

# **PROCEDURES AND OPERATING GUIDELINES FOR STUDENT CLUBS AND ORGANIZATIONS**

The following Statement of Policies and Standards exist in addition to Policy 3200, revised in June 2011 by the San Diego Community College District. All clubs, student organizations, and the Associated Students Government are responsible for the policies in both documents.

## **1. DEFINITION OF A CLUB (Registered Student Organization)**

College clubs are considered “Registered Student Organizations (RSO)” according to District Policy 3200, section 3.0. They are defined as; a club/organization initiated by San Diego Community College District students whose membership is comprised of San Diego Community College District students. These organizations must submit various documents for official recognition by the Office of Student Affairs at San Diego City College before they can operate as a Registered Student Organization.

### **EXAMPLES OF TYPES OF CLUBS/ORGANIZATION**

- 1.1 HONORARY SOCIETIES – open to all who qualify. No limit on membership (i.e. scholarship societies)
- 1.2 DEPARTMENTAL ORGANIZATIONS - open to all who qualify. No limit on membership (i.e. Spanish Club)
- 1.3 SPECIAL INTEREST CLUBS - open to all who qualify. No limit on membership (i.e. Young Republicans and Young Democrats)
- 1.4 SERVICE CLUBS - open to all who qualify. No limit on membership.

## **2. STARTING A CLUB**

2.1. There are a number of clubs at San Diego City College for students with similar interests to get together and share ideas. New, constructive clubs are always welcome. However two levels of clubs exist on campus: 1) Registered Student Organizations (RSOs) and A.S. Chartered Clubs.

2.2 **FIRST LEVEL** – RSO: All clubs are initially established as RSOs subject to the control and regulations approved by the Dean of student Affairs and in accordance with section 3.0 of Policy 3200. All clubs established as RSOs must provide a list of all the officers of each club, submitted to the office of Student Affairs with a completed club application packet, which includes the following:

2.2 a. Completed roster form containing two recommendations for Full-Time Contract Faculty Advisors and the name, telephone number, student I.D. number and email address of all the club members.

2.2 b. The names, addresses, telephone numbers and email addresses of principal officers or authorized representatives of the club/student union. This information is to be kept current throughout the academic year at all times

2.2 c. A constitution which includes the statement of purpose; membership requirements; national, state and/or off campus affiliation if any, a statement of nondiscrimination, and by-laws containing the specifications for withdrawal or expenditures of funds.

2.2.d. Completion of the “Application for Full-Time Contract Faculty” subject to the approval by the College President.

**2.. SECOND LEVEL** – A.S Chartered Club: Upon qualifying as an RSO and providing a list of ten enrolled students with current Associated Students sticker, clubs may petition Associated Students as an A.S Chartered Club. Qualifying for this level of participation qualifies each club for:

2.3.a. A minimum of one representative, known as the I.C.C member, representing the club as a voting member at each meeting of the I.C.C

2.3.b. Each semester, all A.S. Chartered Clubs must submit the names of ten, current A.S cardholders

2.3.c. All A.S. Chartered Clubs must adhere to all the qualifications as an RSO in order to be recognized.

### **3. REACTIVATION OF PREVIOUSLY CHARTERED CLUB**

3.1 Maintaining status as an RSO is valid for one academic year, starting the first day of the Fall semester through the final day of the Spring semester. Student clubs must also renew their registration if a change in their executive board members, their advisors and/or general membership occurs. To renew registration as an RSO, a representative of the club/student union must turn in the following completed form:

3.1.a. A signed Faculty Advisor’s agreement

3.1.b. A copy of the current constitution and/or by-laws

3.2 After all appropriate forms have been submitted for renewal and the approval of the Dean of Student Affairs has been obtained, the club may request use of the facilities through the Room Matrix Process.

