



CLUB/ORGANIZATION GUIDE 2021-2022

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Introduction

Clubs, organizations, and student government are a very important part of college life for many of our students. Leadership potential of students is discovered and developed through the informal atmosphere of organization work. We hope that the enclosed information is helpful. The staff in the Office of Student Activities is always happy to assist you, should you have any questions.

This book is your basic guide in working with clubs and organizations. Even though this upcoming semester our Falcon Life will continue to look a bit different, we can still stay engaged and host meaningful events for our campus.

We look forward to an outstanding club program this year. Cerritos College offers you the privilege of being a campus club or organization. With this privilege comes the responsibility for you to create a professional club image and adhere to rules, regulations, and guidelines set forth by the California Education Code, Cerritos College Board of Trustees, Cerritos College Administration, Associated Students of Cerritos College, Office of Student Life and Leadership (Student Activities), and the Inter-Club Council. The Inter-Club Council (I.C.C.) is the governing body for all clubs and organizations. All clubs and organizations are under the Inter-Club Council; therefore, it is a requirement to attend I.C.C. meetings. If you have items for the agenda, please submit the agenda request form at least a week prior to the meeting via FalconSync.

Cerritos College utilizes FalconSync for all clubs and organizations. Forms used in the club program can be found by visiting: <https://cerritos.campuslabs.com/engage/>. We ask that you help and guide your club/organization members and advisor to complete and submit proper forms to the Office of Student Life and Leadership (Student Activities), at the assigned deadlines. We remind you to adhere to the deadlines and communicate with the Student Activities Coordinator and your Club/Organization Advisor with any questions or concerns.

I am here to assist you in this process and happy to meet with anyone individually or as a club/organization. Feel free to reach out to me during my virtual office hour if the time is convenient for you. During the fall semester starting on August 20, 2021, I will be hosting a virtual office hour on Friday mornings at 12 PM (except for holidays and in any occurrences when I am out of the office). Or feel free to stop by just to say Hi! Here is the zoom information:

Phone one-tap: US +16699006833,,99312598445# or +13462487799,,99312598445#

Meeting URL: <https://cccconfer.zoom.us/j/99312598445>

Meeting ID: 993 1259 8445 Password: 751909

If you would like to be added to my club/organization email distribution list, please email me, and provide me with your email address. In the subject or body of the message please indicate that you want to be added to the distribution list.

I hope you see you all very soon, virtually.

Go Falcons!

Amna Jara

Student Activities Coordinator

Cerritos College

ajara@cerritos.edu

Office of Student Life and Leadership

Office Hours: 8:00am to 4:30pm, Monday through Thursday, in person
8:00am – 4:30pm, Friday, remote support

Campus Website: www.cerritos.edu/ASCC

Department email: StudentLife@cerritos.edu

Department Instagram: [@FalconStudentLife](https://www.instagram.com/FalconStudentLife)

ASCC Instagram: [@CerritosStudentGov](https://www.instagram.com/CerritosStudentGov)

Student Life and Leadership Staff

Dr. Elizabeth Miller, Dean of Student Services emiller@cerritos.edu

Maria Isai, Administrative Secretary II misai@cerritos.edu

Amna Jara, Student Activities Coordinator ajara@cerritos.edu

Nikki Jones, Administrative Clerk njones@cerritos.edu

Diana Madueno, Student Events Specialist dmadueno@cerritos.edu

Associated Students of Cerritos College

Sandra Abundio, ASCC President sabundio@cerritos.edu

Ethan McLaughlin, ASCC Vice President emclaughlin@cerritos.edu

Student Government Meetings

Cabinet

Cabinet meets on Mondays (starting September 27) at 2 PM in BK 111/112

Court

Court meets on Tuesdays at 11 AM via Zoom

Senate

Senate meets on Wednesdays (starting September 22) at 2 PM in-person in BK 111/112, after September 30, 2021

For more information about Student Government, refer to our website: www.cerritos.edu/ASCC

To get involved please contact the ASCC leadership at ascc@cerritos.edu.

Inter-Club Council Meetings

The I.C.C. meets on the 2nd Thursday of the month (starting September 9) at 11 AM via Zoom. Zoom information is below. All clubs must send at least one representative to this monthly meeting.

Each club must appoint an ICC Representative who will attend the ICC Meetings monthly and communicate the information provided to the club members. If the ICC Representative cannot attend a meeting, another club member must attend in the representative's place. We understand that emergencies arise, so it is always a good idea to schedule two club officers to attend the ICC meeting. Clubs who miss more than one (1) ICC meeting in a semester will not be able to host events, fundraisers or apply for ASCC funding. Special consideration will be given to the clubs who cannot

attend the meetings due to their program schedules (for example, Cosmetology Club and Dental Hygiene Club). To be exempt from attending the ICC meetings, the club advisor must contact the Student Activities Coordinator to discuss the scheduling concern.

I.C.C. Meetings are mandatory for clubs to remain active and will be held via Zoom in the fall semester. Schedule for the 2020-2021 year is listed below:

FALL 2021

September 9

October 7

No meeting in **November** due to the Veterans Day holiday.

December 9

SPRING 2022

January 13

February 10

March 10

April 14

May 12

Zoom information for ICC Meetings:

<https://cerritos-edu.zoom.us/j/92786347222?pwd=UFVCMHRsSVdKSXk4ajNEOUk3UFFyUT09>

Meeting ID: 927 8634 7222

Passcode: 367993

One tap mobile

+14086380968,,92786347222# US (San Jose)

+16699006833,,92786347222# US (San Jose)

Sample List of Clubs

Students are encouraged to participate in campus clubs and organizations. Cerritos College offers a variety of clubs and organizations for every phase of campus life. They provide opportunities for students in social service, curricular, and special interest programs.

