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# 2025-2026 STUDENT ORGANIZATION HANDBOOK


Office of Student Life  
& Leadership



Keep In Touch  
With Us

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Oceanside, CA 92056



Compiled, edited and written by the MiraCosta College  
Office of Student Life & Leadership

\*Policies and procedures are subject to change.  
As changes occur, the Office of Student Life & Leadership will  
notify all recognized student clubs &  
organization.



## The Office of Student Life & Leadership

Student Life & Leadership (SLL) aims to support students, develop leaders, and build community through events, activities, and programs. Embracing advocacy and equity as core values of the department, SLL advises the Associated Student Government (ASG), the Inter-Club Council (ICC), and supports all registered student clubs and organizations. SLL offers the Emerging Leaders Institute (ELI), supports Phi Theta Kappa (PTK), and collaborates with campus partners and the local community to host social, cultural, and educational events and programs. SLL also processes all Spartan Pass ID Cards (student ID card) requests, supports the CARE food pantry program, supports public postings across the district on designated bulletin boards and campus spaces, and leads the Commencement Advisory Committee to coordinate the annual commencement ceremony and GradFest activities.

### Mission Statement

Student Life & Leadership is rich with activities, events, community, and leadership development programs. We are Student Life & Leadership and we are here for students. As individuals, we are caring and welcoming to students and strive to promote a culture where students are valued, validated, and appreciated. We believe that it is our responsibility to engage in equity minded work and support our campus community, with emphasis on connecting with our historically marginalized student groups. As a team, we are professionals that are competent and reliable and value transparency when providing support.

### The Associated Student Government

All students are members of the Associated Students of MiraCosta College (ASMCC). The organization that represents the ASMCC is the Associated Student Government (ASG). The goal of the ASG is to give a voice to MiraCosta students, represent the student body, advocate for the needs and interests of the student, and build spaces that welcome students as valuable members of the college community. The ASG's major responsibilities include serving on and appointing students to campus-wide committees to represent the students' voice, overseeing use of an annual ASG budget, allocating funds that serve to meet the needs of the student body, advocating the legislative interests of students at the state and national levels, promoting student engagement and fostering



inclusive community. The ASG also has standing committees and working groups within the organization that serve to support the operations of the ASG. Any interested student in good conduct standing with a minimum of a 2.0 cumulative term grade point average (G.P.A) and is enrolled in at least five units each semester or the equivalent quarter units, or is enrolled in an adult education program offered by a community college district is eligible to hold an executive or senator role in the ASG. While any currently enrolled student in good conduct standing is eligible to serve as a student at large. Student Senate meetings are held on the 2nd and 4th Friday of each month while school is in session and are open to the public. Meeting times are available on the [ASG website](#) and [Engage](#).

## The Inter-Club Council

The Inter-Club Council (ICC) is a collective group of student representatives from student clubs and organizations, who gather every other week to support the interests of student club members and club experiences at MiraCosta College. The ICC aims to build a strong community across various clubs, encourages collaboration among clubs, reviews and approves funding requests for clubs who wish to request ICC funds, supports club events, and advocates for the needs of students as a part of the Associated Student Government (ASG), who represent student voices and advocates for the student body. The ICC also sponsors a "Club Rush" each semester, which gives interested students an opportunity to learn about the various clubs on campus and allows clubs to increase their membership. Meeting times are available on [Engage](#).

## Student Organizations/Clubs

Joining a campus club is a great way for students to build community and enrich their academic experience at MiraCosta College. The college is home to a wide variety of clubs that reflect the interests of the student body. Clubs meet the social, cultural, and intellectual interests of students at MiraCosta College. All clubs are required to participate in the Inter-Club Council (ICC), where club representatives come together to build community and advocate for club needs. All students are welcome to join clubs or organizations including the Black Student Union, the Gender Sexuality Alliance (GSA), M.E.Ch.A, Backstage Players, Computer Science for the Common Good, Her Auto Club, Veterans Club, PUENTE, and many, many more! Visit the [Student Clubs](#) page to find a full list of all clubs/ organizations.

