

**Associated Students of College of
the Redwoods Senate
Club Guide**

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SECTION I
GENERAL INFORMATION

Directory

Division of Student Development

Keith Snow-Flamer, Vice President of Student Services

Extension 4196

Administration Building Office Hours: Monday - Friday 8:30 am to 5:00 pm

Department of Residential Life & Campus Activities

Robert Ekholdt, Director of Residential Life & Campus Activities

Office Hours: Monday - Friday 9:00 am to 5:00 pm

Business Office

Doug Edgmon, Accounting Manager

doug-edgmon@redwoods.edu

Administration Building Office Hours: Monday - Thursday 8:00 am -5:00 pm

ASCR Officers:

Jerred Scheive, ASCR President

President@ascrsenate.org

Gabriel Ostrow, ASCR Executive Vice President

EVP@ascrsenate.org

Thomas Zagoria, ASCR Vice President of Records

VPR@ascrsenate.org

Dustin Scheive, ASCR Vice President of Finance

VPF@ascrsenate.org

Alexandria Jones, Student Trustee

Student-Trustee@redwoods.edu

Haley Katz, ASCR Organizational Senator

Organize@ascrsenate.org

Quang-Minh Pham, ASCR Diversity Senator

Diversity@ascrsenate.org

Maya Vasinthascha, ASCR Eureka Senator

Maya.Vasinthascha.ascrsenate.org

Fiona Grant-Endsley, ASCR Eureka Senator
Fiona.GrantEndsley@ascrsenate.org

Genesea Black-Lanouette, ASCR Eureka Senator
Genesea.BlackLanouette@ascrsenate.org

Erica Lovell, ASCR Eureka Senator
Erica.Lovell@ascrsenate.org

Michael Clark, ASCR Del Norte Senator
Michael.Clark@ascrsenate.org

Lydia Anderson, ASCR Del Norte Senator
Lydia.Anderson@ascrsenate.org

Vacant, ASCR Mendocino Senator

ASCR Supportive Staff

Gary Sokolow, ASCR Advisor
Gary-Sokolow@redwoods.edu

Alyssa Varner, ASCR Executive Assistant
Alyssa-Janowski@redwoods.edu

For Facilities & Room Reservations:

Debbie Williams, (Facilities) Monday-Friday 8:00 am-5:00 pm; Extension 4382

Tiffany Schmitcke, (Classroom) Monday-Friday 8:00 am-5:00 pm; Extension 4356

Kintay Johnson, (Staff Lounge) Monday-Friday 9:30 am-6:30 pm; Extension 4294

Clubs and Organizations

Active Clubs:

- Agricultural Leadership Club
- Associated Student Body Club
- Black Student Union
- CR Link Club
- Queer Student Union
- Roosevelt Institute, CR Chapter
- Veteran Ambassador Club

College of the Redwoods Inter-Club Council Constitution

Article I Inter-Club Council

Section 1. The Inter-Club Council shall be composed of one representative from each active campus club.

Section 2. The Inter-Club Council shall be chaired by the ASCR Senate Organizational Senator

- A. If the Organizational Senator seat is vacant, a designated member of the ASCR Senate shall serve as ICC Chair.

Section 3. A Vice Chair shall be appointed by the ICC chair with consent of the appointee.

Section 4. Voting Membership:

- A. All voting members of the Inter-Club Council must meet the requirements of club membership eligibility as established in the ASCR Bylaw Code, Section IX, Clubs, Organizations, and the Organizational Code, Section 9.2.3.
- B. Quorum needs to be established for each I. C. C. meeting . Quorum is defined as a majority of the members.

Section 5. Club Membership:

- A. Each club shall appoint one permanent representative from within its membership. This representative shall have the authority to speak and make commitments for his/her club.
- B. Each active club will have no more than two (2) members and will receive only one (1) vote if two (2) members are present.
- C. No representative to the Inter-Club Council shall represent more than one member club.
- D. Each club representative to the Inter-Club Council shall serve in one semester terms.

E. The Inter-Club Council shall meet at least once a semester.

Section 6. Special summer meetings may be called by the I.C.C. Chair.

A. If less than half of the clubs are present, the actions taken by summer meetings must be ratified at the next regularly scheduled meeting.

Section 7. Attendance

A. Any club that is absent for a regularly scheduled meeting may be put on probation.

B. Tardiness shall be defined as coming late or leaving early. Two tardies equal one absence.

Section 8. Probation:

A. Clubs may be placed on probation at the recommendation of the I.C.C. Chair and approval of the ASCR Senate.

Section 9. Suspension:

A. Clubs may be placed on suspension at the recommendation of the I.C.C. Chair and approval of the ASCR Senate.

Section 10. Removal:

A. Clubs may have their charter revoked at the recommendation of the I.C.C. Chair and approval of the ASCR Senate.

Section 11. Appeals:

A. Clubs may appeal any probation, suspension, or revocation of their charter to the Inter-Club Council. The probation, suspension, or revocation can be overturned by a 2/3 majority vote.

Section 12. Inactivity:

- A. The Inter-Club Council is subject to the ASCR Senate Constitution, Bylaws, and Policies, and thus the responsibilities of the Inter-Club Council will be assumed by the ASCR Senate should the Inter-Club Council be unable to fulfill its functions.

Article II

Purpose

Section 1. To enforce all rules of the ASCR Senate Governing Codes pertaining to campus clubs and club rules as specified in the Club Guide.