The club program is an ever-growing phase of the college scene, with new clubs and organizations being established each year. Over thirty clubs and organizations have the potential of involving 20,000 students in campus activities. Some of the clubs and organizations who have been active in the past year are as follows:

Accounting

Alpha Gamma Sigma

Asian Pacific Islander Desi American

Astronomy

Cerritos Student Association of Woodworkers

Chinese

Christian Students at Cerritos

Dental Assisting

Dental Hygiene

Dreamers Reaching Empowerment Through an Academic Movement (DREAM)

Econ

Geography

Kabarkada

K-Pop

Model United Nations

Phi Beta Lambda/Business

Phi Theta Kappa

Psychology/PSI Beta

STEM

Where People Make a Difference

Women In STEM

For a list of active clubs/organizations, please visit the Student Life section of FalconSync and look for the organizations that are “active” or email Student Activities Coordinator, Amna Jara at ajara@cerritos.edu for a current list of clubs and organizations and their meeting schedule.

Becoming an Official Club/Organization on Campus

Renewing an existing Club/Organization

1. Visit: <https://cerritos.campuslabs.com/engage/>
2. Log in with Student ID and student password.
 - a. Employees of Cerritos College log in using their username only (without @cerritos.edu) and their network password.
3. Make sure that you are a member of the club/organization portal which will be renewed.
4. Go to the club portal home.
5. Click the update “Re-Register Your Organization”.
6. Update all the necessary information.
7. To request a copy of the club/organization constitution on file for your club/organization, please contact your club/organization advisor. If the advisor does not have the latest copy of the constitution on file, your advisor may request the constitution from the Student Activities Coordinator by emailing her at ajara@cerritos.edu. A PDF copy of the latest version of the club’s constitution will be sent to the advisor. If an officer is copied on the request, the officer will be sent the constitution as well.
8. After the portal is activated by the Office of Student Activities staff, the club will have until the **5th Friday of the semester** to recruit a **minimum of 5 students** to join the club portal.
 - a. Clubs will be reviewed after the **5th Friday of the semester** to ensure that they have met the criteria.
 - b. Club/Organization Officers will need to be meet the 5-unit requirement to serve as officers.
 - c. All members and officers will need to be meet a minimum of 2.0 cumulative GPA at Cerritos College. New students at Cerritos College without an established GPA can join any club they are interested in.
9. This process needs to be completed every fall semester. If the club/organization chooses not to be active in the fall the registration needs to be completed before they are active in the spring semester.

Registering a New Club/Organization

1. Visit: <https://cerritos.campuslabs.com/engage/>
2. Log in with Student ID and student password.
3. On FalconSync, look through the active organizations to make sure that a similar club/organization does not already exist.
4. Recruit a member of the college faculty, staff or management to serve as the advisor of the club/organization. A club/organization may have a maximum of two (2) advisors, one of whom must be a **full-time** employee of the campus.
5. Deadline for all clubs to submit their renewal request by the **5th week of the semester**.
6. Schedule an unofficial meeting to establish a club/organization meeting schedule that meets the needs of the advisors and club officers before submitting the club registration on FalconSync. Information from the club registration will be used to request meeting rooms for clubs. Changes will not be made to a club meeting schedule once the room has been confirmed by Student Activities.
7. Go on FalconSync and register a new organization under the Student Life umbrella.

- Please fill out the form completely and answer all the questions that are asked.
8. When the above steps have been completed the Office of Student Activities will notify the Club Advisor and Club President (if one is in place) to notify them that the club is official.
 9. Email the newly adopted constitution to the Student Activities Coordinator with the meeting minutes from the meeting where it was adopted by the club.
 10. Clubs and Organizations are official on an annual basis starting with the Fall semester. Clubs/Organizations may choose to not submit a registration renewal for the Fall but be an active club in the Spring. If they choose to only be active in the Spring the re-registration process must be completed in the first 5 weeks of the spring semester (before February 11, 2022).
 11. Once the club/organization advisor has created a zoom meeting link to have meetings on zoom, add on the agenda a topic for the club members to review the constitution. At the following club meeting the agenda topic should state "Adoption of the Club Constitution". If any changes are made to the constitution, the club must submit meeting minutes and email the revised constitution to the Student Activities Coordinator and upload it in the Club/Organization's portal on FalconSync under documents.
 12. The newly chartered club/organization is expected to comply with all established rules and regulations as set in place by the Office of Student Activities.
 13. Your elected I.C.C. representative shall attend all meetings of I.C.C. Most meetings will be held on the second Thursday of every month. Clubs will not be eligible to schedule any fundraisers or events if they miss more than (1) one I.C.C. Meeting per semester. If there is a schedule conflict, club/organization advisors can email the Student Activities Coordinator to discuss the situation in detail. We understand that emergencies arise, it is never a bad idea to have two representatives attend the I.C.C. meetings so the club isn't penalized.

Role of Club/Organization Advisors

Each campus club/organization must have a full-time employee of the college as an advisor. It is recommended that the club have two advisors on record. One of whom can be a part time employee of the college.

In the fall semester, AJ will be hosting an advisor hour for advisors to drop-in and ask questions or connect with other advisors from 3-4PM. The dates August 31, September 28, and October 26. Flyer for the event is at the end of this Club Guide.

Administration and Club Liaison

- To be present at all club/organization meetings and schedule all zoom meetings for the club/org.
- The job of an advisor is to ensure that the college fulfills its obligations to its students and that club activities conform to the California Education Code, policies of Cerritos Community College District, bylaws of the Associated Students of Cerritos College and the constitution of the Inter-Club Council.
- The use of alcohol and/or controlled substances at social events or meetings by students is strictly forbidden and should be monitored by the club advisor.
- Advisor's role is to serve as the official representative of the college to the club.
- To read and understand the policies and regulations of the college and the Associated Students of Cerritos College as they pertain to the student organizations.
- Be familiar with administration policies governing student activities.
- Attend all advisor/officer meetings scheduled by the Office of Student Activities.
- Communicate any questions or concerns with the Student Activities Coordinator and keep the Office of Student Activities informed of all activities on and off-campus.

