

New Club Handbook

Campus Life

Campus Center J7 • (916) 660-7380

Welcome to Campus Life at Sierra College:

As you pursue your academic goals, we strongly encourage you to engage in all aspects of campus life. At Sierra College, learning extends beyond the classroom through numerous extracurricular opportunities. By participating in campus clubs, students can develop leadership skills, explore diverse ideas and perspectives, and enrich both their academic and career aspirations while also serving the college and the broader community.

The information in this handbook is subject to change.

This handbook is designed to guide NEW CAMPUS CLUBS through the process of becoming chartered by ASSC Student Senate.

Chartering Authority:

NCC Clubs >> NCC ASSC

Rocklin and Tahoe Truckee, >> ASSC – Rocklin Campus

If you have any questions, contact the Campus Life Office at (916) 660-7380.

Interest Groups:

Sierra College students start the club chartering process by forming an interest group. Although an interest group is not yet an official Sierra College club, it consists of currently enrolled students dedicated to establishing one. During this phase, the group can collaborate with Campus Life to reserve spaces, find a faculty advisor, and navigate the necessary steps to charter the club.

Interest groups will not be listed on the Sierra College website or app; only officially chartered clubs who have reactivated are eligible for inclusion on these platforms.

Interest groups have 90 calendar days (including breaks and holidays) to become chartered. If the interest group does not become chartered within 90 calendar days, Campus Life will reach out to the interest group leadership, including the club advisor, to see what support they need to complete the chartering process. If there is no response, the interest group will lose access to promotional services.

Interest groups must include the words “Interest Group” on their fliers, advertisement, and social media platforms (i.e. Coffee Club – Interest Group). Once the interest group becomes chartered by ASSC Student Senate, the club may remove “interest group” from their name.

Chartered clubs are governed by the Associated Students of Sierra College and must comply with Sierra College board policies, administrative procedures, as well as state and federal regulations. While going through the club chartering process, interest groups must also adhere to the same.

New Campus Clubs:

After you have selected your advisor(s) and officers, you will need to complete the following paperwork and turn it into the Campus Life Office to start the process of becoming an active campus club:

- Activation Form (online)
- Advisor Agreement(s)
- Club Constitution (a DRAFT example is at the end of this document)

These forms are available online or in Campus Life.

The staff at Campus Life looks forward to working with you this semester.

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How to Start a New Club or Reactivate an Existing Club:

STEP 1: Gather four (4) or More Potential Club Members

- A chartered club must have a membership of 4 or more currently enrolled Sierra College students.

STEP 2: Form an Interest Group

- Interest groups must include the words “Interest Group” on their fliers, advertisement, and social media platforms (i.e. Coffee Club – Interest Group). Once the interest group becomes chartered by ASSC Student Senate, the club may remove “interest group” from their name.
- Interest groups have 90 calendar days (including breaks and holidays) to become chartered.

STEP 3: Recruit an Advisor

- Advisors can be any full or part-time Sierra College faculty member (Associated Students Organizations AP 5400) that is committed to advising the club.
- An advisor must attend a club advisor training every two years, club meetings, activities, and must be available to travel with the club when necessary.
- Advisors advise club officers and membership on topics such as event planning, leadership skills, fundraising, etc.
- Advisors assist club members with the preparation of various forms (i.e. facilities use requests, travel authorizations, reimbursements, etc.)

STEP 4: Complete the Club Activation Form

- The online form is available on the Sierra College website.

STEP 5: Write a Club Constitution*

- Use the template found at the end of this handbook to create the structure of your new club.
- Involve your club advisor and potential club members.
- New club constitutions must be reviewed and approved by the advisor.

*If your club is reactivating, review and edit constitution on file. It is important to note that if the club completely revamps the constitution, the constitution will need to be reapproved by the Student Senate.

STEP 6: Meet with the Campus Life Coordinator/NCC ASSC Advisor

- Schedule a meeting with the Campus Life Coordinator/NCC ASSC Advisor to review the Club Constitution and chartering process.
- Potential club members and club advisors need to be present at this meeting.

