

## Table of Contents

StudOrg Guidelines and Procedures .....	2
Definitions .....	2
Responsibilities of a StudOrg .....	2
Responsibilities of StudOrgs' Officers and Members .....	3
Responsibilities of StudOrg Advisor .....	3
Non Discrimination Policy .....	4
Anti-Hazing Guidelines .....	4
Failure to Adhere to Regulations .....	6
Authority .....	6
Appeals .....	6
Office of Student Life and SGA Provide: .....	6
StudOrg Categories .....	7
Inter-Club Council Meetings .....	7
Technology Agreement.....	7
StudOrg Social Media .....	8
Communication and Publicity Agreement.....	8
StudOrg Financial Agreement .....	8
Notification of Recognition .....	8
Organization Responsibility Reminders .....	8

# **STUDORG GUIDELINES AND PROCEDURES**

At Bakersfield College (BC), Student clubs and organizations serve a valuable and educational function offering students the opportunity to join in academic/professional, honor, political, service, social, cultural and/or spiritual groups, and societies. Student Clubs and Organizations (StudOrgs) allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of BC. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

BC has established a process to define the basis of the relationship between the College, Kern Community College District (KCCD), and StudOrgs and the responsibilities and privileges afforded to registered StudOrgs. The registration process serves many purposes. First, it offers structure by providing parameters in which organizations can function. It spells out responsibilities for groups that the College expects them to fulfill. Secondly, it establishes a communication pattern between organizations and the Office of Student Life and Student Government Association (SGA) that may support and add stability to organizations. Finally, it outlines consequences for groups that choose not to exist in accordance with these guidelines.

The Office of Student Life and SGA are committed to the belief that students have the right and privilege to organize and participate in groups whose purposes center around the interests and goals of the individuals involved and contribute to co-curricular life on campus. Though StudOrgs are able to function on campus and enhance campus life, neither the Office of Student Life, nor Student Government Association, nor the College assumes responsibility for the organization. The College does not assume financial responsibility for any organization, nor extend insurance coverage to its members.

A registered StudOrg is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the College, the BC Student Code of Conduct, and these StudOrg guidelines and procedures. Registered StudOrgs will be held accountable for the action and behavior of their members and/or guests at their functions.

**It is the responsibility of the StudOrg Membership to familiarize themselves with the contents of StudOrg guidelines and procedures.** Officers and the Advisor should take responsibility to inform others in the organization about guidelines and procedures affecting your group. Any changes in officers, advisor, and/or constitution should be promptly submitted to the Office of Student Life, Campus Center, Room 4.

## **Definitions**

1. **Student Organizations:** A StudOrg is an entity that is initiated and directed by a group of current Bakersfield College students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development. StudOrgs must be registered with the Office of Student Life in accordance with these guidelines and procedures.
2. **Membership:** Active membership in registered StudOrgs shall be limited to registered students from the BC campuses (this includes the Delano campus). Active members may participate at all levels in the organization's activities (beyond membership registration and payment of financial obligations) as determined by the organization. Membership shall be on a completely volunteer basis and shall not be the basis of academic credits nor shall any coercion be used forcefully to maintain membership. The designated Advisor and designees, of the StudOrg are considered a part of the StudOrg membership.

## **Responsibilities of a StudOrg**

1. StudOrgs have the freedom of speech and the right to peaceful assembly. Students have the rights to organize groups or join associations.

2. StudOrgs and its members have the right to present dissenting views, and to promote discussion and demonstrate against issues, policies, and world events so long as these are held in an orderly manner and do not disrupt the College's academic functions.
3. StudOrgs have the freedom of press and the right to publish.
4. StudOrgs have the right to choose an advisor and the right to change their advisor.
5. StudOrgs have the right to change their officers.
6. StudOrgs have the right to develop and amend their constitution.
7. StudOrgs must maintain a BC Club Account at the BC Business Services in consultation with the Office of Student Life. StudOrgs affiliated with BC are not allowed to have outside savings or checking accounts.
8. StudOrg is responsible for all account activity, including overdrafts.
9. StudOrg will be assigned a College Club Account when requested. All financial transactions (including fundraising, purchases, and other activities) must be conducted through use of the StudOrg's College Club Account. Hence, the Office of Student Life is responsible for setting up the StudOrg's College Club Account. The StudOrg Advisor and the Director of Student Life are authorized to complete financial transactions.
10. StudOrgs must be unique and substantially different entities. The extent of such uniqueness shall be demonstrated through differences in members, officers, advisors, and/or the mission statement of the StudOrg. The Director of Student Life will have the authority to decide if a StudOrg is a duplicate and/or similar to any other registered StudOrg.
11. StudOrgs must be directed and controlled by students who are currently registered at BC.

