

ANTELOPE VALLEY COLLEGE
Student Development and College Activities Office

CLUB ACTIVATION / RE-ACTIVATION

Name of Club _____ Date _____

Is your Constitution on file in the Student Development Office? Yes _____ No _____

Faculty Advisor _____ Dept. _____ Ext. _____

Signature _____ Date _____

If your club has regularly scheduled meetings, please show the frequency (weekly, monthly, etc), day of the week, time, and location of these meetings.

Frequency of meetings _____ Day of the week _____

Time _____ Location _____

To become active, a club must submit the following:

1. A tentative list of at least 10 people interested in being club members
2. All club members need to be listed
3. Each club must submit officers (or tentative officers) as well
4. All officers must have at least a 2.0 grade point average and be in good standing

Please provide a list of officer positions in order of responsibility in your club (i.e. President, Vice President, Treasurer, and Secretary). Each club must assign someone who will be responsible for maintaining your club myAVC group. Please list officers here:

<u>Officer Position</u>	<u>Name</u>	<u>Student #</u>	<u>Contact Info (phone or email)</u>
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List all (including officers) club members with name, signature and student number.
Remember, you must have a minimum of 10 members.

<u>Name</u>	<u>Signature</u>	<u>Student #</u>
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ANTELOPE VALLEY COLLEGE myAVC Groups Policy Agreement

GROUPS POLICY:

Public groups that are of general interest to students and faculty will be approved. These groups must not promote activities that are illegal, against AVC policy, or that violate the rights of others. Restricted groups may be created only if they are associated with a sanctioned group or if the group leader has obtained permission from the Dean of Student Services in the Student Development and College Activities Office or designee.

MEMBERSHIP POLICY:

Group members should accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.

I have read and understood the school's policies on Groups.

Print Name/Position

Student ID/Phone Number/Email Address

Signature

Club Name

Print Name/Position

Student ID/Phone Number/Email Address

Signature

Club Name

Print Name/Position

Student ID/Phone Number/Email Address

Signature

Club Name

The _____

Club of Antelope Valley College

CONSTITUTION

PREAMBLE

We, as students of Antelope Valley College, in order _____

do hereby adopt this constitution and these by-laws, and assume the powers and responsibilities of self- government delegated to us by the Executive Board of the Associated Students, the president of Antelope Valley College, and the Board of Trustees of the Antelope Valley Community College District.

ARTICLE I

Name

The name of this club shall be _____

ARTICLE II

Membership

1. Any student enrolled in Antelope Valley college who has _____ is eligible for membership upon payment of dues (providing dues are assessed).
2. Members shall adhere to the standards set forth in this constitution.

ARTICLE III

Dues

Dues for each semester shall be decided by a majority vote of the membership.

ARTICLE IV

Officers

The officers shall be a president, vice-president, secretary, and treasurer.

ARTICLE V

Executive Board

There shall be an Executive Board composed of the elected officers. When the president of this organization is unable to sit on the Executive Board of the Associated Students, he/she shall appoint a representative to the Associated Students' Executive Board who shall then be included on the Executive Board of this club.

ARTICLE VI

Elections

The Executive Board shall have power to make all necessary rules for carrying out the election.

ARTICLE VII

Meetings

Meetings shall be held as provided in the by-laws.

ARTICLE VIII

Standing Committees

1. There shall be the following standing committees: Membership, Social and Program.
2. The manner of the selection of the chairperson and the members of the committees shall be specified in the by-laws of the club.

ARTICLE IX

Quorum

1. A quorum for all meetings of this club shall consist of a majority of the members.
2. A quorum for Executive Board and committee meetings shall consist of a majority of the board or committee.

ARTICLE X

Amendments

This constitution may be amended at any regular or special meeting by a two-thirds vote of the membership, provided notice in writing of a proposed amendment shall have been filed with the secretary and presented at the meeting preceding the one at which it is to be voted upon.

ARTICLE XI

Establishment of By-Laws

1. By-laws may be established or revised as necessary to conduct the business of the club.
2. These by-laws may be adopted or amended at any regular or special meeting by a majority vote of the club membership.