STEP 7: Apply for your Club Charter*

- Submit both the online Club Activation Form and the club constitution (to Campus Life).
- The Club Activation Form and Club Constitution will be reviewed.
- Make changes or adjustments based on suggestions from this review.
- Club Charter must be approved by the ASSC Student Senate (majority vote).
 - NCC Clubs >> NCC ASSC
 - Rocklin, Tahoe Truckee >> ASSC – Rocklin Campus

*If your club is reactivating, meet with Campus Life staff for further instructions.

STEP 8: Attend a Club Officer Training (October and March)

- Club Officers and Advisors must attend an annual training.

- See Campus Life and/or the ICC Canvas shell for details on when these trainings will take place.

STEP 9: Attend Inter Club Council Meetings

- Your club must attend one Inter Club Council Meeting to receive your active club status for the current semester and (if applicable) receive your \$100 new club funding through the Student Senate.
- The Inter Club Council meets the first and third Thursdays of every month at 4pm on campus or via Zoom. This meeting is a great opportunity for your club to network with all active campus clubs at Sierra College.

Student Senate Recognition

After approval by the Student Senate, your club will be considered an active club with all rights and responsibilities of a college-sponsored organization. Recognized active clubs may:

- Use college facilities for meetings and events
- Have the right to use the name of the College or ASSC in connection with the club's own name
- Hold fundraising activities on campus – Refer to Club Finances Handbook
- Apply for Student Senate funding to co-sponsor club events (after attending two ICC meetings)
- Sponsor campus activities
- Use club funds and the financial services provided by the College
- Have club information advertised on the Sierra College website and app

Club Advisors

All clubs are required to have at least one advisor. Club advisors may be full or part-time faculty (Associated Students Organizations AP5400).

Club advisors play a key role with campus clubs at Sierra College. An advisor will provide a meaningful learning experience to club members. This association provides a unique situation for the students to learn from the advisor and for students to apply innovative ideas towards team building, program planning and problem solving.

Advisors serve three primary functions:

- Participant: The advisor must be aware of the plans and activities of the group and be present at all events and meetings sponsored by the group.
- Mentor: The advisor should not only evaluate and mentor the group but also encourage the students to self-evaluate club goals and objectives.
- Advisor: After participating and evaluating, the advisor should then be in a position to offer constructive advice to promote the goals and mission of the club.

Advisors are responsible to:

- Sign and return the Club Advisor's Agreement. This form is available in Campus Life or via email from Campus Life, and on the ICC Canvas shell.
- Be aware of district regulations regarding the campus clubs.
- Meet with the Campus Life staff when questions arise regarding club activities i.e., purchasing, travel, and events issues.
- If you have any questions, please contact the Campus Life staff. Being an advisor should be a fun learning opportunity for your students - not a stressful job for you.

Please Note: An advisor **must** be present at all off-campus club activities sponsored by the club. If an approved advisor is not present it will not be considered a club sponsored event and there will be no financial reimbursement to the club.

Club Officers

Keep in mind that while the officer descriptions provided below should be used as a model for club formation, they are general and can be changed to best suit the individual needs of each club.

President/Co-Presidents

The club president/co-presidents have the important task of running the club. This entails being the official spokesperson for the club, representing the club at local, regional, and state levels, and supporting club initiatives and endeavors. The president/co-presidents also officiate/lead club meetings with the assistance of the club executive board. Equally important, the president/co-presidents ensure that the planning of events, programs, and goals are carried out in accordance with the wishes of the members and Sierra College policies and regulations.

It shall be the duty of the President to:

- Preside over club meetings
- Provide direction on planning events
- Communicate important information to club members
- Keep officers on task
- Vote only to break a tie

Vice President

The club vice president supports and assists the president/co-presidents in meeting the goals of the club. They also help oversee committees, councils, and workgroups. The vice president will also run meetings in the absence of the president/co-presidents.

