



Shasta College

HOW TO FORM/RENEW A STUDENT CLUB/ORGANIZATION

Every year the below steps need to be completed and submitted to the Office of Student Life in order to keep a club or organization in active status.* Student clubs/organizations will be unable to conduct any official business until approved by the Student Senate and the Office of Student Life.

Please complete the steps below.

- 1. Complete Application for Club/Student Organization** – *Must be submitted at the beginning of the fiscal year (July). Since students and faculty are generally not on campus during the summer months, we accept applications through mid-September.*
- 2. Petition for Club/Student Organization** – *Must have at least five (5) Shasta College student members and a faculty advisor.*
- 3. A Copy of your Club/Student Organization Constitution** – *You may obtain a copy of your current constitution in the Office of Student Life.*
- 4. A Copy of your Club/Student Organization Budget** – *Please review your beginning club budget in your MyShasta account.*
- 5. A signed copy of the club and Student Organization Advisor Agreement Form** – *It is advised that a club have both an advisor and Co-Advisor since all official meetings must have an advisor present. Club Advisors needs to be **Full-Time Faculty** of Shasta College.*
- 6. A signed copy of the Club Officer Agreement Form** – *Club officers will have obligations and responsibilities to the club above and beyond those of regular club members.*
- 7. Submit via email to:**

Studentlife@shastacollege.edu

**Subject Line: Shasta College Club
Application**

- 8. Accept invitation to join Shasta College Clubs Canvas -**

It is important that both club members and advisors join the canvas page created for Shasta College Clubs and Organizations. The page features training tutorials, Q & A forums and important club documents.

***PLEASE NOTE:**

BP 5405: "Any club or organization that has been inactive for two consecutive semesters shall be deemed null and void and all club organization monies shall become the property of the general fund of the Student Senate."



Shasta College

APPLICATION FOR STUDENT CLUB/ORGANIZATION

Name of Club/Organization _____

Purpose/Goal _____

Faculty Advisor _____

Phone _____

Email _____

Faculty Co-Advisor _____

Phone _____

Email _____

Meetings: Day(s) _____ Time(s) _____ Place _____

Website (Type & Access Info) _____

Club/Student Organization Officers

Position Title	Name	Email	Phone Number
<i>President</i>			
<i>Vice President</i>			
<i>Treasurer</i>			
<i>Secretary</i>			
<i>ICC Rep</i>			
<i>Other</i> _____			

Office Use Only

Application
 Petition
 Constitution
 Budget
 Advisor Agreement
 SCSS Advisor
 SCSS Agenda
 Approved
 Website
 Outlook Distribution
 Canvas Invite
 Copy to B.O.
 Copy to A.S.
 Copy to P.P.
 Other



Shasta College

PETITION FOR STUDENT CLUB/ORGANIZATION

The undersigned, being active members of the Shasta College Student Body, do hereby request the Student Senate to approve the following student club or organization for the following calendar year:

STUDENT CLUB ORGANIZATION/NAME

ACADEMIC YEAR
(Fall through Spring)

The undersigned, having affixed their signatures, indicate interest in membership in the above student club or organization. (Any five (5) Shasta College students plus a faculty advisor may form an interest or service club or organization within the District)

1. _____
Print Name

1. _____
Signature

2. _____
Print Name

2. _____
Signature

3. _____
Print Name

3. _____
Signature

4. _____
Print Name

4. _____
Signature

5. _____
Print Name

5. _____
Signature

6. _____
Print Name

6. _____
Signature

7. _____
Print Name

7. _____
Signature

8. _____
Print Name

8. _____
Signature

Signature of Faculty Advisor _____

Date _____

Signature of Co-Advisor _____

Date _____



Shasta College

EXAMPLE

AWS Shasta College Student Chapter Constitution

ARTICLE 1. ORGANIZATION

Section 1. Name

AWS Shasta College Student Chapter

Section 2. Purpose

The AWS Shasta College Student Chapter is a group of Shasta College students and faculty dedicated to working with the community to better understand the professional role of our industry in society. Our main goal is to develop professional skills and network with industry partners and to serve the communities we live in.

Section 3. Meetings

Meetings will be held weekly in room 2608.

Section 4. Quorum

A quorum shall consist of 5 or more members.

