



BCSGA

StudOrg Conditions and Procedures

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STUDORG CONDITIONS AND PROCEDURES

At Bakersfield College (BC), Student 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 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 co-curricular experience.

BCSGA has established a process to define the basis of the relationship between the Office of Student Life, the College, Kern Community College District (KCCD), and the respective 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 Bakersfield College Student Government Association (BCSGA) that may support and add stability to organizations. Finally, it outlines consequences for StudOrgs that choose not to exist in accordance with these conditions.

The Office of Student Life and BCSGA 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 BCSGA, nor the College assumes responsibility for the organization. The Office of Student Life nor the College will does not assume any 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 KCCD Board Policies, the College, the BC Student Code of Conduct, and these StudOrg conditions and procedures. Registered StudOrgs will be held accountable for the action and behavior of their members and/or guests at their functions and travel.

It is the responsibility of the StudOrg Membership to familiarize themselves with the contents of StudOrg conditions and procedures and related policies. Officers and the Advisor should take responsibility to inform others in the organization about the conditions and procedures affecting you+the 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 BCSGA through the Office of Student Life in accordance with these conditions and procedures.

Membership

2. Active membership in registered StudOrgs shall be limited to registered-enrolled Bakersfield College students ~~from the BC campuses~~ (includes the Delano campus-center and rural sites). 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

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maintain membership. The designated Advisor and designees,(s) of the StudOrg are considered a part of the StudOrg membership.

Shared Responsibilities

In addition to the rights, assured to BC Students (as outlined in the KCCD Board Policies), StudOrgs and its Officers, Members, and Advisors have the following responsibilities.

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Student Organizations Responsibilities

The following are Responsibilities of a registered Student Organization. The StudOrg has the:

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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.
 1. Freedom of speech and the right to peaceful assembly;
 2. Right to organize and join groups;
 1. Freedom of press and the right to publish;
 3. Right to choose an advisor and the right to change their advisor;
 4. Right to change their officers through elections;
 5. Right to establish and amend the StudOrg constitution;
 6. Will not host or sponsor events that incorporate the consumption or advertisement of alcohol (cash bar, bring your own beer/alcohol, or open bar).
 7. Ability to establish and maintain a BC Club Account through the BC Business Services in consultation with the Office of Student Life;
 8. Responsibility for all account activity, including overdrafts; and
 2. Ability to be directed and controlled by students who are currently enrolled at BC.

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Membership Responsibilities

The following are Responsibilities of StudOrgs' Officers and Members. The Membership:

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1. 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;
- 1.2. StudOrg Officers and Members shall abide by KCCD and BC regulations/policies and procedures, as well as KCCD, federal, state, and local policies and laws;



- ~~2.3. StudOrg Officers and Members must~~ abide by all Office of Student Life processes, conditions, and requirements; ~~StudOrg Officers and Members should work with the Office of Student Life staff to comply with these requirements.~~
- ~~4. StudOrg Officers and Members are~~ is 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;
- ~~3. e. This also includes hosting or sponsoring events that incorporate the consumption of alcohol (cash bar, bring your own beer/alcohol, or open bar).~~
- ~~4.3. StudOrg Officers and Members are~~ Should encouraged to improve their StudOrg leadership skills through attendance at available workshops and other opportunities; and 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.

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Advisor Responsibilities

The following are Responsibilities of the designed StudOrg Advisor. The StudOrg Advisor:

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1. ~~StudOrg Advisor is the~~ Acts as a consultant to an organization who and assists the StudOrg in its growth and development by working closely with the StudOrg ~~Officers and Members.~~ Membership.
2. ~~StudOrg Advisor~~ provides direction through advice, understanding, and clarification to its StudOrg ~~Officers and Members~~ hip.
- ~~3. StudOrg Advisor must~~ serve as a liaison between the College and the StudOrg;
- ~~4. Assists in the area of identifying purpose and content helping StudOrg Membership~~ use their best judgment for their StudOrg;
- ~~3.5. Assists the organization in planning and implementing its programs and events;~~
- ~~4.6. Refers the~~ StudOrg Officers and Members to appropriate College resources;
- ~~5.7. Regularly~~ Attends StudOrg meetings regularly;
- ~~6.8. Attends an Advisor Luncheon hosted by the Office of Student Life at least once a semester;~~
- ~~7.9. Assists the organization in the management of its general and financial operations;~~
- ~~8.10. Should~~ be available for consultation and mentorship, and ~~to~~ advices in organizational related problems or issues;
- ~~9.11. Carries out the duties assigned by the StudOrg's~~ ratified constitution;
- ~~10.12. Clarifies the Advisor role with the organization's~~ membership.
- ~~11.13. Encourages~~ all StudOrg Officers and Members to participate and collaborate as a team;
- ~~12.14. Guides and advises~~ the StudOrg rather than dictates and orders;
- ~~13.15. Incorporate "classroom" learning with "co-curricular" activities into StudOrgs activities and/or events~~ whenever possible.;
- ~~14.16. Interpret College, KCCD, and state policies and procedures and add continuity to the StudOrg by exploring regulations, rules, and responsibilities with StudOrg Officers and Members;~~
- ~~15.17. Will~~ Not let personal goals and/or motives interfere with or influence group decisions, activities, or goals;
- ~~16.18. Promotes~~ involvement and discussion within the StudOrg; and the campus as a whole.
- ~~17. Provides~~ constructive feedback where appropriate;
- ~~19.~~
- ~~20. Stays~~ up to date on what is occurring within the organization as well as in the campus community;
- ~~21. Chaperones a StudOrg function or event that meet one of the following criteria:~~
- ~~18.~~
19. ~~StudOrg Advisor should:~~
- a. ~~Assist in the area of identifying program purpose and content helping StudOrg Officers use their best judgment for their StudOrg.~~
21. ~~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 a n-official College dance, party, or concert;
 - d. The event is a fundraising event; and