- Follow all designated procedures for securing services necessary in carrying out an event, including custodial service, and parking.
- To be present at all activities scheduled by the club/organization after 5PM, and on weekends.
- To be present at all off-campus activities, fundraisers, and TV tapings. (none scheduled in Fall 2021)
- Submit media requests for the club activities that need media services (microphone, sound, etc.).

Club Facilitator

- Schedule meetings through Zoom and support students during the virtual meetings.
- Know the constitution and by-laws of the organization.
- To help students understand and apply democratic principles within their own organizations and in working with others.
- To work closely with the club to ensure a cooperative relationship between the club members and advisor.
- To help the club/organization officers understand their roles and duties.
- To represent the club's interests to various campus groups or individuals.
- Sign all club event and fundraiser requests, facility requests, and financial reports.
- Supervise the finances of the organization.
- Be resourceful and guide students along the following lines:
 - Creating a calendar of events and fundraisers for the club to plan out the semester.
 - Assist club officers submit fundraiser and activity requests in a timely manner.
 - Helping members know, use and understand established policies and procedures.
 - Helping members develop habits of responsibility, leadership, and service.
 - Keeping accurate records.
 - Assisting club members in keeping organized for all current and future club members.
- Assist the Office of Student Activities by guiding club members plan for events ahead and turn in the necessary forms in advance.
- Facilitate leadership transition within the club. Since dynamics change with the incoming student leaders, you help maintain the continuity of the club.
- Assume the roles of motivator, mentor, planner, counselor and support the students have a productive school year.
- Ensure all travel paperwork is filled out by the students if attending an off-campus event. All travel forms must be completed prior to the event/trip. All forms need to be submitted prior to the travel date to Student Activities as a packet that includes all students attending the trip.
 - Travel forms are required even if the travel is not funded by ASCC, or the travel doesn't pertain to a club activity.
- To assist with the club transition from year to year, the advisor assists the secretary in creating a folder on FalconSync under "documents" where the club can save all agendas and meeting minutes for the year and copies of requisitions Assist the officers of the club in keeping other pertinent materials any future officers will need to keep the club active.
- Advisor should be present at all meetings whether official business is being discussed and/or voted upon, and to provide guidance to meet all policies and procedures.
- If the advisor cannot be at any given meeting, the club must reschedule their meeting. No official business can be conducted without the advisor's presence.
- In case of an emergency the club can contact the Student Activities Coordinator to serve as an advisor in lieu of their advisor not being at the meeting. Please note the Student Activities Coordinator may not be able to sit in for the advisor at the club meeting.
- Students cannot meet in a classroom without a Cerritos College employee present.
- Each summer, the Office of Student Activities will delete all members of the club's

portal to help maintain a current roster of club members. Advisors of the club portals can download the roster of students to keep the alumni involved by the end of the first week of the summer semester.

Club Financer

- To give attention to the budgetary functions of the club, specifically to ensure that all deposits are made in a timely manner. All fundraised funds must be deposited into the club account at the payroll window for the 250 accounts or the foundation office on the day the funds were collected. If the respective offices are closed at the time the fundraiser concludes, the funds must be left with the advisor or the Student Activities Coordinator. Under no circumstances should a student take the funds home with them.
- To ensure that the Office of Student Activities has the most current advisor's signature on the 250 account.
- Advisor(s) and club members must complete all requisitions for conference or travel when using A.S.C.C., Club or District funds and group must always travel together using district transportation. All forms and planning must start at least 45 days prior to travel date. (none scheduled in Fall 2021).
- ASCC utilizes Spendmap for all requisitions for 250 and 600 accounts. The club advisors can contact Nikki Jones in Student Activities to meet with her to receive training on how to input requisitions. Nikki Jones can be reached at NJones@cerritos.edu.
- Assist in providing a W9 for company who has not been issued payment from the College. The W9 will need to be submitted to the Office of Student Activities upon submission of the invoice or quote to initiate the requisition.
- Remind Club members that vendors will not be paid prior to the receipt of all items. All items must be received through the [district warehouse](#). Students will not be permitted to pick up orders from the vendors directly. Students and employees will not be reimbursed for items ordered and delivered to any other address other than the one of the campus or the district warehouse. To meet all purchasing requirements, a requisition must be submitted by the Club Advisor via Spendmap. The Warehouse will not deliver any items received without a requisition initiated through Spendmap and Purchase Order number assigned.
- Work with the club officers and members to submit a funding proposal if interested in requesting funding from the Associated Students of Cerritos College. Keep lookout for the email regarding ASCC funding proposals in the beginning of the spring semester from the Dean of Student Services.
- The current ASCC Budget book can be found on www.cerritos.edu/ASCC.

FalconSync

What is FalconSync? FalconSync is a platform that is used by Cerritos College and many other community colleges and 4-year universities to promote student involvement and engagement. FalconSync is a website that makes getting involved in higher education easier. All active Cerritos College clubs have a portal under Student Life that can be used to communicate with members, manage internal affairs within organizations, publicize club events to the campus, recruit members and much more. Students who wish to be a member of the club just need to click the option of "Join" to be a member of the club.

The link to the FalconSync site can be found on the bottom of the Cerritos College homepage or by navigating the A-Z index on the homepage. Before students can utilize FalconSync, they must follow these simple steps:

1. Visit: <https://cerritos.campuslabs.com/engage/>
2. Log in with Student ID and student password.
3. Update pre-existing profile (first time only).
4. To schedule a presentation on FalconSync for your club, please email AJ.

Creating a Club/Organization 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. 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 – Non-Discrimination Policy

Section 1. Cerritos College is committed to providing a safe and inclusive environment where all individuals are able to fully engage in all aspects of college life. The District is committed to equal opportunity in educational programs, employment, and all institutional programs and activities – - this includes student clubs and organizations. The District prohibits discrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or based on an association with a person or group with one or more of these actual or perceived characteristics. (See BP 3410 and AP 3410 for additional information).

