

## **CLUB RECOGNITION CODE: 3000 SERIES**

### **Associated Students of Evergreen Valley College (ASEVC)**

Any member of a Student Club/Organization, which conducts activities on behalf of the students, assumes both personal and group responsibility to those students and to the administration of the College. This authority is derived from the California Education Code, the San Jose/Evergreen Community College District Board Policy, Evergreen Valley College regulations, under the auspices of the Office of Student Life, and the Constitution and Codes of the Associated Students of Evergreen Valley College (hereinafter referred to as AS or ASEVC).

#### **Section 3001: Basic Organization of Clubs/Organizations (C/O's)**

All C/O's must prepare and submit a Constitution (the organization and structure of the C/O and its operating procedures) and Charter (the list of all currently registered officers and members with student ID numbers) to the Director of Student Development & Activities or designee.

#### **Section 3002: Contents of Club/Organization Constitutions**

All C/O Constitutions must contain the following:

Section 3002.1: Name and purpose of C/O

Section 3002.2: Requirements for membership

Section 3002.3: Officers (names, terms, how selected and duties) proof of "good standing" (at least 5 units with a 2.0 GPA)

Section 3002.4: Provision of Board of Directors or Executive Council in the case of student clubs/organizations affiliated with an outside organization (must be described if one is to exist)

Section 3002.5: Names of all committees, both standing and permanent

Section 3002.6: A statement that dues and initiation fees will not be excessive

Section 3002.7: A statement that membership will be governed by a majority vote

Section 3002.8: A statement that a democratic election will be held annually or if a vacancy occurs

Section 3002.9: A statement that clubs/organizations will comply with the Brown Act (this is state law, per the State Chancellor's Office and directive) and post their agendas 72 hours prior to regular meetings

Section 3002.10: A statement that membership will not be restricted by race, ethnicity, color, creed, physical ability, sex, age, or national origin

Section 3002.11: A statement that there will be no hazing as stated in Section 10851 through Section 10853 of the California Education Code

Section 3002.12: A statement that meetings must be open to any student, faculty or staff member or administrator of the College

Section 3002.13: Procedures for amending Constitutions

#### **Section 3003: Approval of Club/Organization Charters**

Section 3003.1: All C/O Constitutions, Charters and Bylaws must be reviewed by the Director of Student Development & Activities or designee before recommendation for official approval by the ASEVC

Section 3003.2: All completed C/O Charters must be approved by the AS during the Fall or Spring semesters only.

#### **Section 3004: Recognition/Chartering procedures**

Annually, in either the Fall or Spring semester, all potential C/O's must submit a completed Club Chartering Packet to the Director of Student Development & Activities or designee and take the following steps:

Section 3004.1: To become chartered, the C/O representative must be present at the AS meeting  
Section 3004.2: Copy of the current C/O Constitution  
Section 3004.3: Copy of the C/O Charter (a list containing names, student ID numbers, and at least four (4) C/O officers  
Section 3004.4: A tentative calendar of meetings  
Section 3004.5: An acknowledgement that C/O will attend required AS meetings  
Section 3004.6: An agreement signed by all C/O Advisors

### **Section 3005: Membership of Clubs/Organizations**

Section 3005.1: In order to be eligible to charter a student C/O, the group must submit a roster of at least four (4) currently registered students who are officers  
Section 3005.2: There must be a President or Chair, Vice President, Treasurer, and a Secretary. The C/O must designate a Representative to the ASEVC.  
Section 3005.3: Officers must be currently registered students with at least five (5) units and a 2.0 GPA  
Section 3005.4: All interested persons who are currently registered with at least one unit and a 2.0 GPA may become a member in a chartered C/O

