Campus Clubs Handbook
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Purpose of the Campus Clubs Handbook

Campus Life & Student Learning is the department responsible for the oversight of all campus events. This includes Associated Students of MJC (ASMJC), Commencement, Positive Speaker Series, African American Education Conference, Hispanic Education Conference, Women’s Empowerment Luncheon, Pride Educational Conference, Project LEAD, Project GIVE, Free Lunch on Wednesday (FLOW) and all campus clubs.

While Club Advisors may work in various departments, clubs do not operate in any manner under any division or department other than Campus Life.

Facilitating club success is the highest priority for Campus Life & Student Learning. With many clubs taking part in hundreds of activities each year, it is important that each club understands and knows what is required to hold meetings, use funds, and host events that are all within the rules of the district and the college. Campus Life serves as the process center to many policies and procedures that are a part of YCCD, MJC Business Services, MJC Facilities, and MJC Media Services. All of these departments play a key role in booking a room or hosting a campus event.

This handbook is just one of several ways Campus Life & Student Learning helps ensure that clubs have the most positive experience on campus.

“It is amazing all the behind the scenes work it takes for a club to be successful. From the advisor and club members to Megan and the Campus Life staff. It truly takes a village.”

Siegfried Guentensperger
Former YCCCD Student Trustee/Engineering Club member

“I love being involved with clubs. I love how much everyone in clubs all care about each other. I love club rush, I love seeing everyone out there”.

Maria Hernandez
Spanish Club Member
Campus Life & Student Learning

Campus Life & Student Learning oversees hundreds of events and activities each school year. From department events, ASMJC events, campus club events, to the MJC’s graduation luncheon and commencement ceremony, the department stays very busy. In addition to these events, Campus Life oversees the ASMJC Benefit Program, Student ID Card Stations, and is home to Project LEAD, Project GIVE, and the Student Internship Program.

The staff members of Campus Life each play a very unique role that allows the department to best serve students.

Alejandra Espinoza - Campus Life Manager

Alejandra is the administrator that oversees the Campus Life & Student Learning Department. Alejandra is responsible for the Associated Students, Project LEAD, Project GIVE, Campus Clubs, Commencement, as well as all department events.

Alejandra is the supervisor for all Campus Life Staff.

Alejandra’s direct supervisor is Dean Dr. Matthew Lopez – Phillips

Carmen De La Cruz - Program Specialist

Carmen wears several hats in her role as program specialist. In her role with Campus Life, Carmen oversees all areas of campus clubs and Campus Life/ASMJC events and activities. Carmen is also coordinates the Free Lunch on Wednesday (FLOW) program.

Carmen’s direct supervisor is Alejandra Espinoza.

John Griffin - Program Assistant

John is the person responsible for the operations of the ASMJC Student Benefit Program and MJC ID Card station on the East Campus. John also assists the Campus Life Manager with ASMJC. This may include trainings, conferences, and activities and events.

John is also responsible for the East Campus Free Lunch on Wednesdays (FLOW) program. John’s direct supervisor is Alejandra Espinoza.
Modesto Junior College  
Campus Life Staff

Mitch Miller - Student Center Technician

Mitch is the person responsible for the operations of the ASMJC Student Benefit Program and MJC ID Card station on the West Campus. Mitch also coordinates all technical needs for activities and events that take place in the West Campus Mary Stuart Rogers Building.

Mitch’s direct supervisor is Alejandra Espinoza.
Campus Life Mission Statement

The Campus Life and Student Learning department 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.

Campus Life Policy

Staff and students conducting business as part of Campus Life & Student Learning will do so in a professional manner. There will be zero tolerance for behaviors that are attacking, abusive, uncivil, unfair, or impolite. Such behaviors will result in disciplinary actions. These disciplinary actions may apply to staff and students and could result in a loss of privileges or suspension from Campus Life programs, clubs, activities or events.
Campus Life Complaint Process

As is the case for every department on campus, students and staff have the right, and are encouraged, to voice their opinions if there is an issue or situation with which a student or staff 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, 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 Campus Life Manager, Alejandra Espinoza.

**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 Campus Life Manager, Alejandra Espinoza.

**Campus Life Manager:** If at any time there is an issue with the Campus Life Manager, Alejandra Espinoza, please report it to Dr. Matthew Lopez –Phillips

*Students and Staff please note, complaints and concerns **must** follow proper protocol. This means that complaints and concerns should be addressed at the fist level and work their way up. If someone chooses to skip protocol or steps, they will be re-directed at each level to follow the proper process.
Student Activities Center

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 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.

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.

Under no circumstances should any student be in the staff area of the Student Activities Center without permission.

Student Activities Center-ASMJC Use

Each member of ASMJC is assigned to a specific work area in the Student Activities Center. ASMJC members shall refrain from using work areas that are not assigned to them.

