



ASG Club & Advisor Handbook

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Welcome

Clubs are a vital part of Student Life at Barstow Community College (BCC). The purpose of this handbook is to provide a comprehensive overview of the processes for creating, renewing, and maintaining a club at BCC.

Student Clubs and Organizations are permitted in the Barstow Community College District (BCCD) through Administrative Procedures (AP) 5400 Associated Student Body. All club officers and members must adhere to Board Policies (BP), including 5500 Standards of Conduct; 5550 Speech: Time, Place and Manner; and 5420 Associated Students Finance. All Board Policies and Administrative Procedures can be found on the District website at www.barstow.edu under the Board of Trustees tab. This handbook is updated regularly to reflect changes made at the College level.

BCC Associated Student Government (ASG) welcomes you as a club advisor for this academic year. Please note that *no* clubs are chartered in the summer term because ASG is not active during the summer term.

Depending upon the mission and activities of the club, club members' needs vary, so they may look to you for assistance and guidance. This handbook is designed to help guide you through your duties. If you still have questions, please contact the Office of Student Life at x7374 or at studentlife@barstow.edu. We encourage you, as the advisor, to read the club's mission statement for clarity and assurance that you can support their cause. You may also lean on your classified professionals as co-advisors for your club.

The main responsibility of the advisor is to make clear that all club activities and events follow the school policies and procedures, as well as the student code of conduct. Advisors are also expected to give guidance and be available and encouraging when needed. Remember, your most important asset for the club is your enthusiasm, team-building skills, and your ability to help mold these student leaders.

Clubs are required to have a meeting at least once a month. Meetings can include event planning, business meetings, training, meetings to observe progress, and if assistance is requested of you. Every month, clubs are required to send a representative to the BCC Inter-Club Council (ICC) meeting. At this meeting, all clubs will present funding and activity proposals. Upon recommendation by the ICC, the ASG Executive Board will make the final decision regarding club funding. If no club member is able to attend, the advisor may be asked to sit in. Remember, as club advisor you have no vote in any club proceedings. As a representative of your club at ICC meetings, you may vote for the club's opinion by proxy.

We hope you find this handbook useful and helpful. Have a good year!

Clubs at BCC

Clubs may have an academic or social purpose. Clubs at BCC are overseen by Student Life, with funding and final approvals provided by the Associated Student Government (ASG). Current forms and additional information can be found [here](#). All paperwork submissions and questions should be directed to the Director of Student Life at studentlife@barstow.edu.

Campus Club Procedures

1. Find three (3) Student Members

Clubs must maintain a minimum of three (3) student officers to receive/maintain active status. Student members must meet the following requirements:

- Current student enrolled in 5 or more units at BCC
- Maintain a 2.0 GPA during the period of membership

Note: the above requirements are only for club officers. General club members may be enrolled in either a credit or noncredit program at BCC (no unit minimum required).

2. Find an Advisor

Each club must have a minimum of one (1) advisor. Advisors must be a currently employed BCC faculty (full-time or part-time), classified professional, or administrator. Club Advisors must be present for all club meetings and events.

3. Create Club Constitution/Bylaws

The club constitution/bylaws explain how the club will operate and be structured. For more information, please refer to the [Campus Clubs](#) webpage for an example club constitution/bylaws.

4. Submit Club Activation Form

Each club must submit the [Club Activation Form](#) with the club constitution/bylaws to receive active status. The form must be completed by the student leader, in coordination with the club advisor.

Good Standing Requirements

To maintain “good standing” as an active Club, advisors and club leaders are expected to follow these guidelines:

- Club advisor must be present at all club-related events, meetings, or gatherings.
- Clubs must meet at least once a month on campus each semester and plan specific events/activities to give members a sense of purpose.
- Clubs must hold only approved events/activities.
- Club members must uphold the Student Code of Conduct and be good citizens who engage in responsible behavior.
- Clubs and club members must not destroy, deface, or tamper with college property.

- Clubs and club members must be civil to one another and to others in the campus community and contribute positively to student and college life.
- Clubs may not advertise events until the event has been approved by ASG.
- Clubs and club members must abide by BCC's posting and marketing policies.

Club Advisors

Club Advisors support the objectives of the club while advising on best practices for both student and club growth. It is recommended that the club advisor have an interest or specialization in the club's objective. A club may have multiple advisors to share responsibility and oversight.