Section 2. To assist in the coordination of club activities.

Section 3. To act as a vessel for communication between clubs and the ASCR Senate.

Section 4. To assist in the promotion and provision of all club and campus-related activities.

Article III

Membership

Section 1. All campus clubs of College of the Redwoods that have been officially chartered and are in good standing shall be the official members of this organization.

Section 2. The rights and privileges of active membership in this organization shall be:

- A. The right to representation in the Inter-Club Council and their respective organizations.
- B. The right to vote in the Inter-Club Council and the respective organizations.

Article IV

Officers

Section 1. The I.C.C. Chair shall:

- A. Hold at least one Inter-Club Council meeting a semester.

- B. Report to the ASCR Senate following each Inter-Club Council meeting.
- C. Oversee club activities and report any misconduct to the Vice President of Student Services and the Senate.
- D. Collect budget requests from clubs for the coming academic year.
 - a. This must include a line item budget and objectives for the following year and should include the previous year's event reports and evaluations.
- E. Assist clubs with any clarifications to the Club Guide.
- F. Recommend any disciplinary action against a club to the Vice President of Student Services and the ASCR Senate.
- G. Elect a Vice Chair from the Inter-Club Council membership for that academic year.
- H. Be responsible for Inter-Club Council bulletins and publications.

Section 2. The Inter-Club Council Vice Chair shall:

- A. Be a voting member of the Inter-Club Council.
- B. Be responsible for the publication, filing, and distribution of each Inter- Club Council meeting minutes within the 72 hours following each meeting.
- C. Maintain a central filing system of all correspondence pertaining to clubs, the commissions, the Inter-Club Council, and its committees.
- D. Handle all correspondence for the Inter-Club Council.
- E. Assist with Inter-Club Council bulletins and publications.

Article VI
Parliamentary Authority

Section 1. The most current edition of Robert’s Rules of Order shall be the parliamentary authority for all matters of procedures not specifically covered by these laws.

Associated Students of College of the Redwoods Senate Bylaw Code Section IX:
Clubs, Organizations, and the Organizational Code

§9.1 Definitions

§9.1.1 A Club shall be defined as a group of people associated for a common purpose that meets regularly and has met all requirements of the ASCR Senate and College of the Redwoods policies and such regulations as may be stated in the California Education Code.

§9.1.2 An Organization shall be defined as a club or affiliation which has an advisor rather than a class with an instructor for which the college collects state moneys for average daily attendance (ADA). This refers to institutions that may collect membership dues as opposed to membership fees.

§9.1.3 The Organization Code shall be defined as the bylaws for clubs that govern all matters pertaining to officially recognized campus clubs.

§9.2 Club Organizational Code

§9.2.1 Each Club must complete and maintain a club charter form.

§9.2.1.1 Each club must establish a constitution in order to have a trust fund or receive any funding or reimbursement from the ASCR Senate.

§9.2.2 Each club must have the following positions:

At least one (1) Faculty Advisor
One (1) President
One (1) Vice President
One (1) Secretary
One (1) Treasurer

§9.2.2.1 Each club must have one delegate responsible for communicating with the ASCR Senate. This delegate may be someone that holds an officer position within the club or any other member of the club.

§9.2.2.2 The Club President must have a cumulative GPA of at least 2.5 and be enrolled in at least six (6) units.

§9.2.3 Club Membership

§9.2.3.1 Each club must start with and maintain at least five (5) members.

§9.2.3.2 All club members must have and maintain a current and cumulative GPA of at least 2.0 and be enrolled in at least one (1) unit at College of the Redwoods.

§9.2.3.3 All Club Officers and club members must have paid their student activity fees for their semester(s) of membership.

§9.2.3.4 Students placed on conduct or academic probation shall not hold membership in any campus club during their probation period.

§9.2.3.5 Specific regulations pertaining to eligibility for membership in campus clubs not stated here shall be established by the constitution of the individual organization.

§9.2.4 Club Advisors

§9.2.4.1 No advisor shall be an advisor to more than two (2) clubs at any one time.

§9.2.4.2 Each club must have at least one (1) advisor present at business meetings.

§9.2.4.2.1 Attendance can be via teleconference.

§9.2.4.2.2 Lack of said advisor will cause club charter to be reviewed.

§9.2.4.2.2.1 When under review, the ASCR Senate may put the club on probation, suspension, or revoke the club charter as stated in the club guide with evidence the club has been making funding approvals without the oversight of the advisor.

§9.2.4.2.3 Business and working meetings shall be defined in the club guide.

§9.2.4.3 The club advisor can recommend that the club charter be revoked to the CR ICC or the Senate.

§9.2.4.4 Possible suspension of the club charter may be done by the recommendation of the ASCR Organizational Senator with the approval of the ASCR Senate.

§9.2.5 Club Finance

§9.2.5.1 Acquisition of a Trust Fund

§9.2.5.1.1 Upon a club's approval by the Senate, a trust account may be assigned to said club.

§9.2.5.2 Liquidation of Funds

§9.2.5.2.1 When a club becomes inactive as a campus club, its funds should be held for no less than two (2) consecutive semesters. If, at the end of such time, the club has made no financial transactions, or the club shows no sign of activity, said club's account shall be dissolved by ASCR Senate.

§9.2.5.3 Club Financing

§9.2.5.3.1 Clubs shall submit possible funding requests for the coming semester to the ASCR Senate within the first month of the semester.

