. Serve as an authorized signature for club check requests and ensure that:
 - a. An authorized student officer also signs the form.
 - b. The financial expenditure is correct within all existing policies and club approval.
 - c. Supporting evidence (original receipts or invoices AND club minutes) is attached.
 - d. The club minutes reflect detailed approval of the funds request
4. Serve as an authorized signature for the appropriate scheduling of campus facilities and requests for College services and equipment.
5. Help each Club Officer understand his/her duties and encourage Club Officers to plan programs and activities that make definite contributions to the educational needs of the students.
7. Assist students in the preparation of program planning, being a critical supporter of their activities, and help evaluate programs and activities after completion.
8. Ensure that all required forms are turned into the Campus Life office when required.
9. Ensure that all reasonable steps are taken to insure the safety and welfare of club/organization members.
10. An advisor may not be a voting member or use the club to promote his/her own activities.

15. Field Trips

Any event off campus that club members attend in association with their club is considered a field trip and must follow the field trip guidelines.

1. A field trip packet must be filled out by the club advisor and turned into the Campus Life office (Field trip forms can be found online at yc.yccd.edu/campus/clubs)
2. Field Trips out of state require district approval
3. Clubs requesting a travel advance must have an advisor fill out a travel advance with club minutes approving the expenditure. A check will be made payable to the advisor only.
4. Advisors may not provide transportation for students unless otherwise cleared with the district.

16. Associated Students of Yuba College (ASYC)

The ASYC meets every Thursday at noon, in the cafeteria, unless other events prohibit, such as College meetings; activities; extra credit and/or cultural events; or personal conflicts.

Agendas are posted three days in advance as required (posted on bulletin board, 300 Quad).

Agenda items/Guest speaker requests must be submitted to the Campus Life one week before agendas are set.



17. End of year wrap up

- 1) Purchase orders: All club purchase orders close June 30 of each year. If your club requires expenditures during the summer session new Purchase orders need to be turned in to the campus Life office by the 2nd week of May.
- 2) Reimbursements: All club reimbursements and check requests must be turned into the Campus Life office by the 2nd week of May to ensure enough time to process checks before the fiscal year ends.
- 3) Club Charter/ Membership information: A new Membership record should be turned in to the Campus Life office by the 2nd week of May so that the Campus Life office may have current contact information for clubs.

18. Education Codes

ED Code 48930: Grants governing board the authority to allow groups of students to organize a student body organization for the purpose to enhance the student's education experience and promote participation in institutions governance.

ED Code 76060 76062: The governing board of a community college district **may** authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fund-raising activities as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

ED Code 76060: The governing board of the school district/or community college is ultimately responsible for everything that happens in the district, including the activities of student organizations. The governing board has the authority to approve the formation of a student body organization within the district. In assuming the authority given by Education Code, the governing board establishes the parameters for the operation of the district through board policies and regulations. These policies and regulations must specify how the student body organization will be established, how the organization's activities will be supervised and how the organization's finance will be operated and managed. The district's administration is responsible for establishing and monitoring the procedures to carry out the policies and regulations adopted by the governing board.

ED Code 76061: A student who is elected to serve as an officer in the student government of a community college shall meet both the following requirements:

- (a) The student shall be enrolled in the community college the time of election and throughout his or her term, with a minimum of five semester units, or its equivalent.
- (b) The student shall meet and maintain the minimum standards of scholarship prescribed for a community college students by the community college district.