



Policies and Procedures Manual

Greetings MJC Students,

We are pleased that you have chosen to participate in extra-curricular activities at Modesto Junior College (MJC). Many studies have shown that participation in just one extra-curricular activity greatly increases your odds of reaching your academic goals. Modesto Junior College is home to outstanding activities and events.

Mission Statement

The Campus Life and Student Learning (CL&SL) office is committed to providing an environment that enhances and enlightens student experiences on campus through our Student Activities Center, leadership and mentoring programs, and various campus extra-curricular activities. Our Campus Life and Student Learning team strives to provide a welcoming environment that focuses on guiding and developing student's leadership skill set, creativity, cultural awareness, character development, and civic engagement.

In order to help achieve our mission, the Campus Life & Student Learning team will:

- Identify and attract students who will benefit from Campus Life & Student Learning programs, and contribute to the diversity of the educational, social, and cultural environment of the campus.
- Provide student services and programs that will facilitate academic success, personal growth, and global awareness.
- Encourage student participation in activities that will help build an appreciation of cultural diversity and expression, communications skills, leadership skills, civic responsibility, personal and professional accountability, self-discipline, self-understanding, self-confidence, and a set of personal and professional goals and values.
- Promote student/faculty/staff/administrator interaction as a means of improving the quality of campus life.
- Evaluate the effectiveness of activities, programs, and services in meeting students' needs and develop ways to improve them.

We hope you find this manual to be informative and useful. Should you have any questions, please reach out to our team. Good luck this semester!!!

MJC Campus Life & Student Learning Team

Table of Contents

Campus Life Mission Statement	2
Campus Life Department	5
-Role of Staff	6
-Duties of Staff	6
-Student Activities Center	9
-Student Activities Center Office Rules	10
-Identification Cards	11
-ASMJC Activity Fee	12
-ASMJC Student Benefit Program	12
-Campus Life Complaint Process	13
-YCCD Standards of Conduct	13
Associated Students of Modesto Junior College (ASMJC)	15
ASMJC Eligibility	16
ASMJC Senators	18
-Duties of a Senator	19
-Senator Office Hours	20
-Senator Stipends	20
-Senator Limitations	21
ASMJC Executive Officers	22
-Duties of an Executive Officer	23
-Executive Officer Limitations	23
-Executive Office Stipends	23
-President	24
- Vice President	25
-Director of Political Affairs	25
-Director of College Affairs	26
-Director of Student Relations	27
-Secretary	28
-Student Trustee	28

Clubs	29
-Role of a Club Advisor	30
-Club Advisor Limitations	30
-What is the role of Club Officers	31
-Club Meetings	31
-Club Trainings	31
-Club Finances	32
-Club Events & Activities	32
-Club Fundraising	33
-Process for Club Disciplinary Actions	34
-Meeting Agendas & Meeting Minutes	35
-Agenda Example	37
-Minutes	38
-Minutes Example	39
-ASMJC Standing Committee	40
-Committee Limitations	41
-Political Development Committee	41
-College Affairs Committee	42
-Student Relations Committee	42
Marketing Procedures	43
Budget	45
-Budget & Budget Management	46
-Fund Requests	46
-Events/Trips Budget	46
-MJC Business Services Accounting Procedures Manual	46
-ASMJC Budget Development	47
-ASMJC Budget Revisions	47
-Expenditures Transfers and Purchase Orders	47
-Cash Advances	48

Campus Life & Student Learning

Campus Life & Student Learning

The Campus Life & Student Learning department exists to facilitate outstanding student experiences on campus within the scope of what is allowable within California Education Code, Yosemite Community College District Board policies, Modesto Junior College policies, and Campus Life & Student Learning policies. The Campus Life & Student Learning department includes: the Student Activities Center (Associated Students of Modesto Junior College, Campus Clubs, student identification cards, student benefits program), Student Conduct, Project LEAD, Social Science 58: Student Leadership, Student Internship Program (SIP) and special events (Homecoming, Commencement, etc).

Role of Staff

The role of the Campus Life & Student Learning department staff is to help guide, mentor, and encourage students to reach their full potentials as student leaders and participants in extra-curricular activities on campus. Our team includes a host of student workers along with a Faculty Advisor, Program Assistant, Student Center Technician, Program Specialist, and Associate Dean of Campus Life & Student Learning.

Duties of Staff

Student Workers

The role of the Campus Life & Student Learning student workers is to assist Campus Life staff in the daily operations of the department. These operations may include making ID Cards, assisting students with the Student Benefit Program, and helping with department functions. Student workers are in place to assist in the Student Activities Center, but are not MJC staff. Student workers can be identified by their Student Worker name badges and shirts

Faculty Advisor



Alejandra Espinoza

Phone: (209) 575-6479 **Email:** chacona@mjc.edu **Location:** EC Student Center

Summer Hours: Monday-Thursday 7:00am-5:30pm

Fall/Spring Hours: Monday-Friday 8:00am-4:00pm

It is the role of the Faculty Advisor to work with and guide ASMJC in achieving their goals while also providing student development and leadership training and education. The Faculty Advisor oversees ASMJC, including meetings, events, and activities. The Faculty Advisor is responsible for ensuring all rules, regulations, and policies are followed. This work includes one-on-one mentoring meetings, assisting with planning, and training students on allowable activities within the scope of student government.

Program Assistant



John Griffin III

Phone: (209) 575-7992 **Email:** griffinj@mjc.edu **Location:** EC Student Center

Summer Hours: Monday-Thursday 8:30am-5:00pm

Fall/Spring Hours: Monday-Thursday 9:00am-4:00pm & Fridays 8:00am-5:00pm

It is the primary role of the Program Assistant to oversee the day to day operations of the Student Activities Center. This includes overseeing the day to day operations and inventory of the ASMJC Benefits Program, maintaining Campus Life & Student Learning inventory (i.e. equipment, Benefit Program materials, etc.), and to supervise Campus Life and Student Learning student workers. The secondary role of the Program Assistant may include working collaboratively with the ASMJC Faculty Advisor to provide oversight of ASMJC events and activities. This may include attendance at ASMJC events. The Program Assistant may attend trainings, workshops, and conferences as needed.

Student Center Technician



Mitch Miller

Phone: (209) 575-7994 **Email:** millermi@mjc.edu **Location:** WC Mary Stuart Rogers

Summer Hours: Monday-Thursday 8:00am-5:30pm

Fall/Spring Hours: Monday-Thursday 8:00am-4:00pm & Friday 8:00am-5:00pm

It is the role of the Student Center Technician to oversee the operations of the Mary Stuart Rogers Building. This includes the front desk and game room. The Student Center Technician assists with various MSR events and activities as applicable. The Student Center Technician also assists with planning the sound, lighting, and set-ups for ASMJC events and activities.

Program Specialist



Megan Lee

Phone: (209) 575-6704 **Email:** leeme@mjc.edu **Location:** EC Student Center

Summer Hours: Monday-Thursday 7:00am-5:30pm

Fall/Spring Hours: Monday-Friday 8:00am-5:00pm

The role of the Program Specialist is to oversee the day to day operations of Campus Life & Student Learning. This includes: coordination of all MJC Campus Club activities, trainings, and finances, the processing of all Campus Life & Student Learning forms for events, budgets, invoices, etc, coordination of all Campus Life & Student Learning student workers and office operations. It is also the Program Specialist's responsibility to assist the Associate Dean of Student Services.

Associate Dean of Student Services



Bryan Justin Marks

Phone: (209) 575-6662 **Email:** marksb@mjc.edu **Location:** EC Student Center

Summer Hours: Monday-Thursday 7:00am-5:30pm

Fall/Spring Hours: Monday-Friday 8:00am-5:00pm

The role of the Associate Dean is to oversee the operations, policies, and procedures of the Campus Life & Student Learning Department. These department operations include: overseeing the Student Activities Center (Associated Students of Modesto Junior College, Campus Clubs, student identification cards, student benefits program), The International Students Program, Student Conduct, Project LEAD, Social Science 58: Student Leadership, Student Internship Program (SIP) and special events (Homecoming, Commencement, etc).

