



# Student Life & Leadership Club Leaders Guidelines

**All club advisors and student club leaders are encouraged to read, agree to, and adhere to the following guidelines.**

## *Club Advisor guidelines and agreement*

*All club advisors are expected to perform the following duties on behalf of student club officers and student club members:*

1. Be currently employed at Las Positas College.
2. Submit a Student Club Application and club constitution each semester for the ICC club recognition process.
3. Ensure students understand and adhere to all district, college, and student life policies and procedures governing student life and conduct.
4. Ensure students understand and adhere to all applicable California Education Codes, laws, and regulations.
5. Ensure that all reasonable steps are taken considering the safety and welfare of students during official student club-sponsored activities and events on and off-campus.
6. The certificated club advisor must attend all club/ASB activities, from when students arrive until the end of the activity, even if another adult volunteer or certificated/classified staff member is available. This expectation applies to all on-campus, off-campus, and virtual meetings, events, field trips, fundraising, etc. If an advisor cannot attend a meeting, activity, or event, they must assist students in finding an alternate advisor or cancel/postpone the activity.
7. Serve as a resource and offer guidance to students to facilitate club achievement by assisting with the planning activities and conducting meetings in compliance with proper procedures.
8. Ensure the club has a current constitution and that all club officers and members adhere to it.
9. Oversee any election or selection of officers and ensure that club officers understand and carry out their assigned duties in accordance with their position.
10. Supervise the club budget and oversee all financial transactions and records, including, but not limited to:
  - a. Approve expenditures along with the club officers and the Student Life Office;
  - b. Ensure the club meets regularly and that minutes are being taken and kept appropriately documenting actions taken;
  - c. Review all budgets, financial reports, and transactions with club officers;
  - d. Work with club officers when preparing the annual budget and revenue projection estimates;
  - e. Ensure that only valid expenditures are made and authorized by club officers;
  - f. Review for completeness and accuracy when signing all college forms and club documents before distribution or submission to the Student Life Office or Administrative Services Office;
  - g. Ensure necessary backup documentation, including original itemized receipts for expenses, are attached to forms or documents and submitted within the required ten (10) business days of the purchase;
  - h. Advisors are not allowed to purchase items without a formal approval vote from the club.
  - i. Ensure proper cash control procedures are established and followed at all times;
  - j. Receive training on college and district accounting procedures and practices from the Program Coordinator or designee along with the student club president and treasurer to ensure that the student club is keeping accurate records; and
  - k. Ensure all items purchased with student club funds are stored on-campus and keep accurate records of inventory of and maintain club property at all times. The Program Coordinator of Student Life and Leadership and the Vice President of Administrative Service has the right to request and review the list for audit purposes
  - l. All cash advance checks must be reconciled with the Administrative Services Office within fourteen (14) business days of the purchase or event. Outstanding reconciliations are not permitted and will jeopardize the status of the club's activities, funds, and possible deactivation.
  - m. Ensure that all fundraisers are approved before being held.
  - n. If the club is affiliated with an outside charity or nonprofit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by the board of education. All publicity for the fundraiser must include the name of the nonprofit organization or charity receiving the funds.
  - o. Ensure all flyers and posters are approved by the Student Life and Leadership Department before posting.
  - p. Ensure any club monetary transactions, such as membership donations or club t-shirt purchases, are collected in the presence of an advisor. The advisor and club treasurer must record and maintain all money collected. The ASB bookkeeper will set up an account for the club in the student body account. Checks are never to be made payable to an advisor or student. Funds may also not be deposited funds into a personal bank account.

11. Travel cash advances will be treated with the same requirements as a disbursement request. Supporting documentation of original itemized receipts for all expenses is to be submitted. The receiving club advisor must pay any balance of an advance that exceeds the itemized receipts.
12. Oversee and ensure that student club officer and ICC representative responsibilities are met.
13. Provide guidance and mentoring to students to achieve a worthwhile program and fulfill their general goals and objectives.
14. Adhere to the Student Life & Leadership Policies and Procedures Handbook.

### ***Student Club Leader guidelines and agreement***

#### ***All student club leaders will have the following responsibilities as it relates to the Inter-Club Council (ICC) and the Student Life Office:***

1. Ensure that the club has an advisor who is currently employed at LPC.
2. Clubs must have a club advisor who will agree to attend all official meetings, events, and sponsored activities. Clubs may choose to have multiple club advisors.
3. Maintain membership open to all currently enrolled LPC students.
4. Have at least six (6) members who are currently enrolled at Las Positas College (LPC).
5. Plan meetings and activities that represent the student club's mission.
6. Hold virtual or on-campus club meetings with a minimum of one (1) student club meeting per month.
7. Officers may be elected or appointed by active club members.
8. Club officers must be enrolled in a minimum of one (1) class per semester and have a cumulative grade point average (GPA) of 2.0 or higher.
9. Each club is required to have a designated ICC representative or preapproved proxy to attend each ICC meeting, typically held on the first and third Friday of each month. ICC Representative attendance is mandatory at each ICC meeting to exercise club privileges as a member of the council, including voting. Student clubs may have their club activities and funds suspended or be declared inactive following two (2) unexcused absences from an ICC meeting per semester.
10. At least one (1) club officer is required to complete training conducted by the Program Coordinator of Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
11. Notify the student club advisor, and assist in notifying the Student Life Office, when there is a change in club leadership, advisor, or constitution within ten (10) business days of such change.
12. Adhere to all local, state, and federal laws and college policies and procedures.
13. Not interfere or disrupt the orderly conduct of college business or operations.
14. Assume responsibility for the student club's financial status, actions, and programs.
15. Non-students may participate in club activities and events as guests but may not vote or hold office.
16. All club officers should be listed on the Student Club Application. (The Program Coordinator of Student Life and Leadership recommends submitting a complete list of club members via email for record-keeping purposes.)
17. Clubs must have a constitution on file with the Student Life Office.
18. Clubs must complete the appropriate forms for all activities, events, and fundraisers.
19. Receive advance authorization from the Student Life Office for affiliation with off-campus organizations.
20. It is the responsibility of the club officer to communicate with the club advisor when there is a change of an assigned officer or a change in any contact information. The club advisor must be the responsible party to confirm and relay such changes to the Program Coordinator of Student Life and Leadership or designee.
21. Pursuant to [California Education Code, Section 76063](#), clubs may not be used as a conduit for personal financial gain or the establishment of a personal business. All club financial transactions shall be handled through an assigned college club account maintained by Las Positas College Administrative Services Office as referenced in the ICC constitution.
22. Approved club meeting minutes must be submitted monthly to the Inter-Club Council Chair (fall and spring semesters when meetings are held).
23. Club officers are not allowed to make purchases without prior club approval by vote.

All club advisors and student leaders agree to allow the Student Life & Leadership Guidelines and to the collection and sharing of their information with college and district entities, including but not limited to the Administrative Services Office, the Ricoh Copy Center, and the Las Positas College Student Government (LPCSG), and student club advisors.