

# **Associated Students of Columbia College**



## **Club Handbook**

## **Purpose of Club Handbook**

The Columbia College Handbook will help prospective and current club directors, advisors, and members establish and maintain healthy and flourishing clubs. This handbook aims to outline all of the information necessary to run a successful student club.

## **What Are the Benefits of Student Clubs?**

- ✓ Student clubs promote a sense of community and belonging.
- ✓ Student clubs build and enrich leadership skills.
- ✓ Student clubs reduce feelings of isolation and anonymity.
- ✓ Student clubs lead to cognitive and affective growth.
- ✓ There is a correlation between student club engagement and academic performance.

Read the full article: <https://www.ccdaily.com/2024/04/why-student-clubs-matter-in-community-colleges/>

## **Club Oversight**

The Associated Students of Columbia College, or Student Senate of Columbia College, is the umbrella organization responsible for overseeing the policies and procedures for student clubs. They approve the charter and recharter requests of all clubs and offer funds to support the promotion of campus-wide club events.

Please refer to the [ASCC Constitution and Bylaws](#) for more detailed information.

[https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC Constitution and Bylaws July 2024 .pdf](https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC_Constitution_and_Bylaws_July_2024.pdf)

## **How to Form a Student Club at Columbia College**

1. Formulate the purpose of the club and start thinking of a club name. What does this club represent and what can it offer to the student body?
2. Find an Advisor--- which can be any staff or faculty member.
3. Recruit other students to be in the club. The club must have 5 active members --- 2 of which may be officers.
4. Fill officer positions. Minimally, the club must have a club president and one officer.
5. Finalize club name and statement of purpose.
6. In order to charter the club, the following forms must be completed:
  - a. Club Name and Statement of Purpose Form
  - b. Club Advisor Responsibility Form
  - c. Club President Responsibility Form
  - d. Club Officer Form (2 officers minimally)
  - e. Club Member Sign-up Form with at least 5 members (2 of which may be officers)
  - f. YCCD Voluntary Activities Participation Form (signed by all club members)

7. Turn the paperwork into the Director of Club Affairs, or Program Assistant Rory Thompson, in the Ponderosa Student Center.
8. The club charter request will be reviewed at the next available ASCC business meeting.
9. Following approval by the ASCC, please expect a processing time of 2-4 weeks for club to be fully activated, including room reservations, business account setup, and other communications.
10. Approved club charters will be active through the summer session of the current school year.
11. Plan to provide ASCC with a copy of club flyer and meeting dates to post on the website and in the Student Center.
12. Have fun with your new club!

### **How to Find a Club Advisor**

You and fellow students may find you have general interest in common with a faculty or staff member. Starting a club takes a handful of people with a shared goal in mind. A Student Ambassador or ASCC Senator may also be able offer suggestions on how you might find a good Club Advisor.

### **Club Advisors**

Club Advisors are essential to a healthy club life. In serving as a Club Advisor, employees are going beyond the normal scope of their job at Columbia College, typically, because they feel enthusiastic about the club's focus and activities.

A Club Advisor will:

#### Attendance

- Attend **ALL** regularly scheduled, and special, club meetings, functions, field trips, and club-hosted events.
- Meet with executive officers of club for the following purposes:
  - To assist with the development of organizational programs
  - To discuss the club goals and direction
  - To discuss the financial status of the club
  - To minimize internal difficulties and to assist officers with problems resolutions
- Attend a club workshop once an academic year or once every charter or recharter period if it is being held.
- Ensure my Club Advisor role and hours are approved by my Manager or Dean. Questions regarding Club Advisor hours should be directed to ASCC Advisor, Courtney Sutton.

#### Paperwork and Events

- Ensure that all club paperwork has been completed and submitted within the allotted time frame.
- Ensure event forms are submitted to the ASCC a minimum of 4-6 weeks prior to any event or activity.
- Ensure any liability concerns have been addressed prior to approving club activities and functions.
- Ensure all club meetings take place at Columbia College in a Facility-assigned room.
- Ensure that all district facilities and property are used in accordance with district and campus policies.
- Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.

#### Policy and Behavior

- Be familiar with the club's Statement of Purpose and prepared to render assistance with interpretation.

- Be familiar with Columbia College's policies and rules that govern student organizations as found in the [ASCC Constitution and Bylaws](https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC_Constitution_and_Bylaws_July_2024.pdf).  
[https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC\\_Constitution\\_and\\_Bylaws\\_July\\_2024.pdf](https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC_Constitution_and_Bylaws_July_2024.pdf)
- Oversee that the club operates in good faith, incorporating a high standard of ethics while representing **Itself** and **Columbia College** in all phases of the club's operation.
- Ensure all Yosemite Community College District, Columbia College, and ASCC policies and procedures are followed.
- Ensure all student club activities adhere to [YCCD Board Policy: 5500 Standards of Student Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf).  
[https://www.yosemite.edu/trustees/board\\_policy/5500%20Standards%20of%20Student%20Conduct.pdf](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf)
- Read and review the Columbia College Club Handbook.
- Contact the Director of Club Affairs to discuss organizational problems, changes in organization, and status of the respective club.