ASMJC members shall only conduct ASMJC business when in the office. The office facilities, 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. ASMJC members 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. ASMJC members shall refrain from touching any items on any desk that is not assigned to them.
Campus Life Behavior Expectations

YCCD Board Policy 7-8057 Civility

“Members of the Yosemite Community College District embrace the value of civility, which promotes mutual respect, fairness, concern for the common good, and politeness. The diversity of thought and ideas, on which an academic community thrives, is best maintained by a policy of respect and civility”

YCCD Board Policy 4300 Field Trips and Excursions

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity. Field trip requests by instructors shall require the approval of the College President or designee. All field trips must be for the purpose of providing educational experiences, which cannot be duplicated on campus and are directly related to course content. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. Student out-of-state travel must be pre-approved by the Board. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

All YCCD Policies can be found at: https://www.yosemite.edu/trustees/boardpolicy
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 15 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.

Requirements for New/Returning Club

Each club is required to complete the following terms prior to being chartered:

1) Complete Club Registration packet Submit Club Registration Packet to Carmen De La Cruz, by email, by the third week of the semester. The packet should include student club members’ first and last names as well as W#s and school email address. Can be found in the MJC Campus Life Club webpage: https://www.mjc.edu/studentservices/sdncl/clubs.php

2) Must submit a club description

3) Must have a minimum of 5 Officers/members

4) All Club officers must have a minimum GPA of 2.0

5) Club officers must be enrolled in a minimum of 5 units

6) Must have an advisor (Advisor must be a YCCD employee, Attend all club functions including, but not limited to, meetings, activities, and trips, Ensure all required paperwork is submitted)

7) Club President and all Advisors must attend one Club Training per year during the scheduled offerings

8) Must submit the club constitution and bylaws

9) Must submit meeting dates/time (including zoom links) Or if meeting in person submit the following to Carmen De La Cruz Via email:

   • Club Name
   • Club Meeting dates and Times
   • Advisor
   • How many individuals will attend?
   • Location preferred

10) Club Members and Advisors must complete YCCD Title IX Training
Associated Students of Modesto Junior College

Club Registration Packet

The Associated Students of Modesto Junior College are responsible for the registration of all student clubs and organizations. To be considered as a new or returning club, this packet MUST be submitted along with a Constitution and Bylaws, Officer Roster, and Membership Roster with five (5) members to Campus Life Department and Student Learning.

Club Name: 
Meeting Day(s) and Time(s): 
Meeting Location (zoom link): 
Officer Position and Name: 
Major: Class Level
Student Email: Phone:
ICC Representative: Class Level
Major: Email: Phone:
Email: Phone:
Faculty/Staff Advisor: Email: Phone:
The membership of has agreed to abide by the Inter-Club Council’s Standing Orders and the ASMJC Constitution and Bylaws. We are aware of and agree to abide by the following rights, privileges, and responsibilities:

1. We must attend all Inter Club Council Meetings. If we are absent from three regular meetings, our active status shall be suspended and our funds will be frozen. ICC meetings will be every 2nd and 4th Tuesday of the month beginning Tuesday September 14th at 2:30 p.m. over zoom until further notice.
2. If our club is inactive for two consecutive semesters, all club funds and assets shall be absorbed into the ASMJC club development fund.
3. We shall ensure that all records pertaining to our club, including but not limited to our Constitution and Bylaws, Officer Roster, and Membership Roster will be kept updated and we shall promptly inform the Campus Life Department and Student Learning of any changes.
4. All club funds shall be kept in an on-campus account under the support of ASMJC.
5. We must have an active Advisor who attends all club functions and verifies officer eligibility.
6. Club officers must maintain a 2.0 grade point average or higher to hold office.
7. Club officers must be enrolled in 5 units to hold office.

Signature of Club President 
Date 
Signature of Club Faculty/Staff Advisor 
Date 

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STUDENT ORGANIZATION CONSTITUTION OUTLINE

Constitution of the:
Adopted on:

ARTICLE I (Name)
The name of this organization shall be the …

ARTICLE II (Purpose)
State the purpose and the need of the organization – Establish aims which are educational and compatible with the best interests of the college

ARTICLE III (Membership)
Section 1. A minimum of three (3) members is required to establish a student organization.
All members must be currently enrolled at MJC. Membership selection must remain open without regard to race, creed, sex, religion, or national origin. All student organizations must promote the values of learning, communication, fellowship, financial security, and health as established by Modesto Junior College.

ARTICLE IV (Officers)
Section 1. List officer positions
Section 2. Election and duties of officers
Section 3. Eligibility of officers. A membership roster must be filed with the CL & SL Office. It is the responsibility of each club to update the list by the end of the 4th week of the semester.