#### **4. GENERAL PROVISIONS AND CLUB PROCEDURAL GUIDELINE**

It is generally expected that all organizations will operate according to the following provisions and guidelines. College rules and operational regulations may be interpreted according to the following:

- 4.1 Hold their meetings at the college campus during the regular college day in accordance with section 5 of Policy 3200. (8 a.m. to 7 p.m. Monday through Friday)
- 4.2 Use a democratic process for the selection of officers without any discrimination whatsoever as outlined in section 3 (f) of Policy 3200.
- 4.3 Participate in activities that are educational and compatible with the best interest of the college and community, which the college serves.
- 4.4 The San Diego Community District does not permit:
  - 4.4.a. Hazing as defined in the Education Code, No. 10851, 10852 and 10853
  - 4.4.b. Conducting activities that are evident in intent on the part of the club to conflict with college-sponsored, or with the proper functioning of regular college program.
  - 4.4.c. Indulging in functions that violate state or federal laws, county city ordinances.
  - 4.4.d. Consuming alcoholic beverages or other drugs, regardless of age of those participating.
- 4.5 Have an approved Constitution on file in the Office of Student Affairs. Upon verification of conformity to the conditions listed above specified throughout this handbook, clubs may then receive official authorization from the Dean of Student Affairs.
- 4.6 Obtain approval of all activities, both on and off campus, at least five days in advance of each event, in the following manner.
  - 4.6.a. Submit a Request for Placement on room matrix and major event form at the Office of Student Affairs. (This form must include the nature of program, description of the film, name of speaker, subject of discussion, names of members of panel, and the advisor's signature of approval, etc.)
- 4.7 Deposit all funds with City College Accounting Department and make all expenditures via approval methods (requisitions, purchase orders, etc.) as outlined in section 6 of Policy 3200 organization will contribute to the educational growth and development of individual students, the student body, and the college.

## 5. **CONSTITUTION**

5.1. A statement indicating membership is open to all members of the student body population.

5.2. There must be a provision for conformance with the Rules and Regulation of the Associated Students Constitution, the Board of Trustee of San Diego Community College District, the Education Code of State of California, and the Constitution of United States of America.

5.3. Election procedures and elections of officers must be by a democratic process.

5.4. Each constitution must state that the organization will not act unilaterally in undermining campus programs

5.5. The constitution must provide for conformance of deposits and disbursement funds, as outlined in the San Diego City College procedures.

5.6. Clubs which affiliated with or which represent interests of local, state, national or international organizations must submit evidence in their constitution that they have final control and responsibility for all matters affecting their membership, projects and activities.

### 5.7 **CONSTITUTION MODEL – FORM I**

#### **Article I - Name**

The name of this organization shall be

#### **Article II – Objective**

A brief statement of general purposes of organization

#### **Article III – Membership**

Sections on eligibility, classification, method of receiving, removing, reinstating and the dues for members, when payable and when delinquent, and affiliation with parent or other organizations

#### **Article IV – Officers**

Sections on names of officers, eligibility to hold office, term, how elected or appointed, duties and how vacancies are filled

#### **Article V – Meeting**

Sections on annual meetings, regulars meetings and special meetings of the organization. (Provision should be made for changing the time and location of the meeting in the event of an emergency)

#### **Article VI – Executive Committee**

Sections naming the personnel of the Executive Committee, eligibility to serve term, the powers delegated to the Executive Committee, and its meetings and quorum.

**Article VII – Committees**

Section naming the standing committees and giving the duties of each, and articles stating how all committees are created, appointed, dissolved and how vacancies are filled.

**Article VIII- Parliamentary Authority**

Giving the name of the source of authority (such as Robert’s Rule of Order or some similar publication) to be used for all matters not covered in the by-laws

**Article IX – Amendments**

Requirements for amending the constitution – usually possible at any meeting, by a two-thirds vote, previous notice having been given.

