



Campus Life

The Yuba College Campus Life Office is dedicated to actively promoting student involvement beyond the walls of the classroom. Campus Life serves as a liaison between the students and the college for on-campus activities.

Student Clubs

A Student Club may be started with a minimum of four students and one advisor. To be legally authorized by the Yuba Community College District (YCCD) a student club must have (a) a club advisor, (b) a club approved constitution and (c) a Club Charter approved by the Associated Student group at the campus where it originated.

Once a club is approved it may use YCCD facilities free of charge provided they receive approval through appropriate channels; this includes securing a meeting location.

All Club activities, meetings and posting must be approved through Campus Life at Yuba College and the Administration Office at the Clear Lake Campus.

Following campus specific guidelines, through the offices named above, banners and fliers may be posted on district property. However, no items can be placed on car windshields in either staff or student parking lots. Campus Life can facilitate email announcements for Clubs.

Clubs are assigned a financial account through the Associated Students; it is the responsibility of the club to use this account exclusively for all monetary transactions. Clubs are not permitted to have petty cash or slush funds. All income and expenditures are processed through Campus Life, Yuba College.

All clubs are required to abide by state laws, YCCD Policies and Procedures, the Student Code of Conduct and requirements set forth by Campus Life and the Associated Students.

Club Charter Process

The following items must be submitted to Campus Life

1. Club Charter Application
2. Club Budget Worksheet
3. Constitution with minutes approving Club Charter Application and its contents.

There are three types of Club Charters

- 1) One Year Charter
- 2) Two Year Charter
- 3) Final Year of 2-year Charter

In the final year of a 2-year charter, at the start of the fall semester, clubs are required to submit three items to re-activate their charter:

- * Membership form, which includes incoming officers
- * Club Budget form
- * Minutes adopting the items to submit to Campus Life

Inner Club Council (ICC) membership consists of one representative from officially recognized clubs/organizations and meets monthly for the purpose of unifying those groups by planning for future activities on campus. ICC meets monthly during the spring and fall semester. Clubs that miss three consecutive meetings may have their charter revoked by the Student Council.

Activities

All activity requests for Yuba College clubs must be submitted to Campus Life and approved at least 14 days in advance of planned event. Application for Activities is available on-line.

Limitations on Activities

-Club food sales are limited to 4 per year

Exception: Clubs may have extra food sales when invited to do so by Campus Life for a specific event

-No activities during Dead Weeks

-Activities held on Tuesdays & Thursdays during the college hour (noon); or after 4:50 p.m.

-An advisor must be present

Business Meetings

Agenda's are generated by the Club Secretary, and it is the Club President's responsibly to work with the secretary to set agenda.

- a. AS agenda posted in public area three (3) working days before meeting
Club agendas presented to members three (3) working days before meeting
- b. Copy provided to Advisor, Officers and Members
- c. The Sample agenda below was adopted by the Associated Students after national conference training as the format is easy to use and does not restrict the flow of topics by allowing for discussion on old business and provides for input on new business

Sample Agenda (order of business)

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Guest Speakers
5. Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment

Minutes of prior meeting must be made available to Advisor, Officers and Members with next agenda, allowing time for review before the start of next meeting.

- a. If necessary, make corrections of prior minutes at current meeting
- b. Minutes must include meeting attendance, a sign-in sheet is sufficient
- c. AS post in public area after adopted
- d. Once minutes are completed/edited and approved, forward to Campus Life for recording

Motions/Dialog & Recording of:

- a. The President reads the agenda item **"Old Business, Activities Budget of \$650.00"**
- b. Members must **Motion and Second** for business to be discussed
Natalie Park, "I motion" Chris McCarty, "I second"
- c. The President then states **"Is there any discussion?"**
 1. If "Yes" the President facilitates discussion (for example see recording below)
 2. If none, or after discussion, the President calls for the vote of the item **"Approval of the Activities Budget of \$650.00. All in favor, any opposed? All in favor, passed (or Failed)."**
- d. Record action utilizing the following format

V. Old Business

a. Activities Budget N. Park/C. McCarty **motioned/seconded** to adopt the Activities Budget of \$650.00 as presented by Amy Waldorff. Discussion: A. Waldorff discussed last year's activities budget which was set at \$650.00. It was enough money for the students to work off of planning their activities for the Spring Semester. A. Waldorff recommended starting the budget the same for this school year, 2007-2008, and if more funds were needed, she would submit a request to the Student Council. **All in favor of Activities Budget of \$650.00, passed.**

Purchase Requisitions are used to spend club money. When a club is ready to make a purchase, place an order or to reimburse someone for a prior purchase made for the club (original receipts required), a Purchase Requisition is completed and submitted to Campus Life for processing.

Once submitted and all supporting documentation* is supplied, Campus Life generates a Purchase Order (P.O.) to complete the transaction. A P.O. can be used to make a purchase, place an order or to have a check written for payment.

*Including, but not limited to: completed requisition, club minutes with expenditure approval, receipts, invoice(s), and vendor estimate which includes vendor's telephone number, address, itemized list and date of estimate.

Associated Student funds and District funds do not co-mingle; they are separate entities with their own accounting systems.

Directions for completing the Purchase Requisition are included on the document. Once completed deliver or fax to Campus Life for processing. Please allow 10 working days for a check and 5 working days for a Purchase Order.

Resource Tool

The Campus Life web-site is an excellent resource tool and can be accessed through the "Student" link on each college's webpage, under "Campus and Community," "Student Clubs."

Club Forms available on-line:

- ASYC Agenda Item Form
- Cash box request
- Club Activity form
- Club Budget form
- Club Charter packet
- Club Deposit form
- Event posting (television advertisement in cafeteria, campus bulletin boards)
- ICC Dates
- Membership Report
- Purchase Requisition
- Student Conference Conduct
- Student Participation Waiver
- Voting Proxy

Associated Students of Yuba College (ASYC)

The ASYC meets during the College Hour each Tuesday and Thursday, noon, in room 302b, unless other events prohibit, such as College meetings; activities; extra credit and/or cultural events; or personal conflicts.

"Official Business" meetings are held once a week, with the agenda posted three days in advance as required (posted on bulletin board, 300 Quad).

"Work Session" meetings are held once a week and are for the council to plan, create and do projects. There are no agendas work sessions.

Agenda items/Guest speaker requests must be submitted to the ASYC one week before agendas are set.

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