Section 4. Vacancy of office
Section 5. Tenure of office

ARTICLE V (Financial Provisions)
Section 1. Audit and record keeping
Minutes of all meeting and financial statements for activities must be filed in club binder.

ARTICLE VI (Advisor)
Section 1. Selection of Advisor
All student organizations must have at least one district employee to serve as advisor. The advisor must be present at all registered campus activities of the organization.

ARTICLE VII (Activities & Rules)
The Campus Life office must approve all materials to be posted on campus. All student organizations are responsible to following the State Educational Code regulations and YCCD Standards of Conduct. All club events & trips must have the proper paperwork on file prior to the activity.
Modesto Junior College

Club Oversight & Governance

Modesto Junior College Campus Clubs are part of the Campus Life & Student Learning department. Alejandra Espinoza is the administrator who oversees Campus Life & Student Learning. Program Specialist, Carmen De La Cruz, is the Campus Life coordinator of club activity.

In her role, Carmen advises the Inter Club Council, hosts club trainings, and assists clubs with preparing paperwork, enhancing club understanding of policies and procedures, and hosts club development days.

The Associated Students recognize the Inter Club Council (ICC) on all matters pertaining to clubs. The ICC is composed of one representative from each active chartered club and serves as a decision-making body for clubs. The ICC is also an advisory body to ASMJC with regards 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 college and district policies and procedures. The role of the ICC Deputy Speaker is to fill in for the ICC Speaker in his/her/their absence. The ICC Clerk records and prepares the minutes for each meeting. Each ICC leader is elected each Spring 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.
The ICC is recognized by the Associated Students of MJC in Article V of the ASMJC Bylaws:

**Section 1: Establishment**

**Clause A:** An Inter-Club Council has been established as an subsidiary body of ASMJC to advise and promote activities of campus clubs.

**Clause B:** The Inter-Club Council is not a representative body of the student body. Only issues pertinent to campus clubs shall be considered by the Inter-Club Council.

**Section 2: Authority**

**Clause A:** The Student Senate recognizes the Inter-Club Council on matters pertaining to clubs.

**Clause B:** The Inter-Club Council may advise the Student Senate on any matter that falls within the scope of club activities.

**Clause C:** The Inter-Club Council shall operate in accordance with ASMJC bylaws, policies and procedures.

**Section 3: Standing Orders**

**Clause A:** The Inter-Club Council shall maintain articles to regulate its internal operations. The Articles may not conflict with Associated Students of Modesto Junior College’s Constitution, Bylaws, Yosemite Community College District Board Policy, or any other applicable statute or regulation.

**Clause B:** Changes to the ICC articles shall require a majority vote of the ASMJC Senate.

**Clause C:** The Inter-Club Council Articles may be amended by a two-thirds (2/3) vote of the Inter-Club Council and the consent of the Student Senate by a majority vote.

**Clause D:** ICC articles shall be reviewed yearly by ASMJC and the ICC.
Section 4: Representation and Officers

Clause A: The Speaker of the Inter-Club Council shall preside over the meetings of the Inter-Club Council.

Clause B: The Deputy Speaker of the Inter-Club Council shall preside over the meetings of the Inter-Club Council in the absence of the Speaker.

Clause C: The Clerk of the Inter-Club Council shall be the custodian of any and all records of the Inter-Club Council.

Clause D: All officers of MJC Clubs and the Inter-Club Council meet the minimum standards of scholarship for Modesto Junior College as defined by Yosemite Community College District Board Policy.

Clause E: All Inter-Club Council Officers are required to attend mandatory trainings hosted through the Office of Campus Life & Student Learning.

Clause F: Upon being voted in as an officer of the Inter-Club Council, all officers must relinquish their role as an officer of any club(s) or Inter-Club Council Representative to avoid a conflict of interest for the duration of their elected term. Failure to do so will result in immediate dismissal of ICC position.

Clause G: Officers of the Inter-Club Council shall hold no motion, voting, or nominating rights.

Clause H: Officers are not permitted to speak to issues related to a club that they are a member in or affiliated with during any ICC meetings. Under extenuating circumstances the ICC, by a majority vote, may approve the speakers participation.

Clause I: Officers must follow the rules of Campus Life, ASMJC Constitution and Bylaws, and articles of the ICC.

Clause J: Officers must meet with Campus Life staff and have Campus Life approval staff approval prior to posting and sending out ICC Agendas to ensure agenda is compliant with all rules and regulations.

