

**Associated Students of Foothill College (ASFC)
Organizations Board of Directors (OBD)**



Club Handbook
Procedures • Policies • Perks

FOOTHILL COLLEGE

12345 El Monte Road ■ Los Altos Hills, CA ■ 94022-4599

www.foothill.edu

Upgrade. Advance.



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I n t r o d u c t i o n

S t u d e n t A c t i v i t i e s O f f i c e

The Foothill College Student Activities Program focuses on Foothill's Beyond the Classroom education, empowerment, and entertainment through:

Leadership, social, volunteer and cultural programming. It includes: The Associated Students of Foothill College (ASFC/Student Government), Leadership Courses, Conferences, Retreats, Workshops, weekly College Hour Events, Campus Clubs, a six month long Heritage Month Series, the Student Ambassador Program, Cheerleading Dance Squad, the Service Learning/Volunteer Center, Intramural Recreation Room, ASFC Smart Shop & Design Center, Student Businesses, printed publications, calendar and handbook creation and clearance, various events and advising.

This program offers opportunities for students to develop and enhance personal and professional goals, objectives and skills:

Accounting, administrative, advertising, advocacy, broadcasting, business, event coordinating, finance, government, graphic design, journalism, leadership, marketing, multicultural, networking, organizational, outreach, political, public relations, recreational interaction, recruitment, research, speech communications, team building, and time management.

This program prepares students for their future goals:

Volunteering, interning, transferring, graduating, careers and civic responsibilities. We offer opportunities to achieve through a Leadership/Community Service Scholarship, Recognition at Graduation, Leadership Stipends, transcript notation through a Certificate of Completion in Leadership & Community Service, retreat, workshops, conferences, and an annual awards banquet.

C a m p u s C l u b s

Approximately 50 are active quarterly, and over 200 chartered, campus clubs cater to a wide variety of student interests:

Athletic, career, departmental, honors & service, multicultural/ethnic, political, religious and special interest. A voting representative from each club attends the Organizations Board of Directors (OBD) meetings, held Tuesdays at noon, chaired by the Vice President of Organizations. Clubs promote campus participation by co-sponsoring Heritage Months, planning and hosting club events and fund-raisers, attending the quarterly Club Day, volunteering in the community and on-campus, tabling to promote and recruit, establishing and distributing publicity, leading and attending workshops, conferences and networking with staff, faculty, students, community members and celebrities.

Clubs are supported and sponsored by the Associated Students of Foothill College (ASFC):

\$50 seed money when activated, \$100 annual grant, \$400 loan option, \$500 maximum yearly special activities fund, \$1,000 Special Project Funding, Club of the Year competition and ASFC Recognition, quarterly Club Day, space on the public OBD Contact Sheet, a free web page, leadership units toward a certificate of Completion in Leadership & Community Service, free rentals of Foothill audio-visual equipment, stages, tables, chairs, tents and meeting/event facility rentals.

Welcome From Your OBD Support Staff

FIRST POINT OF CONTACT

Student Activities Secretary

- ✓ First point of contact
- ✓ Public files in Office
- ✓ Updates OBD Contact Sheet
- ✓ Verifies OwlCard for Activation / Reactivation
- ✓ Reserves Club meeting rooms



TRICIA

OBD ADVISOR & DAILY ASSISTANCE

Student Activities Specialist



RYAN

- ✓ OBD Advisor
- ✓ Support for daily needs of clubs
- ✓ Campus Event Coordinator

Student Accounts Manger

- ✓ Has all old and new club account details

ACCOUNTANT



SIRISHA

INSTRUCTOR



DAPHNE

• *Student Activities Director*

- ✓ Leadership Class & Community Service Lab Instructor

Student Activities Secretary: Student Activities Specialist: Student Accounts Manager: Student Activities Director:

Tricia Davoren

Room 2009
Phone: (650) 949-7282
Fax: (650) 941-4574
davorentricia@foothill.edu

Ryan Bellon

Room 2010
Phone: (650) 949-7060
Fax: (650) 941-4574
bellonryan@foothill.edu

Sirisha Pingali

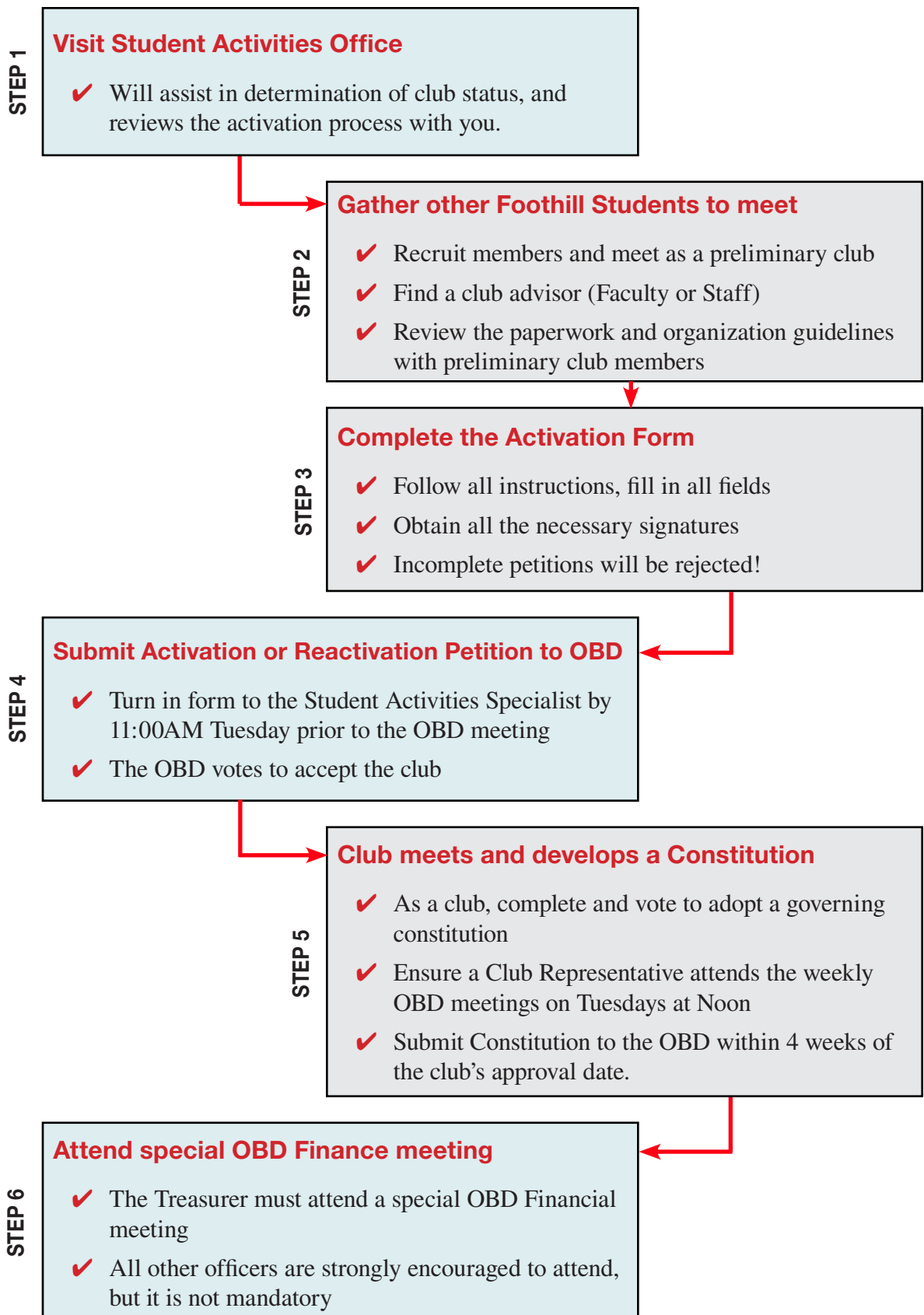
Room 2005
Phone: (650) 949-7280
Fax: (650) 949-7072
pingalisirisha@foothill.edu

Daphne Small

Room 2008
Phone: (650) 949-7218
Fax: (650) 941-4574
smalldaphne@foothill.edu

Activate / Reactivate - Chapter 1

Starting a club is easy, but keeping a club successfully active involves a little work. The following is a flow chart for the successful Activation or Reactivation of any club:



Activation / Reactivation Instructions

To complete the form on the next page, you must go to the Student Activities Office to determine if the intended club existed before to correctly identify the club's status. The Student Activities Specialist will review necessary forms and procedures with you and assist you with any questions. This is [STEP 3](#) of the process, you should have already completed [STEP 1](#) and [STEP 2](#).