It shall be the duty of the Vice President to:

- Oversee club committees, councils, and workgroups
- Preside over club meetings in the absence of the president
- Support and assist the club president
- Assist chairs in meeting the mandates of committees, councils, and workgroups
- Represent the club during Inter Club Council (ICC) meetings
- Voting member

Secretary/Director of Communications

The club secretary is generally responsible for administering the club. They assist the club president/co-presidents in arranging meetings and organizing club minutes/recollections.

It shall be the duty of the Secretary to:

- Prepare, in conjunction with the president/co-presidents, the agenda for club meetings
- Ensure that all members are kept informed of meeting dates/times/locations
- Provide proper notice of important dates (e.g. elections)
- Take minutes of meetings and type all minutes correctly and in a timely manner
- Assist the vice president with keeping records of committees, councils, and workgroups
- Make arrangements for visiting speakers/events

Treasurer/Director of Finance

The club treasurer is responsible for overseeing club accounts/funds. They prepare and monitor the club budget and maintain accurate financial records. The club treasurer works in tandem with committee chairs and the vice president to propose allocation of funds from club budget.

It shall be the duty of the Treasurer/Director of Finance to:

- Maintain accurate financial records
- Provide a financial report upon request or during club meetings
- Oversee all financial transactions and fundraising efforts
- Budget and plan for the academic year
- Assist committee chairs in presenting a budget proposal to the club leadership

Other leadership positions

- Social Media
- Events Manager
- Vice President of Outreach/Advertisement
- Club Specific: Vice President of Civic Engagement (Social Science Club)

Glossary of Terms

- Amendments – a change or addition to the terms of a contract or document.
- Club Officers – set and monitor the goals and vision of the club. Club officers run club meetings and often appoint members to committees.
- Impeachment – is the process of bringing charges against an officer for wrongdoing or not fulfilling their duties as described in the club constitution or bylaws.
- Parliamentary Authority – is a book of rules for conducting business (parliamentary procedure) in deliberative assemblies.
- Quorum – is the minimum number of members needed to hold meetings or make decisions.

General Provisions for Student Clubs

All Associated Students clubs operate under the purview of the Sierra Joint Community College District and therefore the District has oversight of their activities and finances.

Associated Students clubs are organized under IRS regulations as 501(c)(3) non-profit organizations. As such, all club-sponsored activities and financial activities must relate to the mission and purpose for which they were created.

All accounting transactions and supporting records are subject to audit to assure student clubs are only engaging in activities described in their mission statement to maintain our non-profit status with the IRS. All Associated Students' funds are audited annually by the District's external auditors.

The District acts as agent for club funds and requires detailed club minutes that authorize the District to spend funds on behalf of the club. Business Services reviews Campus Club Claim Forms for payment of expenses and only processes those with complete and proper documentation. Minutes authorizing the purpose and amount of expenditures must match the claim form or vendor invoice.

Off-campus bank accounts and crowdfunding platforms like Go Fund Me are not permitted and jeopardize the club's active status with the District.

Club Travel

See the Club Handbook for details.

Club Finances and Funding

All ASSC chartered clubs receive seed money (startup funds) deposited to their club funding account. Refer to the ASSC Financial Code for more information about seed money.

See the Club Finances Handbook for details.

Sample Club Constitution

The Club Constitution must establish the fundamental principles the club will utilize to operate. If requested, the Constitution/Bylaws of clubs shall be shared with students, campus departments, etc.

Article I - Name of the Club

Section 1: The name of this organization shall be "Club Name"

Article II - Purpose of the Club

Section 1: This section can be as brief or as detailed as you would like. It should include a general outline of what your club stands for and what it would like to accomplish.

For example, "The purpose of the Women in Tech Club is to provide support amongst women in Sierra's Information Technology (IT) program and encourage more women to enroll in IT courses and seek careers in IT."