BY-LAWS

ARTICLE I **Elections**

1. The election of officers shall be conducted by a committee of the Executive Board appointed by the president.
2. A nominations shall have the prior consent of the nominee.
3. All nominations shall have the prior consent of the nominee.
4. Officers shall be elected by secret ballot at the beginning of each semester.

ARTICLE II **Terms and Duties of Officers**

1. Officers shall be elected for a term of one semester, or until there successors are duly qualified for office. They shall assume the duties of their respective offices immediately upon election.
2. Vacancies which may occur in any office during the semester are to be filled by appointment by the Executive Board.
3. The president shall preside at all meetings and in every way endeavor to promote the interests and purposes of the club. He/she shall familiarize himself/herself with the constitution and by-laws and with parliamentary procedure. He/she shall call meetings of the Executive Board, suggest policies and plans for all standing and special committees, and shall be held responsible for the progress and work of the club.
4. The Vice-president shall serve as assistant to the president and shall assume the duties of the president in the absence of the president. As chairperson of the Program Committee, the vice-president shall appoint a committee to assist him/her in working out the program for the meetings of the club.
5. The secretary shall keep a careful record of the proceedings or each club meeting and of each Executive Board meeting. He/she shall maintain an accurate roster of the club membership and an accurate list of committees and personnel. In Cooperation with the president, he/she shall provide an agenda for each business meeting. He/she shall carry on the Correspondence pertaining to the affairs of the club as directed by the president.
6. The treasurer shall receive all funds belonging to the club and shall deposit them in the club account with the Associated Students. He/she shall acquaint himself/herself with the procedures for the expenditure of funds from the Associated Students' account and shall follow the established procedures for obtaining purchase orders, paying bills, etc. He/she shall prepare and present the budget request each spring as outlined by the Associated Students' Executive Board.

ARTICLE III **Executive Board**

1. The Executive Board, composed of the elected officers, may meet prior to each regular and/or special meeting of the club.
2. The duties of the Executive Board shall be to act upon matters of business which arise between the regular meetings of club, to make recommendations to be acted upon by the membership, and to fill vacancies which may arise.

ARTICLE IV **Committees and Duties**

1. The Membership Committee, a standing committee, shall conduct a continuing membership campaign and shall report at each regular meeting.
2. The Social Committee, a standing committee, shall plan all social functions of the club and shall report at each regular meeting.
3. The Membership, Social, and Program Committees shall work closely with the Executive Board. These four bodies shall at all times endeavor to develop feelings of mutuality and fraternity among the club members. They shall encourage intellectual achievement and school spirit on the Antelope Valley College campus.

ARTICLE V

Meetings

1. The club shall meet regularly once each month as approved by the Associated Students' committee in charge of the school calendar.
2. Special meetings of the club may be called by the president or by a majority of the Executive Board, or by written petition of twenty percent membership.

ARTICLE VI

Order of Business

The following shall be the order of business for all regular meetings, unless changed for a particular meeting by a vote of the Executive Board or by two-thirds of those present at the regular meeting: 1) call to order, 2) reading, correction, and adoption of the minutes of the previous meeting, 3) reading of correspondence, 4) report to treasurer, 5) report of the standing committees, 6) report of special committees, 7) unfinished business, 8) program and, 9) adjournment.

ARTICLE VII

Faculty Sponsor

The faculty sponsor of this club shall be a member of the faculty of Antelope Valley College. He/she shall not set the policies or plan the club activities but shall serve in the capacity of consultant. He/she shall be present at all meetings and activities sponsored by the club.

ARTICLE VIII

Parliamentary Procedure

Roberts' Rules of Order, Revised shall be the authority on parliamentary procedure in both the general meetings and those of the Executive Council.

BP 5400 Associated Student Organization and Student Clubs

Reference:

Education Code Section 76060

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Student Organization (ASO) of the District.

The Associated Students Organization is recognized as the official voice for the students in district decision-making processes. It may conduct other activities as approved by the Superintendent/President or designee.