§9.2.5.3.2 The ASCR Vice President of Finance shall review all club funding proposals to ensure completeness before said proposals are presented to the ASCR Senate.

§9.2.5.3.3 Funded club events must submit an overall report of all event feedback to the ASCR Senate.

Advisor Role

Each club's Advisor(s) shall:

- I. Attend and supervise all official meetings and activities of the organization.
- II. Be responsible for and approve the dissemination of club literature.
- III. Monitor the use of alcohol and other controlled substances at club-sponsored events. Use of these substances is strictly prohibited.
- IV. Archive the organization's constitution and bylaws.
- V. Sign all calendar, facility, and financial reports.
- VI. Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.
- VII. Supervise the finances of the organization.
- VIII. Be familiar with College of the Redwoods administrative policies governing student activities.
- IX. Educate and assist students in the following areas:
 - A. Setting up plans for the year's activities including but not limited to budget proposals and event objectives.
 - B. Informing members of established policies and procedures.
- X. Be responsible to the Vice President of Student Services
- XI. Attend club advisors meetings when scheduled by the Office of Campus Life.
- XII. Handle requisitions for conference or travel when ASCR Senate funds or District funds are used.

SECTION II
POLICIES AND PROCEDURES

REDWOODS COMMUNITY COLLEGE DISTRICT BP 5400 Board of Trustees Policy

ASSOCIATED STUDENTS ORGANIZATION

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Students of College of the Redwoods (ASCR).

The ASCR is recognized as the official voice for the students in district and college decision-making processes. It may conduct other activities as approved by the Chief Student Services Officer. The ASCR activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The ASCR shall conduct itself in accordance with state laws and regulations and administrative procedures established by the College of the Redwoods.

The Associated Students shall be granted the use of District premises. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedure AP 5400 ‘Associated Students.’

Reference: Education Code Section 76060

Adopted by Board of Trustees: 08/02/11

Former Board Policy No. 517 “Student Body Association,” Adopted by Board of Trustees: 08/15/77 Amended: 03/06/95

REDWOODS COMMUNITY COLLEGE DISTRICT AP 5400 Administrative Procedure

ASSOCIATED STUDENTS

The District shall have one Associated Students Organization. The District consists of the campus, education centers, and instructional sites as described by BP 1100.

Both day and evening student representatives shall be encouraged to participate in the Associated Students Organization.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

The Associated Students Organization shall follow all policies established in the Associated Students Organization Constitution and Bylaws.

References: Education Code Section 76060

Approved: 10/03/2011

Former Administrative Regulation No. 517.01 "Student Body Associations" Approved: June, 1980

Revised: September 12, 1994

Procedure to Become an Official Campus Organization

The following procedures have been established to assist you in becoming an official campus organization.

- I. Confer with ASCR and discuss the nature and purpose of the organization. There, you will be given a Club Charter/Re-charter form and sample form to help you in preparing your constitution.
- II. Complete the required forms with the signatures of each interested student to the ASCR office on their campus. A minimum of five (5) signatures of students in good standing** is required.
- III. Recruit a member of the College Faculty or Staff to serve as the advisor of your club.
- IV. Complete and submit the Room Request for club meetings to the Club Advisor.
- V. Call an organizational meeting of interested students and draft a constitution.
- VI. Hold regularly scheduled meetings to complete the organization of the club and schedule a meeting for the adoption of the constitution.
- VII. Submit the charter form and proposed constitution to ASCR. It will be forwarded to the Inter-Club Council for approval.
- VIII. When the above steps have been completed the organization is approved.
- IX. A one-time startup fund of \$200.00 will be given to all new clubs who have submitted constitutions..
- X. The newly chartered club is expected to comply with all established rules and regulations established by the Office of Campus Life. Your elected I.C.C. representative shall attend all meetings of I.C.C.

***If the organization is affiliated with a national or state organization, submit a copy of that organization's constitution as well.**

**** Good Standing: Current enrollment at College of the Redwoods and a prior semester and cumulative GPA of at least 2.0.**

***** Any Club wishing to receive additional funding for activities will need to submit a yearly budget request to the ASCR Senate, which will then be forwarded to the I.C.C. for approval. Newly chartered clubs will have one (1) month to submit a budget request for the remainder of that academic year.**

Constitution Outline

Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format should be as outlined. All topics in the following suggested form should appear in either the constitution or the by-laws of every organization.

ARTICLE I - Name

ARTICLE II - Purpose

ARTICLE III - Membership

Section 1. Eligibility for Membership

Section 2. Special Requirements (if any)

ARTICLE IV - Officers

Section 1. Title and Duties of Officers

Section 2. Term of Office

Section 3. Eligibility for Office

ARTICLE V - Elections

ARTICLE VI - Meetings

Section 1. Frequency of Regular Meetings

Section 2. Special Requirements (if any)

Section 3. Quorum Requirements

Section 4. Special Meetings

ARTICLE VII - Amendments

(Statement of the way in which the constitution may be amended.)

Club Meetings

- I. Club meetings dates and times must be approved by Club Advisor. Special meetings may be called with the approval of Club Advisor.

- II. Rooms for club meetings:
 - A. The club reservation form must be filled out and turned in to the Club Advisor. The advisor will notify the club if the room is not available for that time.

- III. Minutes of all organization meetings must be maintained by the club. A treasurer's report should be given at each meeting.

- IV. For audit requirements, any expenditure of club funds must be approved by the club membership and the approval must appear in the minutes of an official meeting. A faculty/staff representative must be present at all club official meetings and social events.