Article III - Officers of the Club

Decide what officers your club will have, how and when they will be elected, the term of office for each will hold, and how vacancies will be filled. For example:

Section 1: The elected officers of this Club shall be: (List officer titles only, no personal names)

Section 2: Term of office will be... (e.g. one academic year)

Section 3: It shall be the duty of the President... (e.g. to preside over the club meeting)

Section 4: It shall be the duty of the Vice President... (e.g. responsible for club committees)

Section 5: (Additional positions can be added)

Article IV - Finances

Section 1. On-Campus Account: The club shall be assigned a budget code for revenues and expenses by the college. The club shall not maintain an off-campus account.

Section 2. Fiscal Year: The fiscal year of the club shall be from July 1 to June 30.

Section 3. Revenues: The club may generate revenues through fund-raising activities approved by Campus Life. The club may also accept donations from outside entities. Appropriate accounting procedures shall conform to college and state policy. All deposits into the club account shall go through the Campus Life AA.

Section 4: Expenditures: The club may make expenditures with the approval of the club's treasurer and advisor. Expenditures shall conform to college and state policy and shall be approved through the official club meeting minutes prior to the expenditure taking place.

Article IV - Qualifications for Membership

(See Non-Discrimination & Sexual Harassment section of "SIERRA COLLEGE GUIDE TO

STUDENT RIGHTS AND RESPONSIBILITIES")

Section 1: All club members must be currently enrolled Sierra College students. As such, only club members can vote or make decisions for the club.

Section 2: List requirements and qualifications necessary to become a member without regard to race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran, or military status, or use of a trained guide dog or service animal.

Article V - Meetings

Determine the frequency of general meetings and establish procedures. Also, special meetings shall be addressed.

Section 1: (Frequency of meetings)

Section 2: (Procedures of calling special meetings)

Article VI - Election and Impeachment

Section 1. All club officers shall be elected before ____ (e.g. Fall semester) and will serve a term of ____ (e.g. two semesters). The time between elections and ____ (e.g. the end of Fall semester) shall serve as a transition time for new officers.

Section 2. Officer Elections will consist of the following three (3) step process:

1. Nominations
 - a. Prospective officers must be nominated for a specific position. Nominations must be seconded by an active club member.
2. Platform Speeches
 - a. Nominees will be given the opportunity to speak to the general membership prior to the voting process.
3. Elections
 - a. Elections will take place by secret ballot and will be tallied by the club advisor on a display clearly visible to the club (e.g. whiteboard)
 - b. The nominee who received a simple majority of the votes shall be declared the winner of the office for which they were nominated.
 - c. If no nominee received a simple majority of the votes cast, a runoff vote between the two nominees who received the most votes will determine the winner.

Section 3. Impeachment

A. Removal of a Club Officer

- a. If at any time a club member feels that an officer is not performing their duties or has neglected to follow club policies. The following procedure must be followed.
 - i. Club member(s) must draft an article of impeachment and present it to the club officers in the presence of the club advisor.
 - ii. Impeachments and dismissals will take place over all regular club business at the general membership meeting immediately following the submission of the article of impeachment.
 - iii. The officer in question may speak before the club in their own defense prior to any vote taking place.
 - iv. The general membership may vote to dismiss the officer with a two-thirds vote in the affirmative.

- v. Dismissal will take effect immediately upon passage of the motion to dismiss.

B. Removal of the Club Advisor

- a. The club officers may choose to remove a club advisor who is not meeting the needs of the club or who has violated club policies. The following procedure must be followed.
 - i. The officers of a club must propose and vote on a motion to remove the club advisor at a regularly scheduled officers meeting. The club officers may vote to remove the club advisor with a simple majority vote in the affirmative.
 - ii. The club officers shall be responsible for notifying the general membership as well as Campus Life prior to the next regularly scheduled officers meeting following the removal of the club advisor.
 - iii. The club officers must select a new club advisor prior to the next general membership meeting following the removal of the club advisor if there is not a co-advisor already in place.

Article VII - Parliamentary Authority

Section 1: The rules contained in the current edition of Robert's Rule of Order, Newly Revised, shall govern the (Club Name) in all cases to which they are applicable and in which they are not consistent with the Constitution/Bylaws of the (Club Name).