**Article X – Financial Accounting**

Outline procedures for deposits and disbursements of funds

**5.9 CONSTITUTION MODEL – FORM II**

A preamble may preface the constitution and usually contains the reasons for the formulation of the organization (similar to a general mission statement)

**ARTICLE I** – States the name of the organization.

**ARTICLE II** – States the purpose of the organization

**ARTICLE III** – States the structure, power and autonomy of the organization

**ARTICLE IV** – States the qualification of members; may limit the number of members or contain other provisions relating to members

**ARTICLE V** – Contains a list of officers of organization and states their duties and the length of their terms in office

**ARTICLE VI** – Provide for a board of directors, governing board or an executive committee and the method of selection. If no board is desired, this article is omitted.

**ARTICLE VII** – States the time for regular meetings and provides a method by which special meetings may be called

**ARTICLE VIII** – Contains a statement of the method of amending the constitution and of the vote required for amendments

## **6. PROVISIONS FOR BY-LAWS**

When an organization creates a constitution, bylaws usually follow in order to implement the provisions for the constitution, the bylaws specifically state “how” or what method is used for implementation of the constitution. It is possible to group all important rules dealing with one subject under a single heading. In addition to the usual constitutional provisions, bylaws/amendments include the following:

- 6.1 Type of membership
- 6.2 Detailed requirements for membership
- 6.3 Method of admitting members
- 6.4. Dues, methods for payments
- 6.5. Responsibilities, powers and duties of officers
- 6.6. Responsibilities, powers and duties of committees
- 6.7. Methods of election of officers and committees, including the vote required for election and terms of office
- 6.8. Provision for calling and conducting meetings
- 6.9. Parliamentary authority
- 6.10. Number constituting a quorum
- 6.11. Vote required for important decisions
- 6.12. Procedures for amending by-laws

## **7. DISTRICT POLICIES AND PROCEDURES RELATED TO CLUBS**

The administrations of student activities requires formalizing and maintaining policies and procedures which club practices for all the college in the San Diego Community College District.

7.1. Contained below is an outlined of major subject areas that are covered in the District’s Procedures and Operating Guidelines for Student Clubs and Organization, Manual 3200, a copy of which is given to all clubs in addition to this manual.

- Advisors Role, see section 1.0, Policy 3200
- Associated Student Body Organizations, see section 2.0, Policy 3200
- Registered Student Organization, see section 3.0, Policy 3200
- Services and facilities available to registered student organization, see section 5.0, Policy 3200
- Funding Process and fund raising, see section 6.0, Policy 3200
- Responsibilities, see section 9.0, Policy 3200
- Club Disciplinary, see section 10.0, Policy 3200
- Off Campus Activities, see section 11.0, Policy 3200

## **8. REGULATIONS FOR MEETINGS AND FUNCTIONS**

8.1. Except by special permission, all meetings should be held in rooms assigned by the Office of Student Affairs

8.2. Request for special meetings or activities should be submitted to the Office of Student Affairs on the form entitled, "Request for Placement on Room Matrix."

8.3. No functions shall be held by college organizations during a college vacation or during the week of final examinations.

8.4. No alcoholic beverages shall be served at any college function. The officers of the organization are responsible for seeing that this policy is enforced.

8.5. Guest(s) of a student shall be the responsibility of the student. Guest(s) shall be considered as students, and as such shall be expected to abide by the code of conduct.

## **9. GENERAL INFORMATION**

### **9.1. ACTIVITIES CALENDAR**

9.1.1. All students' activities are recorded on the A.S.G. Calendar on City College Website which is maintained by the Office of Student Affairs. When a club or student union wishes to sponsor any event, a major events form request to schedule an event should be completed and submitted to the Office of Student Affairs for approval. AT LEAST TWELVE (12) BUSINESS DAYS PRIOR TO THE EVENT.

### **9.2. CABINETS/LOCKERS**

9.2.1. For access to the Club storage lockers, the organization representative should contact Office of student Affairs in Room M -200 for more information.

9.2.2 The Office of Student affairs is responsible for assigning storage lockers.

### **9.3 CLUB CORRESPONDENCE**

All correspondence between officers or members of student organizations and persons outside the college should represent San Diego City College, an academic institution of higher education, in a respectable manner.