Business VS. Working Meetings

Requirements or Actions Available	Working Meeting	Business Meeting
Advisor Must Be Present		X
Quorum Must Be Established		X
Voting Can Take Place		X
Discussion Can Take Place	X	X
Items Can Be Placed on Agenda	X	X

Working Meetings are:

- Typically used for agenda creation.
- Used to discuss current work being done and get feedback, so as not to slow down a business meeting.

Scheduling Procedures

Club Activities

All activities, meetings and social events of campus clubs and organizations must be scheduled on the Master Calendar. This includes both on and off campus activities. Activity requests require the approval of the club advisor and the Inter-Club Council. Clubs are **required** to submit an Activity Request to the Inter-Club Council at **least two (2) weeks** prior to the scheduled event.

When the request is made it should be considered tentative until written approval is granted from the Inter-Club Council or ASCR Senate. When this approval is granted, one (1) copy of the request is maintained in the office of Campus Life in the club file, and one (1) copy is returned to the club advisor. This assures proper communications with all concerned on off-campus activities. The Inter-club Council will also place this activity on the Master Calendar. Clubs are reminded that any event held off-campus which has been discussed in a club meeting or is definitely sponsored by a club **must** have an Off-Campus Activity Request cleared by the Inter-Club Council.

Facilities Requests

All activities held on campus including club meetings, must be scheduled by the Club Advisor with Debbie Williams Maintenance /Coordinator at 707-476- 4382 or by submitting electronic form below by e-mail at debbie-williams@redwoods.edu. After approval with Debbie, the **Advisor** should fill out an online work request for additional supplies with maintenance or/and an online work request with T.S.S Director Paul Agpawa (if AV equipment is needed) to ensure that your event will have everything you need to be successful.

Work & Instructional Media Requests

If you need **track cans, ladders, tables, sign holders, extension cords, printing, sound or AV equipment Advisor** must order a minimum of 2 weeks ahead of time by following these directions:

Open WebAdvisor

Click on Support Tab

Then click Request Support

Click the Ask CR with Ticket Symbol

Login to Ask CR and complete request (Printing, Marketing, Maintenance/ TSS Equipment or supplies)

Complete, attach files if necessary, and then push the finish button on the bottom of the screen. To check status of the request click the My Support button.

Facility Rules and Regulations Off Campus Groups

The hours requested will be strictly observed, and should it be necessary to extend the time beyond that specified in this applications, special permission must be obtained from the college or an understanding had with maintenance before the meeting/event convenes and in such instances additional charges will be made.

Applicant hereby agrees to hold the College of the Redwoods, its Governing Board, the individual members thereof, and all District Officers, agents and employees free and harmless from any loss, damage, liability, cost or expense for damage to property for injury or death to person or persons that may arise during or be caused in any way by such use or occurrence of school property. The applicant agrees to furnish such liability or other insurance for the protection of the public and the lesser as the lesser may require.

Campus Groups

Regulations: All applicants must use the facilities request form and should be made at least two weeks in advance of date requested, at ten days prior to event request form should be delivered to maintenance in person. Applicants are responsible for notifying offices of cancellations within 72 hours of the event.

Procedure:

Clubs Only -

1. Check calendar availability and secure clearance of activity through Debbie Williams, Facilities Scheduler in the Maintenance Department x4382.
2. Complete reservation form and submit to Maintenance two weeks prior to the event.
3. Once facility is reserved, submit event request form to ICC for approval.

Parliamentary Procedures Introduction:

The basic reason for having any standard procedures is to dispose of the business before the assembly as quickly, efficiently and justly as possible. The five (5) basic theses of parliamentary procedures are:

1. Only one (1) subject may be discussed at a time
2. Every member of the assembly has equal rights
3. Each issue presented is entitled to free debate

4. The rights of the minority must be protected
5. The will of the majority must rule

Definitions:

1. **Motion** - a formal proposal that the assembly take a certain motion: the method whereby the business is presented to the entire assembly. There are four (4) types of motions:
 - a. **Main Motion:** One may bring a particular item of business before the assembly. No main motion may be made while another is pending.
 - b. **Subsidiary Motion:** One which may be applied to a main motion in order to modify, delay or depose the main motion.
 - c. **Privileged Motion:** One which, although it need not have any relation to the pending motion, is of such importance and urgency that it is entitled to immediate consideration.
 - d. **Incidental Motion:** One which arises accidentally from the business at hand and which must be decided upon before the pending question can be further considered.
2. **Pending** - a question is pending when it has been stated by the chair, but has not been disposed of as yet. If it is the one last stated by the chair, it is called the IMMEDIATELY PENDING QUESTION since it must be the first disposed of.
3. **Previous Question** - a motion made to close debate upon a matter of business and to have a vote taken at once upon the immediately pending question. Requires a two-thirds (2/3) vote.
4. **Put the Questions** - chair asks for a vote on the question.

Method of Conducting Business:

The most common means of introducing business to the gathering assembly is the motion. In the case of receiving committee reports or other communication, it is not required to make a formal motion.

In order to make a motion, the speaker must be recognized by the chair. This is accomplished by addressing the presiding officer. "Mr. President" or "Mr. Chairman," etc. Once the floor has been obtained, the motion is presented in the following manner: "I move that (and then specify motion)." After stating the motion to the chair, it must be seconded in most instances. If it does not receive a second, the motion is no longer considered and the next point of business may be presented. If seconded, the motion is repeated by the chair and the subject is open to debate, if the motion is one that is debatable.