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- e. When asked to be in attendance either by the StudOrg ~~Officers and Membership~~ or the Director of Student Life;
22. ~~StudOrg Advisor needs to c~~Consults periodically with the Director of Student Life or designated staff concerning the StudOrgs direction, programs, and functions;
23. ~~StudOrg Advisor must n~~otify the Office of Student Life in the event the StudOrg has decided to or has ceased to function; ~~and~~
24. ~~If a StudOrg Advisor c~~hooses to resign or is asked to resign:
 - a. It is the responsibility of ~~that the~~ StudOrg Advisor to notify the Office of Student Life;
 - b. ~~The StudOrg Officers-Membership has 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; ~~and~~
 - d. If the ~~resigning outgoing~~ advisor cannot carry out the duties of the position, the StudOrg may exist without ~~the Advisor~~the advisor until a suitable replacement is found within ~~thirty (30) 30~~ days. In this case, the Director of Student Life, or designee, will serve as ~~the Advisor~~the advisor. If an advisor is not found after ~~thirty (30) 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. Many of these items must be stated in the StudOrg Constitution.

Anti-Hazing conditionsPolicy

In keeping with ~~theits~~ 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~~California.

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 or emotional 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 ~~StudOrg Officers President, Captain, or person "in charge",~~ and ~~students Memberships~~ may be charged with a violation of these hazing prevention conditions. 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 conditions that are more specific in order to prevent incidents of hazing within their

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membership. Engaging in the above activities may result in sanctions imposed by the Office of Student Life. Questions concerning these conditions 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/contact your Advisor or the Director of Student Life/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 ~~HH~~ 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 or /privileges only assigned to certain members
 - Requiring new members to carry items everywhere they travel
 - Scaring new members with what may happen at initiation
4. —
 - Deprivation of privileges
 5. —

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-new members 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
- —
- 1. Activities that interfere with the conditions and processes of the Office of Student Life
- Activities that engage in discrimination of any form
- Stranding members far from campus

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- 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 the Student Code of Conduct or state and federal laws
- Activities that interfere with the conditions and processes of the Office of Student Life

Failure to Adhere to Regulations

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

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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

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Authority

The Director of Student Life makes the final decision regarding the registration of a StudOrg in accordance with these conditions 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 Director of Student Life has the authority in the interpretation of these StudOrg conditions and procedures, including but not limited to exemptions and exceptions.

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The official StudOrg website is <https://www.bakersfieldcollege.edu/studorgscampus>.

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~~The Director of Student Life has the authority in the interpretation of these StudOrg conditions 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:~~

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Appeals

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

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Office of Student Life and BCSGA 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.~~

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- 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 have an academic interest which promotes development in a particular academic area or discipline.
2. Cultural Organizations have a diversity or multicultural interest that encourages and supports the various cultural and diverse interests of students including race, background, personal identity, sexual orientation, gender, etc.
3. Campus-Life Organizations have an entertainment, social, or media interest that provides 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 have an affiliation with a national professional or academic society that recognizes 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 have a religious, political, or social action interest 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 or spiritual denomination
6. Limited Membership Organizations have a process for membership selection which is not academically based or exempted by Title IX

Limited Membership Organizations

Limited Membership StudOrgs whose memberships are restricted for non-academic purposes must also follow all guidelines and procedures established and have all the privileges and responsibilities of regularly registered organizations with the following exceptions:

1. Restricted from the use or reference to the BC name and logos. Chapters may indicate affiliation by use of “_name of organization_ at BC.”
2. May not apply for any SOF Grants for chapter initiatives

• All Limited Membership StudOrgs must submit a membership roster of all members at the time of registration and at the end of each new member recruitment process. Limited Membership StudOrgs must have an on-campus Club Account that is subject to review by the Office of Student Life. All funds collected from fundraisers held by Limited Membership StudOrgs must be deposited into the StudOrg's Club Account and must be spent in accordance to KCCD procurement and financial guidelines.

