

STUDENT ORGANIZATION POLICY AND FORM HANDBOOK

Section II. Club Registration

- a. Legal Basis for Creation of Clubs – Responsibilities to College District
- b. Associated Students – San Bernardino Valley College
- c. Inter-Club Council
 - i. Attendance
 - ii. Excused Absence for Educational Purpose
- d. Privileges of Registering
- e. The Registration Process
 - i. Student Organization & Club Registration Forms
 - ii. Mission Statement
 - iii. Club Advisor(s)
 - 1. Change of Advisor(s)
 - iv. Officers/Principal Members
 - v. Club Constitution
 - vi. Registration Sessions
- f. Club Name Change
- g. Merger of Clubs
- h. Disbanding of a Club
- i. Revocation of Recognition

Club Registration

a. LEGAL BASIS FOR CREATION OF CLUBS – Responsibility to College District

Pursuant to the Education Code of California, Section 76060, any student organization, formed under the authority of these rules and regulations, shall have as its purpose the conduct of activities on behalf of the students, and be approved by the governing board of the school district.

In accordance with, and within the limitations set forth in the Education Code of California, Section 76062, the governing board of any school district may authorize any organization composed entirely of students attending school within the district to maintain such activities as may be approved by the governing board. Activities are not to be in conflict with the authority and responsibility of the governing board and/or public school officials.

b. ASSOCIATED STUDENTS – San Bernardino Valley College

The Associated Students – San Bernardino Valley College (AS-SBVC), acting through its executive body, the Student Senate, maintains the power to register and supervise student organizations on campus (See Sample A).

All student organizations are required to petition for permission to organize, to file a copy of the proposed constitution with the Student Senate for its approval, and deposit all funds collected from dues or raised by other means with the Campus Business Office.

A student organization is eligible for recognition when:

1. All applicable paperwork is completed,
2. At least two of the student organization's principal members, as listed on the Student Organization & Club Registration Forms, have met with the Office of Student Life advisor or attended a registration session, and
3. The registration forms have been signed by the Office of Student Life advisor.

Student organizations need to re-register every fall semester by the announced date to retain their charter and affiliated privileges as a registered student organization at SBVC for the full academic year.

New student organizations must be approved by the AS-SBVC. The new student organization will be placed on the AS-SBVC agenda to be discussed and approved. The process will take approximately two (2) weeks.

The Associated Students at San Bernardino Valley College offers students opportunities to share in college governance; to interact with professionals; to participate in social and cultural activities; and to create and administer their own programs and support systems that reflect diversity, instill self-reliance, ethical leadership and responsible action. For more information, or to get involved, visit the Office of Student Life, or online at http://www.valleycollege.edu/Student_Government/index.php.

c. INTER-CLUB COUNCIL

The Inter-Club Council, or ICC for short, is an organization for registered student clubs. ICC is composed of a representative, elected or appointed, from each of the actively registered clubs and organizations on campus.

ICC monitors the activities of all student organizations and provides an atmosphere where leaders can join other leaders in gaining new and helpful information. This organization helps student organization leaders keep in touch with current events, spread the news of their upcoming events and fundraisers, find out important information, make written resolutions to the Student Senate on club or event funding issues, and locate information they need to be effective advocates for their members on campus and in the community.

Meetings:

Wednesdays at 3 pm
Campus Center Room 139

i. Attendance

Registered student organizations may have no more than three (3) unexcused absences at ICC Meetings per semester, pursuant to a March 17, 2006 AS-Supreme Court interpretation of Article IV., Section B.2. of the AS-SBVC Constitution.

e. THE REGISTRATION PROCESS

i. Student Organization & Club Registration Forms (cont'd)

College policies and procedures, SBVC campus regulations applying to campus activities, organizations and students, and the student organization handbook. New and re-registering organizations can initiate the process during any semester (excluding summer when AS-SBVC is not in session) by filling out Student Organization & Club Registration Forms and attending scheduled Registration Sessions scheduled early each semester.

ii. Mission Statement

Each organization must provide the Office of Student Life with a mission statement which clearly identifies the purpose and/or goals of the club. This mission statement may or may not be included in the club constitution, but should be consistent with it.

iii. Club Advisor(s)

All organizations must obtain a faculty advisor of their choice. This advisor shall advise the organization regarding college rules and regulations, attend organization meetings, supervise the organization's financial transactions, and provide general guidance to the organization.

All advisor names and contact information must be listed on the registration form, as well as a signature of agreement on the Advisor's Agreement Form (See Sample C).

If you do not have an advisor, you can approach any faculty member to fill the position. It is wise to choose an advisor who has sufficient knowledge of the club, the interests of the club, or is resourceful. Make sure you make it clear to your new advisor what you expect of him/her.

Student organization officers should communicate expectations to their advisor each year. Decide how the club will best be served by the advisor; and work with the advisor to determine their role. Decide together if the advisor simply wants to be used as a resource or an active participant.

1. Change of Advisor(s)

Should a student organization advisor no longer wish to serve as a student organization advisor, the resigning club advisor shall write a memo to the Office of Student Life advising the Office of the resignation and the effective date.

Student organizations wishing to select an alternate or additional advisor must submit a memo to the Office of Student Life stating the effective date and rationale for the change, updated Student Organization & Club Registration Forms reflecting applicable changes, and a brief memo of acknowledgement from the newly selected advisor.

iv. Officers/Principal Members

San Bernardino Valley College requires a minimum of five (5) principal members, all of which must be actively enrolled SBVC students, to register an organization.

Principal members are members who agree to assume full responsibility for the financial status, actions, and programs of the student organization. Principal members generally serve as officers of an organization, but are not required to do so, and may either be elected or appointed.

Non-students may participate in club activities as guests or associate members, but may not vote or hold office.

Please update the Student Organization & Club Registration Forms in the Student Life Office when the principal members change, or there is a change of address, phone numbers, or email. This information is important for keeping your organization current and for people looking to contact you from the database. Principle members should keep a current permanent/summer mailing address on file with the Office of Student Life as well.

Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business. All financial transactions for the organization shall be handled through a College District Club Account, maintained by the San Bernardino Valley College Campus Business Office (See Section V. Money Matters).

i. REVOCATION OF RECOGNITION

The AS-SBVC is authorized to remove the "registered" status of any student organization. Recognition may be revoked or suspended for:

1. Evidence of failure to comply with College regulations or procedures governing recognized organizations or individual students.
2. Evidence that the organization is not attempting to abide by its constitutional objectives.
3. Failure to have a faculty or staff advisor.
4. Evidence of inactivity for two semesters.
5. Failure to participate in Inter-Club Council meetings.
6. Misappropriation of student funds.