As such, all student organizations and/or clubs are open to all students and cannot discriminate in membership, participation, leadership, etc. as a result of the aforementioned characteristics. Concerns regarding discrimination and/or harassment should be reported to Dr. Lauren Elan Helsper, Director of Diversity, Compliance, and Title IX at titleixcoordinator@cerritos.edu.

ARTICLE VIII - Amendments

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

If membership dues are to be charged, there should be an article titled “Dues” stating the amount, period of time covered, penalty for non-payment, purpose for dues, etc. This article logically follows the one on “Membership”.

All club/organizations must include the following non-discrimination statement in their constitution:

Cerritos College is committed to providing a safe and inclusive environment where all individuals are able to fully engage in all aspects of college life. The District is committed to equal opportunity in educational programs, employment, and all institutional programs and activities – - this includes student clubs and organizations. The District prohibits discrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or based on an association with a person or group with one or more of these actual or perceived characteristics. (See BP 3410 and AP 3410 for additional information).

As such, all student organizations and/or clubs are open to all students and cannot discriminate in membership, participation, leadership, etc. as a result of the aforementioned characteristics. Concerns regarding discrimination and/or harassment should be reported to Dr. Lauren Elan Helsper, Director of Diversity, Compliance, and Title IX at titleixcoordinator@cerritos.edu.

Submissions and Approvals

All sections and articles must be reviewed and voted on at an official meeting by the pertaining club members. Official club votes and meeting minutes must be recorded and submitted via the following form on FalconSync:

Club Meeting Minutes

Updating the Club/Organization's Constitution

Clubs can review and update the club constitution at any time, but it has to go approved through the club membership. At any point of the semester, if a club updates and/ or revises their constitution and updated copy must be emailed to the Student Activities Coordinator via email and the club meeting minutes form must be submitted on FalconSync to have an official record of the adoption of the new constitution.

Club/Organization's Responsibilities

Maintaining Activation Status

- All clubs are required to create and adopt a club constitution. Constitutions must be made available to all club members by uploading to FalconSync.
- Active clubs must have a minimum 5 good standing students joined on their club FalconSync portal throughout the entirety of the semester.
- Each club member must have a Cerritos College Student ID on person with the current semester sticker. Staff may request for the Cerritos College Student ID at any time while they are on campus.
- Clubs have the first five weeks of the semester to register their club/organization to be official for the semester.
- If a club submits a registration request in the fall semester, they are official for fall and spring semester. Unless the Office of Student Activities is notified otherwise.
- Attend monthly ICC meetings to remain in compliance.

Attendance at Inter-Club Council Meetings

- Each club must assign an Inter-Club Council representative.
- Clubs are required to be represented at each Inter-Club Council Meeting.
- Meetings will be held on the second Thursday of every month via Zoom.
- If ICC reps are unable to attend a meeting, any active club member/officer may stand-in for the ICC representative at the ICC Meetings.
- Any club who misses more than one (1) ICC meeting per semester will not be able to host any events and fundraisers.

Club Events

- All club/organizations events and fundraisers must be approved by the Office of Student Activities via FalconSync.
- Forms for events and fundraisers can be found in the forms section of FalconSync. Once the form is approved the club member who submitted the form will be notified by the Student Activities Coordinator.
- To promote the events club must get all flyers, and posters approved through the Office of Student

Activities. This can be done by submitting the publicity approval form on FalconSync and uploading the flyer the club has created. If the club would like to get a poster approved, all original posters must be submitted for approval, so each poster is stamped by the Office of Student Activities for approval.

- Club members are not allowed to promote the events until they are approved by the Office of Student Activities.
- Clubs are highly encouraged to participate in “Falcon Life Involvement Fair” event to recruit new members and spread awareness of their club to the campus.
 - Falcon Life Involvement Fair will be held during the third week of each semester via Zoom.

FalconSync

- All club portals must be updated if any changes occur within the club, which includes but are not limited to:
 - Organization name or abbreviation.
 - Meeting time, day and location.
 - Officers: Presidents, Vice Presidents, Secretary, etc.
 - Constitution Revisions.

Social Media

- Clubs must notify the Student Activities Coordinator of any third-party social media platforms, which include, but are not limited to:
 - Twitter
 - Facebook
 - LinkedIn
 - Tumblr
 - Instagram
 - YouTube
 - Snapchat
- Passwords and Usernames **must** be provided to the Student Activities Coordinator. This helps ensure that future club officers will have access to their social media accounts in the future. If any changes are made or new accounts are created, please make sure to send the log in information to your advisor and the Student Activities Coordinator by email. Before creating a new social media, please check with her for any information.
- Any content that is posted on behalf of a clubs’ social media account must be appropriate for a school environment. Club members are to follow all [standards of conduct for Cerritos College](#) students including, the [administrative](#) and [board](#) policies.

Club/Organization Meetings

1. Club meetings are to be held when the advisor and officers are available. All meetings must be approved by the Office of Student Activities and must be held via Zoom.
2. Club meetings are limited to no more than one each week. This does not include executive board meetings. Special meetings may be called with the approval of club advisors and the Office of Student Activities. Generally, clubs meet twice a month. Please be courteous of your advisor’s time when scheduling meetings.
3. All clubs will be meeting virtually. Please work out the details with your club officers and advisor. Have your **advisor** create a recurring zoom link and provide your link for club meetings during the club registration process.
4. Minutes of all club meetings must be maintained by the club. A treasurer’s report should be given at a meeting and filed with the club each month. Club account balances can be requested through the account balance form on FalconSync. A secretary should keep track of all that transpires in the meeting.

5. For audit requirements, any expenditure of organization funds must be approved by the organization membership and the approval must appear in the minutes of an official meeting.
6. A club advisor **MUST** be present at all official club meetings and social events on and off campus.
7. A valid voting member of the club is a student who is listed on the official club roster on FalconSync and who meets all the qualifications of membership.
8. Club/Organization details for Spring 2022 will be announced closer to the end of the fall semester.
9. Club meetings need to be rescheduled or canceled if they conflict with a major ASCC event. Clubs are encouraged to participate in all the events that are sponsored by ASCC. Some events that a club event may conflict with include:

Falcon Life Involvement Fair (Previously known as Club Info Day/Night)
Awards Ceremonies

All activities, meetings and social events of campus clubs and organizations must be scheduled on the master calendar of Associated Students of Cerritos College. This includes both on and off campus activities.