#### Purchases

- Review and be aware of the financial activities of the club.
- Be a signature holder for all club expenditures -or- designate a **purchasing support person**.
- Ensure that all purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus with minutes) meeting and are in accordance with district and campus policies and procedures.

*A club advisor does NOT run club meetings, call meetings to order, take minutes, vote in club meetings, or prepare paperwork. These are all student responsibilities.*

## Club Roles

Minimally, every student club must have a president and one officer.

- President- Attends all club meetings, creates agendas, facilitates the needs and wants of the club based on members' feedback and votes, works with advisors to complete all required paperwork and procedures for club functions and activities.
- Vice President- Presides at meetings in the absence of the president, attends all club meetings, assists club president in any way.
- Secretary- Takes minutes during club meetings and keeps records, attends all meetings, makes the club agenda for upcoming meetings.
- Treasurer- Tracks club finances, attends all meetings, keeps records of fundraising sales, suggests fundraising opportunities.
- Inter-Club Council Representative- Attends the Inter-Club Council Meeting, attends all club meetings, votes during ICC meetings regarding new clubs and any agenda items, provides a brief report on what their club has been doing and any future plans.

## Club Presidents

College Club Presidents are important because they help set the club's direction, motivate members, and achieve goals. They also help club members develop valuable career skills.

A Club President will:

- Ensure all Yosemite Community College District, Columbia College, and ASCC policies and procedures are followed.
- Ensure all club members have the opportunity to participate in all club functions.

- Ensure all scheduled meetings are in accordance with district and campus policies and procedures.
- Ensure an up-to-date roster and meeting schedule is on file with the ASCC Director of Club Affairs.
- Ensure that all club paperwork has been completed and submitted within the allotted time frame.
- Ensure event forms are submitted to ASCC a minimum of 4-6 weeks prior to any event or activity.
- Ensure that all district facilities and property are used in accordance with district and campus policies.
- Ensure that any off-campus activity that occurs on behalf of the club is in accordance with district and campus policies and procedures.
- Ensure that any purchases made on behalf of the club have been voted on during a sanctioned (i.e.: on-campus with minutes) meeting and are in accordance with district and campus policies and procedures.
- Ensure all student club activities adhere to Standards of Conduct [YCCD Board Policy: 5500 Standards of Student Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf).
- Read and review Columbia College Club Handbook.

### **Behavior Expectations**

All student club activities will abide by the [YCCD Board Policy: 5500 Standards of Student Conduct](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf).

[https://www.yosemite.edu/trustees/board\\_policy/5500%20Standards%20of%20Student%20Conduct.pdf](https://www.yosemite.edu/trustees/board_policy/5500%20Standards%20of%20Student%20Conduct.pdf)

### **Club Meetings**

Your Club Advisor will help you choose and reserve a location for your club meetings. When a student club requests funding and/or approval for campus-wide club events, minutes must be taken at the club's meeting in which the decisions have been made and submitted to the ASCC with the request. Blank or sample meeting agendas are available on the Club Resources page.

### **Club Communications**

Columbia College recommends the use of Microsoft Office Teams Chat as a best practice for club communications and file sharing. For more suggestions, please contact an ASCC Senator.

### **Club Events, Fundraisers, and Travel**

When planning a campus-wide club event, fundraiser, or travel, a Columbia College Event Form must be submitted by the Club President and Club Advisor. Please follow the event and fundraising checklists below, allowing 4-6 weeks for the ASCC Advisor to approve the event request form and the business office to approve the retrieve request form(s).

Please see the [Club Resources](#) section on the Clubs & Organization page for links to:

- Columbia College Event Form
- Checklist for Events
- Checklist for Fundraising
- Deposit Form

- Instructional/ Non-instructional Trip Request Form (etrieve)
- AP Direct Payment Request (DPR) Form (etrieve)

<https://www.gocolumbia.edu/campuslife/clubs.html>

Student clubs may request club funds from the ASCC for campus-wide events. As mentioned above, minutes from that club's meeting must be submitted with the request.

Club Advisors are able to reserve a space for the event through the campus reservation system.

### **Finances**

Club Advisors will be a signature holder for all club expenditures or designate a purchasing support person on the Club Advisor Responsibility Form.

All newly chartered clubs shall be eligible to receive up to a two-hundred-dollar (\$200) seed money allocation. Said allocation shall be used only for promotional items such as printing costs, transportation expenses, and raw materials. (1)

If an expelled club or inactive club does not reinstate within two semesters, club funds shall be automatically absorbed into the ASCC Club Development fund. (2)

### **Club Benefits and Resources**

Chartered clubs have the following benefits available in the Student Center:

- Free flyer printing
- Computer and internet access
- Meeting space available in Student Center or other locations on campus
- Club meeting calendar visibility
- Communication center flyer postings

(1), (2) From [ASCC Constitution and Bylaws](#)

<https://www.gocolumbia.edu/campuslife/content/asccdocs/ASCC Constitution and Bylaws July 2024.pdf>

*Last Updated Fall 2024*