In addition, the District may authorize any organization composed entirely of students attending the college of the district to maintain any activities, including fundraising activities, as approved by the Board of Trustee (Education code 76062). Any student political organization/club that is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus, and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of that organization by the school authorities and no interference with the regular educational program of the district (Education Code 76067).

The ASO and student clubs shall conduct themselves in accordance with state laws and regulations, board policy and administrative procedures established by the Board of Trustees and the Superintendent/President or designee. Student organization and clubs activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Superintendent/President or designee shall grant the ASO and student clubs the use of District premises subject to administrative procedures or regulations as established. Such use shall not be construed as transferring ownership or control of the premises (Educational Code 76060).

The District may assume responsibility for activities formerly conducted by the Associated Student Organization if the ASO is dissolved (Education Code 76060).

See Administrative Procedure #5400

Adopted: 2/6/06

AP 5400 Associated Student Organization and Student Clubs and Organizations

Reference:

Education Code Section 76060

Antelope Valley College shall have one Associated Student Organization (ASO), which shall be the official voice of the students in the district. The ASO officers shall be elected by a majority of the students voting in an election. ASO shall keep an account of its meetings, expenditures, authorizations and policies established. A simple majority of the elected voting members of the ASO governing body shall constitute a quorum.

Antelope Valley College supports and promotes the formation of student clubs and organizations. Student clubs and organizations will afford students the opportunity to engage in the intellectual and social environment of the College. Student clubs and organizations are to conduct student activities that are not in conflict with the authority and responsibility of the College on behalf of the students enrolled at AVC.

Antelope Valley College shall approve student clubs and organizations, which promote the opportunity of association among students within the intellectual environment of the College.

Associated Student Organization (ASO) and student clubs and organizations operating in the name of the College, using the name of the College, or using the facilities of the College, must be chartered and recognized by the College under the following conditions:

1. The constitution must be approved by members of the organization, the College administration and the Board of Trustees.
2. A chartered student club and organization shall have a faculty or administration appointed advisor.
3. Membership in a chartered student club or organization shall not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Memberships in some chartered student clubs and organizations can be limited by interest, degree program admissions, and grade point average.
4. Membership in chartered student clubs and organizations shall consist exclusively of students currently enrolled. A majority of meetings shall be held on the College premises during the regular school day, have a democratic plan for the selection of members and officers, and establish aims and objectives which promote educational College and community interests.
5. A student club or organization which, in its constitution or method of operation, vests control of its policies in an off-campus organization shall not be recognized as an official College organization and shall not be allowed to use the name or facilities of Antelope Valley College.
6. No hazing activities as defined by Education Code Sec. 32050 may be practiced by any club, organization or its members.
7. Student clubs and organizations that choose to use the name of, or affiliate with, a regional or national organization must receive prior written permission.

8. Religious clubs may not use the campus for any proselytizing, religious indoctrination or conducting worshipful services. In general, campus religious clubs should complement, not substitute for, off-campus churches.

The Associated Student Organization and chartered student clubs and organizations shall be responsible for the following:

1. Chartered student clubs and organizations shall submit a list of current officers, members and advisors each semester along with the approved constitution to the Student Development and College Activities Office.
2. The faculty advisor, selected by the club membership and approved by the College President, shall attend all official meetings.
3. All receipts and expenditures shall be handled in accordance with the Board Policy and Administrative Procedure 5420 subject to the accounting of the Student Development and College Activities office.
4. The Student Development and College Activities Office shall approve all programs and activities, both on and off campus, for the ASO and all chartered student clubs and organizations. On campus facilities requests must be submitted at least three weeks prior to any scheduled event and signed by the advisor. (Clearance is necessary to prevent calendar conflicts, assure proper sponsorship, necessary transportation if required and custodial services if necessary.) A record must be kept for those activities that qualify for average daily attendance.
5. All programs and speakers must have the advance approval of the College administration and the Visiting Speakers form must be completed and on file with the Student Development and College Activities Office.
6. All student clubs and organizations shall keep detailed minutes of official meetings. Minutes will be filed with the Student Development and College Activities Office. Other distribution of minutes shall be made at the discretion of the advisor.
7. Chartered student clubs and organizations may be granted the use of College premises and property without charge, subject to rules and regulations approved by the Board and as implemented by the administration.
8. Associated Student Organization and chartered student clubs and organizations shall conduct fund raising activities provided that they follow the procedures for student fundraising.