Secondary motions, relevant to the main motion being discussed, may be proposed and discussed. If a question incidental to the business arises, it becomes the immediately pending question and must be disposed of before returning to the main motion.

Voting may take place only when all debate has ceased. The chair asks, "Are you ready for the question?" If it is clear that no one objects, he then puts the question.

Motions:

Main Motions:

To Present a Main Motion:

Form: "I move that (then specify motion)."

Object: To bring item of business before the assembly.

To Rescind:

Form: "I move that the action (specify) be rescinded."

Object: To repeal any previous action or unexpected part of an order.

Effect: Annuls some former legislation made by the assembly. (See Robert's Rules.)

To Ratify:

Form: "I move that we ratify (specify)."

Object: To make valid some action, which requires the approval of the assembly.

Effect: Confirms the validity of a specific action.

To Take From Table:

Form: "I move that we take (specify question) from the table."

Object: To take up again a question that has been put on the table.

Effect: Resumes discussion of a tabled question at which the discussion was discontinued previously.

To Reconsider:

Form: "I move that we reconsider our vote on (specify)."

Object: To consider a vote made upon a previous motion. 24

Subsidiary Motions:

To Lay on the Table:

Form: “I move that the question be laid on the table.”

Object: To lay aside the pending questions.

Effect: The pending question and everything adhering to it is put aside for an indefinite time, until voted to be taken up again.

Move the Previous Question:

Form: “I move the previous question.”

Object: To bring the pending question to a vote.

Effect: To close the debate; immediate vote.

Limit or Extend Time of Debate:

Form: “I move that the debate be limited (or extended) to (time).” “I move that the debate close and the question be put on resolution at (time),” “I move that the time for _____’s speech be limited to (time).”

Object: To fix time of debate, number and extent of speeches, etc.

Effect: Sets a specific amount of time for the period of debate.

Postpone to a Definite Time:

Form: “I move that the question be postponed to (time).”

Object: To postpone the question until a more favorable (but definite) time so that additional consideration may be given to it.

Effect: Makes the question an order of the day for the definite time to which it is postponed.

To Commit or Refer:

Form: “I move that the question be referred to a committee.”

Object: To enable a question to be investigated more carefully by a specialized committee.

Effect: Removes the question from debate until such time as the special committee has studied the question.

To Amend:

Form: “I move to insert (or add). . .” “I move to strike out...” “I move to strike out and substitute . . .”

Object: To alter a specific word, phrase, sentence, paragraph, etc., whether by changing words, removing words or removing and adding words.

Effect: Alters the original motion in such a way as to clarify a specific point. (N.B.- not all motions may be amended. Also the amendment of a motion may be made after the secondary amendment.)

To Postpone Indefinitely:

Form: “I move that the question be postponed indefinitely.”

Object: To reject the main motion without taking a direct vote upon it.

Effect: Suppresses the main motion for the particular session of the assembly at which the motion to postpone indefinitely is made.

Privileged Motions:

Fix Time to Adjourn: (Privileged only if another motion is pending.)

Form: “I move that we adjourn until (time).”

Object: To set time for the resumption of the assembly meeting, if it has not already been cared for. It may not be beyond the time of the next meeting.

Effect: Provides for a legal continuation of the meeting after an approved adjournment.

To Adjourn:

Form: (Similar to above except that no specific time for re-adjournment is made.)

Object: To close the session immediately so that no further business may be conducted.

Effect: Ends the meeting immediately.

To Take a Recess:

Form: “I move that the assembly recess until (specify time).”

Object: To provide for an intermission of a short duration of time for such purposes as lunch, count of ballots, etc.

Effect: Suspends all business until the specified lunch hour at which time the business is resumed at the point at which it was suspended.

Questions of Privilege:

Point of Personal Privilege:

Form: “I rise to a point of personal privilege.”

Object: To insure consideration for the honor and personal comfort of a particular member of the entire assembly.

Effect: Suspends consideration of the motion until the honor or the personal comfort of the questioning party is clearly established.

Point of Special Privilege:

Form: “I rise to a point of special privilege.”

Object: To insure consideration of the rights and privileges of a particular member or the entire assembly if such rights are deemed to be in jeopardy by a motion in discussion.

Effect: Suspends consideration of the motion until the rights and privileges of the questioning party are clearly established.

Order of the Day:

Form: “I call for the orders of the day.”

Object: To demand that the assembly conform to its program or order of business.

Effect: Suspends consideration of all business except that which was originally scheduled for the time at which the motion for a call for the order of the day was made.

Incidental Motions:

Point of Order:

Form: “I rise to a point of order.”

Object: To ascertain if a break in procedure has been made.

Effect: Suspends business until a decision has been made if the correct procedure is being followed.

Question of Appeals:

Form: “I appeal from a decision of the chair.”

Object: To have a decision of the chair further debated until a decisive agreement is reached concerning the chair’s decision.

Effect: Commits the body to voice approval or disapproval of the decision of the chair.

Suspension of the Rules:

Form: “I move to suspend the rules that interfere with (object of the suspension).”

Object: To abolish temporarily certain existing rules which interfere with something that the assembly desires to accomplish.

Effect: Suspends temporarily certain rules while the desired action is made.

Objection to the Consideration of a Question:

Form: “I object to the consideration of the question.”