### **9.4. CONDUCT**

9.4.1. Students of San Diego City College attending or participating in conferences, field trips, and/or other events are official representatives of the college. As such, they are expected to maintain behavior which will reflect credit to the college. Off campus student activities are governed by SDCCDE Policy 3120, which may be accessed through the Office of Student Affairs' website

## **9.5. DISTRIBUTION AND POSTING LITERATURE**

9.5.1. Definition: SYMBOLIC INSIGNIA, as the term is used in this section refers to any buttons, badge, arm band, section of clothing, or other insignia of symbolic expression that may be worn or displayed by a person to symbolize his commitment to or belief in any legal cause, idea or philosophy. (Reference: Education Code, Section 10611)

9.5.2. Students shall be allowed to distribute and display literature and to exhibit symbolic insignia subject to the following specific limitations. It is contrary to the law to distribute or display literature or exhibit symbolic insignia which;

- Is obscure according to current legal definition
- Is libelous or slanderous according to current legal definitions
- Incites students so as to create a clear and present danger of imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the college
- Expresses or advocates racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful school regulations of the substantial disruption of the orderly operation of the school.
- Is distributed in violation of the time, place, and manner requirements (Reference Education Code, Section 1061 1
- Is in violation of Title IX – Violence Against Women Act
- Is in violation of the Jeanne Clery Act
- Violation of bias incidents and hate crimes.
- The Dean of Student Affairs will determine the areas of distribution of literature on campus

9.5.3. The following kinds of literature may not be distributed or displayed without proper permission.

- Literature whose legality is in question
- No literature may be displayed or distributed which solicits funds
- Literature which is not in conflict with the above stipulations may be posted and otherwise displayed in the designated free speech areas

9.5.4. Time, place and manner of distribution of literature on campus so as not to interrupt the College shall be determined by the College President or designate

9.5.5. Literature which does not conform to the above stipulations and /or improperly posted will be removed

9.5.6. Students have the right to expect that literature, which conforms to the standards set forth in this section and which is properly displayed, will be exhibited for a reasonable length of time as determined by the Office of Student Affairs and stamped appropriately. Any person who removes acceptable literature, properly posted, is violating the originator's freedom of speech

9.5.7. See Sections 42350, 43250.1, 42350,5, 42350.6,423501, 42352, 42353 of the California Administrative Code in reference to the aforementioned regulations pertaining to the selling on campus.

## **9.6. Parking Permits for Clubs/ASB Guests**

To obtain permits for guests the following procedure should be followed:

9.6.1. When completing the Room Matrix form for a speaker, vendor or other guests, a parking permit can be obtained by marking the number of permits required on the form.

## **9.7. COMMUNICATION: PUBLICITY AND BULLETIN BOARDS**

Events must be officially scheduled before being publicized on campus. All requests for posting must be submitted to the Office of Student Affairs twelve (12) business days prior to the event

9.7.1. Posters are to be submitted to the Office of Student Affairs for approval and stamped before posting

9.7.2 Outdoor bulletin boards have been provided on campus for student and administrative announcements. Announcements publicizing meetings and activities must be submitted to the Office of Student Affairs for approval and stamped before posting

## **9.8. RECORDS**

One of the first rules of good organization is recognizing the importance of written records. The following minimal records should be kept:

9.8.1. One copy of the organization's constitution and bylaws must be filed in the Office of Student affairs. The president and secretary should always have one within reach. Any revision or change in the constitution or bylaws must be submitted to the Office of Student Affairs for approval.

9.8.2. A permanent book of official minutes should be kept and passed on year after year.

9.8.3. Membership rosters and a list of officers must be filed in the Office of Student Affairs each semester. A list of members and officers, along with student I.Ds should be kept in the club secretary's book.

9.8.4. Accurate club treasurer's records should be kept. If dues are collected, a receipt book should be used. All funds must be kept in the club account managed by the City College Accounting Office.