#### **Responsibilities of StudOrgs' Officers and Members**

1. StudOrg Officers and Members shall abide by BC regulations, as well as KCCD, federal, state, and local policies and laws.
2. StudOrg Officers and Members must abide by all Office of Student Life processes, guidelines, and requirements. StudOrg Officers and Members should work with the Office of Student Life staff to comply with these requirements.
3. StudOrg Officers and Members are not permitted to use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, on campus, at any function sponsored, or supervised by the College. This also includes hosting or sponsoring events that incorporate the consumption of alcohol (cash bar, bring your own beer/alcohol, or open bar).
4. StudOrg Officers and Members are encouraged to improve their leadership skills through attendance at available workshops and other opportunities provided by the Office of Student Life and other College Departments.
5. StudOrg Officers and Members must have an up-to-date StudOrg Facebook Page.

#### **Responsibilities of StudOrg Advisor**

1. StudOrg Advisor is the consultant to an organization who assists the StudOrg in its growth and development by working closely with the StudOrg Officers and Members.
2. StudOrg Advisor provides direction through advice, understanding, and clarification to its StudOrg Officers and Members.
3. StudOrg Advisor must serve as a liaison between the College and the StudOrg
4. StudOrg Advisor should:
  - a. Assist in the area of identifying program purpose and content helping StudOrg Officers use their best judgment for their StudOrg.
  - b. Assist the organization in planning and implementing its programs and events and to refer StudOrg Officers and Members to appropriate College\_resources, this may aid in the planning process.
  - c. Attend StudOrg meetings whenever possible
  - d. Attend an Advisor Luncheon held by the Office of Student Life and SGA at least once a semester
  - e. Aware of and assist the organization in the management of its general and financial operations.

- f. Be available for consultation and mentorship, to advice in organizational related problems or issues.
  - g. Carry out the duties assigned by the StudOrg's approved constitution.
  - h. Clarify the Advisor role to the organization's membership.
  - i. Encourage all StudOrg Officers and Members to participate and collaborate as a team.
  - j. Guide and advise the StudOrg rather than dictate and order.
  - k. Incorporate "classroom" learning with "co-curricular" activities into StudOrgs activities and/or events whenever possible.
  - l. Interpret College, KCCCD, and state policies and procedures and add continuity to the StudOrg by exploring regulations, rules, and responsibilities with StudOrg Officers and Members.
  - m. Not to let personal goals and/or motives interfere with or influence group decisions, activities, or goals.
  - n. Promote involvement and discussion within the StudOrg and the campus as a whole.
  - o. Provide constructive feedback where appropriate.
  - p. Stay up to date on what is occurring within the organization as well as in the campus community.
5. To attend the StudOrg's functions that meet one of the following criteria:
    - a. Admission is charged at the door
    - b. The event takes place "after hours"
    - c. The event is an official College dance, party, or concert
    - d. The event is a fundraising event
    - e. When asked to be in attendance either by the StudOrg Officers and Members or Director of Student Life
  6. StudOrg Advisor needs to consult periodically with the Director of Student Life or designated staff concerning the StudOrgs direction, programs, and function
  7. StudOrg Advisor must notify the Office of Student Life in the event the StudOrg has decided to or has ceased to function
  8. If a StudOrg Advisor chooses to resign or is asked to resign:
    - a. It is the responsibility of that StudOrg Advisor to notify the Office of Student Life
    - b. StudOrg Officers have thirty (30) days to find a new faculty/staff advisor.
    - c. The outgoing advisor must serve until a successor has been appointed. If, for any reason, it becomes impossible to continue as the advisor, notify the Director of Student Life immediately.
    - d. If the resigning advisor cannot carry out the duties of the position, the StudOrg may exist without the Advisor until a suitable replacement is found within 30 days. In this case, the Director of Student Life, or designee, will serve as the Advisor. If an advisor is not found after thirty days, the StudOrg will be placed on inactive status until an advisor is found.