Student Activities Center

The Student Activities Center (SAC) serves students in a multitude of ways. The SAC houses our student government ASMJC, our campus clubs, the Student Benefit Program, as well as special events for the college. In serving so many functions it is important to create an environment where everyone can co-exist all while respecting the necessary boundaries.

Student Activities Center Office Rules

Only department student workers and staff, ASMJC Executives, Senators, or club members (conducting club business) shall congregate in the office.

No student may be in the office before 8:00am or after 5:00pm without prior approval from the office Campus Life staff.

Within the Campus Life & Student Learning office, students, staff, and guests will treat each other with kindness, dignity, and respect. Students will refrain from any form of threats, bullying, or harassment and will not use vulgar or offensive language.

Students are to refrain from congregating or socializing at the front counter or distracting student workers while they are working.

No students shall reprimand, discipline, or remove any fellow student from the office. If there is an issue in the office, please see a member of the Campus Life & Student Learning staff.

Students may only enter or exit through the front door, this includes members of ASMJC.

ASMJC Senator Use of Office Facilities

Each Senator is assigned to a specific work area in the Student Activities Center. Senators shall refrain from using work areas that are not assigned to them.

Senators shall only conduct ASMJC business when in the office. The office facilities, and equipment (computers, copiers, tablets, laptops, etc.), as well as any other resources, shall not be used for personal use. Personal use includes (but is not limited to) doing homework, using social media, and consuming food items meant for events. Senators have no personal ownership of any office resources.

The presence of personal items shall be kept to a minimum so as to not to distract those who also work in the office.

Senators shall refrain from touching any items on any desk that is not assigned to them.

ASMJC Executive Use of Office Facilities

Each Executive Officer is assigned to a work area in the Student Activities Center. Executive Officers shall refrain from using work areas that are not assigned to them.

Executive Officers shall only conduct ASMJC business when in the office. The office facilities, and equipment (computers, copiers, tablets, laptops, etc.), as well as any other resources, shall not be used for personal use. Personal use includes (but is not limited to) doing homework, using social media, and consuming food items meant for events. Executives have no personal ownership of any office resources.

The presence of personal items shall be kept to a minimum so as to not to distract those who also work in the office.

Executives shall refrain from touching any items on any desk that is not assigned to them.

Club Use of Office Facilities

There are two main work stations for clubs in the Student Activities Center back office. The office facilities, and equipment (computers, copiers, tablets, laptops, etc.), as well as any other resources, shall not be used for personal use. Personal use includes (but is not limited to) homework, using social media, and consuming food items meant for events. Clubs have no personal ownership of any office resources.

Club members shall not be in the Senate or Executive areas, unless they are there for a meeting.

Club members shall refrain from touching any items on any desk other than the three club work stations.

Clubs may not decorate or place personal items on the shared club work stations.

This space is not for club meetings or hanging out. This space is dedicated for club business.

Clubs may not store any items in this space.

MJC Identification Cards

Students can get an MJC ID Card on the East Campus in the Student Activities Center or on the West Campus in the Mary Stuart Rogers Building.

In order to receive a Student ID Card students must:

- Provide a form of picture identification
- Provide their W number

If either of the requirements are not fulfilled, an MJC ID Card cannot be issued.

If a student is in need of more than two ID Cards in one year, they will need to meet with the Associate Dean. Semester stickers cannot be replaced.

ASMJC Student Benefit Program

In an effort to provide students with items to aid in student success, ASMJC established the Student Benefit Program in 2010. The Student Benefit Program allows eligible students to receive the following student benefits:

- * One free print card per semester
- * One set of Scantrons or Green Books per semester for classes student is enrolled in
- * Two pencils per semester

All services are provided on a first-come, first-served basis and only while supplies last. If you did not pay the \$5 fee, you are not eligible for any of the above listed services. Services are available only to MJC students who have paid for the \$5 fee.

In order to receive benefits, students must complete a benefit program application each semester. Applications may be obtained on the East Campus in the Student Activities Center or on the West Campus in the Mary Stuart Rogers Building.

The Student Benefit Program allows eligible students to receive the current enrollment sticker, scantrons, green books, one pencil, and one Go Print Card each semester. The following restrictions apply:

- Eligible students will only be issued services one time per semester. There will be no replacement for lost items.
- The Student Benefit Program is not a guaranteed service. Services are only distributed while supplies last on a first-come-first-served basis.
- Eligible students will be issued scantrons/green books for classes they are currently enrolled in.
- Classes that require more than 10 scantrons/greenbooks need to have a syllabus with application.
- Only students who have paid the \$5.00 Student Benefit Fee are eligible for services.
- Applicant must present their MJC ID Card to collect their Student Benefit Packet.

In order to receive benefits, students must complete a benefit program application each semester. Applications may be obtained on the East Campus in the Student Activities Center or on the West Campus in the Mary Stuart Rogers Building or visit www.mjc.edu/campus to download the application.

The average turn-around time is 24-48 hours. However, please allow five business days for your application to process. Incomplete or inaccurate applications may take longer. Once approved, you will be notified to pick up your Student Benefit Packet from the location you requested. Your enrollment sticker will be issued when submitting your complete application.

Campus Life Complaint Process

As is the case for every department on campus, students have the right and are encouraged to voice their opinions should there be an issue or situation with which a student disagrees. In the Campus Life & Student Learning Department, the following steps can be taken to resolve issues:

Student Workers- If at any time there is an issue with any of the Campus Life student workers on either campus, please report it to a Campus Life Staff member.

ASMJC Member- If at any time there is an issue with any of the members of ASMJC on either campus, please report it to the ASMJC Faculty Advisor.

Campus Life Staff- If at any time there is an issue with any of the Campus Life staff on either campus, please report it to the Associate Dean of Campus Life & Student Learning.

Associate Dean of Student Services- If at any time there is an issue with the Associate Dean of Student Services, please report it to the Dean of Student Services.

Standards of Conduct

Modesto Junior College, under the Yosemite Community College District Board Policy & Procedure 5500, Standards of Conduct, has specified those standards of student behavior which it considers essential to the educational mission and campus life. These regulations are designed to represent reasonable standards of conduct. The Standards of Conduct governs the behavior of students on campus, at facilities controlled by the district or college, and at college-sponsored activities. Violations of the codes may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on district-owned or controlled property, or at District -sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
20. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the community college.
21. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college.

Board Policy 5500 (Reference: *Education Code Section 66300, 66301; Accreditation Standard I.C.8 and 10 (formerly II.A.7.b).*
Adopted: June 28, 2004
Revision Adopted: August 26, 2016

The Responding Party shall be notified by student e-mail of the date, time and location of the Student Conduct Hearing. The student shall have at least five (5) days' notice.

If Responding Party, with notice, does not appear for the Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Responding Party is not present.

E-Mail – Whenever these procedures call for or permit notice or other communication to be delivered, such communication may be made by Student Email Account, which shall be deemed sufficient compliance with the provision and the communication shall be presumed to have been received. A student's failure or refusal to open the communication shall not cause service to be defective. Notice shall be considered received three (3) days after it was sent.

Student participating in any part of Campus Life programs, events, and activities who do not adhere to the rules established by YCCD, MJC, or Campus Life may be referred to office of Student Conduct for disciplinary action as outlined in YCCD Board Policy 5500.

ASSOCIATED STUDENTS OF MJC

ASMJC Eligibility

ASMJC Eligibility

ASMJC is committed to academic excellence and has established measures intended to hold themselves accountable as an organization. The following standards apply to every member of ASMJC:

ASMJC Senators and Officers must have on file with the Associate Dean a current Educational Plan that has been approved by a counselor (*ASMJC Bylaws, Article VI, Section 1, Clause A*).