Club/Organization Events

All activities, meetings and social events of campus clubs and organizations must be scheduled on the master calendar of Associated Students of Cerritos College. This includes both on and off campus activities.

Event Scheduling Procedure

Activity requests require the approval of the club advisor and the Student Activities Coordinator.

- For any special activities submit a **Club/Organization Fundraiser/Activity Request Form** must be filled out and turned in a **minimum of (1) one week prior** to the scheduled event. Please submit this form on FalconSync.
- Clubs and Organizations are invited to have guest speakers from the industry or anyone they think will be beneficial for the club members to hear from. The advisor will create a zoom link for this session if it falls outside of the club meeting schedule. Please submit the **Guest Speaker Form** on FalconSync with in a **minimum of (1) one week prior** to the scheduled event.

Approval and Notification

The Office of Student Activities will review requests to ensure that each event follows the guidelines established by the ASCC Constitution and Club Guide.

After the request has been submitted, the club advisor and the person who submitted the form will be notified via email, with an approval or denial of the requested activities.

No in-person campus events are being approved for Fall 2021 due to COVID 19.

Be reminded that any event held off-campus which has been discussed in a club meeting or is being sponsored by a club **must** have a ASCC Activity Request approved by the Office of Student Activities and an advisor must be present at all times during the event.

Event Planning and Preparation

Please work with your club/organization Advisor and Student Activities Coordinator if you are hosting an event in 2021-2022. Please keep in mind in-person events for Fall 2021 will not be approved due to COVID 19.

Rescheduling or Cancelling Approved Events and Fundraisers

We understand sometimes things do not go as planned. That said, the Office of Student Activities is flexible when it comes to rescheduling events for clubs. It is imperative however, that the club officers email the Student Activities Coordinator at least 24 hours before the event if a club needs to reschedule or cancel a club meeting, fundraiser and/or club events. If rescheduling, please keep in mind that the date you are requesting may already be reserved by another club. To reschedule an Event or Fundraiser, the club must re-submit the form on FalconSync. All fundraisers scheduled prior to the last submitted form will be deferred.

Requesting to Fundraise

Clubs will need to submit a ASCC Fundraiser/Activity Request Form to request permission from the Office of Student Activities to fundraise off-campus. This form can be found online on FalconSync. Allow for one (1) weeks between the date your form is submitted and the date of the fundraiser. Please work with AJ to get a copy of the W9 for Associated Students of Cerritos College, if requested by the vendor you are working with.

Fundraiser scheduling will be approved on a case by case basis due to COVID-19 for this upcoming fall semester. On-campus fundraisers will not be approved in Fall 2021.

Movie Nights

Cerritos College is a government institution; screening movies without first purchasing property rights is illegal. Therefore, a club must first fill out a form requesting for ICC to cover the cost of the movie screening; once the form is approved then an activity approval form must be filled out to have the event approved and to secure a location to host the movie night. ICC has allocated a set amount of budget for movie night costs. Once the budget is exhausted the clubs will not be funded for their movie night but they are welcome to pay for the cost of the screening through their own club accounts.

Please be mindful when scheduling Netflix party movie nights to not be inclusive of members if they don't have a Netflix account.

Publicizing Club/Organization Events

All clubs must include this mandatory statement and the ASCC logo on their official event flyers and posters:

If disability accommodations (e.g. communications access, alternate formats) are needed to participate, please submit your request to AccommodationsRequest@cerritos.edu

Options for Publicity

FalconSync

- Add an event on FalconSync

Talon Marks

Clubs can publicize club meetings and events on the campus newspaper.

- To place an ad in the Talon Marks newspaper, email talonmarksadvertising@gmail.com
- To have Talon Marks cover a club event, please email editor@talonmarks.com

Where People Make a Difference (WPMD)

Clubs can publicize club meetings and events on the campus radio station. To have WPMD cover or promote an event email Casey Piotrowski at CharlieWindow@hotmail.com.

Daily Falcon

Daily Falcon is a newsletter that is sent out to the employees of Cerritos College every day. To advertise a club activity, advisors can submit a request to promote the club activity on the Daily Falcon. To submit a request advisors must use the link: <https://ouc-secure.cerritos.edu/public-affairs/forms/submit-daily-falcon.htm>

Student Campus Connection

To inform the students an upcoming fundraiser or event, clubs can request for a flyer or information to be included in the Student Campus Connection. The Student Campus Connection is sent to all enrolled students on Fridays and includes information for the following week. Please plan ahead and submit the information by the week before the requested campus connection date. For example, if you would like your flyer/event to be included in the Student Campus Connection on Friday, October 30, you would need to email it to AJ or submit the form on FalconSync by Friday, October 23. All flyers need to be accessible or will not be shared till corrections have been made.

Look for the form titled 'Campus Connection Submission' on FalconSync to submit any information.

Social Media

Tag us and we will share your post:

Student Life and Leadership department Instagram: @FalconStudentLife

ASCC Instagram: @CerritosStudentGov

If you don't have a social media account for your club, submit the Form titled 'Social Media Posting Request'.

Club Shirts

- Shirts should have the Cerritos College Logo or must say Cerritos College on them with the club name.
- The club advisor(s) and club members should work together to decide what color the shirts will be and where the logo should go.
- Submit a form on FalconSync to get a T-Shirt design approved by the Office of Student Activities prior to ordering shirts. Look for the form titled 'Club/Organization Shirt Design Approval Form'
- Clubs have the liberty to choose the vendor they would like to use. If a club is using a brand new vendor to the campus, the club must submit a W9 for the company they would like to use to ensure a timely payment to the vendor. The W9 will need to be submitted to the Office of Student Activities upon submission of the invoice or quote to initiate the requisition.
- Vendors will not be paid prior to the receipt of all items. All items must be received through the district warehouse. Students will not be permitted to pick up orders from the vendors directly. In order to meet all purchasing requirements, a requisition must be submitted by the Club Advisor via Spendmap. The warehouse will not deliver any items received without a requisition initiated through Spendmap and Purchase Order number established.