Section 5: Discipline of ICC Officers

Clause A: ASMJC reserves the right to remove any ICC officer for any of the following reasons:

1) Violation of the ethics of the position
2) Participation in topics that are of a conflict of interest
3) Pursuing issues in the name the ICC that are not issues pertaining to clubs
4) Violation of YCCD, MJC, ASMJC, or ICC policies and procedures

Clause B: Prior to the consideration of the removal of any ICC officer, ASMJC shall give an officer the opportunity to correct behaviors that would lead to discipline or removal. This would mean the ICC officer would be notified in writing of said behavior and the manner in how to correct the behavior.
Clause C: The process of removal of any ICC officer by ASMJC shall include a hearing before the ASMJC Executive Council, chaired by the ASMJC President, and include the following:

1) Notice to the ICC officer, in writing regarding to the offenses that have led to the potential of removal
2) The opportunity for the officer to address the issues that have led to the potential removal from office
3) The opportunity of ASMJC Executives to hear from ICC members both against and/or in favor of the removal.
4) A roll call vote of the ASMJC Executive Council for final determination
5) Removal of an ICC Officer shall require a majority vote of the ASMJC Executive Council.
6) One ICC representative, not affiliated with the officer in question shall be appointed by a majority vote of the ICC to serve on the decision-making committee.

Clause D: Any ASMJC Executive Officer that is a member of a club affiliated with the officer being potentially removed shall be dismissed from the proceedings.

ICC Articles

The ICC Articles are the rules (within YCCD, MJC, Campus Life, & ASMJC) that govern ICC Meetings and operations.

The ICC Articles can be found at: https://www.mjc.edu/studentservices/sdncl/clubs.php
Modesto Junior College
Club Advisors’ Roles

Club Advisors

The cornerstone of any successful MJC Campus Club is a strong advisor (s) who fully understands and accepts 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 terms are met:

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

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 overall role of an MJC Campus Club Advisor?

- Help 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 and liability for the club’s fulfillment of all requirements and for maintaining compliance with all YCCD, MJC, Campus Life, ASMJC, and club policies and procedures. Advisors who do not follow policies and procedures put themselves and the clubs at risk of discipline.

- 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 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’s constitution and governing documents.

- Ensure that an updated club roster is submitted to the Campus Life & Student Learning Program Specialist by the end of the third week of school each semester.
What are the responsibilities of an MJC Campus Club Advisor?

- Ensure that all liability concerns are addressed. If you, as an advisor, are unclear of liability concerns, please contact Carmen De La Cruz 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 holding an activity without having a club advisor present.

- Attend **ALL** club functions, including: meetings, activities, and trips. Clubs cannot meet, travel or attend any function as a club 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, removal of the advisor, and, depending on the violations, being forwarded to Human Resources.

- 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 elected to help facilitate the needs and wants of the club based on club members’ feedback and votes.

- With guidance from the club advisor(s), club officers help to 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 with 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 third 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 shall 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.
What is the role of a Club President?
- Attend all club meetings and create club meeting agenda.
- Help facilitate the needs and wants of the clubs based on club members’ feedback and votes.
- Work with advisors to complete all required paperwork for club functions and activities.
- Chairs the club meetings along with signing official paperwork.
- Communicate with Program Specialist Carmen De La Cruz on any questions regarding paperwork needed for events.

What is the role of the Vice President
- Presides at meetings in the absence of the president.
- Attend all club meetings.
- Assist Club President in any way.

What is the role of the ICC Representative
- The Inter-Club Council (ICC) Representative needs to attend ICC meeting the 2nd and 4th Tuesdays of the month in the Fall and Spring Semester from 2:30 p.m. -3:30 p.m.
- Attend all club meetings.
- Vote during ICC meetings regarding charting new clubs and any agenda items.
- Provide a brief report on what their club has been doing and what they are planning.

What is the role of the Secretary
- Secretary will be responsible to take minutes during club meetings and keep records.
- Attend all meetings.
- Make the club agenda for upcoming meetings.
- Provide minutes after meeting to Club President and Club Advisor.

What is the role of the Treasurer
- Treasurer will be responsible for keeping track of club finances.
- Attend all meetings.
- Help with fundraisers.
- Keep records of fundraising sales.
- Suggest fundraising opportunities and why they can improve club.
In keeping with MJC College Facilities office requirements, no paperwork for any event will be processed unless it is submitted **two full 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 check with the Campus Life club specialist to review details.

**Important considerations:**

- Is this the best use of club resources?
- Do we have the membership to support this event or activity?
- Timeline for event (from idea conception to end debriefing and deposits)
- Plan properly for paperwork (Campus Life needs completed paperwork three (3) weeks prior to the scheduled activity)
- 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 (who turns in receipts, deposits, etc, if applicable)

**Event Forms**

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/studentservices/business/forms.php](http://www.mjc.edu/studentservices/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 (corresponding form must accompany packet), cash box request (corresponding form must accompany packet), YCCD Transportation, etc. It is similar to your budget breakdown.