- ✓ Club Name: the full official name of your club.
- ✓ Club Purpose: a statement about the club's reason to exist.
- ✓ Circle the correct Status for your club. A club may only activate one time. If the club name you have chosen has ever existed on campus, it must be a reactivation.
- ✓ Every preliminary club member must read and agree to items A. Through E, prior to signing the Petition. There must be a minimum of six (6) total members to submit. The recommendation for ten (10) potential members is means of ensuring your club's success. Ideally, your club should have enough people involved to form Club Officers, vote on issues, and represent the club at OBD Meetings.
- ✓ Student Initiator is the person responsible for processing the club's activation/reactivation and serves as the initial OBD Club Representative. This person must also be named in the preceding list of members.
- ✓ Student Initiator, as all club members, must be a currently enrolled Foothill College student. The Student Activities Secretary will verify Student Body status and sign.
- ✓ Club Faculty/Staff Advisor(s) must fill in this section in addition to the [Advisor Responsibilities Form](#). This form must be submitted with the Petition.
- ✓ Submit your completed petition to the Student Activities Specialist no later than 11:00 AM of the Tuesday preceding the OBD meeting. The Student Activities Specialist needs to review the petition and accompanying documents. You cannot present this Petition directly at the OBD meeting!

Club Status

Active versus Inactive

A Club is considered active once it has passed the probationary period and continues to have representation at the weekly OBD meetings. Inactive is a state in which an organization is not meeting and or has, no representation at OBD meetings, and cannot request funds. Clubs can petition OBD to deactivate for any length of time and OBD typically puts all clubs into inactive status during summer quarter (except those that choose to remain active by petitioning to the ASFC). When Clubs miss 3 OBD meetings, they automatically become inactive.



ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

12345 EL MONTE ROAD ♦ LOS ALTOS HILLS ♦ CA 94022-4599 ♦ Telephone: (650) 949-7281 ♦ Fax: (650) 941-4574

Petition to Activate or Reactivate a Club

* Required for all clubs every Fall Quarter

Club Name: _____

Club Purpose: _____

Indicate Status:
(circle one)

New Reactivation

We, the undersigned, agree to the following:

- A. Review the OBD Club Handbook, follow procedures thoroughly, and to contact the Student Activities Specialist for questions, concerns, or assistance.
- B. Our signatures signify our support of this club for this purpose and that we are students currently enrolled at Foothill College.
- C. Ensure a faculty/staff advisor(s) is at all official club meetings and events, and oversees all financial matters.
- D. Ensure a representative is at all Organizations Board of Directors (OBD) meetings, Tuesdays at 12:00PM (noon) in the Toyon Room.
- E. We will submit a constitution within four weeks from approval of this petition.

Signatures of preliminary members:

Signature	Printed Name	Phone#	E-Mail
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

1. Student Initiator (Initial club representative)			3. Student Activities Secretary (Verification of Owl Card Student Body Fees)	
Signature	Printed Name	Date	Signature	Date
Email	Phone #	Student ID#		
2. Club Faculty/Staff Advisor (Quarterly)			4. Student Activities Specialist (Verifying preliminary meeting took place)	
Signature	Date	Phone	Signature	Date

FOR ADMINISTRATIVE USE ONLY:

OBD Vice-President

Circle one:

Approved Denied

Signature

Date



Quarterly Recommitment Form

In order to maintain active status from quarter to quarter, your club must submit this form each successive quarter (Fall, Winter, and Spring) it is active. If your club was not active in the previous quarter (Summer excluded), you must follow the [Reactivation process](#).

- ✓ The most current signed copy of the club's constitution must be attached to this form.
- ✓ Submit this form to the Student Activities Specialist before 11:00AM on the Thursday preceding Tuesday's OBD meeting.

Club Name: _____

Quarter & Year: _____ Constitution Copy Received: _____

Purpose: _____

I, the undersigned Club Representative, agrees that my club shall do the following:

- A. Review the OBD Club Handbook, follow procedures thoroughly, and to contact the Student Activities Specialist for questions, concerns, or assistance.
- B. To work with the Student Activities Specialist for daily needs and event coordinating.
- C. Ensure a faculty/staff advisor(s) is at all official club meetings and events, and oversees all financial matters.
- D. Ensure a representative is at all Organizations Board of Directors (OBD) meetings, Tuesdays at 12:00PM (noon) in the Toyon Room.
- E. New advisors attend training workshop.
- F. Read Constitution on file.

Club Officer			
<i>Signature</i>	<i>Printed Name</i>	<i>Club Office/Title</i>	<i>Phone #</i>
Club Faculty/Staff Advisor(s)			
<i>Signature 1</i>	<i>Phone 1</i>	<i>Signature 2</i>	<i>Phone 2 (Call p.m.)</i>
Student Activities Specialist			
<i>Signature</i>	<i>Date</i>		

FOR ADMINISTRATIVE USE ONLY:

OBD Vice-President

Signature *Date Recorded*



Chapter 2

ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

12345 EL MONTE ROAD ♦ LOS ALTOS HILLS ♦ CA 94022-4599 ♦ Telephone: (650) 949-7281 ♦ Fax: (650) 941-4574

Advisor Responsibilities

Every campus club must have a faculty or staff advisor. The advisor’s job is to be present at official club meetings and events, oversee the club’s finances, and ensure that the College fulfills its obligations to its students and that the activities of the club conform to both the California Education Code and the policies of the Foothill-De Anza Community College District. For example, district policy prohibits alcoholic beverages at any club meeting or activity.

Club advisors do not set policy for the clubs they advise; they enforce District and College policies and procedures. Specifically, Article II, Section A, Subsection 3 of the district’s Student Freedoms and Responsibilities states, “Advisors should advise the organization in the exercise of its responsibilities, but they shall not have the authority over the policy of the organization.”

Duties of the advisor:

- ✓ Attend the Fall Advisor Training Luncheon or, if you are a new advisor during Winter or Spring quarter, meet with the Student Activities Specialist/OBD Advisor.
- ✓ Serve as the official representative of the college to the clubs: be present for all official club meetings and events, both business and social, advise students of the policies and procedures to be followed, and ensure that college policies are upheld.
- ✓ Oversee club account, be familiar with Accounting Procedures, and assist members in club financial responsibility.
- ✓ Sign and review all requisitions for authorized expenditures and ensure signatures of appropriate club officers.
- ✓ Help the officers of the organization understand their duties, responsibilities, and to apply democratic principles within their own organizations and in working with others.
- ✓ See that the continuity of the organization is preserved through its constitution, minutes, agendas, and traditions, and that succeeding officers and members adequately understand its past activities.
- ✓ Ensure that all reasonable steps are taken to protect the safety and welfare of club members.
- ✓ Notify Student Activities of event substitution.
- ✓ Oversee food handling and general safety at events and meetings.
- ✓ Request A/V equipment for meetings if not requested as part of Meeting Room Request

Regarding Media Equipment for Events:

- ✓ An advisor must be present while the media equipment is being used.
- ✓ The advisor must prevent anyone from taking things away (even cords), or experimenting with the equipment.
- ✓ An authorized person must be present to operate the equipment; the Advisor must be authorized - simply being an Advisor is not authorization in of itself.
- ✓ The advisor must verify equipment is securely stored after the club event, and then must notify Student Activities.

Club Faculty/Staff Advisor(s)

Club Name: _____

I have read and agree to the above items:

Signature of Primary Advisor

Print Name

Date

Phone

Email

Signature of Secondary Advisor

Print Name

Date

Phone

Email

Club Constitution Instructions

- ✓ A Club Constitution is a set of rules by which a club operates.
- ✓ Once a club has been approved, it has four (4) weeks to complete and vote to adopt a governing constitution for submission to the OBD in order to retain an active status.
- ✓ During this time you should determine your Club Officers, establish membership requirements, and ensure an OBD representative is attending the weekly OBD meetings.
- ✓ The following is a suggestion for getting your club's constitution drafted and submitted in time. Each step should be done each week:
 1. Office titles, duration of office and membership requirements are the first priority. Use this meeting to make these determinations and begin a preliminary draft of the constitution.
 2. Meet to vote upon current draft. Discuss any changes to preliminary draft and complete any missing information.
 3. Submit updated final draft for club vote and discuss any remaining issues.
 4. Obtain member signatures on final copy of Club Constitution for and submit to Student Activities Specialist by 11:00AM on the Thursday PRIOR to OBD Meeting. ***Do not bring final draft to OBD meeting.***

Fill in each field as completely as possible.

Articles I and II: The official name of the club and purpose as stated on the Activation Petition. If your club has a Mission Statement, then this is the place to put it.