Cerritos College Website

- All club information is disseminated to the campus utilizing FalconSync.
- Clubs may request to create their own website under the Cerritos.edu domain by emailing ajara@cerritos.edu. The request must be emailed from the advisor to the Student Activities Coordinator. Only advisors are approved to be web authors for the club's webpage. Students will not be provided access to update the webpage content.

Club Logos

All club logos must be voted on and approved by club members before using the logo for promotion. Changes to a club logo must also be voted on and approved by club members before submitting the logo for approval by the Student Activities Coordinator. All club logos must have "Cerritos College" on them.

Look for the form titled 'Club/Organization Logo Approval' on FalconSync to submit the logo for approval by the Student Activities Coordinator.

Cerritos College (Falcon) shade of blue:

PMS 288 CMYK 100, 65, 30 RGBA 0, 46, 102 HEX#002E66

Club/Organization Finances

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

- Bylaws from the Student Government Manual:
 - Funds Received:
 - 4.320 All funds received must be presented to the District Business Office for receipt and deposited in the ASCC bank accounts. When funds are presented to the District Business Office, they must be accompanied by the proper forms detailing the source of these funds.
 - 4.321 All funds must be deposited no later than the first day of business following the collection of such amounts.
 - 4.322 At the time of presentation of these funds to the District Business Office, a receipt will be issued by the person receiving the money.
 - 4.323 Trust account advisors shall establish a satisfactory procedure for collecting receipts. The District Business Office reserves the right to audit trust funds at any time and require proper control procedures for the receipt of money.
 - 4.324 Receipts shall be issued for all cash collections.
- To establish a club account on campus, a [Fundraising Account Establishment Form](#) must be submitted to the Office of Student Activities. Once an account number is assigned, the Club Advisor will be notified with the account number. If a club switches an advisor, the fundraiser account establishment form needs to be updated to remove the previous advisor and add the new advisor. No requisitions will be processed if the club advisor is not on the financial records.
- All funds must be deposited as soon as possible to the payroll window with the deposit form filled out by a club member and signed by the advisor or officer. Money should ***never*** be kept by students overnight. Only cash or checks are accepted as payment forms by the club. All checks must be made payable to Associated Students of Cerritos College. All checks made out to the club's name will not be processed. At this time, the Associated Students of Cerritos College do not have the capability of accepting credit cards. The use of square or any such device is not recommended for use at this time due to financial transactions involving a third party.
- To expend club funds the advisor shall submit a requisition using SpendMap. The request must be initiated by the Advisor of the club.
- All expenditures of organizational funds must be approved by Club/Organization members and the approval must appear in the minutes of an official meeting.
- If the club needs to know what their account number is, a request must be sent to the StudentActivities Coordinator by the Advisor or Officers for that club. This information

will only be provided to the advisor of the club.

- If the club needs to know the balance of their account, the **account balance form** needs to be submitted via FalconSync. Please communicate with your advisor before submitting the request as the balance of the club account will be sent to the club advisor and the person requesting the account balance.
- ASCC utilizes SpendMap to process requisitions. Please contact Nikki Jones at njones@cerritos.edu regarding the submission of requisitions.
- **Off-Campus accounts are prohibited.** Funds to be used for scholarships can be deposited into the club account with the Cerritos College Foundation. Advisors can contact the Foundation office to get more information regarding the process of opening an account with the Foundation Office. Please make sure to copy the advisor on all correspondence between the club officer and foundation.

For additional information, please refer to the [ASCC financial code](#).

Depositing Funds

1. Deposits must be made **immediately** after the funds are received. Cash or checks should never be kept overnight by club members.
2. Fill out the ASCC deposit form available from the files section of FalconSync.
3. Hardcopies of the deposit form can be picked up from Student Activities.
4. Deposit form must have the club's account number noted on it. If a club officer is unaware of the club's account number, the account number can be requested from the Club's advisor or Student Activities Coordinator.
5. All checks must be made payable to **Associated Students of Cerritos College**. Checks made out the club's name will not be processed.
6. Copies of all checks must be included with the deposit. Multiple checks can be put on a single page.
7. All coins should be wrapped with account number on them.
8. All deposits must be submitted the payroll window in the administration building. If the payroll window is already closed for the evening, leave the deposit in the possession of the advisor or Student Activities Coordinator.
9. Club Treasurer should keep copies of all this paperwork in case of discrepancies.
10. Under no circumstances should a student take any funds home or store them in the club's locker. If a deposit cannot be made before the payroll window closes, the funds must be secured in the Office of Student Activities.
11. Two officers or an officer and club/organization member must complete the deposit together to ensure accuracy and transparency of the process.
12. Once the deposit has been completed, the two individuals who completed the deposit seal the envelop and initial the seal and walk the deposit over to the payroll window near Admissions and Records to complete the deposit.

ASCC Events

Falcon Involvement Fair

Previously known as Club Info Day/Night.

This year we are giving clubs and organizations an opportunity for recruitment during the week of Monday, August 30 through Friday, September 3. Flyer is attached in the end of the club guide for you to promote the event.

To RSVP for this event, please submit the **Participation in Falcon Involvement Fair Week** form on FalconSync. Clubs will have a breakout room at this event to talk to individual students interested in their club. Please RSVP for the times your club will be attending only. If there is a student who stops by and your club is not in participation, AJ will get their contact information and ask them to join your club portal on FalconSync. Please communicate with your membership through FalconSync to ensure you are not leaving any student interested in participating out.

Deadline to participate in this event by submitting the FalconSync form is **Monday, August 30, 2021 before 8 AM.**

If you attend the event without RSVPing your breakout room will not have your club/organization's name on it. If you attend after the start of the event and have not RSVP'd you will not have a breakout room for your club/organization.