### **Section 3006: Clubs/Organizations Affiliated with Local, State or national Organizations**

Section 3006.1: An officially chartered student C/O may affiliate with local, state, national or international organizations, which will assist it in fulfilling its purpose as stated in the C/O constitution  
Section 3006.2: This affiliation shall not conflict with the ASEVC Club Code or ASEVC Constitution  
Section 3006.3: This affiliation shall not conflict with the Policies and Procedures for the chartering of C/O's at Evergreen Valley College  
Section 3006.4: This affiliation shall not conflict with the Policies and Procedures of the SJECCD  
Section 3006.5: This affiliation shall not conflict with the California Education Code  
Section 3006.6: This affiliation shall not require allegiance to a body that has the power to dictate or control the local C/O  
Section 3006.7: A copy of the constitution of the affiliate organization must be filed at the time of application for charter to the Director of Student Development & Activities or designee

### **Section 3008: Advisors to Club/Organization**

One Advisor is essential in order to charter the C/O. However, it is recommended that there be a minimum of two  
(2) Advisors. Classified Staff and Faculty members may serve as Advisors

3008.1: It is recommended that a Faculty member serve as an Advisor to only one organization annually  
3008.2: All activities, events, projects, or service must have an Advisor present  
3008.3: Advisors are volunteers and are prohibited from receiving payment of any type for time and/or services that they provide to the C/O's except for reimbursements which are confirmed by the ASEVC for legitimate expenses

### **Section 3009: Attendance at AS Meetings**

All C/O's must attend an AS meeting to become chartered. A representative from C/O's must continue to attend weekly AS Meetings in order to remain an active club. Two or more concurrent absences from AS Meetings will result in a club becoming inactive for the semester.

### **Section 3010: Procedures for Approval of Proposed Activities/Events**

In order for an event/activity to be considered for official approval by the AS, the following must occur, three weeks prior to the event:

Section 3010.1: Complete Proposal/Agenda Item Form, which includes a description of the event, responsible co-chairs, date, time, place and a budget detailing all other funding sources

Section 3010.2: Submit Proposal Form to AS Secretary for event/activity to be placed on AS Agenda, at least one week before the item is expected to appear on the agenda

Section 3010.3: Insure that a C/O representative is present at AS Meeting to represent the C/O and to answer any questions

Section 3010.4: Reserve any and all facilities needed to host the event, with the Business Services Office, the Office of Student Life, or the appropriate organization

### **Section 3011: Club/Organization Meetings**

C/O meetings or activities on campus must follow the following protocol:

Section 3011.1: Schedule facilities with the appropriate department

Section 3011.2: Comply with all governing documents utilized by the ASEVC, such as the Ralph M. Brown Act and utilize Parliamentary Procedure such as in Robert's Rules of Order as reference

Section 3011.3: Provide the ASEVC Secretary with a copy of all regular meeting agendas 72 hours prior to said meeting and 24 hours for a special or emergency meeting

Section 3011.4: Provide the ASEVC Secretary with a copy of all meeting minutes following a meeting

### **Section 3012: Report of Activities, Events, Service and Meetings**

C/O representatives must present a verbal or written report of all C/O activities and events funded by ASEVC at AS Meetings

### **Section 3013: Deposits of Club/Organization Funds**

The C/O must deposit all dues and other monies in the Student Accounts Office for proper financial supervision of expenditures within twenty-four (24) hours of collection. If Student Accounts is closed, the C/O will deposit with Campus Police

Section 3013.1: No C/O may hold a bank account outside of Student Accounts Office

Section 3013.2: All funds must be handled through the Student Accounts Office and credited or charged to the C/O account

Section 3013.3: There must be a written contract regarding the financial responsibilities of each C/O whenever two or more C/O's either jointly fundraise or make expenditures

Section 3013.4: All C/O's are financially responsible for security at any event

### **Section 3014: Infractions of Club/Organization Regulations**

Any infraction of any AS Code may cause a C/O to be subject to fine, or other sanction, leading to possible revocation of C/O Charter and a freeze on their account

Section 3014.1: A description of the infraction must appear on the AS Agenda

Section 3014.2: The AS shall have the authority to implement sanctions including fines, by a 2/3 majority vote. The C/O in question will be notified prior to any action

Section 3014.3: The AS Advisor shall authorize the Student Accounts Clerk to enforce any fines that are collected

\*Revised May 2018