Should a student make changes to their Educational Plan, they are required to submit the revised Education Plan to the Associate Dean or his/her designee within one week (*ASMJC Bylaws, Article VI, Section 1, Clause B*).

ASMJC Senators and Officers cannot be on any form of academic probation (*ASMJC Bylaws, Article VI, Section 1, Clause C*).

ASMJC Senators and Officers cannot have been found responsible for any violations of the Standards of Conduct (*ASMJC Bylaws, Article VI, Section 1, Clause C*).

ASMJC Senators and Officers must be currently enrolled in a minimum of twelve (12) units during the fall and spring semesters, and a majority of the units must be taken at MJC each semester (*ASMJC Bylaws, Article VI, Section 1, Clause D*).

ASMJC Senators and Officers must maintain a minimum cumulative grade point average (GPA) of 2.5, and must not receive a semester GPA of less than 2.5 while in office. A member of Student Government at MJC must not fail or withdraw more than half of their semester load. Should the student fail or withdraw from a course, the student must retake the failed or withdrawn course during the next available semester to remain eligible for Student Government (*ASMJC Bylaws, Article VI, Section 1, Clause E*).

No member of Student Government may serve in Student Government for more than three (3) separate terms (*ASMJC Bylaws, Article VI, Section 1, Clause H*).

*** Eligibility rules are in accordance with Yosemite Community College District Board Policy 5410**

Any student elected as an officer in the Associated Students shall meet the requirements as stated in the Associated Students Constitution and Bylaws and published in the College catalog and Associated Students election packet.

ASMJC Senators

ASMJC Senators

Students become Senators of ASMJC either through election or through appointment. Senators serve as the direct representative of the entire student body.

Duties of a Senator

Student Senators must participate in one leadership training course per term. This leadership training course must be approved by the Associate Dean or his/her designee (*ASMJC Bylaws, Article VI, Section 3, Clause A*). The leadership training options include an MJC class: Social Science 58 or participation in Project LEAD. Social Science 58 is a leadership course that teaches the basic principles of leadership and how they apply to personal, school, and work life. Project LEAD is a leadership and mentoring program that pairs students with a campus mentor. An additional component of Project LEAD is a series of seminars on the topics of teamwork, time management, school history, conflict resolution, budgets, and leadership.

Student Senators shall be responsible for assisting with the planning, budgeting, implementation, and coordination of all ASMJC legislation, finance, operations, activities, and communications (*ASMJC Bylaws, Article IV, Section 1, Clause A*). The main role of a Senator within the ASMJC office is to assist with the office functions as coordinated by the Executive Officers or the office as a whole. This work is done by sitting on committees, working at ASMJC events, and promoting the activities of the office. These are requirements of the position, Senators should be an active part of the organization.

Student Senators shall be required to complete an annual project that will benefit the membership of ASMJC (*ASMJC Bylaws, Article IV, Section 1, Clause B*). Senators are required to complete a minimum of one project per school year. The purpose of a Senator project is to provide a service or activity for students. Senator projects shall align with the division that a Senator represents. While the project should align with a Senator's area, the project is considered to be an ASMJC project and shall be chaired, planned, and implemented by ASMJC. Senators must complete a project application that is approved by a majority vote of ASMJC. The application will include timelines, budgets, and tasks to be completed.

Student Senators are required to serve on one ASMJC standing committee (*ASMJC Bylaws, Article IV, Section 1, Clause C*). There are four standing committees of ASMJC: Activities, Communication, Finance, and Legislation. These committees serve as advisory committees to ASMJC on their respective topics. Committees make recommendations to the Senate for a final vote.

Student Senators are required to sit on a College-Wide Committee (*ASMJC Bylaws, Article IX, Section 1, Clause C*).

All Student Senators shall be required to hold a minimum of five (5) posted office hours per week (*ASMJC Bylaws, Article IV, Section 1, Clause E*).

Senator Office Hours

Each Senator is required to complete five office hours per week. The purpose of office hours is to have in-office time to work on projects and to be available to students who want to meet with their student-elected officials. Office hours are not meant for hanging out, personal business, club business, homework, or anything else that is not ASMJC related.

All office hours must be submitted in writing to the Associate Dean or his/her designee by the conclusion of the first week of each semester.

All office hours must be completed in the ASMJC East or West Campus office. Your location should be on the office hours you submit in writing. No office hours shall be completed in any other parts of campus.

Approved campus or ASMJC committees may be used as office hours, but must be approved prior by the Associate Dean or his/her designee.

ASMJC Senate meetings do not count towards office hours.

All office hours must be set; they cannot change week-to-week.

No office hours shall be required during finals week of any semester.

No office hours shall be required during winter/summer break other than required meetings and trainings.

Senator Stipends

In order for a Senator to be eligible for a monthly stipend, the following items must be completed using the approved ASMJC time sheet. The time sheet will include the following:

-Required posted office hours completed for each week and verified through the process of punching in and out for ours using the designated time clock. The only excused absence will be for emergencies or shared governance committees. Documentation of emergency or shared governance committee meeting will be required.

-Required attendance of all Student Senate meetings. The only excused absence will be for emergencies or attendance to a college wide committee meeting (ASMJC Bylaws Article 9, Section 5, Clause B). Documentation of emergency or meeting will be required

-ASMJC Committee assignment signed off

-Campus-wide committee signed off

-Completed grade check for ALL enrolled classes

If any portion of the time sheet is incomplete, student will not receive a stipend for that particular month.

The completed stipend paperwork and pay claim(s) are due by the 20th of each month. If all paperwork is not submitted by the 20th, no stipend will be issued for that month.

Senator Limitations

Student Senators shall not concurrently hold a Student Government position and hold the Inter-Club Council Representative position in a club (*ASMJC Bylaws, Article VI, Section 3, Clause B*).

It is not the role of a Senator to intervene in the coordination or operation of ASMJC; those duties are associated with the roles of the Executive Officers.

It is not the role of a Senator to enforce Campus Life or Student Activities Center office policies or procedures.

It is not the role of a Senator to promise any monetary or in-kind support of ASMJC's without being authorized to do so at a Senate meeting.

Senators shall not propose any monetary or in kind support of items that are for their personal gain.

ASMJC

Executives

ASMJC Executive Officers

Students become Executive Officers of ASMJC either through election or through appointment. Executive officers are responsible for the day-to-day coordination of ASMJC.

Duties of an Executive Officer

The Executive Officers of ASMJC serve on the Executive Council (*ASMJC Bylaws, Article II, Section 2, Clause B*).

The Executive Council is responsible for planning, budgeting, implementing, coordinating, and evaluating all ASMJC legislation, finance, operations, activities, and communications (*ASMJC Bylaws, Article II, Section 2, Clause C*).

The Executive Officers shall perform other such tasks as assigned to them by the President, or Student Senate (*ASMJC Bylaws, Article II, Section 2, Clause D*).

Executive Officers shall hold a minimum of ten (10) posted office hours per week. The Executive Secretary shall hold a minimum of five (5) posted office hours per week (*ASMJC Bylaws, Article II, Section 2, Clause E*).

Executive Officer Limitations

Executives shall not concurrently hold a Student Government position and hold the Inter-Club Council Representative position in a club (*ASMJC Bylaws, Article VI, Section 3, Clause B*).

It is not the role of an Executive to supervise, place demands on, or direct Senators.

It is not the role of an Executive to enforce office policies or procedures.

It is not the role of an Executive to authorize any monetary or in-kind support of ASMJC without being authorized to do so at a Senate meeting.

Executives are not authorized to propose any monetary or in-kind support of items that are for their personal gain; this is a direct conflict of interest.

