

## **Chapter 5. DEPARTMENT OF STUDENT ORGANIZATIONS**

### **Section 01: Establishment**

- a) Here establishes the Department of Student Organizations (“StudOrg Department”) as a department within the Association. The StudOrg Department works collaboratively with the Office of Student Life, as well as with other college departments, to ensure vibrant and well-balanced opportunities for campus student organizations.

### **Section 02: Mission**

- a) The Department of Student Organizations engages students in the development of their strengths, skills, and leadership using student organizations as foundation by way of programs, workshops, conferences, and leadership positions.

### **Section 03: Definitions**

- a) A Student Organizations (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.
- b) Active membership in a registered StudOrgs shall be limited to registered students from the BC campuses. 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.

### **Section 04: Department Responsibilities**

- a) The primary responsibilities of the StudOrg Department is to:
  - 1) Execute the laws and functions related to the affairs of Student Organizations at Bakersfield College.
  - 2) Manage the affairs of registered Student Organizations.
  - 3) Serve as a resource for Student Organizations and a clearinghouse for information.
  - 4) Manage and allocate Student Organization Finance grants
  - 5) Host various workshops in related affairs
  - 6) Establish monthly communications and continuous communication with StudOrgs
  - 7) Coordinate collaborations of StudOrgs through Inter-Club Council meetings
  - 8) Other matters relating to the Department of Student Organizations.

### **Section 05: Composition of StudOrg Department**

- a) The StudOrg Department is composed of the following individuals with voting authority and count towards quorum:
  - 1) Director of Student Organizations, chair
  - 2) Student Organization Funding Manager
  - 3) Two (2) BCSGA Senators
  - 4) One (1) student-at-large (appointed by the Dean of Students)
  - 5) The BCSGA Advisor, or designee (ex-officio)
- b) The ICC Representative, or designee, from each registered Student Organizations of the current term, will have voting privileges at the present meeting attended, but does not count towards quorum for the department.

### **Section 06: Director of Student Organizations**

- a) ESTABLISHMENT  
Hereby establishes the Director of Student Organizations for the Association, elected by the Bakersfield College Student Body.

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### b) DUTIES

The duties of the Director of Student Organizations include, but are not limited to the following:

- 1) Host set number of office hours per week as determined by the Annual Budget.
- 2) Chair all meetings of the StudOrg Department and the Inter-Club Council (ICC) meetings.
- 3) May delegate any of the Director's duties to any member of the StudOrg Department.
- 4) Create and post agendas for meetings of the StudOrg Department and the Inter-Club Council in accordance with the Brown Act.
- 5) Coordinate and allocate Student Organization Finance grants.
- 6) Appoint Student Organization Funding Manager and Department members.
- 7) Keep complete and accurate records of the names of StudOrg Leadership (advisors and officers), and the organization's constitutions of all registered StudOrgs.
- 8) Plan, implement, and evaluate all Association-sponsored StudOrg activities.
- 9) Responsible for securing volunteers to aid in department activities.
- 10) Keep and maintain a master calendar of all Association StudOrg events, to be made available to any member of the Student Body upon request.
- 11) Coordinate with the Director of Activities to engage student organizations in BC events and related activities.
- 12) To act as a liaison to StudOrgs in regards to the planning and preparation of StudOrg events or activities.
- 13) To provide advice and recommendations to the President.
- 14) Prepare a budget for the StudOrg Department to be included in the President's Annual Budget proposal.
- 15) To attend one Town Hall Meeting per term in office.
- 16) Perform all other duties as needed by the Office of the Director of Student Organizations.

### **Section 07: Student Organization Funding Manager**

#### a) ESTABLISHMENT

Hereby establishes the Student Organization Funding (SOF) Manager, appointed by the Director of Student Organization, approved by the President and the BCSGA Advisor, and confirmed by the Senate.

#### b) DUTIES

The duties of the Student Organization Funding Manager include, but are not limited to the following:

- 1) Host set number of office hours per week as determined by the Annual Budget.
- 2) To manage the budget and operations of Student Organization Funding grants.
- 3) To assist the Director in account management and financial advisement of recognized student organizations.
- 4) To serve as the Secretary of the Department through the preparation of agendas, documentation of minutes, and any other tasks related to meetings of the Department;
- 5) To attend one Town Hall Meeting per term in office.
- 6) Act as the Director of Student Organization in the absence of or at the request of the Director.
- 7) Perform all other duties as needed by the Office of the Student Organizations Funding Manager.

### **Section 08: Department Members**

#### a) ESTABLISHMENT

Hereby establishes the StudOrg Department Members, appointed by the Director of Student Organizations and approved by the BCSGA Advisor.