Object: To enable the assembly to avoid altogether any question which it may deem irrelevant, unprofitable, or contentious.

Effect: Prevents further consideration of the original main motion.

Division of a Question and Consideration by Paragraph:

Form: “I call for the division of the question.”

Object: To divide the question into component parts and take special consideration and vote on each separate section.

Effect: Prevents consideration of the question as a whole; insures separate consideration of each part of the question.

Division of the Assembly:

Form: “I call for a division”, “I doubt the vote”, “Division.”

Object: To make certain that the vote was the will of the entire assembly.

Effect: The vote is retaken.

Withdrawal of a Motion: (Made by originator of motion)

Form: “I request permission to withdraw my motion.”

Object: To remove a certain motion from the further consideration of the assembly.

Effect: Withdraws the motion from the business of the assembly. (This may be done only before a vote has been taken on the motion; also, the person who seconded the motion must agree to the withdrawal of the motion.)

Procedures for Club Name Change

At an official meeting of the club, bring to a vote the name change and if there will be any changes

*** Official meetings begin when the room request is received for the Fall/Spring Semester and processed by the administration on that club's campus.**

In order to change the club's Constitution:

1. A minimum of five members must be present
2. A Majority vote is necessary for the change(s) to take place
3. Signature of the advisor(s) and club president are required as well as a vote count.

Yes _____ No _____ Abstain _____

Current Name _____

New Name _____

Any Changes to the Constitution Yes _____ No _____ If yes a new Constitution is needed (please attach).

Advisor/s _____ Signature Printed

_____ Signature Printed

Club President _____ Signature
Printed

Associated Students of College of the Redwoods Senate Bylaw Code
Section VII Publicity Code

The Bylaws governing publicity and publications with the ASCR shall be known as the Publicity Code and it shall be enforced by the ASCR Senate and the Office of Residential Life.

§7.1 The Bylaws governing publicity and publications with the ASCR shall be known as the Publicity Code and it shall be enforced by the ASCR Senate and the Administration Office of each CR campus.

§7.2. Any reference to the Publicity Code shall mean:

§7.2.1 Anything not explicitly dealt with in the Publicity Code shall be evaluated on an individual basis by the ASCR Senate and approved by the Administration Office of that particular campus.

§7.2.2 Any publicity from a source outside the ASCR must obtain approval to be posted from the Administration Office of that particular campus.

§7.2.3 Only those with ASCR delegated authority shall be allowed to register and remove publicity.

§7.2.4 The ASCR Senate shall be in charge of enforcement of the Publicity Code.

§7.2.5 Responsibility for formulating policies relating to ASCR publications rests with the Senate of the Associated Students.

§7.3 Publicity, Definitions and General Rules:

§7.3.1 Publicity is defined as any written public notice that is posted or handed out by student organizations or student candidates in elections, events, and activities on the College of the Redwoods campuses.

§7.3.2 Fliers must be larger than 4 inches by 5.5 inches and may not exceed 8.5 inches by 11 inches.

§7.3.2.1 Fliers may only be posted on non-academic bulletin boards.

§7.3.2.2 Only one flier may be placed on each bulletin board in respect for the need of space for all.

§7.3.2.3 Fliers may not be placed on car windows.

§7.3.2.4 Posters must not be larger than but may be equal to 14 inches by 17 inches.

§7.3.2.5 Posters shall be neatly cut with straight edges.

§7.3.3 Removal of Publicity Shall Occur:

§7.3.3.1 If torn or defaced in anyway, and if information is inaccurate or with grammatical/spelling errors.

§7.3.3.2 When not conforming to ASCR Publicity Code.

§7.3.3.3 Removed by the event organizer, along with the clear plastic tape, twenty-four (24) hours following the event (excluding week-ends and holidays.)

§7.3.3.4 Posting of publicity materials, such as posters and fliers, must conform to the guidelines set forth by each individual campus and is prohibited in the following areas:

§7.3.3.4.1 Stairways, stair railings and elevators;

§7.3.3.4.2 Fixed poles, traffic control devices, guideposts, signposts, campus directional signs or historical markers;

§7.3.3.4.3 Automobiles;

§7.3.3.4.4 College parking lots;

§7.3.4 Students are cautioned that reproduction of copyrighted materials for distribution may constitute a violation of copyright law. Students copying and/or distributing such materials are responsible for taking adequate measures to ensure copyright violations do not occur.

§7.3.5 Registration of Publicity:

§7.3.5.1 All publicity for on-campus chartered clubs, organizations and individuals shall be approved by their advisor before it may be posted or distributed.

§7.3.5.2 All publicity by unchartered clubs must be approved and stamped by the Administration Office of that particular campus.

§7.3.5.3 Approval of publicity shall entail the following:

§7.3.5.3.1 The postee reading of the Publicity Code.

§7.3.5.3.2 The postee filling out activity request for event, if needed.

§7.3.5.3.3 The postee filling out responsibility form.

§7.3.5.3.4 The Administration Office of that particular campus shall review the publicity in question and verify that it conforms to the Publicity Code.

§7.3.5.3.5 If the publicity is a poster, the Administration Office of that campus shall also stamp the publicity and indicate the date for removal on the publicity, if date is not already on poster.

§7.3.5.3.6 If the publicity is a flier, the Administration Office of that campus shall stamp one flier, put a date of expiration of approval on the flier, and retain that copy for their files.