Registration Process

Involvement in a registered StudOrg gives each student the opportunity to create a holistic experience by incorporating classroom knowledge with the development of leadership skills, and engagement with the BC and Bakersfield communities. Every student organization should register with Office of Student Life on an annual base.

4. 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.

Registration Requirements

The following are minimum requirements for registration:

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Bakersfield College Student Government Association

1. Submittal of the StudOrg Registration Form online.
2. Identification of StudOrg Leadership of three (3) currently enrolled Bakersfield College students, willing to serve as officers of the organization. These officers must:
 - a. Have and maintain a minimum cumulative G.P.A. of 2.00;
 - b. Be enrolled in a minimum of six (6) credit hours each semester (Fall/Spring only); and
 - c. Be in good standing with the College.
3. Maintain a current StudOrg Constitution on file with the Office of Student Life.
4. Have at least one BC faculty or staff member willing to serve as an advisor.

Affiliation

If the StudOrg is affiliated with a local, regional, national, or international organization(s), the StudOrg may be asked to submit an official letter of affiliation or proof of affiliation. All requirements must be met in order to receive registered status and privileges. StudOrgs must register each academic year to maintain active status. Registration does not imply either College approval or disapproval of the StudOrg's purpose, function, or activities.

Additional Privileges

Any and all Bakersfield College students have the freedom to assemble. When a group choose to register with BCSGA and Office of Student Life, the registered StudOrg is extended Additional Privileges beyond the recognition of being a registered organization. A full list of additional privileges shall be listed on the BC StudOrg website. The Basic privileges for a registered StudOrg are:

1. Use of the Bakersfield College name and logos indicating affiliation with BC and BCSGA
2. Able to apply for StudOrg Funding Grants through BCSGA
3. Use of college facilities and spaces at no or reduced costs and use of basic office supplies, equipment, or technologies
4. Assistance in development of the StudOrg events, activities, programs, travel, and operations
5. Inclusion of StudOrg information on the college website
6. Access to apply for Student Leadership and Involvement awards
7. Free photocopies per event or meeting
8. Eligible for StudOrg Travel
9. Access to a BC Club Account
10. Able to conduct fundraisers

Registration Term

Active registered status shall commence when a StudOrg has completed the registration requirements. Active status continues until Labor Day (First Monday of September) of the following academic year. For continued privileges after this date, new registration forms must be submitted to the Office of Student Life. The renewal process begins on April 1 of the each academic for the following academic year. StudOrgs are encouraged to hold meetings over the summer break to ensure continuity of their organization.

If registration expires or has not been renewed for the year, all privileges are forfeited. This may involve cancellation of College reservations and freezing of the Club Account. Registration extensions maybe be given to StudOrgs on extenuating circumstances by the Director of Student Life.

Change in Officers

To update change in officers due to appointments or vacancies, an officer update form is needed to be completed with the Office of Student Life. All minimum requirements for StudOrg Registration are still in effect.

Online Registration

The online StudOrg Registration form expedites the StudOrg registration process for the convenience of the membership. The Officer that complete the online StudOrg registration form will need information from all officers and the advisor. It is preferred that completing the registration form occurs at a scheduled StudOrg meeting.

1. StudOrg Information

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2. Full and Abbreviated Names of the StudOrg
3. Social Media Information
4. General Email Account
5. Governing Items
6. Mission Statement
7. When the next elections are held
8. Date time and Location of StudOrg Meetings
9. Organization affiliation (if applicable)
10. StudOrg Annual Budget
11. StudOrgs will need to submit a projected budget and current balance sheet for the FY17 fiscal year. Refer to the Finance Workshop presentation and Budget Template in the Finance section of the "Resources" tab to create your projected budget
12. Officer Information
13. The following Information for the President, Treasurer, ICC Rep, and Advisor
14. First, Middle Initial, and Last Name
15. BC @ Number
16. Email for Communication with (will be made public)
17. Phone Number (Cell phone preferred –Internal use only)
18. Community Advisor
19. If the StudOrg has a Community Advisor (An advisor who is not employed by BC, but actively involved with StudOrg activities, StudOrg may include that member as well (optional).
20. StudOrg Agreement
21. This agreement specifies that your StudOrg leadership and its membership agrees to the StudOrg Conditions and Procedures that entails operations and management of StudOrgs at BC. Note that the StudOrg Leadership is agreeing to the Agreement on behalf of the full student organization and its members.