- ✓ Article III: Your club only decides ***what is required*** to be an official voting member and, if you have dues, ***who votes on dues***. i.e. all members versus the club officers.
- ✓ Articles IV and V: There should be a ***minimum of four*** (4) corresponding to President, Vice-President, Secretary, and Treasurer. The OBD Representative can be the duty of an office or be a separate Office altogether. If there is need or justification, additional duties or Offices may be listed along with their respective duties. Your club needs to determine how elections are conducted and how often. The recommendation is to have yearly elections as shorter terms are difficult to fill and create more paperwork.
- ✓ Article VII: Your club determines the frequency of meetings and any particular reporting duties not already listed under Officer's Duties.
- ✓ Articles VI and VIII: These are standard forms for removal of officers and constitutional amendments that should not require modification.

How to Conduct a Formal Meeting (Chapter-2)

The accepted guidelines for running meetings is called “parliamentary procedure.” Parliamentary procedure is a set of rules developed over many years to help meetings run efficiently and to protect the rights of the participants. Robert’s Rules of Order has been the generally accepted guide to parliamentary procedure in the United States for over 100 years. Robert’s Rules of Order, Modern Edition revised by Darwin Patnode (formerly of Foothill College) has more than 140 pages of Robert’s rules in modern language and should adequately answer the procedural questions of most organizations. Here are a few basic terms from Robert’s rules:

1. **Chair**

The term used for the person who presides over a meeting.

2. **Quorum**

A quorum is the minimum number of members required to be present for an organization to conduct business; generally two-thirds. Specifics regarding when a quorum is needed may be stated in an organization’s constitution or by-laws.

3. **Floor**

When the chair acknowledges and offers a member an opportunity to speak, that person “has the floor.” Whatever topic the group should be discussing is “on the floor.”

4. **Motion** - *see All About Motions, next page*

A motion is a proposal, made by a member, for the organization to take action. “I move to form a committee,” or, “I move to grant a loan.” No other business can be addressed until the motion is finished.

5. **Second**

Any motion requires a second to be accepted for action. After a motion is made, another member says, “I second,” the motion is before the group (similar to “on the floor”), and the group votes on it. If there is no second, the motion is not before the group, no vote occurs, and no action can be taken.

6. **Table**

“To table” is to postpone an action or issue for consideration at a later time. A motion can be made to table an issue until a following meeting.

7. **Voting**- *see All About Motions, next page*

The chair is responsible for calling a vote and tallying results.

8. **General consent**

A procedure available if there seems to be no opposition in routine business or on questions of little importance. The chair asks if there is any objection. If there is none, the action is taken, adopted by silence. If there is objection, the chair follows the normal procedure, above.

9. **Adjourn**

To adjourn is to end the meeting. The chair can adjourn by general consent or a member can move to adjourn.

PARTICIPATING IN MEETINGS OF ASSEMBLIES

Darwin Patnode, Ph.D.#13
3353 Brittan Avenue, #13
San Carlos, CA 94070

Tel.: (650) 802-9117
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To accomplish anything at a meeting, a person must embody his or her idea in a motion and guide it through the steps below. A motion (also known as a question, although it does not ask a question) is like a direction: it proposes some action or opinion for the group—or its representative—to take. This document is based on *Robert's Rules of Order Newly Revised*, 10th edition, the parliamentary authority for nearly 90% of American organizations. All laws, local ordinances, organizational charters, constitutions, bylaws, and special rules of order (changes in RONR adopted by the group) take priority over this document.

A) Introducing a motion

1. Wait until no other person is standing—i.e., until the floor is open
2. Rise (i.e., stand)—do not just raise your hand
3. Address the chair by title, giving your name if necessary
4. The chair announces your name if you are recognized to proceed
5. Say "I move," not "I make a motion" or "I so move"
6. Give the precise text of your motion (the chair may assist you somewhat)
7. Be seated, but continue to pay close attention
8. The chair ascertains if there is a second for your motion
9. If there is no second, the motion is not before the group; if there is, the chair **STATES THE QUESTION**—i.e., repeats the motion—inviting debate

B) Debating or discussing a motion (first take steps 1-4 above)

1. Member offering motion has initial preference; member seconding does not
2. The chair should attempt to alternate between pro and con
3. Address all your remarks, even questions, to the chair
4. Keep your remarks closely related to the last motion stated by the chair
5. Avoid personalities, and try to avoid the use of names of members
6. Do not attack or even question the motives of another member
7. Do not criticize the chair or the past acts of the group
8. Do not speak against your own motion (but you may vote against it)
9. Observe time limits:
 - (a) no speech in excess of ten minutes;
 - (b) no more than two speeches per person per motion per calendar day; and
 - (c) no second speech if another person is still seeking to give his first

C) Voting on a motion

1. The chair **PUTS THE QUESTION** to a vote after repeating it
2. If a majority is needed, the chair takes a voice vote: "Those in favor, say aye. Those opposed, say no. The ayes have it/The noes have it. The motion is adopted/lost"
3. If a two-thirds vote is needed, the chair takes a rising vote: "Those in favor will rise. Be seated. Those opposed will rise. Be seated. The affirmative has it./The negative has it. The motion is adopted/lost"
4. If you are dissatisfied at a voice vote, demand a rising vote (division)
5. If you are dissatisfied at a rising vote, move to order a counted vote, a ballot vote, or a roll-call vote
6. The chair computes results on the basis of present, voting members only
7. A tie vote rejects a motion, but see step 8 below
8. The chair, if a member, may vote when the vote is by ballot or when that vote, cast as the chair intends to cast it, would change the outcome
9. The chair announces what will occur as a result of the vote

General Consent is a procedure available if there seems to be no opposition in routine business or on questions of little importance. The chair asks if there is any objection. If there is none, the action is taken, adopted by silence. If there is objection, the chair follows the normal procedure, above.

All About Motions

To accomplish anything at a meeting, a person must embody his or her idea in a motion and guide it through the steps below. A motion (also known as a question, although it does not ask a question) is like a direction: it proposes some action or opinion for the group - or its representative - to take. This document is based on Robert's Rules of Order Newly Revised, 10th edition.

A. **Introducing a motion**

1. Wait until no other person is standing [until the *floor is open*].
2. Rise [stand] - do not just raise your hand.
3. Address the chair by title, giving your name if necessary.
4. The chair announces your name if you are recognized to proceed.
5. Say "I move," not "I make a motion," or "I so move."
6. Give the precise text of your motion (the chair may assist you somewhat).
7. Be seated, but continue to pay close attention.
8. The chair ascertains if there is a second for your motion.
9. If there is no second, the motion is not before the group; if there is, the chair *states the question* [repeats the motion - inviting debate].

B. **Debating or discussing a motion** (first take steps 1-4 above)

1. Member offering motion has initial preference; member seconding does not.
2. The chair should attempt to alternate between pro and con.
3. Address all your remarks, even questions, to the chair.
4. Keep your remarks closely related to the last motion stated by the chair.
5. Avoid personalities, and try to avoid the use of names of members.
6. Do not attack or even question the motives of another member.
7. Do not criticize the chair or the past acts of the group.
8. Do not speak against your own motion (but you may vote against it).
9. Observe time limits:
 - (a) no speech in excess of ten minutes;
 - (b) no more than two speeches per person per motion per calendar day; and
 - (c) no second speech if another person is still seeking to give his first

C. **Voting on a motion**

1. The chair *puts the question* to a vote after repeating it.
2. If a majority is needed, the chair takes a verbal vote: "Those in favor, say aye. Those opposed, say no. The ayes have it/The noes have it. The motion is adopted/lost."
3. If a two-thirds vote is needed, the chair takes a visual vote [show of hands or standing]: "Those in favor ... Those opposed... The affirmative has it./The negative has it. The motion is adopted/lost."
4. If you are dissatisfied at a voice vote, demand a visual vote (division).
5. If you are dissatisfied at a visual vote, move to order a counted vote, a ballot vote, or a roll-call vote.
6. The chair computes results on the basis of present, voting members only.
7. A tie vote rejects a motion, but see step 8 below.
8. The chair, if a member, may vote when the vote is by ballot or when that vote, cast as the chair intends to cast it, would change the outcome.
9. The chair announces what will occur as a result of the vote.

25 COMMON MOTIONS

Darwin Patnode, Ph.D.
3353 Brittan Avenue, #13
San Carlos, CA 94070

Tel.: (650) 802-9117
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Extra Copies: \$.25/ea.

This chart may NOT BE REPRODUCED without the consent of Darwin Patnode.

This chart is based on *Robert's Rules of Order Newly Revised*, 10th edition.