#### b) DUTIES

The duties of the Department Members include, but are not limited to the following:

- 1) To assist the Director and Student Organization Funding Manager in program management and marketing efforts of department activities
- 2) Any other duties as assigned by the Director.

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### **Section 09: Registration of Student Organizations**

- a) The authority of registering StudOrg is given to the BC Dean of Students, or designee, to be implemented through the BC Office of Student Life.
- b) Each StudOrg must register on an annual basis.
- c) All registered StudOrg must understand and agree to all the protocols, procedures, terms, and conditions set forth by the BC Dean of Students.
- d) Recognition shall be given based on the StudOrg's compliance with the registration requirements within the Student Organization Registration Process handbook established by the BC Office of Student Life.
- e) The constitution, bylaws, and other governing documentation of each StudOrg shall be submitted and the content thereof must be in compliance with the Student Organization Conditions and Procedures handbook established by the BC Office of Student Life.
- f) Any registered StudOrg that is affiliated with a local, state, federal, or international organization must provide the BC Office of Student Life a formal letter of recognition during the StudOrg registration process.

### **Section 10: Student Organization Funding**

- a) The authority of accepting and processing the SOF Grants is given to the BC Dean of Students, or designee, to be implemented through the BC Office of Student Life.
- b) Each StudOrg must comply with the SOF Grant Conditions and Process handbook set forth by the Office of Student Life.
- c) Student Organization Funding (SOF) is available to any registered StudOrg for operational, programmatic, fundraising, or travel expenditures that enhance overall quality of student life on campus.
- d) SOF Grant process is used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, group development, campus and community service, and informational programs and activities. These guidelines and process comply with district, federal, state, and local laws as well as BC policies.
- e) Allocation of SOF shall be given based on the StudOrg's compliance with the Student Organization Funding Grants Conditions and Process handbook established by the Office of Student Life.
- f) The StudOrg Department will review and hear SOF Grant requests only from recognized StudOrgs.
- g) The Director will place all properly completed SOF Grants on the next scheduled StudOrg Department agenda for allocation approval.

### **Section 11: Authorization of Appropriations**

- a) This hereby authorizes to be appropriated such sums as may be necessary for the support of this Chapter.

## **Chapter 6. INTER-CLUB COUNCIL**

### **Section 01: Establishment**

- a) Here establishes the Inter-Club Council (“ICC”) as an entity within the Association. The StudOrg Department works collaboratively with the Office of Student Life, as well as with other college departments, to ensure vibrant and well-balanced opportunities for campus student organizations.
- b) Department of Student Organizations and Inter-Club Council (ICC) may be used interchangeably.

### **Section 02: Mission**

- a) Student Organizations (StudOrgs) serve a valuable and educational function offering students the opportunity to join in academic or professional, honor, political, service, social, cultural and/or spiritual groups, and societies. The students involved 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.

### **Section 03: Purpose**

- a) ICC Meetings are a platform where:
  - 1) StudOrgs are able to inform perspective affairs to BCSGA
  - 3) StudOrgs are able to connect and collaborate with other StudOrgs for events and initiatives
  - 4) Bills and resolutions are developed and created to be added to the next available Senate agenda
  - 5) Members can host collective conferences, workshops, events, etc.
  - 6) StudOrgs are informed of new conditions and procedures
  - 7) StudOrgs are able to be aided by BCSGA in their affairs
  - 8) Other matters related to the StudOrgs.

### **Section 04: ICC Representative Attendance**

- a) Each registered StudOrg should send their ICC Representative (ICC Rep) to the StudOrg Department meetings.
- b) Attendance of ICC Reps who are actively engaged with the Department have a stronger, unified organizational voice, thus the attendance of ICC Reps will be recorded by the Secretary at each ICC Meeting.
- c) If the ICC Rep is not able to attend, it is the responsibility of the StudOrg Leadership to send an alternative member to the ICC Meeting or connect with the Director to receive missed information.

### **Section 05: Use of Certain Names, Symbols, or Charters Prohibited**

- a) No Student Organization may use the name, symbol, and charter of a national club or organization unless recognized by the national club or organization and by the BC Office of Student Life.
- b) No Student Organization may use the name, symbol, seal, or branding of BCSGA unless approved by the BCSGA Advisor or the BC Dean of Students.
- c) No Student Organization may use the name, symbol, seal, or branding of Bakersfield College unless approved by the BC Office of Student Life and the BC Marketing and Public Relations Office.

### **Section 06: Authorization of Appropriations**

- b) This hereby authorizes to be appropriated such sums as may be necessary for the support of this Chapter.