The advisor who is signing on the paperwork must be listed as an advisor on the club registration packet.
Check list for Club Events

1. Present Event Idea to the entire club during official club meeting.
2. Club members discuss and vote on Event Idea
3. Club President and Advisor fills out and sign Event Form located at the following webpage: [https://www.mjc.edu/studentservices/business/forms.php](https://www.mjc.edu/studentservices/business/forms.php)
4. If a cash advance is needed, fill out a Cash Advance Payment form located at the following webpage: [https://www.mjc.edu/studentservices/business/forms.php](https://www.mjc.edu/studentservices/business/forms.php)
5. Club minutes and signed Event Form need to be emailed to Program Specialist Carmen De La Cruz at: delacruzm@yosemite.edu
6. Event form will need to be approved and signed by Dean of Counseling.
7. After Event form is signed it will be routed to Facilities for final approval and paperwork.
8. Club Advisor will receive final approval of event through email.

*REMEMBER:

- If your event is time sensitive, begin paperwork 4-6 weeks before the event in order to allow enough time to get it completed and approved.
- Holding an event without the above paperwork and approvals will constitute a disciplinary action.
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/studentservices/business/forms.php.

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

Due to COVID restrictions, please contact Carmen De La Cruz before planning a club trip.

Club Fundraising

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

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 registration packet.

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 Fund Drive form can be found in the club section of the website: https://www.mjc.edu/studentservices/sdncl/funddriveform.pdf.

The advisor who is signing the paperwork must be listed as an advisor on the club registration packet.
Check list for Club Fundraisers

1. Determine Fundraising intentions to the entire club during official club meeting.
2. Club members discuss and vote on Fundraising Idea.
3. Club President and Advisor fills out and signs Event Form located at the following webpage: https://www.mjc.edu/studentservices/business/forms.php
4. 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: https://www.mjc.edu/studentservices/sdncl/clubs.php
5. If a cash advance is needed, for the fundraiser, fill out a Cash Advance Payment form located at the following webpage: https://www.mjc.edu/studentservices/business/forms.php
6. Club minutes and signed Event Form need to be emailed to Program Specialist Carmen De La Cruz at: delacruzma@yosemite.edu
7. Event form will need to be approved and signed by Dean of Counseling and Fund Drive need to be signed by VPSS office, VPCAS office and the President’s Office.
8. All completed paperwork will then be submitted to facilities department.
9. Club will receive final approval of event through email.

*REMINDER:

- If your event is time sensitive, begin process with enough time to get it completed and approved. Campus Life & Student Learning Office needs 5 weeks to approve fundraiser.
- Having an event without the above paperwork and approvals will constitute a disciplinary action.
How to fill out a Fund Drive Form

Fundraiser Description
A fundraising event (also called a fundraiser) is an event or campaign whose primary purpose is to raise money for club event or trip. Whether you have a fundraiser on or off campus as a club, a fund drive form must be completed. If it’s a new concept, it is recommended that a club officer or advisor check with Campus Life.

How to fill out Fund Drive Form

- For clubs, the sponsoring division/department is CL&SL.
- The contact person is the club member who is completing the form.
- We recommend putting “Semester and Year” for the day, time, date filed (ie. Fall 2021 or Spring 2021)
- Clubs are responsible for obtaining the advisor’s signature (line 1)
- Signature lines 2-4 are obtained by CL & SL and Facilities. The forms circulate through the VPSS office, VPCAS office, and the President’s office.
- Clubs must submit a short description of Fundraiser

Fund Drive Form: Sequence Of Events

- First: Meeting takes place. This is where you approve the fundraiser.
  - When: Beginning of the semester
- Second: Fund drive form is completed and submitted.
  - When: Four weeks prior to the fundraiser
- Third: Facilities received completed fund drive form and all listed club fundraisers are on file.
  - When: Two-three weeks prior to fundraiser
REQUEST FOR APPROVAL
FUND DRIVES OR SOLICITATIONS

In keeping with YCCD Board Policy 6-3012, the Board of Trustees authorizes District and College staff and college-related organizations to conduct sales drives or public solicitations. Before such drives or solicitations are undertaken, approval must be obtained in accordance with applicable administrative procedures.

Procedures

I. Approval is required from the College President prior to beginning fund drives or solicitations for the benefit of college-sponsored events or clubs.

II. Major public fund drives that will be conducted in the community require approval of the College President and Chancellor. The Chancellor will report these activities to the Board of Trustees. Each fund drive will be evaluated to ensure that no public resources are used for private gain or advantage. Also, no public resources will be used for fund drives or solicitations from private organizations.

Please complete the form below, obtain the required signatures prior to planning your fund drive or solicitation. Once all required signatures are obtained, submit to the Events/Facilities office for completion of the Facility Use Agreement.