Executive Stipends

In order for an executive to be eligible for their monthly stipend, the following items must be completed using the approved ASMJC time sheet. The time sheet will include the following:

- Required posted office hours completed for each week and verified through the process of punching in and out for ours using the designated time clock. The only excused absence will be for emergencies or shared governance committees. Documentation of emergency or shared governance committee meeting will be required.
- Required attendance to all Student Senate meetings. The only excused absence will be emergency or attendance to a college wide committees (*ASMJC Bylaws Article 9, Section 5, Clause B*). Documentation of emergency will be required
- Grade check for all classes

-Campus-wide Committees signed off

In addition to the time sheet, all committee agendas and minutes must be attached to the time sheet.

If any portion of the time sheet or agenda and minutes are incomplete, the student will not receive their stipend for that month.

Completed stipend paperwork and pay claim(s) are due by the 20th of each month. If paperwork is not submitted by the 20th, no stipend will be issued for that month.

Executive Position Duties

President

The role of the president is to oversee the operations of ASMJC and will be the representative of ASMJC at larger events as requested.

The president, or his/her designee, shall serve as the chair of the Student Senate and shall prepare the agenda for meetings at which he/she presides (*ASMJC Bylaws, Article II, Section 2, Clause A*). The president should learn the basic tenets of *Robert's Rules of Order* to be better prepared for chairing meetings. The president will meet with the Associate Dean or his/her designee the week prior to Senate meetings to go over the agenda for the meeting. All Senate agendas must be approved prior to posting.

Executive authority shall be vested in the president who will be responsible for the enforcement of Student Senate rules and regulations (*ASMJC Bylaws, Article II, Section 1, Clause A*).

The president shall represent ASMJC and the Student Senate at times and places where such representation is required, requested, and agreed upon by the Student Senate (*ASMJC Bylaws, Article II, Section 2, Clause B*).

The president shall prepare and present reports on ASMJC activities, events, and conferences at Yosemite Community College District Board of Trustees meetings (*ASMJC Bylaws, Article II, Section 2, Clause C*). YCCD Board meetings take place the second Wednesday of each month and start at 5:30 pm. The ASMJC President or a designee gives a report on the current activities of ASMJC. Reports are generally 2-4 minutes in length.

Vacancies on the Executive Council and in the Student Senate shall be filled through appointment by the president and subject to confirmation by a majority vote of the Student Senate (*ASMJC Bylaws, Article II, Section 2, Clause D*).

The president makes all appointments to all Standing Committees and is responsible for ensuring the full participation of students he/she appoints (*ASMJC Bylaws, Article II, Section 2, Clause F*). It is recommended, but not required, that the president put together a screening committee of ASMJC Executives and Senators to interview potential appointments. Any potential appointee shall fill out an application and be verified for eligibility requirements.

The president signs all forms regarding the expenditure of funds (*ASMJC Bylaws, Article II, Section 2, Clause H*).

The president shall prepare a semester report on the activities, events, and conferences of ASMJC to submit to the Student Senate, and an informational binder by the end of his/her term for the incoming president (*ASMJC Bylaws, Article II, Section 2, Clause I*).

Vice President

The main role of the Executive Vice President is to assist the president in the overall leadership and guidance of the Executive Council.

The Vice President serves as the Chair of the Executive Council and is responsible for preparing the agendas for meetings of the Executive Council (*ASMJC Bylaws, Article II, Section 3, Clause A*). The Vice President should learn the basics of *Robert's Rules of Order* to be better prepared for chairing meetings. The Vice President will meet with the Associate Dean or his/her designee the week prior to Executive Council meetings to go over the agenda for the meeting. All of the EVP's agendas must be approved prior to posting. Additionally, the Executive Vice President shall work with the Executive Secretary to ensure minutes are completed, distributed, and approved.

The Vice President is required and prepare a semester report on all Executive Council activities that is presented at the last Senate Meeting of the semester (*ASMJC Bylaws, Article II, Section 3, Clause B*).

The Vice President is responsible for the recruitment of candidates to vacant positions on the Executive Council, Student Senate, and Standing Committees and providing recommendations to the president. This doesn't exclude anyone else in ASMJC from assisting in the recruiting process (*ASMJC Bylaws, Article II, Section 3, Clause C*).

The Vice President shall provide monthly accountability reports of Executive Officers and Student Senators to the Student Senate on matters pertaining to meeting attendance, office hours, and college/campus projects (*ASMJC Bylaws, Article II, Section 3, Clause D*).

The Vice President assists the Executive Officers in the execution of their duties (*ASMJC Bylaws, Article II, Section 3, Clause E*). This can include, but isn't limited to helping prepare for committee meetings, helping prepare for upcoming events, and helping better understand the duties of office.

Director of Political Development

The main role of *the Director of Political Development* is to oversee the annual updating of ASMJC Bylaws and keep students informed on political issues.

The *Director of Political Development* serves as the Chair of the Political Development Committee and shall prepare the agendas for the meetings at which he/she presides (*ASMJC Bylaws, Article II, Section 4, Clause A*). The Director of Political Development should learn the basics of *Robert's Rules of Order* to be better prepared for chairing meetings. The Director of Political Development will meet with the Associate Dean or his/her designee the week prior to the Political Development Committee meetings to go over agenda for the meeting. All Political Development Committee agendas must be approved prior to posting.

Additionally, the Director of Political Development shall ensure minutes are completed, distributed, and approved.

The Director of Political Development represents the Political Development Committee at times and places where such representation is required and shall prepare and present reports of Political Development Committee activities to the Student Senate (*ASMJC Bylaws, Article II, Section 4, Clause B*).

The Director of Political Development holds and runs ASMJC elections and at least one (1) political forum per school year (*ASMJC Bylaws, Article II, Section 4, Clause C*). The only exception is if the Director of Political Development is a candidate, then he/she would not oversee elections.

The Director of Political Development is responsible for researching and providing updates on federal, state, or local legislation that may have a significant impact on students (*ASMJC Bylaws, Article II, Section 4, Clause D*).

The Director of Political Development is responsible for advising the Student Senate on all matters pertaining to legislation (*ASMJC Bylaws, Article II, Section 4, Clause A*).

Director of College Affairs

The main role of the Director of College Affairs is to research and keep students up to date on campus wide initiatives i.e. Student Equity, Student Success & Services Program (SSSP), the Educational Master Plan (EMP), Accreditation, etc.

The Director of College Affairs or his/her designee shall serve as the Chair of the College Affairs Committee and shall prepare the agendas for the meetings at which he/she presides (*ASMJC Bylaws, Article II, Section 5, Clause A*). The Director of College Affairs should learn the basics of *Robert's Rules of Order* to be better prepared for chairing meetings. The Director of College Affairs will meet with the Associate Dean or his/her designee the week prior to the College Affairs Committee meetings to go over agenda for the meeting. All College Affairs Committee agendas must be approved prior to posting. Additionally, the Director of College Affairs shall ensure minutes are completed, distributed, and approved.

The Director of College Affairs shall be required to represent the College Affairs Committee at times and places where such representation is required (*ASMJC Bylaws, Article II, Section 5, Clause B*).

The Director of College Affairs shall be responsible for maintaining communications with MJC staff, faculty, administrators, and students about current MJC Initiatives, Policies, and Plans (including, but not limited to, the Student Equity Plan, Student Success & Services Program (SSSP), Educational Master Plan (EMP), etc.) that will affect students (*ASMJC Bylaws, Article II, Section 5, Clause C*).

The Director of College Affairs shall report to the Student Senate on pertinent college Initiatives, Policies, and Plans (including, but not limited to, the Student Equity Plan, Student Success & Services Program (SSSP), Educational Master Plan (EMP), etc.) that benefit the students of MJC (*ASMJC Bylaws, Article II, Section 5, Clause D*).

The Director of College Affairs shall report to the Student Senate on pertinent changes to YCCD Board Policy that affects students (*ASMJC Bylaws, Article II, Section 5, Clause E*).

Director of Student Relations

The main role of the Director of College Relations is to assist in communicating to the students body happenings of ASMJC. Additionally, the Director of Student Relations organizes what members of ASMJC will be working ASMJC events or other campus and community events.