9.8.5. Reports of the chairpersons of important committees complete with evaluations of the functions and recommendations for successors are invaluable. The secretary should be responsible for securing and filing these reports.

9.8.6. The "President's Report of Club Activities," filed at the end of each semester, is particularly important to the Office of Student Affairs. A copy of this list of accomplishments and/or events should be kept in the club's records.

## **9.9 ROOM RESERVATIONS**

All requests for use of classrooms and/or other school facilities for club or student union meetings are made through completing a Room Matrix form and submitting it to the Office of Student Affairs.

## **10. GENERAL OFF CAMPUS POLICIES**

### **10.1 STUDENT ORGANIZATIONS OFF CAMPUS ACTIVITES**

10.1.1. Off campus activities/meetings may take place using the name of the college only when approved by the Dean of Student affairs and placed on the Room Matrix ATLEAST TWELVE (12) PRIOR TO THE EVENT

10.1.2. Out-of-state/country events are strictly prohibited without prior approval from the Dean of Student Affairs and Board of Trustees

10.1.3. The District and College will not approve events such as skydiving, skating, skiing, hang-gliding, and other related activities where there is a risk of physical injury

10.1.4. Activities where alcohol/drugs are consumed are strictly prohibited.

10.1.5. Each approved off-campus activity must have a Full-Time Contract Faculty Advisor and a College Service officer for 20 or more people in attendance, not including club members.

10.1.6. All rules, regulations, District policies and procedures apply to all approved off-campus events and activities.

10.1.7. If an off-campus event is a fundraiser, then all funds generated must be deposited into the student club account managed by the City College Accounting Office.

10.1.8. No student organization may enter into an agreement or contract with an outside agency without prior approval of the Dean of Student Affairs.

10.1.9. The District, College, or the Student Association will assume no responsibility for off-campus activities that do not have official college approval.

## **11. Travel Forms**

11.1 See Student Travel forms 3120.2, Student Travel guidelines and forms may be accessed through the Office of Student Affairs' website.

# The Brown Act

## **GOVERNING PRINCIPLE**

The **Ralph M. Brown Act** (Government Code Sections 54950-549621) is a large document, revised on a regular basis, which embraces many policies and procedures for insuring that all public meetings and entities operate in plain view of the public. As student government, we will embrace the spirit of the Brown Act through a couple of its major guiding principles.

The spirit of the Brown Act insures that all public entities conduct their business in a public manner, free from “back-room dealing,” in full view and public scrutiny. Essentially, this means that all decision-making by a public entity must take place at a time and place when the public has access and has the ability to influence the process. Student Governments are considered public entities because they are elected to govern a large public population and to budget and spend funds on their behalf.

Private membership-based clubs and organizations are not required to follow the Brown Act because they only represent a select membership and do not impose any legislation upon those outside their spheres of influence; however, many of the policies stated in the Brown Act provide maximum opportunities for participation. In some form, many of these principles may be constructive for the organization to follow.

### **1. INTRODUCTION TO THE LAW: THE RALPH M. BROWN ACT Government Code Section 54953**

All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend a meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

Legislative Bodies in this instance shall include; Academic Senate, Standing Committees of the legislative body [66 Ops. Atty. Gen. 252 (1983)]. Aboard, commission, committees or other multi-member body that governs a private corporation or entity is a legislative body if it:

- 1.1. Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected body to a private entity. [Government Code 549529(c)(1)];
- 1.2. Receives funds from a local agency and the membership of the governing body includes a member of the legislative body of the local agency appointed by the legislative body of the local agency. [ Government Code 549529(c)(2)]

## 2. **DEFINITIONS:**

2.1. **WHAT IS A MEETING:** Any gathering of quorum of the legislative body, no matter how informal, where business is discussed or transacted [61 Ops. Atty. Gen. 220 (1978). Meetings include “study”, “discussion,” “informational,” “fact-finding,” or “pre-meeting” gatherings of a quorum of the meeting of a board. Whether action is or is not taken is irrelevant. [ 42 Ops. Atty. Gen. 61 (1963)]

2.2. **What Constitutes “ACTION TAKEN”:** Action Taken means a collective decision by a majority of the members of the legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or negative decision, or an actual vote of the body [ Government Code Section 54952.6.1]

3. **NOTICES:** Each meeting and its content – agendas, including information, discussion and action items must be properly posted/noticed in order to insure fullest participation and access to the process.