§7.3.5.3.7 The Administration Office of that campus may refuse to approve publicity which is: obscene, libelous, slanderous, advocates the use of dangerous drugs or alcohol, constitutes hate violence within the meaning of California Statutes of 1992, Chapter 1363; or any activity that would disrupt College of the Redwoods from performing its stated objectives as outlined in the California State Education Code and the College of the Redwoods Board of Trustees Regulations and Policies.

§7.4 Publicity Limitations for All:

§7.4.1 Any form of advertising must be placed only in designated areas or outside those areas with approval from the Administration Office of that campus.

§7.5 Penalties:

§7.5.1 Failure to comply with the Publicity Code shall result in:

§7.5.1.1 First Offense: The Senate shall remind the postee and group represented of the rules and regulations, and tells the postee to correct the problem within two (2) hours.

§7.5.1.2 Second Offense: The Senate shall remind the postee and group represented of the rules and regulations, and tells the postee to correct the problem within two (2) hours.

§7.5.1.3 Third Offense: The Senate shall discuss recommendations for disciplinary probation against an individual and/or possible suspension of the club's charter.

§7.5.2 The ASCR Vice President of Finance will keep a public record of all offenses.

§7.5.2.1 This record will only be made available upon request.

§7.5.2.2 At the beginning of each semester, an organization will begin with no offenses on their record.

§7.5.2.3 Any organization or entity found to be in non-compliance with the Publicity Code may appeal such findings to the Office of Residential Life.

§7.5.2.3.1 Such appeal must be made within ten (10) calendar days of the finding of non-compliance, and determination by the Office of Residential Life will be final.

FINANCES

- I. The raising and expending of funds by student clubs have one basic aim, which is to promote the mission, general welfare and morale of the students in the club or

organization.

- II. Funds Received:
 - A. All funds received must be presented to the Club Advisor and forwarded to the Business Office for receipt and deposited in the Club bank accounts. When funds are presented to the Business Office, they must be accompanied by the proper forms detailing the source of these funds.
 - B. All funds must be deposited not later than the first day of business following the collection of such amounts.
 - C. At the time of presentation of these funds to the Business Office, a receipt will be issued by the person receiving the money.
 - D. Club account advisors shall establish a satisfactory procedure for collecting receipts. The Business Office reserves the right to audit club funds at any time and require proper control procedures for the receipt of money.
 - E. Receipts shall be issued for all cash collections.
- III. Money should never be kept by students overnight.
- IV. To expend club funds the club treasurer shall submit a “COLLEGE OF THE REDWOODS FOUNDATION” form in advance to the Business Office. The request must be signed by the Faculty Advisor and Club Treasurer and reviewed by the ASCR Senate Treasurer and ASCR Advisor.
- V. All expenditures of organizational funds must be approved by Club/Organization members and the approval must appear in the minutes of an official meeting.
- VI. Club Account Expenditures:
 - A. If a club at any time files a request that exceeds the amount of funds available the Club Advisor, ASCR Advisor, I. C. C. Chair will be notified and the account is frozen until the matter is sorted out.
 - B. Should an account be frozen a meeting will be setup that includes the Club Advisor, Club President, Club Treasurer, I. C. C. Chair, ASCR Treasurer, ASCR Advisor, and a representative from the Business Office.
 - C. The burden of proof is on the club to show the official minutes noting approved expenditures by the club.
 - 1. This meeting is to sort out a miscommunication or miscalculation about a club’s allocated funds, spent funds, and amount of funds remaining.
 - 2. If at any during this meeting it is apparent that there is sufficient evidence in the misuse of allocated funds, (with consensus) , the ASCR Advisor, Club Advisor, I. C. C. Chair, ASCR Treasurer, can recommend that the club is put on probation, suspended, or has their charter revoked.
 - a) Should said recommendation occur the club’s account will remain frozen until further notice.

- b) If the matter is sorted out at the meeting the club's account will be unfrozen and may conduct business as normal.

VII. Off-Campus accounts are prohibited.

VIII. Fundraising

- A. All requests for fund raising projects must be approved by the Inter-Club Council at least two (2) weeks prior to the event.
- B. Each club or organization will be limited to one major fundraising event each semester.

Cash Form Procedure

- I. Reimbursements are not recommended, we recommend that you request cash from your account in advance to prevent the use of the revolving cash procedure. If it is necessary you must have the Advisors signature and be signed by two (2) club officers at the bottom portion of the requisition.
- II. If requesting a reimbursement, Original receipts must be attached to the cash form.
- III. The GL account number must be included on the form.
- IV. It is the individual's responsibility to pick up check from the business office or make sure updated address is on file.
- V. Checks will be released only to requestor.

Procedure For Depositing or Expenditures of Clubs Funds

You will need to use your clubs for all of your Account transactions.

- I. Fill out the College of the Redwoods foundation form available from the college warehouse at no cost.
- II. Vendor# =Student ID# or Staff ID# if funds are being disbursed to student or staff
- III. Payee information:
 - A. Students name, SSN, Address, indicate if that student will be the custodian of Petty Cash (2 Weeks Prior Notice is needed) **OR**
- IV. Put the Companies information if you want a check mailed directly to them (if this is the case...)
 - A. We will need to create a vendor # for them, if they are not already in the system, we will need them to complete the vendor form attached to this email, both this form and the Invoice needs to be attached to the "College of the Redwoods Foundation" Form, when submitted.
 - B. Your Account Name is your club name

- C. Acct.# is: xxxxx-xxxx-Z??-xxxx-xxxx (Please leave spaces with xxxx Blank, you can request your Z# from me if you do not have it on record.)
- D. Check off Given to: (Students Name) or Mail to Payee (it will be mailed to the address the student has on file with the college so beware)
- E. Qty = total number of unit, Unit = 1 bag or 1 box, Describe Item to purchase, include Price of each unit, and total Amount = Unit Price x Qty.
- F. Club Officer = Your clubs Treasurer, Club Advisor, ASCR Officer = Student Senate Treasurer, ASCR Advisor = Me (Director of Campus Life)
- G. Please leave gray boxes blank.