The Director of Student Relations or his/her designee shall serve as the Chair of the Student Relations Committee and shall prepare the agendas for the meetings at which he/she presides (*ASMJC Bylaws, Article II, Section 6, Clause A*). The Director of College Relations should learn the basics of *Robert's Rules of Order* to be better prepared for chairing meetings. The Director of College Relations will meet with the Associate Dean or his/her designee the week prior to the Student Relations Committee meetings to go over agenda for the meeting. All Student Relations Committee agendas must be approved prior to posting. Additionally, the Director of College Relations shall ensure minutes are completed, distributed, and approved.

The Director of Student Relations shall be required to represent the Student Relations Committee at times and places where such representation is required (*ASMJC Bylaws, Article II, Section 6, Clause B*).

The Director of Student Relations shall be responsible for maintaining communications with the student body about upcoming ASMJC events (*ASMJC Bylaws, Article II, Section 6, Clause C*).

The Director of Student Relations shall provide the students and the media with press releases, as well as supervise any media that is distributed to the student body by ASMJC, with the approval of the Student Senate (*ASMJC Bylaws, Article II, Section 6, Clause D*).

The Director of Student Relations shall conduct surveys within the student body for the purpose of providing ASMJC with direction in its functions (*ASMJC Bylaws, Article II, Section 6, Clause E*).

The Director of Student Relations shall be a liaison to the Inter-Club Council as a non-voting member (*ASMJC Bylaws, Article II, Section 6, Clause F*).

The Director of Student Relations shall be responsible for advising the Student Senate on all matters pertaining to student relations (*ASMJC Bylaws, Article II, Section 6, Clause G*).

Secretary

The main purpose of an Secretary is to ensure that there is someone formally maintaining the records of ASMJC.

The Secretary records minutes at Executive Council and the Student Senate meetings and also distributes minutes to all appropriate persons (*ASMJC Bylaws, Article II, Section 8, Clause A*). All minutes are reviewed by the Associate Dean (or his/her designee) and the ASMJC President prior to distribution.

The Secretary shall be responsible for maintaining all documents pertaining to ASMJC (*ASMJC Bylaws, Article II, 8, Clause B*).

Student Trustee

The purpose of the Student Trustee is to have a student present to represent the student point of view with regard to district matters.

In compliance with District Policy No. 7015, one (1) non-voting student representative shall serve on the Yosemite Community College District Board of Trustees.

The Student Trustee serves as an *ex-officio* member of the Associated Students of Modesto Junior College Student Senate and Executive Council and shall have all privileges accorded to members of those bodies with the exception of the right to vote, make and second motions, and receive a stipend.

The Student Trustee shall be currently enrolled in a minimum of five (5) units and maintain a minimum 2.0 cumulative grade point average (GPA) during the duration of his/her term.

The Student Trustee shall serve a one (1) year term commencing on May 15th and ending May 14th of the following year.

Clubs

Purpose of MJC Campus Clubs

Study after study shows that students have a higher chance of achieving their educational goals if they participate in one extra-curricular activity while they are maintaining academic progress. Modesto Junior College offers more than 32 campus clubs that cover a variety of different student interests. Campus clubs play an integral role to campus life as they provide an extra-curricular outlet for students and host diverse and varied events on campus.

Most students join or start a club based on a special interest in a particular subject or activity. The purpose of each club is to facilitate activities that allow those special interests to come to life. Remembering these two statements can help resolve many conflicts that can arise in clubs.

All clubs must submit all required paperwork (100% completed), including an updated rosters at the start and end of every semester. have all listed club advisors and club president attend mandatory club training, and have had their charter approved by the Inter Club Council and the Associated Students of Modesto Junior College. Clubs must also submit an updated roster of members by the end of the fourth week of each semester.

Club Oversight & Governance

Modesto Junior College Campus Clubs are part of the Campus Life & Student Learning office. Megan Lee is the Campus Life coordinator of club activity. In her role, Megan advises the Inter Club Council, hosts club trainings, and assists clubs with preparing paperwork, understanding policies and procedures, and hosts club development days. Megan is available by appointment or during club drop in hours (Mondays from 1-3pm and Tuesdays from 2:30-5pm/after ICC meetings).

In addition to YCCD, MJC, Campus Life, and ASMJC policies, MJC Campus Clubs are governed by the Inter Club Council (ICC). The ICC is composed of one representatives from each active chartered club and serves as a decision-making body for clubs. The ICC is also an advisory body to ASMJC with regard to club items and the Club Development fund.

The ICC is governed by a Speaker who is assisted by a Deputy Speaker and Clerk. The role of the ICC Speaker is to chair ICC meetings in accordance with all policies and procedures. The role of the ICC Deputy Speaker is to fill in for the ICC Speaker in his/her absence. The ICC Clerk records and prepares the minutes of each meeting. Each ICC leader is elected by the ICC body to represent the best interest of clubs as a whole and should avoid conflicts of interest and statements of influence on the body. The ICC Speaker, ICC Deputy Speaker, and ICC Clerk must maintain a 2.0 grade average and be enrolled in five units throughout their terms.

Mandatory MJC Campus Club Training

Every advisor listed on a club's charter MUST attend a mandatory club training, arrive on time, and stay for the entire training. If a YCCD/MJC employee has not attended MJC Campus Club mandatory training, they are not able to serve in any capacity as an MJC Campus Club advisor. If no YCCD/MJC employee has completed the mandatory training, then the associated club will not be permitted to meet or be active in any capacity until this requirement is met.

Each club's President listed on a club's charter MUST attend a mandatory club training, arrive on time, and stay for the entire training. No other member of the club may attend in place of the president. If a club president has not attended MJC Campus Club mandatory training, then they are not able to

serve in any capacity as an MJC Campus Club President. If no club president has completed the mandatory training then the associated club will not be permitted to meet or be active in any capacity until this requirement is met.

From 2009 to 2014, only 1-3 club trainings were held per semester even though attendance at the training was required each semester. Since 2015, Campus Life & Student Learning has hosted more than 16 trainings annually and additional one on one trainings for special circumstances. Another recent improvement is that only one mandatory training is required per year. Campus Life still offers one on one trainings for one-time special circumstances. Again, this is for a special circumstance that shall be a singular occurrence. Clubs that continue to miss any of the scheduled trainings will not be eligible to be an active club.

Club Development Days

When it comes to MJC Campus Clubs, the ultimate goal of Campus Life & Student Learning is to ensure that clubs understand the best ways to be successful and sustainable. For that reason, in 2015, Campus Life launched Club Development Days. Each semester, Campus Life hosts four optional drop-in training sessions. These training sessions are 100% optional and cover topics from club organization, fundraising, and creating an agenda/minutes, to paperwork tutorials and tips on planning successful events and trips.

Campus Club Advisors

The cornerstone of any successful MJC Campus Club is a strong advisor(s) who fully understands their role and responsibilities as a club advisor. Clubs that have advisors who teach and advise, as well as model positive behaviors, including being in compliance with YCCD, MJC, and Campus Life policies and procedures, are usually advisors of MJC Campus Clubs that experience long term success. Any MJC YCCD or MJC employee may serve as an advisor as long as the following is met:

- Advisor(s) are listed on club charter and all applicable paperwork.
- Advisor(s) have completed annual club training.
- Advisor(s) have read, understood, and signed the club responsibility contract.

Employees of the college who serve as advisors are going above and beyond their job capacity with no financial compensation. Typically, an employee serves as a club advisor because, like the student club members, they are passionate about the club's focus and goals. Club advisors are essential to a healthy club life.

What is the role of an MJC Campus Club Advisor?

- Guide, mentor and help develop students who participate in club activities.
- Guidance should include the development of skills focusing on: teamwork, campus and community involvement, conflict resolution, time management, and organization.
- By accepting the role of advisor and signature holder on club paperwork, advisors are accepting responsibility for the club's fulfillment of all requirements and compliance with all YCCD, MJC, Campus Life, ASMJC, and club policies and procedures.
- CL&SL recommends that clubs have 2-3 advisors, if possible. This is a very helpful way to provide advisor coverage at all club functions. All listed advisors must attend mandatory trainings.