ARTICLE 2. MEMBERSHIP ELIGIBILITY

Any full or part-time student, or employee of Shasta College.

ARTICLE 3. OFFICERS AND ELECTIONS

Section 1. Officers

- President Facilitates meetings and oversees all club activities.
- Vice President Co-facilitates meetings and co-oversees all club activities.
- Secretary Records minutes of meetings, monthly activities and generates agendas.
- Treasurer Keeps financial records and reports them to members. Tracks budget.
- Public Relations Provides connection between the club and the community through event promotion.
- Sergeant at Arms Ensures available supplies during events/activities and everything is up & going.



Shasta College

Section 2. Elections

Election of officers shall be done by ballot votes with a majority plus one deciding vote.

Section 3. Term of Office

Term of office will coincide with the Shasta College academic semester.

Section 4. Eligibility

Any person who meets membership eligibility requirements and attends a minimum of 25% of meetings is eligible to vote in any election or vote.

Any person who meets membership eligibility requirements is eligible for office. Officers must attend meetings on a regular basis.

ARTICLE 4. REPRESENTATIVE TO THE INTER-CLUB COUNCIL (ICC)

Section 1. Election

The ICC Representative will be elected by the same procedure as club officers.

Section 2. Eligibility

Any person who meets membership eligibility requirements is eligible for office.

Section 3. Term of Office

Term of office will coincide with the Shasta College academic semester.

ARTICLE 5. FACULTY ADVISOR

Mark Smith, (530) 242-2214; msmith@shastacollege.edu.

ARTICLE 6. METHOD AND REQUIREMENTS TO AMEND THE CONSTITUTION

Amendments to the constitution will be addressed during regularly scheduled club meetings. A majority plus one vote will be required for amendments to be made. Upon approval of an amendment the Secretary will compose a revised Constitution and submit it to the Office of Student Life.



Shasta College

SAMPLE BUDGET

A budget is a “plan” for income and expenditures.

INCOME:

Car Wash	\$	100.00
Concession		300.00
Sale of Holiday Wreaths		500.00
Sale of Buttons		<u>100.00</u>
Total Income:	\$	1,000.00

EXPENSES:

Refreshments for Meetings	\$	200.00
Printing		100.00
Supplies		200.00
Speakers		200.00
General		<u>300.00</u>
Total Expenses:	\$	1,000.00

CLERY REPORTABLE CRIMES

- Criminal homicide
 - Murder and Non-negligent Manslaughter
 - Negligent Manslaughter
- Sex Offenses
 - Forcible
 - Non-Forcible
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (including vandalism, damage or destruction of property)
 - Larceny (Theft)
 - Simple Assault
 - Intimidation
- Arrests or disciplinary referrals for liquor, drug and weapons law violations

For more information on the above listed crimes, please refer to the Annual Security Report.

Note: When in doubt, report it!

RESOURCES

CAMPUS SAFETY, BUILDING 6500
(530) 242-7910

ON-CAMPUS CLERY
CONTACT: LONNIE SEAY

ANNUAL SECURITY REPORT

U.S. DEPARTMENT OF EDUCATION
HANDBOOK FOR CAMPUS SAFETY
AND SECURITY REPORTING
<http://www2.ed.gov/admins/lead/safety/handbook.pdf>



SHASTA COLLEGE CAMPUS SAFETY

11555 Old Oregon Trail
Building 6500

Phone: 530-242-7910

Fax: 530-225-3905

E-mail: lsey@shastacollege.edu

Information provided by U.S. DOE Handbook for Campus Safety and Security Reporting 02/11
Created 04/14

**Campus Security
Authority
(CSA)**

**SHASTA COLLEGE
CAMPUS SAFETY**

(530) 242-7910

To ensure that student and staff know the dangers on campus, the Clery Act requires colleges to gather and publish data collected from Campus Security Authorities (CSA's).

The CSA should have knowledge of the components of the Clery Act:

- Development, disclosure and implementation of campus security policy.
- Timely warnings.
- Daily crime log.
- Annual Security Report.
- Emergency response.

WHO IS A CSA?

If someone has significant responsibility for student and campus activities, he or she is a campus security authority. An official to which students and employees should report criminal offenses. Examples of CSAs include, but are not limited to:

- Campus Safety officers
- A dean of students who oversees student housing, a student center or student extracurricular activities.
- A director of athletics, a team coach or a faculty advisor to a student group.
- A student resident advisor or assistant or a student who monitors access to dormitories.
- A nurse in the wellness center or a counselor if designated.

