Club Policies and Agreement

1. The Club Representative or Alternate must be the representative of one club only. A representative may serve a limit two organizations for the Inter-Club Council.

2. If a club is not represented for three consecutive meetings, it will jeopardize the club participation in official campus activities and fundraisers and may result in revocation of the club Charter and suspension of all club activities.

Club Activities

3. All club activities and fundraisers must be approved by the Rebecca Orlauski and/or the ICC prior to the event.

5. Clubs may not use the club name except for official ICC approved activities and events.

Club Advisor

6. As club advisor, I agree to stay informed of any and all club activities, meetings, and awards ceremonies, including schedule and location of events. I understand that the Club Advisor must be present at all meetings, including when election of officers or votes on membership, including expulsion of members, are held. I agree that as Advisor, I will be present at any officially approved club event held on or off campus, and when campus is closed on weekends. In addition, it is my responsibility as Advisor to nominate and be
present at any leadership awards hosted by the office of Student Life at the end of the semester.

7. I agree to abide by the Mt. San Jacinto College Student Government Association (SGA) Constitution & Regulations including the ICC Operation Policies governing campus clubs and organizations and to comply with the requirements of the club constitution, which is on file in the Office of Student Life.

8. If as Club Advisor, I cannot full-fill any of my responsibilities I am to inform the Office of Student Life immediately.

9. As club advisor, I am responsible for all club financial transactions. As such, I understand no student will be given money up front for any club event. All purchase orders must be made out by me and all checks will be issued to me, as the club’s advisor. No students will be issued checks for club transactions.

**Club Constitution**

9. All club constitutions must be approved by the ICC each semester in order to be active on campus. If the constitution is new or changed in any way, it must be presented to the ICC Board for approval. The Office of Student Life will review and approve the constitution. A copy of the new or changed constitution must be submitted with the Charter to the ICC Vice Presidents or to the ICC Advisor. If there is no change in the constitution, and it is on file in the Advisor’s office from previous semesters, you do not have to submit a constitution with this application.

**Anti-Hazing**
10. In accordance with the California Education Code student organizations must adhere to the Anti-Hazing Regulations. Members of the student organization may not engage in any activity as a requirement of membership, which may cause bodily danger, physical or mental harm or personal degradation or disgrace. **The Club President is responsible for reading the following Anti-hazing Regulations to club members and must acknowledge agreement with this policy.** Anti-Hazing Code--The Student Government Association of Mt. San Jacinto College endorses the following regulations, which were enacted by the California Legislature and are now part of the California Education Code. Hazing Laws--**Section 32050**--Hazing--As used in this article “hazing” includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contest or competitions. **Section 32051**--Hazing Prohibited--No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than $100, nor more than $5,000, or imprisonment in the county jail for not more than one year, or both. **Section 32052**--Penalty for Hazing--Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships or awards which are enjoyed
by him, by her, or by it and shall be deprived of any sanction or approval granted by any public educational institution or agency.

11. Administrative Procedure 5500, Chapter 5 – Student Services: Standards of Student Conduct

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Superintendent/President.

3. Unlawful possession, use, and sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing sexual assault or harassment as defined by law or by District policies and procedures or sexual assault or sexual exploitation regardless of the victim’s affiliation with the
5. Engaging in harassing or discriminatory behavior based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, nationality, race or ethnicity, religion, sexual orientation, military or veteran status, or any other status protected by law.

6. Disruptive behavior, willful disobedience, habitual profanity or vulgarity.

7. Open and persistent defiance of the authority of, or persistent abuse of, college personnel.

8. Plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty

A. Plagiarism

   a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

   b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

9. Cheating

   A. Cheating – during tests, quizzes, or on assignments
a) Use of any unauthorized assistance in taking quizzes, tests, or examinations.

b) Use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

c) The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

d) Collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.

10. Committing or attempting to commit robbery or extortion.

11. Causing, attempting to cause or threatening to cause damage to District property or to private property on campus.

12. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

13. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

14. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
15. Willful misconduct that results in injury or death to a student or to District personnel.

16. Misconduct that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

17. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

18. Unauthorized entry upon or use of District facilities.

19. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

20. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises.

21. Violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

22. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

23. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
24. Violation of local, state or federal law on campus or while involved in college sponsored activities off campus.

25. Copyright infringement as described in Section 106 of the Copyright Act (Title 17 of the United States Code).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.
Club Policies and Agreement

I have read, understand, and agree to follow the Club Policies, Procedures, Advisor Manual, Anti-Hazing Regulations, and the Standards of Student Conduct in accordance with the California Education Code, set forth by the Office of Student Life at Mt. San Jacinto College.

CLUB PRESIDENT:
Print Name________________________Signature________________________Date________

Club Officer(s):
Print Name________________________Signature________________________Date________
Print Name________________________Signature________________________Date________
Print Name________________________Signature________________________Date________
Print Name________________________Signature________________________Date________
Print Name________________________Signature________________________Date________
(I have read the Anti-hazing Statement and Standards of Student Conduct to my club members)

CLUB ADVISOR INFORMATION BELOW:
Print Name________________________Signature________________________Date________

Club Name________________________

OR

CLUB CO-ADVISOR INFORMATION BELOW:
Print Name________________________Signature________________________Date________

Club Name________________________

OFFICE OF STUDENT LIFE - Revised Spring 2019