Deposits:

1. Fill out the College of the redwoods foundation form available from the college warehouse at no cost.
2. All checks must be made out to club name.
3. Copies of all checks may be kept for your records.
4. Do not leave cashiers window without your receipt.

Procedure For Advisor to Travel with or on College and ASCR Senate Sponsored Activities

College of the Redwoods does not allow students to represent the college at events or conferences without a faculty/staff advisor. Before any student or student group will be approved for travel, there must be an advisor assigned and budget money designated, if needed. If you have any questions regarding this procedure or events that have a budget, check with the Office of Campus Life.

1. **Senate Approval** - Conference requests must be approved by the Club Advisor, Kintay Johnson, Assistant-Director of Residential Life, and Robert Ekholdt, Director of Residential Life.
2. **District Reimbursement** - Reimbursement requests must be submitted within thirty (30) days of activity. No reimbursements will be made after this date.
3. Forms include:
 - a. Receipts
 - b. Signed by the Advisor and the Assistant-Director of Residential Life, or Vice President of Student Services. Requests must be submitted to the Business Office

by the Club Advisor, Director of Campus Life, or the Vice President of Student Services.

Procedures For Students to Travel with or on ASCR Senate Sponsored Activities

All students, staff members, or persons being transported to or from college activities and events, shall be subject to all of the rules and regulations of the Governing Board regarding transportation.

Before any student activity trip is made in which students are transported, the trip must be approved by the Campus Life Office and students must sign a travel waiver.

Prior to any trip or competitive season in which students are transported, a list of students** for the trips must be furnished to the Campus Life Office by the advisor via e-mail to gary-sokolow@redwoods.edu. Only students on this list may be transported. This list may be amended by the sponsor from time to time, but for any specific trip, no names may be added less than forty-eight hours before the trip is scheduled to start. For groups requiring advisors, the advisor must ride for the entire trip in one of the vehicles provided or sponsored by the college. The advisors shall follow all rules established by the Campus Life Office. When transporting students, only college-authorized vehicles may be used. All vehicles used for school activities of any kind must be covered by public liability and property damage insurance which meets the minimum requirements of the financial responsibility provisions of the Vehicle Code of the State of California. Employee vehicles may be used upon special authorization of the President/Superintendent or Vice President(s) of the college.

** All students (student ID numbers must be included) must be enrolled in 5 units and have an overall GPA of 2.0 to travel, until list is provided, funds will not be approved.

Web Guidelines for Student Clubs

Here are the guidelines and policies for web-content, hosting, and access for the student clubs/organizations affiliated with College of the Redwoods.

Who is Eligible?

Only officially chartered clubs will be allowed to use the College's server to store their website.

How Much Space Do We Get?

Due to the number of clubs on campus, each club will be limited to 2-10 megs of server space on the CR servers. Depending on the usage of graphics and sound files (which tend to be large), this should equate to anywhere between 20-60 pages (screens) of information.

Who Has Access, Or, How Do We Update The Site?

Club websites will be on the main college server, so access to the server will be limited. Updates to the site will be handled between the Faculty Advisor for the club, and the Web Development Specialist. Updates should be given to the Faculty Advisor for approval, and then the Advisor will pass the material on the Web Development Specialist, who will then update the website.

How Will Visitors Find Our Site?

The College website will have a page dedicated to the clubs on campus, and their advisors. We will link your website directly to your club listing on this page.

What Kind Of Information Can We Put On Our Website?

The content of your website is up to you, and subject to approval from the Faculty Advisor, who is responsible for the website.

Will We Get E-mail Accounts With Our Site?

CR does not supply email accounts at this time. We suggest using one of the free mail services, such as Gmail.

Who Will Build Our Site When We Are Ready To Go For It?

That will be up to you. You can have anyone you like design the web site, and then pass it through the Faculty Advisor, to the Web Development Specialist for posting. The Web Development Specialist will not build or maintain club websites.

SECTION III
CLUB FORMS

Club Charter Form

Name of Club/Organization _____

- Charter
 Recharter

School Year _____

Membership

#	Name	ID Number	Active Email	Officer
1				President
2				Vice Pres.
3				Secretary
4				Treasurer
5				ICC Rep
6				Member
7				Member
8				Member
9				Member
10				Member

Primary Advisor _____ Signature _____ Extension _____

Secondary Advisor _____ Signature _____ Extension _____
(If Applicable)

STUDENTS ON ROSTER MUST HAVE:

AT LEAST 2.0 GPA

1 UNIT FOR REGULAR MEMBERSHIP

6 UNITS FOR OFFICER POSITION

ROSTER MUST HAVE AT LEAST 5 MEMBERS

*ROSTER MUST HAVE AT LEAST 10 MEMBERS TO BE ELIGIBLE FOR A CLUB
ACCOUNT

MEMBERS MUST HAVE PAID ACTIVITY FEE