Those exempt from being a CSA include: pastoral or professional counselor who is acting in that role, a faculty member not responsible for students outside the classroom, clerical or cafeteria staff.



WHAT DOES A CSA DO?

The function of a campus security authority is to report to Campus Safety those allegations of *Clery Act* crimes that he or she concludes were made in good faith. The Director of Campus Safety is the designated official who coordinates and oversees CSAs. The Director will provide training and collect Clery report information.

WHAT SHOULDN'T A CSA DO?

A CSA is not responsible for determining whether a crime took place – that is the function of Campus Safety or the local law enforcement agency. A CSA should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement or Campus Safety. It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

WHEN TO REPORT?

When someone tells you about a crime, you must report it to Campus Safety in a timely manner. Campus Safety or local law enforcement will conduct an investigation.

If the person does not want to be identified, you must inform them that the crime will be reported as a confidential statistic unless the victim gives consent.

Reports may be made in person at the Campus Safety office (room 5015), calling by phone, or emailing Campus Safety.

WHAT MUST BE REPORTED?

- Type of crime committed with detailed information if possible.
- Location of the crime – On campus, resident housing, non-campus property, etc.
- Time - date and time the crime occurred and when it was reported to you.
- Victim information (if the victim wants to be identified) - name, phone number, DOB.
- Suspect information (if description known).
- Weapons involved.
- Suspect vehicle involvement/description.
- Any witness information.

Do not report crimes that occurred outside the Shasta College geography (non-campus property or public property).

Contact Campus Safety for questions or assistance.

PROVIDE INFORMATION TO REPORTING PERSON:

- Programs or victims assistance or support services.
- Information for seeking medical attention if needed.
- Options for reporting crimes to local law enforcement agencies.



Shasta College

STUDENT CLUB/ORGANIZATION ADVISOR AGREEMENT

Serving as an advisor to a Shasta College club or organization (hereafter referred to in this agreement as Student Organization) is a very rewarding experience. It provides an opportunity to interact with students and help them have a fulfilling and well-rounded college experience. Advisors are an essential part of the Shasta College Student Organization program and can make significant contributions to student success and retention.

Student Organization Advisors are responsible for ensuring that the college fulfills its obligations to students. Student Organization Advisors also ensure that Student Organization's meetings and activities conform to the State Education Code, the District policies and procedures, and College guidelines.

Student Organization Advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a Student Organization. Advisors help the Student Organization members to achieve the purpose for which it was organized, and provide continuity and support for the organization from year to year.

Please take the time to read the **Student Club and Organization Procedures Manual** so you will be aware of the guidelines and procedures the Student Clubs and Organization are required to follow. Acquainting yourself with policies and procedures should prevent problems from occurring.

DUTIES AND RESPONSIBILITIES

- Serve as the official representative of the college and liaison with the Office of Student Life.
- Work closely with the Student Organization to ensure a cooperative relationship between the Advisor and student members.
- Be present at all official Student Organization meetings and activities. Official student organizational meetings and activities must be scheduled at times that are mutually agreed upon by the Student Organization Advisor(s) and student members. Co-Advisors are encouraged.
- Advise students of the policies and procedures they must follow as a Student Organization.
- Help each officer of the organization to understand his or her duties.
- See that the continuity of the organization is preserved through constitutions, minutes and traditions.
- Ensure that past activities are adequately understood by succeeding officers and members.
- Help students understand and apply democratic principles within the organization and in working with others.
- Ensure that all reasonable steps are taken to protect the safety and welfare of all student members during meetings and activities.