Article VIII - Quorum

Section 1: State the minimum number of members who must be present at a meeting to transact business. (Should not be less than four members)

Article IX - Amendments (State how and when the constitution can be amended.)

Section 1: The proposed amendment must be in the hands of the club officers no later than one week before the scheduled meeting of the (Club Name), at which it is presented.

Section 2: Following the approval of the amendment by the officers, this constitution may be amended by a (State what majority) vote of the membership at the first meeting of the Club at which a quorum is present.

Article X - Enacting Clause

This constitution shall become effective upon signature of the Club President, Club Faculty Advisor or Campus Life Coordinator.

I have read, understand, and agree to the contents of this document.

Signature Club President

Signature Faculty Advisor

Signature Campus Life Coordinator

Date Approved

Avengers Club Constitution

Article I - Name of the Club

Section 1: The name of this organization shall be the Sierra College Avengers Club. Hereinafter referred to as the Avengers Club.

Article II - Purpose of the Club

Section 1: The purpose of the Avengers Club is to provide a space for Avengers and Marvel enthusiasts to gather and connect over superhero movies, comics, and media. The Avengers Club also supports students and encourages them to persist and matriculate from college. The Avengers Club is a place for anyone who wants to serve their community and enhance their leadership capabilities.

Article III - Officers of the Club

Section 1: The elected officers of this Club shall be the President, Vice President, Treasurer, Secretary, Social Media Director, and Outreach Director.

Section 2: Term of office will be for one academic year (fall to spring semester).

Section 3: It shall be the duty of the President to:

- a. Attend all meetings of the club
- b. Preside over club meetings
- c. Be the club spokesperson
- d. Provide direction on planning events
- e. Communicate important information to club members
- f. Plan the events and notify the members of meetings
- g. Work with the other Avengers Club officers to coordinate events and activities
- h. Vote only to break a tie

Section 4: It shall be the duty of the Vice-President to:

- a. Oversee club committees, councils, and workgroups
- b. Preside over club meetings in the absence of the president
- c. Support and assist the club president
- d. Assist chairs in meeting the mandates of committees, councils, and workgroups
- e. Club representative on the Inter Club Council (ICC)
- f. Voting member

Section 5: It shall be the duty of the Secretary to:

- a. Prepare, in conjunction with the president, the agenda for club meetings
- b. Ensure that all members are kept informed meeting dates/times/locations
- c. Provide proper notice of important dates (e.g. elections)
- d. Take minutes of meetings and type all minutes correctly and in a timely manner
- e. Assist the vice president with keeping records of committees, councils, and workgroups
- f. Make arrangements for visiting speakers/events

Section 6: It shall be the duty of the Treasurer to:

- a. Serve as the club manager

- b. Maintain accurate financial records
- c. Provide a financial report upon request or during club meetings
- d. Oversee all financial transactions and fundraising efforts
- e. Budget and plan for the academic year
- f. Assist committee chairs in presenting a budget proposal to the club leadership
- g. Coordinate club funding needs with ASSC Student Senate and Inter Club Council

Section 7: It shall be the duty of the Social Media Director to:

- a. Oversee the club social media and post regularly to notify members of events.

Section 8: It shall be the duty of the Outreach Coordinator to:

- a. Network with other clubs and campus organizations as well as advertise the Avengers Club to the Sierra College community.

Article IV - Finances

Section 1. On-Campus Account: The club shall be assigned a budget code for revenues and expenses by the college. The club shall not maintain an off-campus account.

Section 2. Fiscal Year: The fiscal year of the club shall be from July 1 to June 30.

Section 3. Revenues: The club may generate revenues through fund-raising activities approved by Campus Life. The club may also accept donations from outside entities. Appropriate accounting procedures shall conform to college and state policy. All deposits into the club account shall go through the Campus Life AA.

Section 4: Expenditures: The club may make expenditures with the approval of the club's treasurer and advisor. Expenditures shall conform to college and state policy and shall be approved through the official club meeting minutes prior to the expenditure taking place.