What are the roles and responsibilities of an MJC Campus Club Advisor?

- Ensure that all YCCD, MJC, Campus Life, and club policies, procedures, and regulations are followed. This includes ensuring that the club follows all of the policies and procedures outlined in their own club constitution.
- Ensure that an updated club roster is submitted to the Campus Life & Student Learning Program Specialist by the end of the fourth week of school each semester.
- Ensure that all liability concerns are addressed. If you, as an advisor, are unclear of liability concerns, please contact Megan Lee in the Campus Life office. Examples of avoidable negative liability concerns include: holding meetings, events, trips, or activities on or off campus without required paperwork completed and approved and without a club advisor present.
- Attend **ALL** club functions, including: meetings, activities, and trips. Clubs cannot meet without an advisor present.
- Sign off on all club functions, including: meetings, activities, and trips to ensure that all of the above items have been met or addressed.
- Ensure all paperwork is completed correctly and submitted within the required timeframe.
- Complete all mandatory trainings and ensure required club members/officers attend all mandatory club trainings.

Club Advisor Limitations

- Club advisors shall not ignore or bypass YCCD, MJC, Campus Life, and club policies, procedures, and regulations. This may be grounds for sanctions on the club.
- Club advisors shall not encourage, promote, or advise students to ignore or bypass YCCD, MJC, Campus Life, and club policies, procedures, and regulations.
- Club advisors shall not run club meetings, call meetings to order, take minutes, vote in club meetings,

or prepare paperwork. These are all student responsibilities.

What is the role of a Club Officer?

-Club officers are meant to help facilitate the needs or wants of the clubs based on club members' feedback and votes.

-With guidance from the club advisor(s), ensure that all YCCD, MJC, Campus Life, and club policies, procedures, and regulations are followed. This includes ensuring that the club follows all of the policies and procedures outlined in their own constitution.

-The club officers work with advisors to complete all required paperwork for club functions and activities.

-The club officers must maintain the minimum academic standards of enrollment with five (5) units and a minimum grade point (GPA) average of 2.0. Any club that has an officer who is not meeting these minimum requirements cannot conduct business and is subject to disciplinary action if they are academically disqualified and continue to serve as a club officer.

Club Officer Responsibilities

-Sign off on all club functions (club president), including: meetings, activities, and trips to ensure that all of the above items have been met or addressed.

-Ensure all paperwork is completed correctly and submitted within the required timeframe.

-Complete all mandatory trainings and ensure required club members attend all mandatory club trainings and meetings.

-Ensure that the Inter Club Council representative attends all ICC meetings and reports back to the club regarding ICC meetings and happenings.

-Ensure that an updated club roster is submitted to the Campus Life & Student Learning Program Specialist by the end of the fourth week of school each semester.

Club Officer Limitations

-The club officers are not "the bosses" of the club. They are expected to operate in the manner outlined in the club bylaws.

-Club officers should not ignore or bypass YCCD, MJC, Campus Life, and club policies, procedures, and regulations. Ignoring or bypassing YCCD, MJC, Campus Life, and club policies will result in the club officer being removed and/or the club facing disciplinary action.

The Importance of the Inter Club Council

The Inter Club Council is composed of a representative from each club and serves as a decision-making body for clubs. The ICC also is an advisory body to ASMJC with regard to club items, and most specifically, the ratification of new campus clubs.

Attending ICC meetings is the primary means by which clubs exchange information and learn about Campus Life & Student Learning events. This is an opportunity for clubs to be represented in the decision-making process and to stay updated on the happenings on campus.

What are the roles and responsibilities of an ICC Representative?

- Represent their club at all ICC meetings.
- Report ICC happenings back to their club.
- Participate in the ICC meetings and club events in a constructive and supportive nature.
- Contribute to the development and sense of community among campus clubs through their decision making in meetings.

Club Meetings

Club meetings are the primary place where club business and activities are conducted. Any MJC student may participate in any MJC club. It is at the clubs discretion to decide when, where, and how often a club meets. All meetings must adhere to the following:

- All meetings must be on campus and booked through the Campus Life & Student Learning office. Any meetings held on campus that have not been approved through the college paperwork process will not be sanctioned meetings, and therefore, none of that particular meeting's agenda items may move forward. Any club that is not meeting these requirements cannot conduct business and is subject to disciplinary action.
- Clubs must complete meeting room paperwork. Prior to 2015, campus club meeting requests could only be completed through the MJC Facilities office and clubs typically did not receive a meeting room until the fifth or sixth week of school. In 2015, that reservation procedure was changed. Clubs can submit a meeting room request form to Campus Life a semester in advance and have a room assigned and ready for use by the third week of school. Per MJC Facilities, no club can meet the first two weeks of school.
- Meetings must be held in the room requested by and assigned to the club. Any switching of rooms must be approved through the Campus Life office.
- Club meetings should have an agenda and be followed by minutes documenting the meeting's sequence of events. The minutes should include meeting time, location, and date of the meeting, as

well as any actions taken. Other than the items listed in this manual or items required by a club's constitution and bylaws, there are no requirements for the sequence or order of an agenda.

-Clubs advisors and leaders are required to follow all rules as outlined in the club's Constitution and Bylaws. Failure to do so will result in club disciplinary action or possible removal of individuals refusing to follow rules.

-At least one advisor who is listed on the Club Charter must be present at every club meeting and event. Any club who is not meeting this requirement cannot conduct business and is subject to disciplinary action.

Club Finances

The use of club funds must have **PRIOR** approval (i.e.: reimbursements will not be issued unless funds are approved prior to spending). Under no circumstance can club advisors or club members expend personal funds and receive a reimbursement for funds if they were not approved ahead of time. This is a policy of the MJC Business Services office.

All current club account numbers can be found at:

http://www.mjc.edu/student-services/business/asmjc_chart_of_accounts.pdf

Monthly account statements are available at the end of each month in the club mailboxes inside the Student Activities Center and by request.

Funds that are in the club (trust) account are considered to be public funds. Public funds fall under certain restrictions.

Most funds generated by way of club fundraisers are deposited into the club trust account, but if the club has intentions of fundraising for scholarships, a separate account must be established to avoid comingling of public funds and revenue.

There are special requirements that must be followed if a club intends to issue scholarships using club funds.

It is the responsibility of the club advisors and officers to know the club's account balance prior to submitting any requisitions, purchase orders, bills, or paperwork. Any club paperwork that's been submitted, but can't cover the balance, will be stopped and returned.

All requests for funds must be accompanied by club minutes showing the club's approval of the expenditure. Club minutes must include meeting time, location, and date of the meeting, as well as any actions taken. The meeting call must match the approved meeting day, location, and time as listed on the Club Meeting Room Request form and approved by Campus Life.

Club Events/Activities

In keeping with MJC College Facilities office requirements, no paperwork for any event will be processed unless it is submitted **four weeks prior to event date**. There will be no exceptions. If your event includes contracts for businesses, travel, vendors, guest speakers, or performers, please plan on submitting paperwork at least six weeks prior to the event as it must be routed through the district.

When a new idea for event is formed, it is recommended that a club officer or advisor checks with the Campus Life Club Liaison to review details.