Shasta College

- Student Organization Advisors, as well as student officers, are responsible for ensuring that funds fundraised and/or donated to the club are properly collected, deposited and accounted for. All funds collected by the Student Organization must be turned into the Business Office to be deposited into the Student Organization’s account. **Off campus bank accounts are not permitted. Failure to deposit club funds with the Shasta College Business office may result in legal action.**
- Approve, support, and sign all purchase requisitions for the Student Organization. This includes ensuring:
 - A Student Organization officer also signs requisitions.
 - The expenditure is appropriate and within all existing policies and Student Organization approval.
 - There are meeting minutes reflecting the approval of the funds requested.
 - Supporting evidence (original receipts or invoices AND meeting minutes approving expense) are attached.
- Assist Student Organization in completing all necessary paperwork for meetings, events, continuation of club, etc. as well as completing and submitted forms in a timely manner

In agreeing to serve as advisor for _____, I commit to working with the Student Organization member, attempting to help them achieve their goals while upholding all State, Federal, and District requirements. I understand that serving as a Student Organization Advisor is voluntary and I will not receive any form of compensation, load credit, release time, or any other benefits from Shasta-Tehama-Trinity Joint Community College District. I understand that as a club advisor, I am also designated as a Campus Security Authority (CSA). I understand that I am required and encouraged to report suspected crimes and suspicious behavior. I agree to contact the Dean of Students Office if I have any problems or concerns.

My signature below attests that I have read and understand the Advisor Agreement and have received a copy of the Student Club/Organization Procedures Manual. I agree to abide by all policies and procedures including but not limited to the Board Policies, Administrative Procedures and FCMAT Associated Student Body Guide.

Student Organization Name

Dates Serving as advisor/co-advisor

Faculty Advisor Signature

Date

Co-Advisor Signature

Date



Shasta College

STUDENT CLUB/ORGANIZATION OFFICER AGREEMENT

Serving as an officer to a Shasta College club or organization (hereafter referred to in this agreement as Student Organization) is a very rewarding experience. It provides an opportunity to interact with students and help them have a fulfilling and well-rounded college experience. Officers are an essential part of the Shasta College Student Organization program.

Student Organization officers assist the advisor to ensure that Student Organization's meetings and activities conform to the State Education Code, the District policies and procedures, and College guidelines.

Student Organization Officers assist their Advisors to help the Student Organization members to achieve the purpose for which it was organized.

Please take the time to read the **Student Club and Organization Procedures Manual** so you will be aware of the guidelines and procedures the Student Clubs and Organization are required to follow. Acquainting yourself with policies and procedures should prevent problems from occurring.

DUTIES AND RESPONSIBILITIES

- Serve as an official representative of the Student Organization and liaison with the Office of Student Life.
- Work closely with the Student Organization to ensure a cooperative relationship between the Advisor and student members.
- Be present at all official Student Organization meetings and activities as often as possible. Official student organizational meetings and activities must be scheduled at times that are mutually agreed upon by the Student Organization Advisor(s), Student Organization Officer's, and student members.
- Advise non-officer students of the policies and procedures they must follow as a Student Organization.
- Help other officers of the organization to understand his or her duties.
- See that the continuity of the organization is preserved through constitutions, minutes and traditions.
- Help to ensure that past activities are adequately understood by succeeding officers and members.
- Student Organization Advisors, **as well as student officers**, are responsible for ensuring that funds fundraised and/or donated to the club are properly collected, deposited and accounted for. All funds collected by the Student Organization must be turned into the Business Office to be deposited into the Student Organization's account. **Off campus bank accounts are not permitted. Failure to deposit club funds with the Shasta College Business office may result in legal action.**
- Approve, support, and sign all purchase requisitions for the Student Organization. This includes ensuring;



Shasta College

- The expenditure is appropriate and within all existing policies and Student Organization approval
- There are meeting minutes reflecting the approval of the funds requested
- Supporting evidence (original receipts or invoice AND meeting minutes approving expense) are attached
- Assist Student Organization in completing all necessary paperwork for meetings, events, continuation of club, etc. as well as completing and submitted forms in a timely manner

In agreeing to serve as an Officer for _____, I commit to working together with the Student Organization members. I understand that serving as a Student Organization Officer is voluntary and I will not receive any form of compensation, or any other benefits from Shasta-Tehama-Trinity Joint Community College District. I agree to contact the Office of Student Life if I have any problems or concerns.

My signature below attests that I have read and understand the Student Organization Officer Agreement and that I have received and read a copy of the Student Club/Organization Procedures Manual. I agree to abide by all policies and procedures including but not limited to the Board Policies, Administrative Procedures and FCMAT Associated Student Body Guide.

Student Organization Name

Dates Serving as Officers

President

Date

Vice President

Date

Treasurer

Date

Secretary

Date

ICC Rep

Date

Other

Date