Club Advisors must be present at all club meetings and events. Club Advisors are responsible for overseeing club paperwork (including agendas and minutes), finances, requests to Student Life, and ensuring compliance with College, District, and State policy. The Club Advisor serves as the liaison between Student Life and the club.

Club Advisors are expected to consider the following while advising clubs:

- Group Effectiveness:
 - How well is the club working together to achieve its purpose and goals?
- Finances:
 - What fundraising opportunities is the club currently engaging in?
 - Is the money spent beneficial to the club and its promotion?
- Events:
 - What events are taking place?
 - What is the purpose of these events?
- Personal Growth of the Members:
 - How are the members growing as a result of being involved in the club?
 - Spend time with the members to learn their goals and what they are doing to achieve them.
- Club Constitution/Bylaws and Mission Statement:
 - Do you know what the club's mission statement is?
 - Do the club members know what the club's mission statement is?
 - Do club members know how to adhere to the club's mission statement?
 - Do club members know why it is important to adhere to the mission statement?
 - Is the club constitution easily accessible, understood, and used to facilitate club efforts and meetings?
- State Laws and College Policies:
 - When a discussion is occurring, do you know the local/state laws and college policies that may be affected by this decision? Do you know how to locate those?

- How are you utilizing local/state laws and college policies to help your club make good decisions?
- When events occur, does the club follow BCC and Student Life policies and procedures?
- Advocacy for the Club and its Purpose:
 - What cause, project, or goal is the club aligned with?
 - How can you help promote the club and encourage college-wide support?
 - How does the club benefit the College and students?

Constitution/Bylaws

All clubs must have a club constitution to be considered for activation. For more information, please refer to the [website](#) for a sample Constitution/Bylaws.

Constitution Tips

The following tips and questions may assist in the constitution creation process.

Purpose or Mission Statement

- What is the purpose or mission of the club?
 - What do you want the club to focus on?
 - What do you want to accomplish as a group?

Membership & Eligibility

- What qualifications are needed to be eligible for club membership?
- Are there circumstances that would disqualify someone from being a member?
 - If so, who is responsible for completing membership checks?
 - If not, how do you handle members who are not a good fit for the club?
(Note: Clubs should be open to all current Coastline students without discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.)
 - How long can someone be a regular member?

Organization: Officers and Duties

- Examples of officer titles and duties include:
 - **President** – Acts as executive leader of the club and is responsible for day-to-day operations including but not limited to preparing agendas, supervising officers, and facilitating club meetings.
 - **Vice President** – Fulfills duties of the President any time the President may be absent and/or when the position becomes vacant. Assists President in carrying out their duties.

- **Treasurer** – Reviews and makes recommendations on matters pertaining to club income and expenditures. Works closely with the club advisor to manage funds. Submits financial reports to the club members as requested.
- **Secretary** – Assists President in preparation of club meeting agendas. Takes and transcribes minutes (official notes) at all official club meetings. Compiles and distributes handouts and publicity items. Writes and sends all correspondence for the club. Works with club advisor to ensure minutes detail necessary information for club reimbursements or event requests.
- **Senators** – Takes photos and videos of all fall and spring semester club activities as determined by the club. Assists in the promotion of the club to the campus community. Supports the club in conjunction with the club Constitution/Bylaws.
- What are the qualifications for being an officer?
- Are there any scholastic requirements (GPA, unit count, etc.) to hold an officer position?
- How long can someone serve as an officer?

Elections

- How are officers nominated and elected to their positions?
- Who is eligible to vote in elections?
- When are elections held?
- How will vacancies be filled?

Meetings

- How often are meetings held?
- How many members are needed to be present in meetings for official decisions to be made (quorum)?
- Which members vote and how many members need to vote in favor of something for an official decision to be reached?
- What is the purpose of each meeting?
 - How do items get placed on an agenda?
 - Is there a time limit to discuss items?
- What is the protocol for members at club meetings?
- Who chairs/leads the meetings?

CONSTITUTION CHANGES

All club constitution changes must be approved by Student Life. To request a constitution change, email the Director of Student Life (studentlife@barstow.edu) the following items:

1. Copy of old constitution,
2. Copy of the new constitution,

3. Brief summary of intended changes and rationale, and
4. Meeting minutes indicating the club's vote to approve the recommended changes.

Meetings

Clubs must meet at least once per month during Fall and Spring semesters to maintain active status. Meetings shall be held on-campus or online using either ConferZoom or Microsoft Teams. Club advisors must be present for the entirety of each club meeting.