Three-digit numbers refer to *important* explanatory pages in the book.

InOrdWhen = Is it in order when another person has the floor?

2 nd	= Is a second required?	Y = Yes	
Deb	= Is motion debatable?	N = No	
Amend	= Is motion amendable?	a = Affirmative vote <i>only</i>	
Recons	= Is motion reconsiderable?	n = Negative vote <i>only</i>	
Renew	= Is motion renewable?	M = Majority required to adopt	
2/3		= Two-thirds vote required to adopt	

MOTION / QUESTION	InOrd When	2 nd	Deb	Amend	Vote	Recons	Renew
Adjourn now, if privileged	N	Y	N	N	M	N	Y
Recess now, if some motion pending	N	Y	N	Y	M	N	Y
Raise a question of privilege	Y	N	N	N	219	N	N
Lay a motion on the table	N	Y	N	N	M	Yn	Y
Order the previous question	N	Y	N	N	2/3	193	Y
Limit or extend limits of debate	N	Y	N	Y	2/3	185	Y
Postpone to a CERTAIN time	N	Y	Y	Y	M	Y	Y
Commit, refer, recommit	N	Y	Y	Y	M	Y	Y
Amend a pending motion	N	Y	Y	Y	M	Y	N
Postpone indefinitely (reject)	N	Y	Y	N	M	Ya	N
Main motion, question, resolution	N	Y	Y	Y	M	Y	N
Agenda, adopt an	N	Y	Y	Y	M	Yn	N
Amend an adopted motion	N	Y	Y	Y	295	Yn	N
Appeal from the decision of the chair	Y	Y	249	N	M	Y	N
Ballot or roll-call vote, order a	N	Y	N	Y	M	Y	N
Counted vote, order a	Y	Y	N	Y	M	N	N
Divide related parts of a question	N	Y	N	Y	M	N	N
Nominate (and elect)	N	N	Y	N	M	430	N
Parliamentary inquiry	Y	N	N	N	281	N	N
Point of order	Y	N	N	N	242	N	327
Reconsider	308	Y	Y	N	M	N	N
Request for information	Y	N	N	N	281	N	N
Suspend the rules of order and ...	N	Y	N	N	2/3	N	328
Take a motion from the table	N	Y	N	N	M	N	Y
Withdraw a motion after statement	Y	281	N	N	M	Yn	N

FOOTHILL OFFICE OF STUDENT ACCOUNTS (CHAPTER 4)

The Office of Student Accounts is committed to serving the needs of students in a professional and efficient way to help improve the quality of student life on campus. The Office of Student Accounts is open from 8:00AM to 4:30PM on weekdays during Fall, Winter, and Spring Quarters. Special hours for breaks and Summer Quarter are posted at the Office during those periods.

Opening A Club Account

- ✓ Bring the following forms to the Student Accounts Manager
- ✓ OBD minutes (for club only)
- ✓ Signature card with Club Advisor and appropriate Club Officer's signatures.
 - We will forward it to the Dean of Student Affairs & Events for approval to open your account. Once approval is granted, the account is opened and we will assign an account number.

Deposits

- ✓ Complete the Cash Count Form to log the deposit funds from the Student Accounts Office
- ✓ Club Account number must be recorded on the back of checks to be deposited
- ✓ All funds are deposited at the Foothill Bookstore

Fundraisers

- ✓ **MANDATORY:** The Club Treasurer and Club Advisor must meet with the Student Accounts Manager to specifically review:
 - Count pre-numbered tickets
 - Record of tickets sold
 - Petty cash
 - Collection of all money

Liabilities

- ✓ Clubs are billed for services of ASFC's Smart Shop and Design Center. If those bills are not paid within 30 days, the OBD will deduct the amount due from the \$100 Annual Grant available to that club.
- ✓ All money received by a club must be deposited at the Bookstore within one (1) business day of receipt.
- ✓ The Club Account must reflect all the financial Events of the Club independently of each other. Payments cannot be made from funds that have not been deposited.

Payment and Reimbursements

- All expenses incurred on behalf of a club must be supported by your Club Minutes, and signed by the Club Secretary to ensure accountability and responsibility. The only exceptions will be miscellaneous charges made at the ASFC Smart Shop or the Design Center.

- Events-related expenses need OBD minutes for the approval of the Events. With the OBD minutes, the club minutes, invoices and other necessary supporting documents, the payments are ready to be processed.

Independent Contractors

- The Independent Contractor Form is used to pay individuals who meet the following conditions:
 - ✓ The payee has a principal place of business other than that of the District
 - ✓ The payee is free from control over performance
 - ✓ The payee is customarily engaged in offering this service to the public.
 - ✓ The payee receives compensation for similar services from customers/clients other than Foothill-De Anza Community College District
- Complete the Independent Contractor Package and return it to the Office of Student Accounts. The entire package must be completed each time unless an open Purchase Order is created for the whole fiscal year.

Invoices and Reimbursements

- Complete the Check Requisition form, attached with the required minutes, invoices, and other supporting documents, and forward to the Office of Student Accounts.
- Please allow us at least three working days to process reimbursements. Invoice payments may take up to two or three weeks.

Office of Student Accounts Online

All the available forms are additionally available online in the **Foothill College Virtual Campus Center** under **Student Accounts**.

FOOTHILL OFFICE OF STUDENT ACCOUNTS

Authorization to Open Account

Title of Account: _____

Account Number: _____ Initial Deposit _____

Advisors Name: _____

Advisor's
Signature: _____

Student Initiator: _____ Date: _____

Approved By: _____
Dean of Student Affairs and Activities *Date*

FOOTHILL OFFICE OF STUDENT ACCOUNTS

Signature Card

Title of Account: _____ Account Number: _____

Advisor's
Signature: _____

Printed Name: _____

Student Signer
Club Only): _____

Printed Name: _____ Date: _____

Approved By: _____
Dean of Student Affairs and Activities *Date*

Funding Instructions

Clubs are funded as followed:

- ✓ \$50 Seed Fund - The first time the club is activated
- ✓ \$100 Annual Grant - Per academic year
- ✓ \$400 Loan - Must repay with in 30 days
- ✓ \$500 Special Activities Funds - not directly deposited, Club Minutes and cost list required for on-campus events only
- ✓ \$1,000 Special Project Fund - also known the SP07 Fund per year for diversity event

Requesting funds is accomplished in a few easy steps

- ✓ As a club, vote to request the relevant funds
- ✓ Complete The Funds Request Form
- ✓ Meet and review with the Student Accounts Manager
- ✓ Submit Funds Request Form -along with the Club Meeting Minutes when required at least two 2-weeks in advance of need (SP07 - 30 days notice in advance)

If your club chooses to borrow funds, a meeting must be scheduled between your Club Treasurer, Club President, OBD Finance Director and OBD Chair to discuss a replacement plan.

- ✓ Loans must be repaid within 30 days
- ✓ Overdue loans incur interest charges of ten percent (10%) per month and the club may be placed on probation
- ✓ After four (4) months on non-payment, the Club Account will be frozen
- ✓ After (4) months on non-payment the Club Chapter will be suspended

Certain Funds have particular requirements for use. Both the \$500 Special Event and the \$1,000 SP07 Fund must include Club Meeting Minutes clearly stating how money is being requested and specifically how those funds will be used.

The SP07 fund additionally requires the Club Meeting Minutes to include a breakdown of how the money will be used; a budget approved by vote at the Club Meeting.

Meet with the Student Accounts Manager for questions and assistance.

OBD Special Project Fund Guidelines

Primary use of fund: For the OBD Co - Sponsorship of club and campus events by OBD

Other use: For the promotion and marketing of campus clubs and OBD

1. The purpose of the use of SPO7 will be to:

- Promote inter-club collaboration and Events
- Embrace and celebrate diversity on the Foothill College campus
- Promote active campus clubs
- Promote student leadership and involvement in campus activities

2. The requirements for the use of SPO7 will be:

- The VP of OBD and the OBD advisor must receive all requests for SP07 Funding by 4pm on the Thursday preceding the OBD Meeting.
- Adherence to requirements and petitions for Special Events as seted in the Foothill College Handbook.
- Clubs must provide proof of seeking funding apart from SPO7, and proof of having all other available funding through OBD.
- A detailed Cost Breakdown or Budget for all events funded through SP07 should clearly display Co - Sponsorship by OBD and ASFC. Should this requierment fail to meet the OBD's satisfaction, the OBD reserves the right to demand the reimburstment of all funds attained through SP07
- All publicity materials for events sponsored by OBD through SPO7 should clearly display Co - Sponsorship by OBD and ASFC. Should this requirement fail to meet OBD's satisfaction, OBD reserves the right to demand the reimbursement of all funds attained through SPO7.
- The principle club sponsoring the Event must be active for one quarter prior to and after the event. Clubs must submit a list of club accomplishments and contributions to Foothill College Campus life during the prior active quarter
- All requests for funds must be approved by majority vote through OBD.
- The VP of OBD will be responsible for forwarding all SPO7 requests to the Budget Commission and ASFC Campus Council.