3.1. **AGENDAS:** In addition to the meeting notice, an agenda for the meeting must be posted at least 72 hours prior to the time regular meetings in a location freely accessible to members of the public [Government Code Section 54954.2 (a)] A board may not change its posted agenda within the 72 hour period preceding a regular meeting. The agenda must include the date, time and place of the meeting and those items for information/discussion and action.

3.1.1 **INFORMATION/DISCUSSION ITEMS:** These items convey information to the general public. This may include general information or specific information about an event/activity or an “officer’s report” on their functions for a given time period. These items often lead to action items as members may wish to engage in decision-making. If this occurs, the chair must then schedule the item for action.

3.1.2. **ACTION ITEMS:** These items are considered for action by the body. Action may take place through several methods depending upon the motion and its direction.

**4. MEETINGS:**

4.1. **REGULAR MEETING:** All meetings must occur in a public venue that is accessible to all who wish to attend. Notification of the meeting place, date, and time must be done in a timely manner (defined under posting policy) Meetings may not occur “behind closed doors” in allocation that has changed at the last minute without clearly posting the change, or in location that cannot accommodate members wishing to attend.

4.2. **CLOSED SESSIONS:** Any organization may call a meeting into a “Closed Session,” however, this private meeting of the body must include a majority of the decision making representative and may occurring only the following situations; personnel decisions , budgeting or litigation issues. Under the Brown Act guidelines, these meetings are for discussion and action items. No other meeting may be held in private away from public scrutiny.

After any closed session, the legislative body must reconvene in open session prior to adjournment and make disclosures required by the Government Code Section 54957.1. The Board must report any action taken in the closed session and the vote or abstention of every member present thereon.

4.3 **SPECIAL MEETINGS:** (Government Code Section 54956.) Usually, constitutions and bylaws allow for special meetings. These meetings must still follow the posting and agenda policies of the Brown Act as these are public meetings. An agenda for the meeting must be posted at least 48 hours prior to the time of the meeting in a location freely accessible to members of the public. Discussion must also be restricted to those items for which they are specifically called; no other business may be brought up at a “special meeting.”

4.4 **EMERGENCY MEETINGS:** (Government Code Section 54956.5) These meetings are called in the event of work stoppage or crippling disaster, which severely impairs public health, safety or both as determined by a majority of the legislative body. No closed session is allowed and only items of concern and those posted, must be discussed.

5. **VOTING:** All voting and discussion related to voting items must occur in a properly noticed, public session. No proxy voting or absentee-voting is allowed because the public does not have access to the person casting votes; therefore , the public’s right to discussion and scrutiny is abridged

6. **COMMITTEE:** Notice of all committee meetings must be posted in advance. Agendas need not be posted because items are not decided at all committee level; however, dates, times and places of the meetings must be posted. Items referred to committee are on hold until the committee returns the items; individuals may take further action unless the larger body or committee recommends further action.

NOTE: It is important that after committees agree upon a recommendation for action that they are properly noticed on an agenda as “Action Items” for the next meeting of the larger Board.

**7. EXECUTIVE COUNCIL:** Many groups have Executive Councils or Committees. It is important to note that these bodies represent the larger Board. They must meet in public sessions and must adhere to all posting policies.

7.1 While the Club President may convene the Executive Council, the larger body should approve the content of the meeting since Executive Council, unlike a committee, has authority to act on the behalf of the larger body it represents.