Each club is responsible for creating, taking, and maintaining club agendas, minutes, and records. Sample minutes and agendas can be found [here](#).

Meeting minutes should include the following:

- Date, time, and location
- List of members and guests present
- Time of call to order
- Approval and/or amendments to previous meeting minutes
- Summary of discussions including committee reports, officer reports, old and new business, advisor reports, member updates, and open forum
- Record of all voting results
- Time of adjournment
- Date, time, and location of the next meeting

Events & Activities

All on-campus and off-campus events, field trips, conferences, and fundraisers require Student Life approval using the [Club Activity Event Approval Form](#). On-campus events can include but are not limited to, film showings and guest speakers. You do not need to submit the Club Event Notification Form when participating in a college-sponsored event (ex: Week of Welcome).

When planning an event, check the [Upcoming Events](#) calendar to ensure there are no conflicts. If there are no conflicts on the proposed date(s), please make sure you plan your event accordingly:

- Facilities Request
 - If a room/space is needed for your event, submit the [Internal Use of Facilities form](#) at least two (2) weeks prior to the event.
- PIO Request
 - Submit a request with the PIO for publicity. Include all pertinent information about the event (date, time, location) and how you want the event publicized. Make sure to include any flyers for the event that you have created.

- Submit your ticket using the PIO Helpdesk tile on your Single Sign-On Portal



Vendors coming on campus are approved through the Vice President of Administrative Services office. Please contact the VP, Deedee Garcia (dgarcia@barstow.edu) at least 4-weeks prior to the event.

Off-campus events refer to field trips, community service, and conferences. If club or college funds will be used for students to attend an off-campus event or activity, it's a student trip. If such expenditures are anticipated (even if only for mileage reimbursements, parking permits, or meals), the proposed activity must follow the "Student Trip Approval Process."

Student Trip Approval Process

1. Club determines and records the following trip details in their meeting minutes: event date, budget, location, cost, transportation, attendees, and how the event is aligned with the club's purpose.
2. A PO is submitted with the minutes (see #1 above) to the Director of Student Life at studentlife@barstow.edu for approval.
3. Field Trip forms must be filled out by each attendee prior to the event. The advisor should keep these forms on hand throughout the trip and a copy should be on file with the Director of Student Life. Field Trip forms can be found on the [Campus Club Procedures](#) webpage.

With each club activity risk management needs to be considered. Risk management considerations include but are not limited to:

- Off-campus activities and events and/or overnight trips
 - Any attending member must file a waiver form and the advisor must complete the Field Trip forms.
- Security notification
- Events after hours
- Events open to the public
- Insurance coverage

All BCC club activities are an extension of the college, therefore, both students and staff are expected to uphold appropriate conduct. The use, possession, distribution,

manufacture, vending, or being under the influence of alcohol and other drugs are not permitted on campus or at any college-related activity.

If there are activities in which you have safety or risk management concerns, please contact Human Resources at 760.252.2411 x7232 or at hr@barstow.edu.

Completion of Details

Although you are probably on your way to a successful event, it is the club's responsibility to organize the event and see it through to its completion, which most likely will involve a clean-up committee. To ensure that your club will be allowed to use college facilities, an activity must always be well supervised by the advisor.

Fundraising

All club fundraisers must be pre-approved by the Director of Student Life. All fundraising activities must be submitted at least two (2) weeks in advance of the intended start date for the activity. The club advisor is responsible for facilitating the planning, cash handling, and picking up/depositing of funds at the Business Office.

The club advisor must consult with Student Life prior to planning with any outside organization, private donor, or business. In most cases, donations of any kind must be processed through the Barstow College Foundation (bcf@barstow.edu).

Fundraising Procedures

1. Club discusses potential fundraisers in an official club meeting with an advisor present. The club determines event details such as date, time, location, budget, cost (if a cash box will be needed), and the purpose of funds collected. These decisions must be reflected in the club minutes.
2. Club completes and submits the [Club Fundraising Request Form](#). If a cashbox will be needed, a [PO](#) will also need to be filled out and sent for signature to the Director of Student Life.
3. Once approved, the Business Office will be notified so that a cash box can be prepared.
4. Before the event, the club advisor will pick up the cash box from the Business Office.
5. After the event, all deposits must be accompanied by the reconciliation form or, if applicable, a letter from a donor as required by the Barstow College Foundation (bcf@barstow.edu).