3. The restrictions to the use of SPO7 are as follows:

- Funds are restricted to Foothill College Club events
- Funds are restricted to events held on the Foothill Campus
- The amount available shall be limited to twice the amount available to clubs in the Special Activities Fund, i.e. \$1,000.
- Funds not deposited in the account

Adopted: June 18, 2002



ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

12345 EL MONTE ROAD ♦ LOS ALTOS HILLS ♦ CA 94022-4599 ♦ Telephone: (650) 949-7281 ♦ Fax: (650) 941-4574

Fund Request Form

Club Name: _____

Club Representative: _____ Club Office: _____

Email: _____ Phone: _____

Total amount of request \$: _____ Date Required: _____

Funds Requested:

(Check all that apply)

- \$50 Seed Fund - The first time the club is activated
- \$100 Annual Grant - Per academic year
- \$400 Loan - Must repay with in 30 days
- \$500 Special Activities Funds - not directly deposited, Club Minutes and cost list required for on-campus events only
- \$1,000 Special Project Fund - also known the SP07 Fund per year for diversity event

Purpose: _____

How will the fund be used: _____

Describe how students will benefit by this fund and how many will be served: _____

(Provide): a brief listing of your Club's most recent accomplishment, including how it was beneficial to the Associate Students of Foothill College: _____

Club Advisor Signature

Date

Student Accounts Manager Signature

Date

FOR ADMINISTRATIVE USE ONLY:

OBD Vice-President

Approved

Denied

Signature

Date

About Activities

Club activities provide members hands-on experience in decision making, communications, trouble-shooting, delegating, Budgeting, recruiting, problem solving, marketing, public relations, time management, event planning, politics, leadership and team building. Holding special Events strengthen club focus, membership, and community building skills.

The Activity Petition enables the Club to request and access funds, assistance in planning, a location, and to have the event promoted. Without this form, the event is not officially a Club Event and none of the benefits apply.

There are two ways to participate in events:

- ✓ Hold your own
- ✓ Co-Sponsor another group's activities

Holding your activities

- ✓ Club members decide and vote on the Event and develop a budget with the Advisor's help.
- ✓ Meet with the Student Activities Specialist to set up the event. Mandatory!
- ✓ Meet with the Student Accounts Manager to review the financial aspects of the event.
- ✓ If any food is involved, it must be catered and the on-campus food service vendor must be offered to bid on the event. You may only use another vendor if they outbid the on-campus food service vendor and then you must obtain their Health Permit and Business License prior to the event.
- ✓ For Events utilizing outside speakers, a biography and a list of references are required.
- ✓ Dances have some particular requirements and a special process is involved.
- ✓ Complete the Event Petition and attach the club meeting minutes and any other required documentation.
- ✓ Your Club should create a Committees to handle different aspects of planning for the Dance, such as:

Co-Sponsorship

- ✓ Your club can choose to donate money toward an event that is already occurring or reimburse a member for expenses used at/for an already existing event. If necessary, the club will utilize the Funds Request Form.
- ✓ No Event Petition is required.

Publicity

- ✓ Word of mouth - announce your events and meetings during class with instructor approval.
- ✓ Hand signs and flyers in reserved high-traffic, high visibility locations on campus - must be approved through the Student Activities Office.
- ✓ The Design Center design studio can handle your marketing needs.
- ✓ The Smart Shop offers copying services and a 50% discount with current OwlCard.
- ✓ Foothill has an award-winning radio station, KFJC 89.7 FM - contact them for advertising.
- ✓ Announce and pass out information at OBD and/or ASFC Campus Council Meetings.
- ✓ Free Foothill web page for clubs.
- ✓ Foothill flat screen advertisement space available if you submit petition three weeks prior to event.

Guidelines for Off-Campus Events

- ✓ Remember you are representing Foothill clubs; conduct yourself in a mature way at all times.
- ✓ No alcoholic beverages or illicit drugs of any kind are allowed in conjunction with this Event.
- ✓ Club advisor will attend or designate a district representative to attend all Events.
- ✓ Make and distribute two copies of the completed Field Trip Roster to two different people in the group.

Fine Arts Facilities Usage for On-Campus Groups

All groups who use any facility in the Fine Arts Area are required to pay for any labor and any equipment purchased or rented solely for usage by that group.

The only exceptions to these rules occur if the event occurs during the day when the facilities manager is present and does not require any labor beyond that which the facilities manager can provide.

Guidelines for Clubs Using the Smithwick Theatre

- A) Foothill clubs may use the theatre for the cost of labor only, provided that
 - ✓ the date is available
 - ✓ the campus advisor, or other full-time Foothill faculty or staff, is present in the theatre for all rehearsal and performance time
 - ✓ The club has received OBD authorization
- B) The theatre is to be used for the performance of Foothill College students. The performance may have guest artists, if:
 - ✓ Guests are a small percentage of the performance, OR
 - ✓ The group may present an entire performance, but only if all proceeds go to Foothill College or are presented free of charge to the student body
 - ✓ Outside groups must have separate insurance
- C) After the event, the theatre will bill the campus club.
- D) Foothill College Box office will sell tickets for the event.
- E) Outside groups may use the theatre for their own performances with club sponsorship, but they will be charged regular (including non-profit) rates.
- F) On-duty Advisor is the signer of their Activity Petition, unless otherwise delegated and mentioned to the Theatre Manager. The Advisor will also be responsible for replacing and processing payment for any lost or stolen items.

Contact Information

Theatre Facility Manager:

Kay Thornton
Smithwick Theater
Phone: (650) 949-7252
Email: thorntonkay@foothill.edu

Instructions for Sponsoring a Dance

Hosting a successful dance requires a great deal of brainstorming, as well as planning, communication, organizing, budgeting, marketing, creativity, public relations and teamwork.

Discuss plans with your Club Advisor - they are required to be present for the entire duration of the dance.

The Event Petition is due by 11:00 a.m. to the Student Activities Specialist on the Thursday preceding the OBD Meeting that is 1 month prior to the Dance.

Create an agenda for your club members to establish a Student Contact, or Club Representative, and appoint committees to delegate various responsibilities.

A dance typically costs a club an average of \$1,000.

- ✓ Club votes to hold event and appoints a Club Representative to the Students Activities Office for the dance.
- ✓ Club Representative meets Students Activities Secretary to book venue; Dance must end no later than 12:00 a.m. (midnight)
- ✓ Club Representative meets with the Students Activities Specialist to begin arranging all necessary facility and security requirements and complete the event Petition. This must be completed at least 35 days prior to the date of the Event.
- ✓ ASFC funds and the Student Activities Specialist, NOT your Club, arrange:
 - Campus Police Representatives: 2 Police Officers minimum per dance, with a 4 hour minimum and an average total of \$550.
 - Custodial for set-up and clean-up: 2 Custodians for a 4 hour minimum and average total of \$500.
 - Audio and Visual request.
 - Signatures and approval by various department heads.
- ✓ Your Club should create a Committees to handle different aspects of planning for the Dance, such as:
 - Promotion and Marketing
 - Ticket sales
 - Decorations
 - Entertainment
 - Food
 - Set up and Break down
- ✓ Club Advisor and Club Treasurer meet with the Student Accounts Manager during the week prior to the Dance. See the office of Student Accounts for more details.
- ✓ District Liability Waiver Forms must be available at the door for all attendees to complete.



CHAPTER 5

ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

12345 EL MONTE ROAD ♦ LOS ALTOS HILLS ♦ CA 94022-4599 ♦ Telephone: (650) 949-7281 ♦ Fax: (650) 941-4574

Activity Petition Form

* Required to OBD 2 weeks prior to event, see next page for details you'r agreeing to.

