

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



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# **ARTICLE 1: GENERAL INFORMATION**

## **1.1 Introduction**

Welcome to the Associated Students of College of the Redwoods (ASCR) Club Guide. This guide is designed to support students and their advisors in creating, managing, and participating in student clubs at College of the Redwoods.

ASCR recognizes that student organizations are a vital part of campus life, providing opportunities for leadership, personal growth, and community engagement. Whether you're starting a new club or continuing the success of an existing one, this handbook will equip you with the necessary guidelines, policies, and resources to ensure a rewarding and well-organized experience.

Clubs offer students a chance to explore shared interests, build friendships, and contribute to the campus community. This handbook outlines the essential steps for club formation, event planning, financial management, and adherence to college policies. By following these guidelines, students can create vibrant and inclusive organizations that enhance both personal development and the college experience for all members. Let this handbook be your go-to resource as you embark on a journey of leadership and teamwork!

## **1.2 Directory**

### **Administration**

Dr. Keith Flamer, President and Superintendent

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707-476-4197

Dr. Crystal Morse, Vice President of Instruction and Student Development

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### **Department of Housing Operations**

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## **2025-2026 ASCR Officers:**

Mario Prudencio-Nunez, ASCR President [President@ascrsenate.org](mailto:President@ascrsenate.org)

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Mabel Roberts, ASCR Student Engagement Officer  
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Crystal Carrillo Salas, Eureka Campus Senator [ecs-crystal@ascrsenate.org](mailto:ecs-crystal@ascrsenate.org)

Leah Herrera, Eureka Campus Senator [ecs-leah@ascrsenate.org](mailto:ecs-leah@ascrsenate.org)

Neo McKindley, Klamath Trinity Campus Senator [ktcs-neo@ascrsenate.org](mailto:ktcs-neo@ascrsenate.org)

## **2024-2025 ASCR Officers:**

Caitlin Wheetley, ASCR President [President@ascrsenate.org](mailto:President@ascrsenate.org)

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Aerielle Alaniz, Student Trustee [Trustee@ascrsenate.org](mailto:Trustee@ascrsenate.org)

Mario Prudencio-Nunez, ASCR Vice President of Events  
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April Marshall, Vice President of Communications  
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Lacey McKinnon, Klamath Trinity Campus Senator [k-tcslacey@ascrsenate.org](mailto:k-tcslacey@ascrsenate.org)

## **ASCR Support Staff**

Stephanie Freyermuth, ASCR Advisor [advisor@ascrsenate.org](mailto:advisor@ascrsenate.org)

## **1.3 Clubs and Organizations**

### **Section 1: 2024-2025 Active Clubs:**

Art Club  
Asian Pacific Islander Club  
Chess Club  
Cinema Club  
Environment Club  
Forestry and Natural Resource Club  
Indigenous Tribal Student Union  
Latine Student Union  
Multilingual Club  
Queer Student Union  
Redwood 180 Bible Club  
System Impacted Student Union

### **1.4 Club Chartering Process**

To be an official student club of College of the Redwoods, the club needs to be approved by action of the ASCR Senate. All Clubs must adhere to all published ASCR Senate Bylaws.

#### ***SC 7100 Definition***

*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.*

*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 monies for average daily attendance (ADA). This refers to institutions that may collect membership dues as opposed to membership fees.*

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

### **Section 1: Application Process**

To be considered for approval, prospective clubs must complete and submit a Club Charter Form (Section 3.1 of Article 3) and develop a Club Constitution (Section 3.2 or Article 3). Forms must be submitted to the ASCR for review and will be considered and voted on at their next regular meeting.

Incomplete forms will not be considered.

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

- a. Confer with ASCR and discuss the nature and purpose of the organization. There, you will be given a Club Charter/Recharter form and sample form to help you in preparing your constitution.<sup>1</sup>
- b. 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<sup>2</sup> is required.
- c. Recruit a member of the College Faculty or Staff to serve as the advisor of your club.
- d. Complete and submit the Room Request for club meetings to the Club Advisor.
- e. Call an organizational meeting of interested students and draft a constitution.
- f. Hold regularly scheduled meetings to complete the organization of the club and schedule a meeting for the adoption of the constitution.
- g. Submit the charter form and proposed constitution to ASCR. It will be forwarded to the Interclub Council for approval.
- h. When the above steps have been completed the organization is approved.
- i. A onetime startup fund of \$500.00 will be given to all new clubs who have submitted constitutions.<sup>3</sup>
- j. The newly chartered club is expected to comply with all established rules and regulations established by the ASCR, CR Foundation and Business Office.
- k. Your elected ICC representative shall attend all meetings of ICC.