-SPONSOR INFORMATION-

Sponsoring Division/Department: ______________________ Date of Application: ______________

Contact Person: ______________________ Phone No.: ______________________

Please attach to this form a detailed event description. If any equipment/structures are needed to be erected this information must be in the detailed description for prior approval.

EVENT (Type of Activity): ______________________

DAY(S), TIME(S) AND DATE(S) OF PROGRAM: ______________________

Off-Campus Speaker/Entertainer/Band: ______________________

Event Budget/Expenses: ______________ Expected Revenue: ______________ Admission Fee: ______________

Alcohol Permit Needed: ______________ Raffle Permit Needed: ______________

APPROVALS

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<tr>
<td>Advisor</td>
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<td>Vice President (Appropriate VP for requesting group)</td>
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<td>Vice President of CAS (Budget Approval)</td>
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<td>Modesto Junior College President</td>
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<tr>
<td>Foundation Executive Director</td>
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<td>(Required for Foundation Sponsored and/or Alcohol Events)</td>
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<td>Events/Facilities Coordinator</td>
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<td>Yosemite Community College District Chancellor</td>
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<td>(Required for events that will be conducted in the Community)</td>
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This is information intended for Clubs that would like to have a scholarship for their club members.

A few things to keep in mind when setting up scholarship criteria for your club is the following:

- Create an application for club members to submit
- Create a rubric that all students will be scored on so it is a fair process
- Have a committee of faculty members or other department to review applications
- Have an application open date and a deadline
- Make sure to put a minimum GPA requirement on application
- Have a level of participation requirements for club members applying

Club needs to create a separate account for just scholarship funds as that is all that it will be used for, this is done through business office.

Business Office Procedure:

- For clubs to open a scholarship account, club will need to request a new scholarship account number be created for the club. To do that, a memo will need to be sent to Business Services from the ASMJC President approved by the Club Advisor, ASMJC President, ASMJC Advisor and the Dean of Student Services requesting that we create a new scholarship account number for the club. The club name and existing account number should be included on the memo. This will be provided by Carmen De La Cruz Program Specialist.

- Funding for the scholarship account is done by club fundraising. ASMJC does not supply starter money for a scholarship account. The club’s general fund would pay for the fundraiser and the proceeds would be deposited to the scholarship account. The only funds coming out of the club scholarship account would be the scholarships that are issued.
Awarding Scholarship Procedure

- Once scholarship recipients are chosen the club will need to have a meeting and vote on recipients.

- The recipients need to abstain from voting so a conflict of interest does not happen.

- If the Club President is being awarded scholarship they should not sign the PO the ASMJC President should sign instead.

- The club minutes should also include the list of the students with the Student Name, ID#, and award amounts. Club should specify what semester the award is supposed to be issued for (example: Fall 2021).

- A Purchase Order (P.O.) will need to be filled out and that can be found on the following webpage: https://www.mjc.edu/studentservices/business/forms.php

- There shouldn’t be any shipping/handling or taxes involved.

- On the P.O. the Club can list under description example: “$1000 Scholarships awarded to students on list attached”

- The vendor on P.O. should be # 583513 - MJC – Scholarships.

- Fill out the Account Description (ex. Cooking Club Scholarship Account)

- Fill out Account Number (This will be your clubs scholarship account number)

- Fill out Student Organization/Club Name, Contact Name, and contact number

- All scholarships are issued through Bank Mobile

- ASMJC will then make out ac check to MJC Scholarships and they will then issue the awards to the students for the appropriate term.
Memo

To: Business Services
From: ASMJC President
cc: Club Name
Date:
Re: Open Club Scholarship Account

[Blank Space] (MJC Club Name) would like to create a new scholarship account in the Business Services. The [Blank Space] (MJC Club Name) understands that funding for the scholarship account is done by club fundraising. ASMJC does not supply starter money for a scholarship account. The club’s general fund would pay for the fundraiser and the proceeds would be deposited to the clubs scholarship account. The only funds coming out of the club scholarship account would be the scholarships that are issued. Approval needed by the following:

ASMJC President Date
ASMJC Advisor Date
Club Advisor Date
Dead of Student Services Date
Club Account Number
# Club Scholarship Purchase Order

**Associated Students of Modesto Junior College**

**DATE:** January 1, 2022

**VENDOR:** 583513-MJC Scholarships

**DELIVER TO:**
ASSOCIATED STUDENT OF MODESTO JUNIOR COLLEGE
435 COLLEGE AVENUE
MODESTO CA 95350
PHONE (209) 575-6700

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<th>DESCRIPTION</th>
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<td>$1000 Scholarships awarded to students on list attached.</td>
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**Sub Total:** $0.00

**Shipping and Handling:** $0.00

**Tax:** $0.00

**Total:** $0.00

**Account Description:** Fill with club information

**Account Number:** Fill with club information

**Student Organization/Club Name:** Fill out with info.

**Contact Name:** Fill out with info.

**Contact Number:** Fill out with info.

**Dean of Student Services**

**Date:**

**Vice President of Student Services (if applicable)**

**Date:**

**BUSINESS OFFICE USE ONLY**

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The SAC Workroom is a space for Campus Life organizations to gather for the purpose of working on projects or for special meetings of organizational leadership teams.