Club Name: _____

Student Contact: _____ Phone: _____ Email: _____

Event Title: _____ Performer: _____

Location: _____ Day: _____ Date: _____

Start Time: _____ Student ID Price: _____ *Is this Event a Dance?* Booking Deadline: _____

End Time: _____ General Price: _____ Yes Petition Deadline: _____

Audience: _____

Club Account Balance: _____ OBD Funds Requested: _____

Anticipated Income: _____ Anticipated Expenses: _____

Specific details of Event: _____

(Off-Campus Speaker)

Contact Info

Biography

Reference List

(Off-Campus Caterer)

Health Permit

Business License

Job Quote

(All Activities and Events)

The Club's Meeting Minutes demonstrating that the Club has voted to hold this Event

Club Representative		Student Accounts Manager <i>Reviews financials of Event</i>		
<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>	
Club Faculty/Staff Advisor 1 <i>Will be Present during Event</i>				
<i>Signature</i>	<i>Date</i>			
Student Activities Specialist <i>Confirming event planning meeting occurred</i>				
<i>Signature</i>	<i>Date</i>	<i>PE</i>	<i>FA</i>	<i>CC</i>

FOR ADMINISTRATIVE USE ONLY:

OBD Vice-President _____

Fine Arts

Approved

Denied

Signature *Date*

CHAPTER 6

ASFC Organizations Board of Directors Bylaws

*By-Law Revision Committee is amending Currently, Under Review

The name of this board shall be the Organizations Board of Directors (OBD).

Section 1 OBD Responsibility and Purpose

- A. Members of the Associated Students of Foothill College (ASFC) have an inherent right to form organizations (clubs) among themselves. Such organizations may be devoted toward social, service, honorary, political, religious, athletic, academic, cultural, departmental or special interests. Those clubs, which are permitted to conduct Events on the Foothill College Campus, shall be brought together to maintain a spirit of unity, comradeship, and cooperation through OBD.
- B. The purpose of this board shall be to develop and recommend to the ASFC Campus Council such litigation, policies, codes, regulations, Events, and declarations to effectively implement, develop, and coordinate the Events and programs for clubs.

Section 2 OBD Membership

- A. Voting Members of the OBD shall be one Representative from each Club duly chartered under the provisions of the ASFC Constitution and Bylaws (see sections 9 & 10) and, if needed, the Vice-President of Organizations, the OBD Vice Chair, and the OBD Finance Director.
- B. Ex-Officio non-voting members of OBD Organization Board shall include the ASFC Parliamentarian, the ASFC Secretary, and the OBD Advisor, who shall be the Student Activities Specialist or the Director of Student Activities (in the absence of the Student Activities Specialist).

Section 3 OBD Officers

- A. The Board shall elect from among, but not limited to, its membership a Vice President of Organizations, who shall serve as the Chair of OBD. The Vice President of Organizations will appoint an OBD Vice Chair and an OBD Finance Director. These positions shall be ratified by the Board.
- B. In the absence or resignation of the Vice President OBD, the Vice Chair shall serve as the Chair.
- C. Once elected and/or appointed, the Vice President of Organizations, Vice Chair of OBD and OBD Finance Director shall relinquish their club representation, and the club shall select a new representative to this Board.
- D. In the absence of the ASFC Parliamentarian or ASFC Secretary, the Board shall appoint an OBD Parliamentarian or OBD Secretary. Once appointed, the OBD Parliamentarian or OBD Secretary shall relinquish their club representation, if applicable, and the club from which they held the representation shall elect or appoint another representative to this Board.
- E. The Board shall be empowered to accept positions as needed, such as agents, pending the approval of ASFC Campus Council, as it may deem necessary to effectively conduct its affairs.

Section 4 OBD Elections

- A. OBD shall have the power to nominate and elect from amongst, but not limited to, its membership a Vice President of Organizations in accordance with the ASFC Codes, Constitution and Bylaws.
- B. Presiding Officers
 1. The Presiding Officer of the OBD Election shall be the Vice President of Organizations who will conduct the OBD Elections.
- C. OBD Election Procedure
 1. OBD Elections shall be held in a regular OBD meeting no later than four (4) weeks prior to the end

of the Spring Quarter. No business other than the elections shall be conducted on the announced date of OBD Elections, except when approved by general consent.

2. The eligibility of candidates for Vice President of Organizations is determined as established by the ASFC Elections Commission Code, and includes the maintenance of a 2.0 GPA and 8 units and a current Student I.D.
3. All candidates must submit an ASFC Candidate Petition for Elective Office to the Vice President of Organizations no later than three weeks prior to the OBD Elections. A personal Statement should also be handed in with the application (Printed copies of the applications and the Personal Statement will be available). The Vice President of Organizations shall then announce a complete list of candidates to OBD at its next meeting. Candidate presentations followed by a Question and Answer period will occur one week prior to Elections. During the Question and Answer period, all candidates must be asked the same questions.
4. Once candidacy for office has been established, the candidate will relinquish club representation and all voting privileges. The club for which the candidate held representation shall elect or appoint another representative to OBD.
5. The Vice President of Organizations shall preside over the OBD Elections and the OBD Advisor must be present in order to constitute quorum for the elections.
6. Before commencing the vote, candidates will be presented with the opportunity to speak for up to five (5) minutes.
7. Elections will be carried out by a roll call vote or secret ballot (upon the decision of the voting body) of active members of the OBD. Candidates, clubs on probation and inEvent are not eligible to vote. The acting OBD Secretary will tally the results immediately.
8. Majority Votes will constitute above fifty percent (50%) of all votes cast.
9. In the event of a tie between majority votes cast, the results of the first vote shall be declared null and void and a second vote will occur. If no majority can be reached though the second vote, the Vice President of Organizations will be called upon to cast the tie-breaking vote.
10. An official canvas of votes cast and their certification shall be presented to ASFC Campus Council.
11. The candidate who receives majority votes will be given the position of Vice President of Organizations, to be assumed at the next term for the entire next academic year.

Section 5 OBD Meetings and Procedures

- A. Two-thirds of the voting members of OBD must be present before any matters are acted upon by the board.
- B. No more than three (3) clubs may be represented by an individual. Only in the case of a roll call vote will any individual vote more than once.
- C. Regular meetings of the OBD shall be held weekly (excluding holidays, closed weeks, summer quarter, Finals Weeks, and Dead Weeks) during the regular academic year.
- D. "Club Day" is considered a quarterly meeting and attendance is mandatory.
- E. Special meetings of OBD may be called by the presiding officer, or shall be called on receipt of the petition of one-third of the voting members of the Board, provided at least one-week notice is given to the membership.
- F. For the purpose of establishing quorum, the OBD Secretary shall maintain one official roster of active clubs. The roster shall document the status of all clubs, as active, probationary, deactivated, or suspended.
- G. The Executive Board of OBD shall maintain current club files, which shall include copies of club

constitutions, mission statements, and any other pertinent information.

- H. Except as specifically provided for to the contrary elsewhere herein, the current edition of Robert's Rules of Order, Newly Revised shall govern all of the actions and deliberations of the OBD.
- I. OBD shall promptly distribute to its membership its agendas, minutes and other reports and proceedings as it may from time to time receive and adopt.
- J. OBD shall maintain copies of all electronic data pertaining to official OBD business.

Section 6 Judicial Power of OBD

- A. OBD shall have the power to put an organization on probation if it violates the ASFC constitution, bylaws, codes or regulations, or in a state of inEvent if it desires to become inactive. Terms of probation or inEvent, except for those of absences, shall be determined by a two-thirds vote of OBD.
- B. Upon the third (3rd) absence from the OBD meetings of any given quarter, an active organization shall go into an automatic state of probation. Such action will be preceded by one week's posted notice. Upon the fourth (4th) absence of an organization, they shall go into an automatic state of suspension. Non-participation at any approved special meeting shall count as one absence.
- C. No club on probation, suspension or inEvent may hold an Event affiliated with Foothill College or request funds from OBD.
- D. During probation, an organization must maintain attendance by attending three consecutive OBD meetings. The probation status must be reported in the next meeting of the ASFC Campus Council by the Vice President of Organizations.
- E. If a club does not satisfactorily complete probation by attending OBD meetings, OBD must report the infraction to the ASFC Campus Council for further action. The club's charter may be rescinded by Campus Council.
- F. To reactivate a suspended club, the club must submit a reactivation petition to the Vice President of Organizations and must complete a three-week probationary period, as in Section D.
- G. To reactivate a deactivated club, a reactivation petition must be submitted to the Vice President of Organizations.

Section 7 Types of Organizations (Clubs)

- A. After a club files its charter (for more explanation see Section 8D of OBD Bylaws) OBD shall review the charter and recommend to ASFC Campus Council which of the two club categories the club will be assigned to (see definition below). ASFC Campus Council will then assign the club to a category if and when it accepts the club's charter. The two types of club categories are:
 - 1. Traditional
 - (a) Traditional clubs are those that are of ethnic and religious diversity or follow traditional themes and club concepts.
 - (b) Traditional clubs are not limited in the types of funds they may solicit from OBD.
 - 2. Extended
 - (a) Extended clubs are those that are a direct extension of classroom, intercollegiate, or programmatic instruction.
 - (b) Extended clubs are limited to receiving grants and loans (only) from OBD, but may receive funds from other sources.
- B. A club representative cannot be a voting member of OBD until the ASFC Campus Council accepts the club's charter.