Political Clubs (Education Code 76067)

Any political student club or organization which is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on the College campus and may distribute bulletins and circulars concerning its meetings, providing there is no endorsement of such organization by College authorities and no interference with

the regular education program of Antelope Valley College. Only one student political club or organization for each political party on the California State ballot shall be permitted. As with all student clubs and organizations, student political clubs and organizations are under the control of the College, not of an outside organization, and must act in accordance with the College regulations governing other student clubs and organizations.

2/6/06

BP 5410 Associated Student Organization Elections

Reference:

Education Code Section 76061

The Associated Student Organization shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Dean of Student Services or designee in Student Development and College Activities Office.

Any student elected, as an officer in the Associated Student Organization and student club, shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standard of scholarship (see Board Policy 4220 and related administrative procedures).

See Administrative Procedure #5410

Adopted: 2/6/06

AP 5410 Associated Student Organization Elections

Reference:

Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students shall meet the requirements stated in Board Policy 5410.

The Associated Student Organization (ASO) and the Advisor shall review and revise the Election Code prior to each election. If any changes occur, the ASO and the college administration must approve.

2/6/06

BP 5420 Associated Students Finance

Reference:

Education Code Sections 76063–76065

The Associated Student Organization and student club funds shall be deposited with and disbursed by the District through the Dean of Student Services or designee.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students Organization and/or student club, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent /President or designee;
- the employee who is the designated advisor of the Associated Student Organization or designee and the particular student club, if using club funds; and
- a representative of the student club and/or Associated Students Organization.

The funds of the Associated Student Organization and student clubs shall be subject to an annual audit.

See Administrative Procedure #5420

Adopted: 2/6/06

AP 5420 Associated Student Organization and Student Clubs and Organization Finance

Reference:

Education Code Sections 76063-76065

The College administration shall be responsible for the supervision of the Associated Student Organization (ASO) and all student clubs and organizations funds to ensure that accounting, business practices, and deposit of all funds are in accordance with applicable laws, regulations, and accounting standards. ASO and each student club and organization shall be permitted to recommend policies and procedures regarding the governance of their funds to the Student Development and College Activities Office for approval.

The ASO and the student clubs and organizations funds are maintained in accordance with the following procedures:

- All financial records and procedures are subject to annual audit.
- Reports of the annual audit of the ASO and student clubs and organizations funds are submitted to the Dean of Student Services and Director of Business Services.
- Audit information, except that which contains personnel or other confidential information, shall be released to the ASO by the Vice President of Business Services.
- ASO funds and all student club and organizations funds shall be deposited with and disbursed by the District's Dean of Student Services through the Accounting Assistant in Student Development and College Activities Office.
- All ASO and student club and organization funds are subject to follow the districts general policies of purchasing and accounting procedures.
- The funds shall be deposited, loaned or invested in the following ways:
- Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Section 16430 of the Government Code or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit

Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Student Organization subject to the approval of each of the following three persons. Approval from all three persons shall be obtained each time before any funds may be expended.

- 1. The President or designee;
- 2. The officer or employee of the District who is the designated advisor of the particular club and/or the designated advisor of the ASO; and
- 3. A representative of the ASO or the student club or organization whose funds are being expended.

2/6/06

BP 4300 Field Trips and Excursions

Reference:

Title 5, Section 55220

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The district may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

See Administrative Procedure #4300

Adopted: 2/6/06

Revised: 12/10/07

AP 4300 Field Trips and Excursions

Reference:

Title 5, Section 55450

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Vice President of Business Services, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperons and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Vice President or Business Services. The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country with District funds, unless funded by the Associated Student Organization or student club or organization.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

2/6/06

Revised: 1/8/07