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Constitution Requirements

The StudOrg Constitution shall be submitted and the content thereof must be in compliance with the StudOrg Conditions and Procedures established by the Office of Student Life. A model constitution is supplied at the time of registration. The following elements must be incorporated into each StudOrg Constitution:

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1. StudOrg must have a unique mission that explains the nature of the organization and its purpose
2. Description of responsibilities for General Membership and the difference from Active Membership
3. Non-Discrimination Clause

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[Name of StudOrg] complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

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4. Anti-Bullying and Harassment Statement

[Name of StudOrg] will not tolerate any form of bullying or hazing. Bullying and/or 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. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any StudOrg. In keeping with the 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 StudOrg is a guaranteed right that all

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Bakersfield College Student Government Association

students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

- 5. List of Officers and their Responsibilities
- 6. Advisor Responsibilities
- 7. Process of Officer Elections and Removal
- 8. Process of finance and business operations

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Inter-Club Council Meetings

All BC-College registered StudOrg must have an Inter-Club Council (ICC) representative for the StudOrg and must attend the ICC Meetings held ~~on the first the third 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 updates to important conditions and procedures concerning their organization, as well as a chance to interact and collaborate with other StudOrg leaders.

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Technology Agreement

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

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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 college related matters~~ or for personal research on subjects similar to what they might study in a class or in the ~~school college~~ 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 student's~~ 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 Connections

StudOrgs ~~must can~~ have social media accounts on any platforms that suits the needs of the organization's mission. It is recommended 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 and subject to removal by the StudOrg Advisor or the Director of Student Life. All social media platforms login information and password must be submitted to the StudOrg Advisor and the Director of Student Life.

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Facebook Page

Each StudOrg should have an up-to-date a StudOrg Facebook Page that is kept current. The StudOrg current StudOrg President, Treasurer, ICC Rep, Advisor, the Director of Student Life, and Director of Marketing and Public Relations, all must be the have administrative accessors of to the StudOrg Facebook Page. It is recommended 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.

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Communication

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

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



Publicity Agreement

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.

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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~~KCCD Business Services. StudOrgs may NOT ~~possess~~obtain a bank account outside the College. The StudOrg President, Treasurer, and StudOrg Advisor must ~~also~~agree to attend financial ~~meetings-workshops~~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-Advisor~~becomes responsible at the time of incurring these costs, and must agree to pay such expenses.

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All financial transactions (including fundraising, purchases, and other activities) must be conducted through the use of the StudOrg's Club Account. Hence, the Office of Student Life is responsible for setting up the StudOrg's Club Account. The StudOrg Advisor and the Director of Student Life are authorized to complete financial transactions.

Each StudOrg must complete and submit an annual projected budget for the next previous fiscal year during the registration process. Please contact the Office of Student Life if you have questions about developing budgets or fundraising strategies that comply with the College policies and procedures prior to developing, soliciting, or receiving.

Notification of Recognition

Upon completion of all registration requirements, StudOrgs will be listed as active on the Office of StudOrg ent Life website and receive an email provided at the time of registration (https://www.bakersfieldcollege.edu/campus). This will serve as the official notice of recognition and eligibility to receive additional privileges.

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Organization Responsibility Reminders

1. ICC Rep should attend ~~bi-monthly~~ICC meetings on the first and third Fridays of each month
2. Update the StudOrg Leadership Roster with the Office of Student Life (especially ~~when during~~new officer transitioning to new officers, as not to lose communication).
3. Have at least three (3) different student members in the organization to serve as the President, Treasurer, and ICC Rep.
3.
4. Have a College faculty or staff member serving as Advisor of the StudOrg.
5. Advisors must attend StudOrg Advisor Luncheon once a semester.
4. Have a College faculty or staff member serving as the StudOrg Advisor who attends an Advisor Luncheon once a semester.
- 6.5. President and Treasurer must attend a StudOrg Funding Financial workshop (StudOrg Advisors are also highly encouraged).
- 7.6. Maintain a current copy of the StudOrg's constitution and bylaws with the Office of Student Life.
7. StudOrg must hold proper business meetings to conduct business to maintain agendas and minutes of all meetings.
8. StudOrg Officers and Advisors must ensure continuity from year to year by training new leaders and keeping good records.

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(Adapted from Metropolitan State College of Denver's Student Organization Handbook, 2003; Colorado State University-Pueblo Student Organization Survival Guide Manual, 2012 --NPD-NEEDS TO ADD THE OTHER CITATIONS)

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