Homecoming

The Associated Students of Cerritos College take pride in the tradition of Homecoming. Due to COVID-19 all athletics events have been canceled but we do plan to celebrate our annual tradition when our athletics teams return. Please stay tuned for more information.

Zombie Fest

The Associated Students of Cerritos College take pride in hosting the annual Zombie Fest event to celebrate Halloween and raise non-perishables for our food pantry. Due to COVID-19 all events have been canceled but we do plan to host our annual event when we return on campus. Please stay tuned for more information.

Awards Ceremonies

Awards Ceremonies are held at the end of each semester to honor students for their leadership and service accomplishments.

- Fall Awards Reception is scheduled for Friday, December 10 at 4 PM Via Zoom and the Spring Awards Ceremony will be on May 13, 2022, 4PM (TBA if this event will be in-person).
- Applications for the awards ceremony will be available on FalconSync under forms.
- All students are encouraged to nominate each other. The Office is strongly encouraging the students to not self-nominate.
- Outstanding Advisor awards are given out at the Awards Banquet each semester. Don't forget to nominate your Club Advisor for the outstanding job they are doing! These awards are competitive and based on the quality of the submission. So please take the time to write why you feel your advisor should receive this award.
- Club of the Year awards are given out at the Spring Awards Ceremony. Applications are available in the Office of Student Activities. Club of the Year applications will require information from both Fall and Spring semester. It is strongly advised that the club keep record of all events/activities the club participates in or schedules, so they are tracked for ease of filling out the awards application for Club of the Year.
- I.C.C. Scholarships are given out at the awards ceremony each semester. These scholarships are competitive and awarded based on the information submitted on the nomination form.
- ASCC Service and Leadership are awarded all those who are nominated. These awards include ASCC Service and Leadership Certificates, Bronze Falcon Awards, Silver Falcon Awards and Gold Falcon Awards.
- All persons interested in attending the awards ceremony must nominate someone or be nominated to receive an award on FalconSync before the deadline.

Falcon Games

The Associated Students of Cerritos College have a Spring semester tradition to host a 3-day series of games to get clubs and organizations to network and earn some scholarship funds for their clubs. Please look for information for the Falcon Games as the spring semester gets closer.

Important Dates for Clubs/Organizations

Date	Time	Event/Task
August 16, 2021	all day	Re-registration and new registration opens for Clubs/Orgs
August 20, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
August 27, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
August 30, 2021	11 am – 1 pm	Falcon Involvement Fair. Register to participate.
August 31, 2021	11 am – 1 pm	Falcon Involvement Fair. Register to participate.
September 1, 2021	4 pm – 6 pm	Falcon Involvement Fair. Register to participate.
September 2, 2021	4 pm – 6 pm	Falcon Involvement Fair. Register to participate.
September 3, 2021	2 pm – 4 pm	Falcon Involvement Fair. Register to participate.
September 3, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
September 9, 2021	11 am – 12:30 pm	ICC Meeting on Zoom .
September 10, 2021	10:30 am – 11:30 am	ICC Officer Training: Club/Organization President
September 10, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
September 17, 2021	10:30 am – 11:30 am	ICC Officer Training on Zoom : Club/Org Vice President
September 17, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
September 17, 2021	all day	Club/Organization registration closes
September 24, 2021	10:30 am – 11:30 am	ICC Officer Training on Zoom : Club/Org Secretary
September 24, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
October 1, 2021	10:30 am – 11:30 am	ICC Officer Training on Zoom : Club/Org Treasurer
October 1, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
October 8, 2021	10:30 am – 11:30 am	ICC Officer Training on Zoom : Club/Org Marketing
October 8, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
October 14, 2021	11 am – 12:30 pm	ICC Meeting on Zoom .
October 15, 2021	10:30 am – 11:30 am	ICC Officer Training on Zoom : Club/Org Event Planning
October 15, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
October 22, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
October 29, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
November 5, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
November 12, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
November 19, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
December 3, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
December 10, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday
December 17, 2021	12 pm – 1 pm	AJ's office hour on Zoom . Every Friday

Inter-Club Council Constitution

PREAMBLE

We, the students of Cerritos College, in order to form an organization for the transaction of business, coordination and communication of campus clubs and organizations, do ordain and establish this constitution and assume the power as delegated to us by the Associated Students of Cerritos College.

ARTICLE I NAME

The purpose of this organization shall be:

To enforce all rules and regulations of the ASCC Codes pertaining to campus clubs and Club Rules and Regulations as specified in the Club Guide.

To assist in the coordination of and in the cooperation between club activities.

To act as council for communication between clubs.

To assist in the promotion of all club activities.

To assist in providing campus or campus-associated activities.

To promote friendship and leadership among clubs and club members.

ARTICLE II MEMBERSHIP

Section I All campus clubs of Cerritos College that have been officially chartered and are in good

standing shall be the official members of this organization.

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

The right to representation in the Inter-Club Council and their respective commissions.

The right to vote in the Inter-Club Council and the respective commissions.

ARTICLE III INTER-CLUB COUNCIL

Section I The Inter-Club Council shall be composed of the I.C.C. Commissioner, the Executive Secretary and a representative from each campus club in good standing.

Section II All voting members of the Inter-Club Council must meet the requirements of club membership eligibility as established in the Club Code Section V, Section 5.40 through 5.42, and shall be an active member in good standing of said club.

Section III Each club shall appoint one permanent representative from within its membership.

This representative shall have the authority to speak for and make commitments for his/her club, and said club shall be responsible to the Inter-Club council.

Section IV No representative to the Inter-Club Council shall represent more than one-member club.

Section V Each club representative to the Inter-Club Council shall serve a term or one semester (they may serve other terms if so, appointed by their clubs.)

Section VI The Inter-Club Council shall meet at least once a month throughout the regular college semester.

Special summer meetings may be called by the I.C.C. Commissioner.