Section 8 New Organizations (Clubs)

- A. Within four weeks after the date of its approval, every new club must file a proposed written constitution with the Vice President of Organizations. This constitution must be in accordance with the OBD Bylaws and ASFC Constitution. Final recognition of any organization is dependent upon approval of its constitution by OBD and ASFC Campus Council.
- B. A temporary charter may be granted to a proposed club whose purpose is short term, upon OBD's recommendation to ASFC Campus Council.
- C. Every chartered organization must have an advisor who is a district employee and is approved by the OBD Advisor.
- D. ASFC Charters
 1. Powers:

In order that it may effectively promote, control, and regulate the functions of the several organizations emanating from the Events of its members, the ASFC through the ASFC Campus Council, is hereby empowered to grant recognition through the process of chartering worthy groups and organizations.
 2. Privileges:

Groups and organizations officially recognized and chartered under the terms of this Article:

 - (a) May use the name of the College or the Association in conjunction with their own
 - (b) May, in accordance with College policy, use the facilities of the College
 - (c) Must use the financial and accounting services provided by the College
 - (d) May otherwise participate in the benefits of this association
 3. Charter Provisions

Groups and organizations seeking or required to seek official recognition, must present Charter Articles (a constitution and/or bylaws) which set forth in sufficient detail information relative to:

 - (a) Name
 - (b) Purpose and Responsibility
 - (c) Membership
 - (d) Dues
 - (e) Officers
 - (f) Executive Organizations
 - (g) Financial Responsibility
 - (h) Process of Amending Articles
 - (i) Rules of Order
 4. Disciplinary Powers:

The ASFC Campus Council may, for cause, place on probation, suspend or revoke any charter that it grants.

Section 9 Organization Membership

- A. Membership in all chartered clubs will ordinarily be limited to members of ASFC, regardless of race, color, creed, religion, national origin, gender, or sexual orientation.
- B. All members shall be required to hold a current student body card and to enroll in Counseling 390 (or current equivalent).

Section 10 Eligibility for Organization Office

- A. All Foothill College students who are members of an organization are eligible to hold any appointed or

- elected office in any approved organization.
- B. No student on academic probation shall be eligible to hold a major office in any organization. A major office shall be defined as the presiding officer in any organization; any other is a minor office.
 - C. Students are eligible to hold one major office or two minor offices at a time.
 - D. Duties of OBD Representative
 - 1. The duties of the OBD Representative shall be to report to their organization(s) any pertinent information and announcements from all OBD meetings, administer polling if required by OBD, and report to OBD any pertinent organizational information.
 - 2. Facilitate organization officers in the preparation of any and all required forms.
 - 3. Facilitate the maintenance of records of all OBD minutes, announcements, and petitions; these records shall be maintained on a year-to-year basis.

Section 11 Organization Meetings and Procedures

- A. Clubs shall adhere as closely as possible to their announced meeting schedule. Any special meetings or departures from prearranged scheduling shall be announced at OBD.
- B. Each club's advisor shall be present for all official meetings in order to constitute a quorum. If his/her attendance for a particular meeting is impossible, he/she must notify the Student Activities Specialist and the club president in advance.
- C. All organization and club meetings shall be announced through the Club Contact List maintained and updated by the Student Activities Office.
- D. OBD weekly reports of all club meetings shall be made available to OBD.
- E. No one shall attend another's meeting with the intent of disrupting the meeting. If a substantiated complaint is made to OBD, judicial action may be taken in accordance with Section 6. For clarification, see the Foothill Student Mutual Respect Policy.
- F. All clubs shall submit to the Vice President of Organizations a complete roster of officers and mission statement no later than the third OBD meeting of the quarter and shall report additions and deletions to the rosters throughout the academic year.
- G. All clubs shall submit to the Vice President of Organizations, no later than the third meeting of each quarter their preferred meeting times and places. The completion of the meeting calendar shall be the first business of OBD each quarter. Clubs shall report any changes in meeting times and places throughout the academic year.
- H. Any changes in club constitutions' must be submitted to OBD and Campus Council for approval.
- I. OBD recommends a yearly review and re-submission of club constitutions and mission statements.
- J. Each club that holds an OBD charter must be represented at each OBD meeting.
- K. Room changes during the quarter are subject to approval of the OBD advisor.

Section 12 Special Events

- A. Every special Event planned by an organization must be socially and educationally acceptable and in accordance with all federal, state, local, and college regulations.
- B. Any special Event, concession, dance, or off-campus Event must be approved by petition to OBD, and shall be submitted at least two weeks prior to the event unless other time limits are set at the discretion of Vice President of Organizations.
 - 1. For events involving any independent contractors, all required documentation must be submitted to OBD three weeks prior to the event.

2. Calendar clearance and the signature of the Student Activities Specialist are required before any Event petition is brought before OBD.
 3. Event petitions must be approved by OBD before any promotion of Events occurs (i.e. flyers, recorded announcements, and posters).
 4. 4. Before distribution, the Office of Student Activities must approve all promotional materials.
- C. Some Events may require other forms and or applications, see the OBD Advisor for more details.

Section 13 Organization Finances

- A. All organizations' finances must be transacted in accordance with the OBD Finance Code, as printed in the current OBD Handbook.

Section 14 Codes and Regulations

- A. As is specifically provided for in the Bylaws of this body, codes and regulations, such as the Finance Code, may be established as necessary to effectively conduct the business of OBD.

Section 15 Stipulations

- A. The OBD Executive Board reserves the right, with the consent of the Board and the Advisor, to discuss any exceptions or violations of the rules and regulations mentioned above and take appropriate actions.

Amended:
Spring 2003

OBD Finance Code

*By-Law Revision Committee is amending Currently, Under Review

Section 1 Objectives

The establishment of OBD Finance Code is to further enforce the policies and procedures for the approval, expenditures, and development of all funds under the control of the Organizations Board of Directors. The code ensures that students of Foothill College experience the full range of benefits provided through organization Events. The code will also ensure that all financial decisions and transactions made by the Organizations Board of Directors are in the best interest of its constituents. All pertinent Federal, State, Country and District financial regulations are taken into consideration in the process of code establishment.

Section 2 Starting Funds

- A. To help new organization (club) fund Events, initiate and account, a provision has been made to allow new organizations to obtain \$50 of seed money and \$100 of grant money (funding to come from the OBD Organization Grant Fund Account). In order to obtain these funds, a organization must fill out a "Request for Funds" form and submit the completed form to the VP of Organizations for approval by the board.
- B. An organization must be present at role call at the OBD meeting in order to request funds from OBD or their funds may be denied.
- C. After the board approves a organization's request for funds, the OBD Finance Director will contact the Students Accounts Manager to fill out a Requisition Form and submit the completed form (indicating the amount of money transferred, the recommended vendor, and the source of funding) along with the OBD minutes as a supporting document.

Section 3 Loans

- A. In order to assist campus organizations fund their Events, a provision has been made to allow organizations to request a loan/funds from OBD (funding to come from OBD Organization Grant Fund Account). The loan granted to organizations cannot exceed \$400.00 in amount. In order to obtain the loan, the organization must fill out a "Request for Funds" form and submit the completed form to the VP of Organizations for approval by the board. The loan payback terms / information are as follows:
 1. The organization(s) hosting an event/ Event will temporarily deposit the income generated from tickets sold at the door to the security officers the same day/night of the Event if the Student Accounts Manager is not available at this time.
 2. The first Monday after the event/ Event the organization must deposit the money into their account. If the organization fails to do this, there will be a 25% penalty charge from the organization's net income ($25\% \times (\text{gross income} - \text{money borrowed})$).
 3. Any material borrowed from Student Activities (extension cables, cash box, etc.) must be returned undamaged the Monday after the event. If this rule is violated, the organization(s) will have to pay for the full price of the materials as quoted by Student Activities, with funding to come from the organization(s) account(s).
 4. From the first Monday after the event, the organization will have 30 days to pay back the loan. Paying back the loan must be initiated by the organization(s). The Executive Board cannot initiate this action since it would be a matter of conflict of interest. The organization(s) can ask the Student Accounts Manager about procedures regarding paying back the loan to OBD.
 5. If the organization fails to pay back the loan within 30 days, the organization will have to pay a 10% interest charge for every additional 30 days.
 6. If the full amount of the loan is not paid within 60 days, the organizations account will be frozen.
- B. One OBD meeting prior to an event, if a organization is in fault of a loan and chooses to hold an event

and 50% of the loan has not been repaid OBD reserves the right to cancel the event.