### **Non Discrimination Policy**

BC complies with all federal laws, executive orders, and state regulations pertaining thereto and does not discriminate based on disability, race, color, religion, national origin, age, sex, sexual orientation, or veteran status, except in the case of designated organizations which are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.

StudOrgs should make a reasonable effort to inform the College community of their membership criteria and processes, including membership application deadlines. Outreach efforts to groups typically underrepresented in StudOrgs should be made. Officer selection criteria may be specific to the goals and objectives of the organization.

### **Anti-Hazing Guidelines**

In keeping with its commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered StudOrgs is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin. Hazing is a Student Code of Conduct violation and a crime in Colorado.

Hazing is defined as any action taken or situation created intentionally, whether on or off College property, by either Greek-letter Organizations, StudOrgs, Club sports, Athletic teams, individual students, or student groups, to produce physical, emotional, sexual discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule.

Hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. Hazing can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any StudOrg.

The President, Captain, or person "in charge", and students may be charged with a violation of these hazing prevention guidelines. If hazing is confirmed, then the student(s) may be dismissed. The StudOrg may also lose privileges and/or recognition status. StudOrgs are strongly encouraged to have their pre-initiation and other activities reviewed by their advisor and the Director of Student Life, to determine if they promote positive character development. StudOrgs may develop additional guidelines that are more specific in order to prevent incidents of hazing within their membership. Engaging in the above activities may result in sanctions imposed by the Office of Student Life. Questions concerning these guidelines should be referred to the Director of Student Life.

Examples of activities, including but not limited to, the following lists are defined as hazing and are strictly forbidden. This list is by no means comprehensive. Each activity can be measured against the definition for each category. General rules:

1. If you have to ask if it is hazing, it is.
2. If still in doubt, call your Advisor/coach/national office.
3. If you haze, you have low self-esteem.
4. If you allow hazing to occur, you are a 'hazing enabler'.
5. Failure to prevent hazing could result in serious injury or death.

### **Subtle Hazing**

Subtle Hazing actions are against accepted standards of conduct, behavior, and good tastes. An activity or attitude directed toward a member or an act that ridicules, humiliates or embarrasses. Examples include (but are not limited to) the following:

- Neglecting new member(s)
- Calling new members "pledgie" or any other demeaning name
- Silence periods for certain members
- Any form of demerits
- Initiating writing progress reports on new members
- Requiring certain members to address officers as Mr., Miss, etc.
- Scavenger hunts for meaningless objects
- Tasks/privileges only assigned to certain members
- Requiring new members to carry items everywhere they travel
- Scaring new members with what may happen at initiation
- Deprivation of privileges

### **Harassment Hazing**

Harassment Hazing is defined as anything that can cause mental anguish or physical discomfort to a member that might confuse, frustrate, or cause undue stress on them. Examples include (but are not limited to) the following:

- Verbal abuse
- Paddling
- Forced calisthenics
- Coerced physical activity causing excessive fatigue
- Forced consumption of food, alcohol or drugs

- Physical or psychological shock
- Exposure to extreme weather conditions
- Any form of questioning under pressure or in an uncomfortable position
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring pledges to perform personal service to activities such as carrying books, running errands, performing maid duties, etc.
- Participating in morally degrading/humiliating games, activities or public stunts
- Publicly wearing apparel and/or partaking in stunts not normally considered being in good taste
- Activities that interfere with the guidelines and processes of the Office of Student Life
- Activities that engage in discrimination of any form
- Stranding members far from campus
- Confinement in any room or compartment
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property
- Engaging in behavior that is in violation of College regulations or state and federal laws

### **Failure to Adhere to Regulations**

The Office of Student Life will periodically review StudOrg registration status to ensure compliance with these guidelines and procedures. The Office of Student Life reserves the right to impose sanctions against any StudOrg, officer, and/or members. Concerns regarding student conduct may be referred to the Office of Student Life.