If 50% of the clubs are not present, the actions taken by summer meetings must be ratified at the next regularly scheduled meeting.

Section VII The Inter-Club Council shall have the power to establish such regulations and procedures pertaining to the same as deemed necessary.

Section VIII All commission by-laws must be approved by the Inter-Club Council.

Section IX The Inter-Club Council shall approve the constitution and grant charters to new clubs.

Section X Attendance:

Clubs missing one regularly scheduled meeting may be put on probation.

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

Section XI Probation, clubs may be placed on probation by the I.C.C. Commissioner with the approval of the Coordinator of Student Activities.

Section XII Suspension, clubs may be suspended from campus activities by the I.C.C. Commissioner with the approval of the Coordinator of Student Activities.

Section XIII Expulsion, the Inter-Club Council may expel a club for infraction of the rules and regulations pertaining to such organization.

Section XIV Clubs may appeal disciplinary action to the ASCC Court.

ARTICLE IV OFFICERS

Section I The duties of the Commissioner of the Inter-Club Council shall be as follows:

Shall preside over all related functions in the coordination and communication of clubs.

Shall initiate disciplinary action regarding any organizational infraction of rules and regulations to such groups, with the approval of the Advisor to the Inter-Club Council.

Maintain a master calendar of all organizational events.

Shall supervise and assist with the formation of new campus clubs.

Submit to the Coordinator of Student Activities the establishment of club trust accounts.

With the Advisor to Inter-Club Council, shall maintain an active roster of all campus organizations, determining the legality of membership.

Preside at all meeting of the Inter-Club Council and shall be an ex-officio member of each commission.

Shall select an executive secretary.

Shall appoint such standing and special committees as he/she deems necessary and shall serve as ex-officio member of the same.

Shall be responsible for Inter-Club Council bulletins and publications.

The Commissioner along with the I.C.C. Advisor will consider all club or organizational business coming through the Student Activities Office pertaining to inter-club activities, club participation in school activities, or any matters of club financial activities, or awards which represent the interests of said club or organization.

Section II The duties of the Executive Secretary shall be as follows:

Shall be a non-voting member of the Inter-Club Council.

Shall be responsible for the publication, filing, and distribution of each Inter-Club Council meeting minutes within a reasonable length of time after each meeting.

Shall maintain a central filing system of all correspondence pertaining to clubs, the commissions, the Inter Club Council, and its committees.

Shall handle all correspondence for the Inter-Club Council.

Shall assist with Inter-Club Council bulletins and publications.

ARTICLE VI STANDING COMMITTEES

Section I The Awards Committee

The committee will be composed of two (2) representatives from each of the two (2) I.C.C. Commissions plus two (2) students at large.

The I.C.C. Commissioner will appoint representatives and will vote only when a tie ensues.

The Committee will be responsible for voting on Outstanding Clubs of the Year.

The Commissioner, if in his/her opinion, any representative has such a vested interest in any one of the nominated persons or clubs that his/her vote will cast on a discriminatory basis or if a nominated individual is a member of the awards committee, the representative in question may be for the former reason permanently dismissed or for the latter reason may be temporarily displaced from the Committee during vote in question.

ARTICLE VII ROBERT'S RULES OF ORDER

Robert's Rules of Order Revised shall be the parliamentary authority for all matters of procedures not specifically covered by these law

Organization Code

Definition of Club: “Club” shall be defined as a group of people associated for a common purpose that usually meets regularly and such group has met all requirements of the Inter-Club Council (ICC), Associated Students, Cerritos College policies and such regulations as may be stated in the California Education Code.

(The term ORGANIZATION shall mean 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 collect membership dues as opposed to membership fees).

- 5.10 The by-laws for clubs shall be known as the “Club Code” and shall govern all matters pertaining to officially recognized campus clubs.
- 5.20 The ICC Commissioner shall assume such duties as stated in the Government Organizations Code, Section 2.738, and shall serve as executive head of the Inter-Club Council.
- 5.21 There shall be a representative from each club which shall serve on the Inter-Club Council and shall have the powers as stated in the Inter-Club Council Constitution.
- 5.22 The ICC shall serve as the official authority for the recognition and establishment of a campus club.
- 5.23 All clubs shall abide by the Inter-Club Constitution and the official Club Guide.
- 5.30 Finance. The financial transactions for the establishment and liquidation of club trust funds shall be as follows:
 - 5.31 Acquisition of the Trust Fund. Upon approval of a new club as an official campus club by the ICC, a trust account may be assigned to said organization.
 - 5.32 Liquidation of Funds. When a club becomes inactive as a campus club, its funds should be held for no less than three (3) 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 the ICC with the approval of the ASCC Cabinet. Said funds shall be placed in the account designated for joint club projects.
- 5.40 Eligibility for Membership in a Campus Club. Regulations pertaining to the eligibility for membership in a campus club as established by the Associated Students, shall be as follows:
 - 5.41 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.
 - 5.42 Each organization must have a minimum of ten (10) members in good standing in order to be an official campus organization and members of all campus organizations sponsored by the Associated Students must be members of the Associated Students each semester of membership in said organization.
 - 5.43 Club members shall maintain enrollment in one (1) unit or more.
 - 5.44 All club officers shall maintain enrollment in five (5) units or more.
 - 5.45 Students placed on conduct probation shall not hold membership in any campus club during their probation period.
 - 5.46 Students placed on conduct probation shall not hold membership in any campus club during their probation period.
 - 5.47 A student may average in his summer grades at his option for eligibility in a club if his grade point average is below 2.0 in his previous semester.
 - 5.48 Specific regulations pertaining to eligibility for membership in campus clubs not stated here shall be established by the constitution of the individual organization.
 - 5.49 No advisor shall be the advisor for more than two (2) clubs.
- 5.50 Violation of this section or any above section of the Organization Code shall result in the loss of all I.C.C. voting rights and privileges.

Still have questions? Email Amna Jara at ajara@cerritos.edu or stop by at her office hour on Zoom on Fridays at 12pm.