When developing a club constitution all 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 bylaws of every organization. A sample template is available in Article 3.2 of this document.

## **Section 2: Eligibility Requirements**

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<sup>1</sup> If the organization is affiliated with a national or state organization, submit a copy of that organization's constitution as well.

<sup>2</sup> If the organization is affiliated with a national or state organization, submit a copy of that organization's constitution as well.

<sup>3</sup> 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 ICC. for approval. Newly chartered clubs will have one (1) month to submit a budget request for the remainder of that academic year.

Clubs must be open to all who would like to join and follow the ASCR guidelines.

Associated Students of College of the Redwoods Senate Bylaws SC 6200 and SC 6300 state:

### ***SC 7200 Club Organizational Code***

*Each Club must complete and maintain a club charter form.*

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

*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*

Club Officers must be a student of College of the Redwoods, enrolled in at least five (5) units at College of the Redwoods, excluding the Summer semester, unless student is enrolled in a non-credit or adult education program OR is a disabled student as defined in subdivision (b) of Section 84850 CA education code § 76061 in which case minimum unit enrollment requirement is waived.

Must have and maintain a minimum cumulative GPA of 2.0 during their term(s) of office, unless the student is enrolled in a non-credit or adult education program OR is a disabled student as defined in subdivision (b) of Section 84850 CA education code § 76061 in which case GPA requirement is waived.

### ***SC 7300 Club Membership***

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

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

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



Students placed on conduct or academic probation are not eligible to serve as a Club Officer during their probation period.

## **1.5 Club Responsibilities**

### **Section 1: Adherence to ASCR Bylaw Code**

All clubs chartered through action of the Associated Students of College of the Redwoods must comply with ASCR Bylaw Code. The most up to date Bylaw Code will be located on the ASCR website.

### **Section 2: Adherence to College of the Redwoods Policies and Procedures**

All clubs, chartered through action of the ASCR Senate, their advisor, and members, shall uphold and adhere to all District policies and procedures. Including those related to travel, student conduct, and business and fiscal affairs. For questions relating to District policies and procedures, email [advisor@ascrsenate.org](mailto:advisor@ascrsenate.org)

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

### **Section 3: Adherence to the Ralph M. Brown Act**

All legislative bodies and their committees that are established through formal action must adhere to the Ralph M. Brown Act to ensure transparency, accountability, and public participation in decision-making processes. This California law mandates that meetings of legislative bodies, including public college boards and certain student government organizations, remain open and accessible to the public. By following the Brown Act, boards promote trust by providing advance notice of meetings, allowing for public comment, and conducting discussions in an open forum rather than behind closed doors. Adhering to these regulations not only upholds legal compliance but also reinforces democratic values, ensuring that decisions are made fairly and with input from the communities they serve.

If Club members or their advisor are interested in additional training on the Brown Act there are many good online tutorials, or they can email the ASCR advisor more information.

### **Section 4: Adherence to Robert's Rules of Order (Parliamentary**

## **Procedure)**

### **Parliamentary Procedure Introduction**

The most current edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedures.

The basic reason for having any standard procedures is to address club business as quickly, efficiently and just 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

Clubs are encouraged to obtain a copy of the most recent edition of Robert's Rules of Order to refer to. If Club members or their advisor are interested in additional training on Parliamentary Procedure, there are many good online tutorials, or they can email the ASCR advisor more information.

Please review Section 3.3 or Article 3 on Using Robert's Rules of Order to Conduct Business for a more detailed description of its use.

### **1.6 Interclub Council**

**Section 1.** The purpose of the ICC is:

- a. To enforce all rules of the ASCR Senate Governing Codes pertaining to campus clubs and club rules as specified in the Club Guide.
- b. To assist in the coordination of club activities.
- c. To act as a vessel for communication between clubs and the ASCR Senate.
- d. To assist in the promotion and provision of all club and campus related activities.

**Section 2.** The Interclub Council shall be composed of one representative from each active campus club.

**Section 3.** Officers:

The Interclub Council shall be chaired by the ASCR Vice President.