Important considerations:

- Is this the best use of club resources?
- Do we have the membership to support the event or activity?
- Timeline for event (from idea conception to end debriefing)
- Plan properly for paperwork (Campus Life needs paperwork four (4) weeks prior)
- Club member responsibilities for event (this helps to keep things organized and avoid potential conflicts)
- Sustainability - How can this event carry on in your absence?
- Event debrief

Event Sheets

- Each time you have planned and approved an event as a club, the first step in the paperwork process is accessing the event form. It can be found on the Business Services section of the website: <http://www.mjc.edu/student-services/business/forms.php>
- The fields on the event sheet can be filled based on the logistics the club approved in the club meeting
- The prepay section is an itemized list of vendors you plan to pay directly. This space is also where you would list items such as cash advance, cash box request, YCCD Transportation, etc. It is similar to your budget breakdown
- The event form must be printed on NCR paper, which is available in the CL&SL office
- The advisor who is signing on the paperwork must be listed as an advisor on the club charter

Travel Request

- Each time you have planned and approved a trip, the first step in the paperwork process is accessing the travel request form. It can be found on the Business Services section of the website: <http://www.mjc.edu/student-services/business/forms.php>
- The advisor who is signing the paperwork must be listed as an advisor on the club charter

Club Fundraising

Determine your fundraising intentions with club members and advisors (ie: activities, trips, scholarships, etc.)

Fundraising for scholarships requires establishing a separate revenue account with the Business Office so that fundraised revenue doesn't commingle with club funds/public funds.

ASMJC money cannot be used toward scholarships or instructional events/trips.

In order for MJC to formally recognize your fundraiser as a college club fundraiser, event paperwork

needs to be in place with the addition of a fund drive form.

The advisor who is signing the paperwork must be listed as an advisor on the club charter.

Any club that is not meeting these requirements when planning or conducting a fundraiser cannot conduct business and is subject to disciplinary action.

Fund Drive Form

- Once your club has approved a fundraising event in a club meeting, the first step in the paperwork process is accessing the event form.
- The paperwork for a fundraiser is similar to the standard event paperwork, but also requires a Fund Drive Form in order to be a formally recognized MJC club fundraiser.
- The advisor who is signing the paperwork must be listed as an advisor on the club charter.

Process for Club Disciplinary Actions

Any Club Advisor or Club that is in violation of any of the rules listed in this manual will face the following disciplinary actions.

Step One: Written Warning and required completion of club training and club probation for the remainder of the academic year.

Step Two: One month club suspension from all club activities and finances. The club will be on probation for the remainder of the academic year as well as the following year, and the Advisor and club officers must go through additional club training sessions.

Step Three: One semester club suspension from all club activities and finances and club probation remainder of the academic year as well as the following year. Existing Advisor and Officers no longer eligible to be club officers remainder of the academic year as well as the following year.

Step Four: One year club suspension from all club activities and finances. Existing Advisors are no longer eligible to be a club advisor for any club.

* If a club is placed on probation and has had no further problems, then they are removed from probation.

Meeting Agendas & Meeting Minutes

Meeting Agendas & Meeting Minutes for Committees

The following section pertains to ASMJC and Clubs

Agendas are a way of letting committee members and members of the public know what is to be discussed at meetings. Minutes are a permanent, formal record of what happened at a meeting. Only the items discussed in front of meeting participants can be included in the minutes.

Agendas

An agenda serves two purposes. The first purpose is to help organize a meeting and understand what should and shouldn't be discussed. The second purpose is to give committee members and members of the public advance notice of what will be discussed so they can be prepared for the meeting.

Below is an example of an agenda:



Committee Name
Full Date & Time
Location (Building Name, Campus)
Agenda

- I. Roll Call
- II. Public Comments
- III. Action Items
 - a. Item to vote on
 - b. Item to vote on
- IV. Discussion Items
 - a. Item to discuss
 - b. Item to discuss
- V. Announcements
- VI. Future Meetings
- VII. Adjournment

Minutes

People who were not at the meeting cannot correct the minutes or vote on their acceptance. After all, they did not hear what was presented to the group and, when voting, they should abstain. Minutes should contain key points of important discussions to show thorough examination of a topic; do NOT write minutes verbatim for the following reasons as the purpose of minutes is to highlight the action of a meeting not provide a full narrative of everything from the meeting.

Tips for Recording Minutes

- Write minutes in a bound notebook for a permanent record. You may also wish to use a laptop or a digital voice recorder. It is recommended that you write down minutes and have a recorded digital copy to refer to in the future as needed
- Number pages consecutively for each set of minutes
- Keep minutes from all meetings in the same “Minute Notebook”
- Leave a margin in the book to allow for corrections or even small notes to “self”
- Record meetings on a digital voice recorder, or a smartphone recording application
- Record what is done and by whom
- Record first and last name of member who introduced a motion
- Record results of each vote (passed or failed)
- Record a ballot vote as following:
 - Number of eligible votes,
 - Number of affirmative votes (ayes), and
 - Number of negative votes (no)
- Do not write down personal opinions on what is said or done in the meeting, only what actually occurred
- Record minutes in a paragraph form or by subject headings
- Record business in the order in which it was done – even when taken out of order on the agenda
- Remember: “Who-What-When-Where-Why-How” to check that all pertinent information has been recorded for action items

How to Plan and Take Meeting Minutes

Before the Meeting

- Choose your tool to take minutes (recorder, laptop, notebook, etc.)
- Make sure your tool of choice is in working order and have a backup, just in case
- Use the meeting agenda to formulate an outline

During the Meeting

- Pass around an attendance sheet or take roll verbally
- Obtain a list of committee members and make sure you know everyone’s identity
- Note the call to order
- Do not try to write down every single comment – just main ideas and actions items

- Write down motions, who made them, and the results of the votes, if any; no need to write down who seconds the motion
- Make note of any motions to be voted on at future meetings
- Note the adjournment time

After the Meeting

- Type up the minutes as soon as possible after the meeting while everything is still fresh in your mind and to allow financial matters to be processed in a timely fashion
- The minutes should include the name of organization, name of committee (if any), and type of meeting (general/member, board, etc.)
- Include time the meeting began (called to order) and ended (adjourned).
- Proofread the minutes before submitting them to the president or chairperson.

Minutes Example



**Activities Committee
September 23, 2016-3:00pm
ASMJC Executive Office-Student Center-MJC East Campus
Minutes**

- I. **Present:** James Doe (ASMJC), Jane Doe (ASMJC), Jamie Smith (ICC), John Smith (ICC)
Absent: Tina Apple (ICC), Bobby Apple (ASMJC)
- II. **Public Comments**
Mike from the Great Sleepers Club noted that he likes what the committee is doing and to keep up the good work.
- III. **Action Items**
 - a. **Cram Night Budget**-James presented the approved by the Senate for Cram Night. James made some suggestions on what we need to purchase right away. Jane motioned to approve the budget. John second the motion. No further discussion took place. Motion passed 4-0.
 - b. **Club Rush Budget**- James presented the approved by the Senate for Club Rush. James made some suggestions on what we need to purchase right away. Jamie motioned to approve the budget. John second the motion. No further discussion took place. Motion passed 3-1 (**Yes**-Jamie Smith, John Smith, James Doe, **No**-Jane Doe).
- IV. **Discussion Items**
 - a. **Volunteers for events**-James mentioned to everyone we will need to recruit volunteers for events. Committee discussed possible volunteers.
 - b. Set up for events- James mentioned to everyone we will need to recruit volunteers for set up. Committee discussed possible volunteers.
- V. **Announcements**
Bobby announced that the ASMJC BBQ is Friday at 12:00pm in the Quad
- VI. **Future Meetings**
Next Activities Committee Meeting will be October 23 at 3:00pm.
- VII. **Adjournment**
Meeting Adjourned at 4:15pm

ASMJC Standing Committees

ASMJC Standing Committees

Participating in standing committees is a way for ASMJC members to get an inside look at many of the day-to-day items that ASMJC will later review for a formal Senate vote. For example: the Legislative Committee will work out all of the details of a bylaws change, from spelling and grammar, to content and structure, and then send it to the Senate for action.

Committee Limitations

Standing committees are advisory bodies to the Student Senate (*ASMJC Bylaws, Article VIII, Section 1, Clause A*).

Standing Committees submit recommendations and activity reports to the Student Senate (*ASMJC Bylaws, Article VIII, Section 4, Clause B*).