7.2 The Executive Council shall not meet unless items for consideration cannot be brought to the larger body in a timely manner and an immediate decision is necessary. Convening Executive Council meetings to supplant the authority of the larger body violates the spirit of the Brown Act. NOTE: The larger body has supremacy over the Executive Council and can overrule any and all decisions.

**8 FINANCES:** The organization's financial matters must be presented regularly at a public session for full disclosures to the public. These reports may take the form of a treasurer's report.

**9 PUBLIC PARTICIPATION- COMMENTS/SPEAKING:** [Government Code Section 54954.3] Members of the public must have the opportunity to voice their concerns at some point on the agenda. Items brought to the attention of the board by a member of the public may not be acted upon for 72 hours because they were not publicly noted, but the board may schedule items for a future agenda or refer them to a committee.

**10 VIOLATION:** Each member of the body or board, who attends a meeting of the body where action is taken in violation of any provision of the Brown Act, and where the member intends to deprive the public information to which the member knows or has reason to know the public is entitled under Brown Act guilty of a misdemeanor. [Government Code Section 54953]

10.1. Violation of the meeting notice and agenda provisions may result in having action adjudged null and void. Such actions may be commenced by the district attorney or by any interested person.

**11. SUMMARY:**

The Brown Act insures that everyone has access to a legitimate decision-making process; it insures all are entitled to voice in process and to full disclosure of the process. Organizations, which to adjourn the Brown Act provide a legitimate process, allowing them to fully represent their constituents. Participants in any organization are less concerned with outcomes-whether they get everything they want-as they are with the process-how were decisions arrived at, what process was used, who had access to this process, and was it fair and just. The organization that has a just and fair process will engender good will and maximum participation from its members and constituents.

## **UNITED STUDENT COUNCIL**

1. A United Student Council is hereby established which will consist of members from each of the colleges/centers as follows:

1.1. City College

1.2. Mesa College

1.3. Miramar College

2. The United Student Council will meet on a regularly scheduled basis at least once per month at a time and place mutually agreed upon by its membership. Other meetings may be called as needed.

2.1. A United Student Council chairperson will be selected from among the membership.

3. United Student Council members may receive mileage allowance for attendance at United Student Council Meetings from their college/center associated student body organization.

## **HOW TO ACCESS CLUB/ASSOCIATED STUDENT FUNDS**

1. In accordance with the District Financial Code and general sound business practices, the following procedures outline the method for handling all business transactions. The Student Body Funds Requisition must be utilized in the expenditure or transfer of all funds.

2. The A.S.G Funds Requisition form has two copies for Distribution as follows:

2.1.1 Accounting Office

2.1.2 Originator retains

3. All financial transaction or activities requiring the eventual expenditure of funds must be covered by requisition.

4. It is necessary to allow a minimum of two (2) working days from the time a requisition is submitted to the A.S. Accounting Office until a check can be issued. The time necessary to provide specific goods or services will depend upon the particular items requested. Organizations should anticipate their needs by careful planning.

## **5. NO CHECK/TRANSFER IS MADE WITHOUT APPROVED MINUTES OF THE ORGANIZATION DOCUMENTING THE EXPENDITURE OR TRANSFER**

6. Most transaction can be completed by the use of a purchase order issued by the A.S.G Office.

- 7.** Below is a list of A.S.G accounting procedures for expenditures:
- 7.1.1 All requests for expenditures through the C.C Accounting Dept. must have prior approval of the budgeted group and must be accompanied by minutes.
  - 7.1.2 Receipts must accompany ALL expenditures.
  - 7.1.3 Whenever possible, supplies will be purchased via purchase order-checks are issued to individuals only in emergencies as a last resort.
  - 7.1.4 Any and all funds generated by an organization must be deposited with the C.C Accounting Dept. president and club treasurer within forty-eight (48) hours.
  - 7.1.5 Accounting Dept. president and club treasurer must sign all requisitions.
  - 7.2. The club's president and club treasurer must sign all requisitions.
  - 7.3. No outside contracts or requests for services are to be negotiated without the prior approval of the Dean of Student Affairs.