### **Sanctions**

The Director of Student Life may determine if a sanction is warranted via a review. Moreover, depending on the severity of the violation impose any of the following sanctions maybe deemed appropriate:

1. Place the StudOrg on probation with full privileges
2. Place the StudOrg on probation with restricted privileges
3. Suspend the StudOrg of registration without privileges
4. Revoke the StudOrg of registration

### **Authority**

The Director of Student Life makes the final decision regarding the registration of a StudOrg in accordance with these guidelines and may grant certain exceptions or make additional necessities on a case-by-case basis. The Office of Student Life is also the College department that oversees all StudOrg operations, programs, and travel, but is not responsible for StudOrg actions. The official StudOrg website is <https://www.bakersfieldcollege.edu/campus>.

The Director of Student Life has the authority in the interpretation of these StudOrg guidelines and procedures, including but not limited to exemptions and exceptions. In addition to the rights, assured to BC Students (as outlined in the Kern Community College District board policies), StudOrgs and its Officers, Advisors, and Members have the following responsibilities:

### **Appeals**

Letters of appeal for sanctions may be submitted to the Vice President of Student Affairs within seven (7) days of judiciary sanctions has been deliberated. The Vice President of Student Affairs has the final authority over all issues involving StudOrgs.

### **Office of Student Life and SGA Provide:**

- Registration of StudOrgs
- Event-planning consultation
- Organization of programming events
- Organizing and running workshops and StudOrg Involvement Fairs
- Assistance with new Organizations registering procedure
- Assistance in obtaining organizational funding through the StudOrg Funding grants
- Maintenance of StudOrg Database

- Support of approximately 40 registered organizations
- Provide formal and informal opportunities for students to develop leadership skills
- Free consultants to help with your StudOrg growth and development
- Assist in guiding you through the channels of the College structure and keep you within the bounds of regulations
- Help with group motivation, membership recruitment, programming options, travel, etc.
- Assist you in your preliminary planning
- Assistance in helping your StudOrg fundraise through event collaborations.
- A location for your club to hold meetings and events.
- Supplies for clubs create advertisements and decorations.
- And Much More...

### **StudOrg Categories**

Each year a list of current StudOrgs is published according to the following categories:

1. Academic Organizations
  - Organizations with an academic interest
  - Organizations that promote development in a particular academic area or discipline
2. Cultural Organizations
  - Organizations with a Diversity or Multicultural interest
  - Organizations that encourage and support the various cultural and diverse interests of students including race, background, personal identity, sexual orientation, gender, etc.
3. Campus-Life Organizations
  - Organizations with an Entertainment, Social, or Media interest
  - Organizations that provide social and media outlets for on campus projects and membership requirements generally include a commitment to work for and/or an interest in a particular cause or project
4. Honor Societies
  - Organizations affiliated with a National Professional or Academic Society
  - Organizations that recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline and membership requirements may include a certain grade point average, leadership and involvement experience, credit hours, or academic discipline
5. Specific Interest Organizations
  - Organizations with a Religious, Political, or Social Action interest
  - Organization with a focus on any general area of interest, topic, or special issue including social, political, or serve as a support for students of a particular religious denomination
6. Limited Membership Organizations
  - Organizations who are exempted by Title IX or have a process for membership selection which is not academically based

### **Inter-Club Council Meetings**

All BC College StudOrg must have an Inter-Club Council (ICC) representative for the StudOrg and must attend the ICC Meetings held twice a month on Fridays of each month. The dates of the meetings can be found on the Office of Student Life website (<https://www.bakersfieldcollege.edu/campus>) and will be announced at the beginning of each semester. Reminders will also be sent via emails. The meetings provide an opportunity for current StudOrg leaders to learn important guidelines and procedures concerning their organization, as well as a chance to interact and collaborate with other StudOrg leaders.