- a. If the Vice President position is vacant, a designated member of the ASCR Senate shall serve as ICC Chair.
- b. A Vice Chair shall be appointed by the ICC chair with consent of the appointee.

The ICC Chair shall:

- a. Hold at least one Interclub Council meeting each semester.
- b. Report to the ASCR Senate following each Interclub 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.
- e. This must include a line-item budget and objectives for the following year and should include the previous year's event reports and evaluations.
- f. Assist clubs with any clarifications to the Club Guide.
- g. Recommend any disciplinary action against a club to the Vice President of Student Services and the ASCR Senate.
- h. Elect a Vice Chair from the Interclub Council membership for that academic year.
- i. Be responsible for Interclub Council bulletins and publications.

The Interclub Council Vice Chair shall:

- a. Be a voting member of the Interclub 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 interclub Council, and its committees.
- d. Handle all correspondence for the Interclub Council.
- e. Assist with Interclub Council bulletins and publications.

#### **Section 4. Voting Membership:**

- a. All voting members of the Interclub 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. A quorum needs to be established for each ICC meeting. Quorum is defined as a majority of the members.

#### **Section 5. ICC Membership:**

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

- a. The right to represent the Interclub Council and their respective organizations.
- b. The right to vote in the Interclub Council and the respective organizations.

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.

- a. Each club should appoint one permanent representative from within its membership. This representative shall have the authority to speak and make commitments for their 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 Interclub Council shall represent more than one club.
- d. Each club representative to the Interclub Council shall serve a one semester term and may be reappointed by their Club for additional terms.

#### **Section 6. Meetings:**

- a. The Interclub Council meets at least once a semester.
- b. Special summer meetings may be called by the ICC Chair.
- c. 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 from 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 ICC Chair and approval of the ASCR Senate.

#### **Section 9. Suspension:**

- a. Clubs may be placed on suspension at the recommendation of the ICC Chair and approval of the ASCR Senate.

**Section 10. Removal:**

- a. Clubs may have their charter revoked at the recommendation of the ICC Chair and approval of the ASCR Senate.

**Section 11. Appeals:**

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

**Section 12. Inactivity:**

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

**1.7 Advisor Role**

Associated Students of College of the Redwoods Senate Bylaw Code SC 7400 Club Advisor(s) shall:

- a. Attend and supervise all official meetings and activities of the organization.*
- b. Be responsible for and approve the dissemination of club literature.*
- c. Monitor the use of alcohol and other controlled substances at club sponsored events. Use of these substances is strictly prohibited.*
- d. Archive the organization's constitution and bylaws.*
- e. Sign all calendar, facility, and financial reports.*
- f. Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.*
- g. Supervise the finances of the organization.*

*Be familiar with College of the Redwoods administrative policies governing student activities and educate and assist students in the following areas:*

- a. Setting up plans for the year's activities include but not limited to budget proposals and event objectives.*
- b. Informing members of established policies and procedures.*
- c. Be responsible to the Vice President of Instruction and Student*

*Development*

- d. Attend club advisors' meetings when scheduled by the ASCR.*
- e. Attend twice annual District Trainings held by the Business Office.*
- f. Handle requisitions for conference or travel when ASCR Senate funds or District funds are used.*

# **ARTICLE 2: POLICIES AND PROCEDURES**

## **2.1 Board of Trustees Policy 5400 and Administrative Procedure 5400**

### **Board Policy 5400 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 President/Superintendent. The ASCR activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

The ASCR shall conduct itself in accordance with state laws and regulations and administrative procedures established by the President/Superintendent

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the President/Superintendent. Such use shall not be construed as transferring ownership or control of the premises.

Last Revised January 9, 2024

### **Administrative Policy 5400 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 representation shall be encouraged.

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.

Last Revised April 4, 2023



## **2.2 Requirements for Club Meetings**

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

Rooms for club meetings: Club Advisors are responsible for identifying and reserving space for club meetings and activities. Advisors should inquire about room availability with building staff (typically the Division Office Coordinator or Administrative Secretary).

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

For auditing requirements, any expenditure of club funds must be approved by the club membership and approval must appear in the minutes of an official meeting. A faculty/staff representative must be present at all official club 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:

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

Business Meetings are:

- a. Discussion items that require the input of the entire body.
- b. Vote on motions, specifically those related to expenditures.