This room is not for the purposes of official club meetings.

The space must be reserved in 24 hours advance through the Student Activities Center staff.*

For reservations, please email delacruzmm@yosemite.edu with “SAC Workroom Reservation” as the subject.

The room is not for personal use.

No organization belongings or personal belongings should be stored in the workroom.

All YCCD, MJC, Campus Life rules apply to room usage.
Club Rush

Each semester, Campus Life & Student Learning hosts Club Rush. Club Rush is a time for students on campus to connect to their peers through clubs. Clubs host tables in the quad to showcase their clubs’ activities and interests.

If a student doesn't see the club they are looking for, they are encouraged to find a few friends and start their own club.

Club Rush is held on both the East and West Campuses at the start of each semester. The event includes music, free food, and lots of fun.

To be eligible for Club of the Year, a club must participate in both Fall and Spring Club Rushes on both campuses.

*Due to COVID restrictions Club Rush has been conducted virtually in Spring 2021 and Fall 2021.
Mandatory Club Training

All Club Advisors and Club Presidents are required to attend a mandatory training each year. Club Trainings are offered prior to the start of school and during the first two weeks of school.

Campus Life offers multiple sessions during a variety of times and days and includes a session during MJC's Institute Week. Additionally, advisors and club executives are sent monthly, weekly, and daily reminder emails to attend the sessions.

Campus Life offers Club Trainings during the summer for MJC Campus Club Advisors and Club Presidents so they may be prepared for the Fall Semester.

Club trainings offer a variety of different tips, process reviews, best practices, and clarification on all items related to clubs.

CLUBS CANNOT BE REGISTERED OR BEGIN MEETING IF TRAINING IS NOT COMPLETED!

Optional Club Development Days

There are so many things that go into making a club successful. Club Development Days are offered as a way to help clubs further their positive experiences as a club at MJC.

Club Development Days are drop-in, optional workshops, offered over 3 months in the Fall semester, and 3 month in the Spring semester.

Workshops are optional, meaning clubs choose if they want to attend. Workshops last approximately 90 minutes and include topics such as:

-How to organize an event
-How to host successful fundraisers
-How to run an effective meeting
-How to prepare for the upcoming school year

Clubs are encouraged to attend these sessions to help advance to mission of organizations.
Club Meetings

Club meetings are the place where club business and activities are conducted. Any MJC student may participate in any MJC club. It is at the club’s discretion to decide when, where, and how often they will meet. 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 official college process, will not be considered 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 can now submit a meeting room request form to Campus Life online 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 and confirmed through the Campus Life and Facilities offices.

- Club meetings should have an agenda to be followed, and 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 who are refusing to follow rules.

- At least one advisor who is listed on the Club Charter must be present at every club meeting and event. Additionally, the advisor must be in the room at all times including prior to the meeting and following the meeting. Any club who is not meeting this requirement cannot conduct business and is subject to disciplinary action.
Modesto Junior College
Club Meetings – Sample Agenda

MJC Radio Club
Monday, October 24, 2016
Modesto Junior College
Founders Hall 134

Agenda

Call to Order

Roll Call

Approval of the Minutes

- Approval of the minutes from October 1, 2016

Unfinished Business (Action Item)

- Radio Club Conference
  - Purchase of Radio Club Shirts

New Business (Action Item)

- Radio Club table at Club Rush
- Radio Club campus event

Reports of Officers

- Club Officer Reports
- Club Committee Reports

Announcements

- MJC Spring 2016 Club Rush January 25 (East Campus) & January 26 (West)

Adjournment
Modesto Junior College
Club Meetings– Sample Minutes

MJC Radio Club
Monday, October 24, 2016
Modesto Junior College
Founders Hall 134

Minutes

Call to Order

- Meeting was called to order at 3:00pm

Roll Call

- Roll call was taken by sign in sheet. The following were in attendance:

  Club Members: Tammy Adkins, Steven Carry, David Dinkins, Cindy Fredricks, Bob Lopez
  Advisors: Tina Timmons, Miranda Lopez
  Guests: Megan Lee

Approval of the Minutes

- Tammy motioned to approve the minutes from October 1, 2016. Bob seconded the motion, motion passed 5-0.