Committee membership of Standing Committees consists of the committee chair, four Student Senators, four (4) Club Officers, and two Student Commissioners (*ASMJC Bylaws, Article VIII, Section 4, Clause C*).

Committee members each have one vote (*ASMJC Bylaws, Article VIII, Section 4, Clause D*).

Committee Limitations

A committee does not hold the authority to stop an item from moving forward to the Senate. For example, the Legislative Committee may have a negative recommendation for a bylaw change, but the bylaw will still move forward to the Senate for a vote. In this instance, the Legislative Committee would simply inform the Senate it was not in favor of the change.

A committee holds no decision making authority in ASMJC. They are simply advisory bodies.

A committee can't create positions within the committee.

There are no Co-Chairs of a committee. The assigned Executive Officer is the chair of their respective committee. In the event that they can't chair a meeting, another Executive Officer should fill in.

Political Development Committee (Chair: Director of Political Development)

The Political Development Committee shall be responsible for monitoring relevant federal, state, and local legislation that may have an effect on students and for making recommendations to the Student Senate regarding appropriate action on said legislation. (*ASMJC Bylaws, Article VIII, Section 4, Clause A*).

The Political Development Committee shall be responsible for planning, implementing, coordinating, and evaluating activities that heighten political awareness and promote political activity of the general student body regarding issues that affect the students. (*ASMJC Bylaws, Article VIII, Section 4, Clause B*).

The Political Development Committee shall be responsible for planning, implementing, coordinating, and evaluating yearly elections (*ASMJC Bylaws, Article VIII, Section 4, Clause C*).

The Political Development Committee shall review and make recommendations on amendment proposals to the governing documents of ASMJC (*ASMJC Bylaws, Article VIII, Section 4, Clause D*).

College Affairs Committee (Chair: Director of College Affairs)

The College Affairs Committee shall be responsible for the reviewing of MJC Initiatives, Policies, and Plans (including, but not limited to, the Student Equity Plan, Student Success & Services Program (SSSP), Educational Master Plan (EMP), etc.) that affect, or will affect, MJC students (*ASMJC Bylaws, Article VIII, Section 5, Clause a*).

The College Affairs Committee shall be responsible for the monitoring of relevant YCCD Board Policies that affect, or will affect, MJC students (*ASMJC Bylaws, Article VIII, Section 5, Clause B*).

Student Relations Committee (Chair: Director of Student Relations)

The Student Relations Committee shall be responsible for the maintenance and improvement of the visibility of public relations between ASMJC and the college (*ASMJC Bylaws, Article VIII, Section 6, Clause A*).

The Student Relations Committee shall support ASMJC activities through the recruitment of volunteers, or any other tasks, as needed (*ASMJC Bylaws, Article VIII, Section 6, Clause C*).

The Student Relations Committee shall be responsible for holding a town hall forum, once per semester, to inform students of ASMJC activities and solicit feedback from students on campus issues (*ASMJC Bylaws, Article VIII, Section 6, Clause D*).

Budget

Budgets and Budget Management

A budget is an estimate that has been deliberately allocated for an account prior to the start of a new fiscal year. Establishing budgets for both revenue and expense accounts are necessary and provide starting points for tracking funds throughout the year. The budget will provide a guideline for spending throughout the year. In order to make sure your organization has sufficient funds to cover your latest activity or trip and to avoid overspending, it is crucial that proper accounting and tracking practices are maintained.

Fund Requests

All funding requests are limited to \$3,000 for any non-ASMJC request. Any non-ASMJC funding request shall be limited to one request per fiscal year from any division, office, organization, committee, event, or employee. For example, if Literature & Language Arts requests funding and is approved, then that division may not make any additional requests for the remainder of the fiscal year. Funding approval occurs on a year to year basis; receiving funding in previous years does not guarantee additional funding in subsequent years.

Any funding request made by a club shall be taken from the Club Development fund and must follow all rules and regulations associated with Club Development funds (i.e.: public funds). Any funding request made on behalf of a club shall be made by a club member who is not an ASMJC Executive Officer or Senator.

If funding is approved, it is the responsibility of the organization or individual requesting funding to follow up with all required paperwork for payment. No purchases shall be made until funds have been approved and this process is complete.

Any Fund Request Forms submitted are subject to the approval of the ASMCJ President for placement on the Senate Agenda. Executive authority shall be vested in the President who shall be responsible for the enforcement of Student Senate rules and regulations (ASMJC Bylaws: Article II, Section 1, Clause A)

If placed on the Senate agenda by the ASMJC President, funding request are subject to the approval of the ASMJC Senate.

Expenditures must also be for good and services other than those the school entity should provide from its own funding sources. Thus is the district's responsibility, or the district has paid for the expenditure in the past, or if ASMJC is being asked to pay for an item or service because of district budget cuts, it is not an allowable expenditure (California FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, 2016, p. 185)

Any funds approved must have a final invoice submitted for payment no later than June 1. **Any invoices submitted after this date will no longer be eligible for funding.**

Event/Trip Budgets

Preparing a budget for a specific event or trip requires that you research every element associated with the activity in order to come up with a reasonable estimate of funds to request. Bear in mind that things like cash box requests (for change), incidentals (for miscellaneous supplies like napkins, plates, charcoal, etc.), cash advances, and district transportation all must be factored into this budget and approved in the minutes (for club requests). Only the items accounted for in the budget breakdown may be purchased for the event or trip; they are considered to be authorized expenditures.

Event/trip budget funding comes out of a budgeted expense account.

Business Services Accounting Procedures Manual

The Business Services Accounting Procedures Manual is a helpful resource to aid in planning and managing the budget. The Business Services Office processes all completed paperwork that relates to ASMJC and club funds.

ASMJC Budget Development

The Finance Committee of the Associated Students of Modesto Junior College (ASMJC), with assistance from the ASMJC Advisor, plans for and prepares the budget. The ASMJC Senate reviews and approves the Budget. ASMJC must submit its approved budgets by May 1st of each year to MJC Business Services for processing. After the budget has been determined, the information must be entered on the provided "Budget Form". A separate budget must be created for all ASMJC Funds (revenue and expense for 71-ASMJC General Fund, 72-Student Representation, and 73-Student Center). In addition, a copy of the ASMJC Senate minutes approving the Budget must be attached.

ASMJC Budget Revisions

Budget monitoring is the process of comparing the budget to the actual revenues and expenses at a point in time to determine whether the revenues are coming in as expected, and that the expenses are not exceeding the amounts authorized in the budget. The ASMJC Finance Committee and ASMJC advisor should monitor the budget at least monthly, so that there is adequate time to adjust plans if the budget is not realistic or if the planned goals will not be met because of lower-than-projected revenue or higher-than-projected expenses. The ASMJC Finance Committee should revise the budget whenever any significant changes occur. The ASMJC Senate must approve all budget adjustments and record them in their meeting minutes. The ASMJC Advisor and the Associate Dean of Student Services can make recommendations on all changes to the budget.

Expenditures

Expenditure Transfers and Purchase Orders

ASMJC can assist clubs and other organizations on campus with fundraising events, trips, and seed monies. ASMJC requires a completed fund request packet before the request is reviewed at an ASMJC meeting. Once a request has been approved by ASMJC, an appointment must be made with a staff member to process the appropriate paperwork before any event/trip arrangements can be made.

Cash Advances

The purpose of a cash advance is to provide a method for purchasing supplies or pay for other miscellaneous expenses (not including travel) for ASMJC or club activities. A cash advance is the only method of accessing funds without the funds being issued directly to a vendor. Cash advances may only be issued to advisors, not students. All original receipts and unused cash from a cash advance must be returned to the Business Office within two business days of the conclusion of the event or trip. Failure to return the receipts and unused cash within two business days may result in a suspension of funds. Cash advances may only be issued in conjunction with an event or trip, not as a stand-alone form.