## **2.3 Event Planning and Scheduling Procedures**

### **Club Activities**

Activity requests require the approval of the Club Advisor and the Interclub Council Chair. Clubs are **required** to submit an Activity Request to the Interclub 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 Interclub Council Chair or ASCR Senate. This ensures proper communications with ASCR and avoids overlapping events.

Clubs are reminded that any event held off campus which has been discussed in a club meeting or is sponsored by a club **must** be approved by the Interclub Council Chair and adhere to all District policies and procedures and liability insurance requirements. For questions about these requirements please reach out to [busadmin-assistant@redwoods.edu](mailto:busadmin-assistant@redwoods.edu).

Activities, meetings and social events of formally chartered clubs can be added to the CR Calendar (website). This includes both on and off campus activities. Advisors can request their event be added to the calendar by submitting a [ticket](#) to the Webmaster.

### **Facilities Requests**

All activities held on campus including club meetings, must be scheduled by the Club Advisor and be coordinated with the Maintenance and Facilities Department. All facility and maintenance needs must be requested 2 weeks in advance using the [ticketing system](#). If you need additional trash cans, ladders, tables, chairs etc. these need to be included in the request.

### **IT Requests**

For items such as extension cords, printing, sound or AV equipment the Club Advisor must submit a [ticket](#) 2 weeks in advance.

For Club events that are open to the public or expect attendance of more than 100 people, Club Advisors will need to consult with the College of the Redwoods Police Department for additional crowd control and security needs.

## **2.4 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 ticketing system for requests and should be made at least two weeks in advance of the date requested. Club Advisors are responsible for notifying offices of cancellations within 72 hours of the event or as soon as is possible.

### **2.5 Procedures for Changing Club Name**

At an official meeting of the club, bring to a vote the name change and if there will be any changes.<sup>4</sup>

An official name change requires a change to the club's Constitution. This requires:

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.

### **2.6 Marketing and 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 Instruction and Student Development.

### **SC 7600 Club Marketing and Publicity Code**

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<sup>4</sup> Official meetings begin when the room request is received for the Fall/Spring Semester and processed by the administration on that club's campus.

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

*Any reference to the Marketing and Publicity Code shall mean:*

- *Anything not explicitly dealt with in the Marketing and Publicity Code shall be evaluated on an individual basis by the ASCR Senate and approved by the Administration Office of that campus.*
- *Any publicity from a source outside the ASCR Senate must obtain approval to be posted from the Office of Instruction and Student Development (SS 203) or the Administration Office of that campus.*
- *Only those with ASCR Senate delegated authority shall be allowed to register and remove publicity.*
- *The ASCR Senate shall oversee enforcement of the Marketing and Publicity Code.*
- *Responsibility for formulating policies relating to ASCR Senate publications rests with the Senate of the Associated Students.*

*Publicity, Definitions and General Rules:*

- *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.*
- *Fliers must be larger than 4 inches by 5.5 inches and may not exceed 8.5 inches by 11 inches.*
- *Fliers may only be posted on non-academic bulletin boards.*
- *Only one flier may be placed on each bulletin board in respect of the need for space for all.*
- *Fliers may not be placed on car windows.*
- *Posters must not be larger than but may be equal to fourteen (14) inches by seventeen (17) inches.*
- *Posters shall be neatly cut with straight edges.*

*Removal of Publicity Shall Occur:*

- *If torn or defaced in any way, and if information is inaccurate or with grammatical/spelling errors.*
- *When not conforming to ASCR Marketing and Publicity Code.*
- *Removed by the event organizer, along with the clear plastic tape*

- Twenty-four (24) hours following the event (excluding weekends and holidays.)

*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:*

- Stairways, stair railings and elevators;
- Fixed poles, traffic control devices, guideposts, signposts, campus directional signs or historical markers;
- Automobiles;
- College parking lots;
- 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.