- C. If, the organization cannot pay the loan regardless of their fund-raising Events, then the OBD Executive Officers will meet with the President of the organization to discuss alternative measures of paying back the loan. OBD reserves the right to cancel an organization event and cancel the funding if a organization fails to deposit, into the organizations account(s) on a daily basis, the income generated through advance ticket sales or any other sales prior to, but in connection with an event. The OBD Executive Board reserves the right to notify the entire board of any violations of these rules and take appropriate actions.

Section 4 Deposits

- A. All funds collected from any source must be sustained by pre-numbered receipts, pre-numbered tickets, or other certifiable records.
- B. Income of events must be deposited into the organizations account before the organization pays any expense charges (for more detail, see Article V). The direct payment of expenses of an event (food services, decoration expenses, etc.) may not be funded from the income of the event.
- C. All funds generated by a organization through events/ Events hosted must be deposited immediately into the organization's account. If the Students Accounts Manager is not available at the time (night-time, for example), the organization must leave the funds generated with the security department. As soon as the Students Accounts Manager is available, the Organization Treasurer is responsible for retrieving the funds from the Security Department and contacting the Students Accounts Manager to arrange a deposit of the funds.
- D. The transfer of income from an event into a organization's account (either in the form of cash/ check/ money order) will be the responsibility of the Student Accounts Manager, an employee of the Foothill-DeAnza Community College District.
- E. The Student Accounts Manager will keep an accurate record of the funds transferred into the organizations accounts, and issue receipts for all money received.

Section 5 Expenditures

- A. An organization requesting reimbursement to compensate for money already spent must fill out a Requisition Form (and obtain the necessary signatures) that is available at the Student Accounts Manager office. The completed Requisition Form will be presented to the Student Accounts Manager.
- B. To verify the legality/ accountability of an organization's claim, the organization must provide (along with the completed Requisition Form) the Student Accounts Manager with the relevant documents, such as:
 - 1. The OBD minutes explaining the fact that the board has already approved the Event hosted by a organization (thus approving any expenditures that occur as a result of the Event).
 - 2. The organization's minutes explaining the fact that the Event is being held with the knowledge and approval/ consent of all the members of the organization.
 - 3. Original receipts of items purchased for the Event (food, decorations, etc.)
 - 4. Other documents as requested by the Student Accounts Manager. Once the Student Accounts Manager verifies the accountability of these documents, the organization will be granted reimbursement.
- C. Expenditures of organization funds can occur as follows:
 - 1. Purchase Orders: In some instances, goods or services may be secured on account from cooperating firms or business. If the goods are to be charged to the organizations account, the Student Accounts Manager will (upon receipt of the approved Requisition Form and the accompanying documents (for more detail, see section 5B) issue the organization a Purchase Order made out to the firm/

business's. The Purchase Order must contain information about the number and costs of all items to be charged. Individuals or organizations obtaining goods or services on account without the Purchase Order will be held personally responsible for the payments of goods/ services. The Students Accounts Manager must be allowed at least one (1) day's notice on all Purchase Orders.

2. Check: Goods or services can be paid directly by check. Upon the receipt of an approved requisition and the accompanying documents, the Student Accounts Manager will prepare the check. Checks are customarily made out to the firm/business. Bills validating the payment of goods or services by check must be returned to the Student Accounts Manager within 3 business days. When a check will be made payable to a faculty advisor, it is the duty of this person to obtain receipts from the firm/ business, and return these receipts immediately to the Student Accounts Manager.

Section 6 Tickets

- A. Tickets that are to be sold must be approved by The Student Accounts Manager. All unsold tickets must be returned. Exceptions to this regulation are to be discussed by the Organizations Board of Directors.
- B. Complimentary tickets to Events/ events hosted by a organization must be approved by the Organization Advisor.

Section 7 Maintenance of Records

- A. Every organizations treasurer should maintain accurate records of all income and expenditure Events of the organization. The organization should maintain copies of Requisition Forms and receipts in all their files. The organization's books will be open to the OBD Executive Board, and the Executive Board can (with sufficient cause) instruct the OBD Finance Director to audit the organization's books.
- B. Extended organizations shall follow district or departmental division procedures for maintaining records.

Section 8 Contracts

- A. Organization advisors and/or organization members (students) are not allowed to finalize a contractual agreement with firms/businesses/agents without the knowledge and approval of the Dean of Student Affairs or their designee.

Section 9 Fund-Raising

- A. Fund-raising Events are to be approved by the Organization's Board of Directors. The approval of a fund-raising Event must be coordinated with the campus Events calendar (as established by campus council).

Section 10 Funds InEvent Process

- A. All active organizations must be represented in the Organizations Board of Director's regular meetings. According to section six (6) of the Associated Students of Foothill College Organizations Board of Directors Bylaws, the organization goes into a state of probation after three (3) consecutive OBD meeting absences, after four (4) consecutive meeting absences the organization goes into an automatic state of suspension. The Organization's Board of Directors Secretary will keep track of the organization(s) absences and reported to the entire board. The Organization's Board of Directors Secretary will also be responsible for notifying the organization advisors/officer(s) (in both written and verbal form) of their organization's status both after the first three (3) absences, and after the fourth (4) absence. The Organization's Board of Directors Secretary must also notify the organization the advisor/officer(s) of what will happen to the organization's funds is the organization continues to be unrepresentative for a period of sixteen (16) quarters or more (notify the advisor and/or organization officer(s) of the Section 10 B-C).
- B. If the organization is not represented in these OBD meetings for a period of sixteen (16) consecutive

quarters (including summer quarters) or longer, the organization's funds will then be transferred into the OBD Special Projects 07 account Note: Section 3 must be implemented before any of the organization's funds are transferred. Note: during the sixteen (16) quarters of the organization's inEvent/inEvent, the OBD Executive Board will ensure that the organization does not use the funds in their account.

- C. In order to effectively implement Section 2, the OBD Executive Board will review the status is of the organization's annually (as soon as the fall quarter begins). And after each annual organization status review, the OBD Executive Board will take these actions:
1. All active organizations must be represented in the Organizations Board of Director's regular meetings as defined in ASFC Organizations Board of Directors Bylaws Section 5. Organizations that are either in violation of this section or request Voluntary InEvent will be placed in states of Probation or InEvent in accordance with ASFC Organizations Board of Directors Bylaws Section 6. Notification of Probation or InEvent status will be made by the OBD Secretary and Student Activities Specialist in both written and verbal form to the organization officer(s) and advisor.
 2. If a organization in Voluntary or Involuntary InEvent is not represented in Organizations Board of Director's regular meetings for a period of 16 consecutive Quarters (including Summer Quarter) or more, the organization will be considered for Permanent InEvent. All Permanent InEvent organization's funds may be made available for transfer into the OBD Special Projects SP07 (or equivalent) account.
 3. In order to effectively implement the actions of Section 10B, the OBD Executive Board and Student Accounts Manager will review the status of all (active and inactive) organizations and organization accounts after the 4th week of each Fall Quarter. Notification of pending Permanent InEvent Status including reference to the possible transfer of organization funds to the OBD Special Projects SP07 (or equivalent) account will be delivered verbally and in writing to the last known Faculty Advisor and/or organization officer(s). If a organization officer or advisor does respond within 30 days to this notification and announces intent to reactivate said organization to the Executive Board, the OBD will allow the organization 2 Quarters to complete the reactivation process. If there is no response within 30 days, or if the reactivation process is not completed, or if the response from the Faculty Advisor and/or organization officer(s) is to proceed with Permanent InEvent then OBD must publish a final announcement of Permanent InEvent in the school newspaper, web site and OBD Bulletin Board. If there is no further response from the campus community to the OBD Executive Board after 30 days then the transfer of Permanent InEvent organization funds to the OBD Special Projects SP07 (or equivalent) account will be made by the Student Accounts Manager as directed by a vote by the OBD.
 4. A Organization that has been put into Permanent InEvent status can reactivate their organization. However, after the transfer of funds mentioned in item four (4), a organization's funds the status will be treated by the OBD Executive Board as if the organization is a new organization. They can receive \$50 of seed money and \$100 of grant money. The organization will not reclaim their "old" funds when it reactivates.

Section 11 Stipulations

- A. The OBD Executive Board reserves the right, with the consent of the board and the advisor, to discuss any exceptions or violations of the rules and regulations mentioned above and take appropriate actions.

Adopted: Spring 2003