Article IV - Qualifications for Membership

Section 1: The Avengers Club membership is open to all currently enrolled students at Sierra College. As such, only members can vote or make decisions for the club.

Section 2: The Avengers Club does not and shall not discriminate based on race, color, religion, gender expression, age, national origin, disability, marital status, sexual orientation, or age, in any of its activities or operations.

Section 3: Qualifications for the Executive Board include:

- a. Minimum one semester membership and affiliation with the Avengers Club per year.
- b. Must be in good standing with Sierra College.
- c. Minimum 15 hours of community service/club activity per year with the Avengers Club.

Article V - Meetings

Meetings will be held in person on Sierra College's Rocklin Campus. Discord will be the primary method of communication.

Section 1: The Avengers Club will meet twice a month, when school is in session, during a date/time suitable for all club members. The date/time will be communicated to all club members via email and

social media platforms.

Section 2: The officers and/or club advisor will schedule each meeting.

Article VI - Election and Impeachment

Section 1. All club officers shall be elected before the second week of the fall semester and will serve a term of one academic year. The time between elections and the first week in office shall serve as a transition time for new officers.

Section 2. Officer Elections will consist of the following three (3) step process:

4. Nominations

- a. Prospective officers must be nominated for a specific position. Nominations must be seconded by an active club member.

5. Platform Speeches

- a. Nominees will be given the opportunity to speak to the general membership prior to the voting process.

6. Elections

- a. Elections will take place by secret ballot and will be tallied by the club advisor on a display clearly visible to the club (e.g. whiteboard)
- b. The nominee who received a simple majority of the votes shall be declared the winner of the office for which they were nominated.
- c. If no nominee received a simple majority of the votes cast, a runoff vote between the two nominees who received the most votes will determine the winner.

Section 3. Impeachment

C. Removal of a Club Officer

- a. If at any time a club member feels that an officer is not performing their duties or has neglected to follow club policies. The following procedure must be followed.
 - i. Club member(s) must draft an article of impeachment and present it to the club officers in the presence of the club advisor.
 - ii. Impeachments and dismissals will take place over all regular club business at the general membership meeting immediately following the submission of the article of impeachment.
 - iii. The officer in question may speak before the club in their own defense prior to any vote taking place.
 - iv. The general membership may vote to dismiss the officer with a two-thirds vote in the affirmative.
 - v. Dismissal will take effect immediately upon passage of the motion to dismiss.

D. Removal of the Club Advisor

- a. The club officers may choose to remove a club advisor who is not meeting the needs of the club or who has violated club policies. The following procedure must be followed.
 - i. The officers of a club must propose and vote on a motion to remove the club advisor at a regularly scheduled officers meeting. The club officers may vote to remove the club advisor with a simple majority vote in the affirmative.
 - ii. The club officers shall be responsible for notifying the general membership as

well as Campus Life prior to the next regularly scheduled officers meeting following the removal of the club advisor.

- iii. The club officers must select a new club advisor prior to the next general membership meeting following the removal of the club advisor if there is not a co-advisor already in place.

Article VII - Parliamentary Authority

Section 1: The rules contained in the current edition of Robert’s Rule of Order, Newly Revised, shall govern the Avengers Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution/Bylaws of the Avengers Club.

Article VIII - Quorum

Section 1: The minimum number of members who must be present at a meeting in order to transact business shall be four (4) members, which must include at least two club officers.

Article IX - Amendments

Section 1: The proposed amendment must be in the hands of the club officers no later than one week before the scheduled meeting of the Avengers Club at which it is presented.

Section 2: Following the approval of the amendment by the officers, this constitution may be amended by a 2/3 vote of the membership at the first meeting of the Club at which a quorum is present.

Article X - Enacting Clause

This constitution shall become effective upon signature of the Club President, Club Faculty Advisor or Campus Life Coordinator.

I have read, understand, and agree to the contents of this document.

Signature Club President

Signature Faculty Advisor

Signature Campus Life Coordinator

Date Approved