*Registration of Publicity:*

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

*All publicity by unchartered clubs must be approved and stamped by the Office of Instruction and Student Development (SS 203) or the Administration Office of that campus.*

*Approval of publicity shall entail the following:*

- The poster reading of the Marketing and Publicity Code.
- The poster fills out activity requests for events, if needed.
- The poster filled out the responsibility form.
- The Office of Instruction and Student Development (SS203) or the Administration Office of that campus shall review the publicity in question and verify that it conforms to the Marketing and Publicity Code.
- 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 the date is not already on the poster.
- 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.
- The Office of Instruction and Student Development or 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.*

#### *Publicity Limitations for All:*

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

#### *Penalties:*

- *Failure to comply with the Marketing and Publicity Code shall result in:*
- *First Offense: The ASCR Senate shall remind the poster and group represented of the rules and regulations and tell the poster to correct the problem within two (2) hours.*
- *Second Offense: The ASCR Senate shall remind the poster and group represented of the rules and regulations and tell the poster to correct the problem within two (2) hours.*
- *Third Offense: The ASCR Senate shall discuss recommendations for disciplinary probation against an individual and/or possible suspension of the club's charter.*

*The ASCR Records Officer will keep a public record of all offenses. This record will only be made available upon request.*

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

*Any organization or entity found to be in noncompliance with the Marketing and Publicity Code may submit an appeal of the decision to the Office of Instruction and Student Development. Such an appeal must be made within ten (10) calendar days of the finding of noncompliance, and determination by the Office of Instruction and Student Development will be final.*

## **2.7 Finances**

All Clubs must adhere to all published ASCR Senate Bylaws and District Policies and Procedures.

### **SC 7500 Club Finance**

*Upon a club's approval by the ASCR Senate, a trust account may be assigned to said club through the CR Foundation.*

*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.*

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

*The ASCR Records Officer shall review all club funding proposals to ensure completeness before said proposals are presented to the ASCR Senate.*

Funded club events must submit an overall report of all event feedback to the ASCR Senate. The purpose of the raising and expending of funds by student clubs is to promote the mission, general welfare, and morale of the students in the club and campus community.

### **Funds Received:**

Advisors must follow all procedures below when receiving funds:

- a. Funds must be presented to the Club Advisor and forwarded to the Business Office for receipt and deposited in the Club's account. When funds are presented to the Business Office, they must be accompanied by the proper forms detailing the source of these funds.
- b. Funds must be deposited not later than the first day of business following the collection of such amounts.
  - a. At the time of the presentation of these funds to the Business Office, a receipt will be issued by the person receiving the money.
  - b. 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.
- c. Receipts shall be issued for all cash collections.
- d. Money should never be kept by students overnight.

To expend club funds the club treasurer shall submit a College of the Redwoods [Foundation Request Form](#) in advance to the Business Office. The request must be signed by the Faculty Advisor and Club Treasurer.

All expenditures using organizational funds must be approved by

Club/Organization members and approval must appear in the minutes of an official meeting.

### **Club Account Expenditures:**

If a club at any time files a request that exceeds the amount of funds available the Club Advisor, ASCR Advisor, ICC Chair will be notified, and the account is frozen until the matter is resolved.

Should an account be frozen, a meeting will be setup that includes the Club Advisor, Club President, Club Treasurer, ASCR Advisor, ASCR Vice President of Finance, ICC Chair, and a representative from the Business Office. This meeting is to sort out a miscommunication or miscalculation about a club's allocated funds, spent funds, and amount of funds remaining. The burden of proof is on the club to show the official minutes noting approved expenditures by the club.

If at any time during this meeting it is apparent that there is sufficient evidence of misuse of allocated funds, (with consensus) the ICC Chair and ASCR Vice President of Finance can recommend that the club is put on probation, suspended, or have their charter revoked. Should said recommendation occur the club's account will remain frozen until further notice.

If the matter is resolved during the meeting the club's account will be unfrozen and the club may conduct business as usual.

Off Campus accounts are prohibited.

### **Fundraising:**

All [requests for fundraising](#) must be approved by the Interclub Council and the CR Foundation at least two (2) weeks prior to the event. Events must adhere to the policies and procedures of the District and CR Foundation.

Each club or organization will be limited to one major fundraising event each semester.

### **Cash Form Procedure:**

It is recommended that you request cash from your account in advance for club-related purchases and expenses or use the District's purchasing process to obtain a requisition. Reimbursements are limited to a case-by-case basis when other options are not available. To obtain a cash box from the Business



Office you must have the Advisors signature and the signature of two (2) club officers at the bottom portion of the request.

If requesting a reimbursement, Original receipts must be attached to the [revolving cash form](#).

The GL account number must be included on the form. It is the individual's responsibility to pick up a check from the business office or make sure the updated address is on file. Checks will be released only to the requestor.

### **Procedure For Depositing or Expenditures of Clubs Funds**

You will need to use your club's account for all transactions.