### **Technology Agreement**

All users of any technology are responsible for the use of such technology and the content produced. Officers, Members, and the Advisor are responsible for adhering to the College Technology Policies.

Bakersfield College recognizes that technology is a vehicle to access the most current and extensive sources of information throughout the campus. The use of technology prepares students for 21st Century careers. BC provides technology for a limited educational purpose. This means students may use these

resources for classroom activities and other school related work. Students may not use District technology for commercial purposes; students may not offer, provide, or purchase products or services using District technology. Students may use District technology only for class assignments or for personal research on subjects similar to what they might study in a class or in the school library. Use for entertainment purposes or personal communication, such as personal blogging, instant messaging, online shopping, or gaming is not allowed.

The District may place reasonable restrictions on the material that students access through the system, and may revoke students' access to District technology if they violate the law, District policies or regulations. Violations of the law or this policy may be reported to the Office of Student Life. In addition, violations of the law or this policy may result in disciplinary actions.

### **StudOrg Social Media**

StudOrgs must have an up-to-date StudOrg Facebook Page. The StudOrg current President, Advisor, the Director of Student Life, and Director of Marketing and Public Relations, all must be the administrators of the StudOrg Facebook Page. It is recommend that StudOrgs do not create or open any other social media platforms without reason and approval from the Director of Student Life. All social media platforms, content, and messages can be screened.

### **Communication and Publicity Agreement**

StudOrg Officers and Advisors agree to maintain open communication with the Office of Student Life and abide by all StudOrg and College guidelines and processes. Officers' and Advisors' directory information may be released to the public. If information is not to be released, please notify the Director of Student Life in writing.

*The official means of communication between the Office of Student Life, SGA, and the StudOrgs is through the email addresses given at the time of registration.*

By registering, the full StudOrg membership hereby gives BC consent to the use of all digital images, photographs, videotapes, or film, taken of the StudOrgs and/or recordings made of their voices and/or written extractions, in whole or in part, of such recordings or musical performance representing BC and/or others with its consent, for the purposes of illustration, advertising, creating derivative works, or publications in any manner. If the stated information is not to be released, please notify the Director of Student Life in writing.

### **StudOrg Financial Agreement**

StudOrg Officers and Advisor must contact the Office of Student Life before obligating Club or College funds (including initiating, purchasing, or committing funds) and adhere to the policies and procedures established by Kern Community College District Business Services. StudOrgs may NOT possess a bank account outside the College. The President, Treasurer, and StudOrg Advisor must also agree to attend financial meetings as needed. StudOrgs must maintain a detailed budget and can be liable for overdrafts. If there are insufficient funds to cover bills accrued on the StudOrg's behalf, the StudOrg Officers and Members become responsible at the time of incurring these costs, and must agree to pay such expenses.

Please contact the Office of Student Life if you have questions about developing fundraising strategies that comply with the College policies and procedures prior to soliciting or receiving.

### **Notification of Recognition**

Upon completion of all registration requirements, StudOrgs will be listed as active on the Office of Student Life website (<https://www.bakersfieldcollege.edu/campus>). This will serve as the official notice of recognition.

### **Organization Responsibility Reminders**

1. ICC Rep should attend bi-monthly ICC meetings
2. Update the StudOrg Leadership Roster with the Office of Student Life (especially when transitioning to new officers, as not to lose communication).

3. Have at least three (3) members in the organization.
4. Have a College faculty or staff member serving as Advisor of the StudOrg.
5. Advisors must attend StudOrg Advisor Luncheon once a semester.
6. President and Treasurer must attend a StudOrg Funding workshop (StudOrg Advisors are also highly encouraged).
7. Maintain a current copy of the StudOrg's constitution and bylaws with the Office of Student Life.
8. StudOrg Officers and Advisors must ensure continuity from year to year by training new leaders and keeping good records.

(Adapted from Metropolitan State College of Denver's Student Organization Handbook, 2003; Colorado State University-Pueblo Student Organization Survival Guide Manual, 2012)

DRAFT