Unfinished Business (Action Item)

-Radio Club Conference
  The club discussed attending the National Radio Conference in Los Angeles next semester. The conference will cost $1,500 for three five members to attend. David made a motion to attend the conference using club funds and fundraising the rest. Tammy seconded the motion. The motion passed 5-0.

-Purchase of Radio Club Shirts
  The club discussed the purchase of t-shirts for club members and advisors. The cost for shirts is $175. Miranda made a motion to purchase t-shirts. Bob seconded the motion. The motion passed 5-0.

New Business (Action Item)

-Radio Club table at Club Rush
  The club discussed if and how they would like to participate in club rush. The idea came up to set up a table and have it look like a radio booth with microphones. David made a motion for the club to participate in club rush having a table set up like a radio booth. Tammy seconded the motion. The motion passed 5-0.

-Announcements

  Carmen De La Cruz from Campus Life announced that the MJC Spring 2016 Club Rush will take place January 25 (East Campus) & January 26 (West)

Adjournment

- David motioned to adjourn, Tammy seconded the motion, Meeting adjourned at 4:30pm
Call to Order

This is the official start to the meeting which should be at the time and location specified in the club charter.

Roll Call

This can be done by voice call using the club roster or by using a sign in sheet. It is a good practice to have the roll include all who are present at the meeting. This includes guests and advisors.

Approval of the Minutes

The minutes of the last meeting are read individually, and the president asks for a motion to approve.

Example: The president says, “do I have a motion to approve the minutes?”

Once a club member makes the motion a second is needed.

Example: The president says, “do I have a second for the motion?.

Once there is a motion and a second the body may vote on the minutes. A simple majority approves the minutes.

Unfinished Business (Action Item)

This is where previous action items to be voted on are placed, discussion and voted on. For an item to move forward it needs a motion, a second, and then discussion takes place followed by a vote.

New Business (Action Item)

This is where new action items to be voted on are placed, discussion and voted on. For an item to move forward it needs a motion, a second, and then discussion takes place followed by a vote.

Reports of Officers

This is where the club officers can each make a report. No business can take place on discussions.

Announcements

This is where any announcements pertaining to the club could be met.

Adjournment

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned. Adjournment time should be listed in the minutes.
The use of club funds must have **PRIOR** approval (i.e.: reimbursements will not be issued unless 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 and balances can be found at Business Services webpage under ASMJC Documents:  https://www.mjc.edu/studentservices/business/asmjcdocs.php

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.

It is the responsibility of the club advisors and officers to know the club’s account balance prior to submitting any forms, purchase orders, bills, or paperwork. Any club paperwork that’ has 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 and confirmed by Facilities.

Clubs that are inactive for 2 semesters will have their club funds go back to the ASMJC club development fund.
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 must complete an additional session of club training. Additionally, club will be placed on probation for one year from the infraction date.

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. The club will be on probation for the remainder of the academic year, as well as the following year. The existing Advisors and officers will no longer be eligible to be club Advisors or officers for the 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 serve as club advisor for any club.

* If a club continues to have multiple infractions over multiple years, beginning steps will be skipped.

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

Each year, the Modesto Junior College’s Department of Campus Life & Student Learning hosts a Gala to recognize the outstanding performances of students participating in campus extra-curricular activities. At the Gala, a variety of awards are given, including Student of the Year, Senator of the Year, Club of the Year, and Club Advisor of the Year, among others. Additionally, students are recognized for significant service and academic accomplishments throughout the year.

Award winners are decided by a six person selection team made up of administrators, faculty, and staff.

Each club is offered free tickets to attend the Gala and nominees are provided tickets for themselves and a guest. If tickets are not picked up by a certain deadline, then they are made available to other clubs.

*There will not be a Campus Life Awards Gala during COVID*
Modesto Junior College
Campus Life Contact Information

Alejandra Espinoza
Campus Life Manager
Email: espinozaa@yosemite.edu
Office phone: (209) 575-6479

Carmen De La Cruz
Campus Life Program Specialist
Email: delacruzm@yosemite.edu
Office phone: (209) 575-6704

John Griffin
Campus Life Program Assistant
Email: griffinj@yosemite.edu
Office phone: (209) 575-7992
Mitch Miller
Campus Life Student Center Technician
Email: millermi@yosemite.edu
Office phone: (209) 575-7994

If you have any general questions regarding Campus Life & Student Learning Department email us at:
MJCCampusLife@yosemite.edu
THANK YOU FOR BEING ACTIVE ON CAMPUS!

**Tips**

- Have fun...clubs are about enjoying things that are our passion...don’t forget that.

- Campus Life staff is here to help you. This is the entire reason the department exists. They are the facilitator of many rules and regulations that are not a part of their department but are their responsibility to follow.

- Attend volunteer trainings, set goals for your club, build your club. Leave it in better shape for the next group of students.

MJC CLUBS ROCK!!!