1. Fill out the College of the [Redwoods Foundation Form](#)
2. Be sure to include the Vendor Number, which is your Student ID number or Staff ID number (if funds are being disbursed to students or staff).
3. 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**
  - b. Put the Companies information if you want a check mailed directly to them (if this is the case...) We will need to create a vendor # for them, if they are not already in the system. This requires that they complete the [CR vendor application](#) and submit supporting documents to [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu). Invoices must be attached to the [Redwoods Foundation Form](#), when submitted. Incomplete documents will result in delayed payments.

### **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 the cashier's window without your receipt.

### **2.8 Procedure for Advisor and Student Travel**

College of the Redwoods does not allow students to represent the college at events or conferences without a faculty or staff advisor present. Before any student or student group will be approved for travel, there must be an advisor assigned and budget money designated (if needed). All travel both in-district and out of district must adhere strictly to CR Policies and Procedures including [AP 7400](#) Summary of Rules Applicable to All Travel and [AP 5500](#) Student Conduct Code and Disciplinary Procedure. If you have any

questions regarding this procedure budget, check with ASCR Advisor or Business Office.

Before any student activity trip is made in which students are transported, the trip must be approved by the club advisor, Vice President of Instruction and Student Services, and the Business Office ([travel@redwoods.edu](mailto:travel@redwoods.edu)) and students must sign a travel waiver.

Prior to any trip or competitive season in which students are transported, a list of students<sup>5</sup> for the trips must be furnished to the ASCR Advisor by the club advisor via email ([advisor@ascrsenate.org](mailto:advisor@ascrsenate.org)). 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 (48) 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 the rules established by the Business 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 Club travel requires:

1. **Approval From**
  - a. Club Advisor
  - b. ASCR Advisor
  - c. Vice President of Instruction & Student Services
2. **District Reimbursement** Reimbursement requests must be submitted within thirty (30) days of activity. No reimbursements will be made after this date. All forms require an itemized receipt.

## **2.9 Web Guidelines for Student Clubs**

### **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 210 megs of server space on the CR servers. Depending on the usage of graphics

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<sup>5</sup> 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.

and sound files (which tend to be large), this should equate anywhere between 2060 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 Webmaster. Updates should be given to the Faculty Advisor for approval, and then the Advisor will pass the material on the Webmaster via the [CR ticketing system](#), 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 Email Accounts with Our Site?**

CR does not supply email accounts for clubs. It is recommended that clubs use one of the many 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.

# **ARTICLE 3:**

## **CLUB FORMS & RESOURCES**

### Section 3.1 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 5 MEMBERS TO BE ELIGIBLE FOR A CLUB ACCOUNT.**  
**MEMBERS MUST HAVE PAID STUDENT ACTIVITY FEE**

## **Section 3.2 Sample Constitution**

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 below. All topics in the following should appear in either the constitution or bylaws of every organization.

### **Constitution of the [Club Name]**

#### **ARTICLE I Club Name**

#### **ARTICLE II Purpose**

#### **ARTICLE III Membership**

##### **Section 1. Eligibility for Membership**

The [Club Name] does not discriminate against anyone and is open to all who would like to join and follow the ASCR guidelines. Students shall have no less than a 2.0 grade point average for the semester prior to membership being granted and must maintain a 2.0 grade point average each semester remaining in said club. Each organization must have a minimum of five (5) members in good standing to be an official campus organization and members of all campus organizations sponsored by the Associated Students. Club members shall maintain enrollment in one (1) unit or more.

##### **Section 2. Special Requirements (if any)**

#### **ARTICLE IV Officers**

##### **Section 1. Title and Duties of Officers Section**

Faculty Advisor  
President  
Vice President One  
Secretary  
Treasurer  
ICC Representative

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**

## Section 3.3 Using Robert's Rules of Order to Conduct Business:

### Definitions:

**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:

**Main Motion:** One may bring a particular item of business before the assembly. No main motion may be made while another is pending.

**Subsidiary Motion:** One which may be applied to a main motion to modify, delay or depose the main motion.

**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.

**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.

**Pending** a question is pending when it has been stated by the chair but has not been disposed of 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.

**Previous Question** a motion was 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.

**Put the Questions** chair asks for a vote on the question.

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, the chair then asks the question.

### **Example:**

#### **To Present a Main Motion:**

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

**Object:** To bring the 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 the 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 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 readjournment 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 ensure 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 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 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.)