



| | |
|---------|--|
| Book | VCCCD Administrative Procedure Manual |
| Section | Chapter 5 Student Services |
| Title | AP 5430 Clubs - Regulations |
| Code | AP 5430 |
| Status | Active |
| Legal | California Education Code, Section 76062 California Education Code, Section 76065 California Education Code, Section 76067 California Education Code, Section 72673 |
| Adopted | August 10, 2021 |

A student club is defined as a group of students with a common social, educational, social justice, religious or cultural purpose. Because the management of the club is intended to be a student learning experience, the day-to-day functions of the club are carried out by student members with oversight and mentorship from an advisor.

An organization is a group of students whose central purpose or cause is linked closely to or affiliated with an external organization. Additional oversight of the organization may extend beyond Student Activities, and organizations may have additional chartering or renewal requirements beyond the College chartering requirements. Examples of organizations include honors societies, sports clubs, e-sports leagues, or politically affiliated groups. Student organizations must contract with an advisor.

Student clubs and organizations shall operate under the auspices of the Associated Student government of the College. All clubs and organizations must operate within the guidelines defined by their governing documents. Club and organization governing documents must be on file with the College Student Activities Office. All student club and organization programs and services shall be coordinated and approved by the College Student Activities Office.

Student clubs and organizations must register on an annual basis and abide by the policies of the District and College. Executive officers of student clubs and organizations must be enrolled in a minimum of five units per semester during the academic year. Executive officers must also maintain a minimum 2.0 grade point average during term of office. Student organizations may establish additional requirements as defined by the affiliate group. While external organizations may impose additional requirements for induction or eligibility for competition, student organizations may not prohibit any College student from attending their meetings or participating in their activities.

The selection of student club and organization advisors is done so by the active student members. In identifying a club advisor, the students shall make every effort to ensure that the advisor has expertise, experience, and/or knowledge in the area of the club's objective.

Any permanent College employee serving in the role of a club or organization advisor knowingly does so voluntarily with the understanding that there is no additional compensation, overtime, or compensatory time off to be given to the employee.

Any permanent employee who volunteers to be a club or student organization advisor must inform their immediate supervisor. The supervisor needs to have knowledge of the employee's involvement due to potential scheduling conflicts; any scheduling conflicts need to be resolved with the advisor's immediate supervisor.

Authorized student clubs and organizations must be organized according to College policies. These clubs shall be sponsored by a permanent College employee and composed completely of current student body members. Meetings shall be held at the College or within virtual platforms provided by the College or advisor. Off-site gatherings and student travel will be pre-approved through appropriate District protocol. Advisors must be present at all club and organization meetings or activities, and advisors must accompany students for club or organization-related travel.

The District shall provide general liability insurance to protect itself and its employees in the performance of their legitimate duties as a club advisor.

The District or College retains the right to remove an advisor from their club advisory position if the District or College deems that the advisor is not abiding by or upholding the policies and procedures set forth by the District or College. The District or College may also remove a club advisor for negligence in their duties or creating unsafe conditions for students.

Student club and organization funds must be maintained in agency accounts established through the District. College Administration, Business Office, club/organization advisor(s), and Student Activities Specialist shall be responsible for the supervision of student club and organization funds to ensure that accounting, business practices, expenditures, and deposit of all funds are in accordance with applicable laws, regulations, and accounting standards. Funds may be expended from student club and organization accounts following standard VCCCD purchasing procedures.

Any student political organization that is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus. Student political organizations may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of that organization by the school authorities and no interference with the regular educational program of the district. Student political organizations may not exclude students from participating in organization meetings or activities.

See [Board Policy 5430 Clubs - Regulations](#)

Governance Review

2021 08.10 Board of Trustees

2021 05.24 Chancellor's Cabinet

2021 05.13 DTRW-SS

2021 04.08 DTRW-SS