## Benefits of Student Engagement

Getting involved is one of the biggest benefits to the student college experience. Student engagement provides opportunities to meet new people, explore interests, gain valuable life skills, and most importantly, create a welcoming and inclusive campus culture. The knowledge and skills that a student will develop through co-curricular involvement will have a profound impact on their collegiate student experience and future endeavors.

Here are some of the benefits of student engagement:

- Co-Curricular learning and skill development
- Develop marketable leadership and organizational skills
- Use energy and recreational time constructively
- Develop and clarify personal values
- Enhance creative thought and expression
- Develop critical thinking skills
- Learn the importance of cooperation, teamwork, work ethic, and being a member of a group or community
- Develop interpersonal and time management skills
- Experience cultural sharing and exchange
- Develop self-initiative, time management, independence, and responsibility
- Gain practical experience that can be used to enhance a resume
- Make lasting relationships with students, faculty, and staff



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**College Department Contacts**

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Terrence Shaw, Director of Student Life & Leadership	(760)-795-6899	tshaw@miracosta.edu
Arelly Ibarra, Administrative Support Assistant II		aibarra@miracosta.edu
Ashley Keller, Administrative Support Assistant III	(760)-757-2121 x6198	akeller@miracosta.edu
Stephen Bustamante, Interim Administrative Support Assistant I, ASG		sbustamante@miracosta.edu

**Office of Student Life & Leadership, San Elijo**

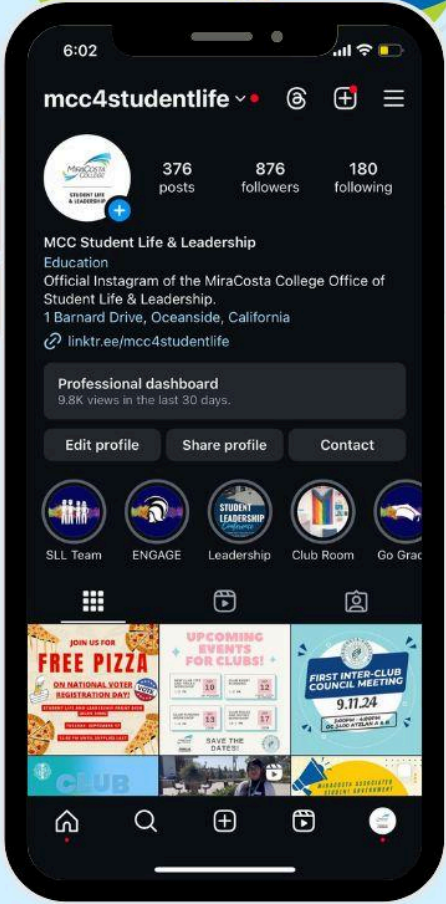
Office of Student Life & Leadership, Room 929	760-757-2121 x7782	sll@miracosta.edu
Colleen Maeder, Director of Student Services	(760)-634-7806	cmaeder@miracosta.edu
Raymond Wight, Student Services Specialist	(760)-634-7823	rwight@miracosta.edu

**Campus Police (All Campuses)**

Non-Emergency Line	(760)-795-6640
On Campus Emergencies	(760)-795-6701


**Food Services**

CulinArt	lmalicoat@culinartinc.com
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**Stay Connected**

Follow our Instagram to learn about upcoming events and information for club leaders!





## Associated Student Government & Inter-Club Council Contacts

<b><u>Associated Student Government Executive Council</u></b>	<b><u>Email</u></b>
President	asgpresident@miracosta.edu
Student Trustee	studenttrustee@miracosta.edu
Executive Vice President	asgexevp@miracosta.edu
Vice President of Diversity, Equity & Inclusion	asgdei@miracosta.edu
Vice President of San Elijo	asgsanelijo@miracosta.edu
Vice President of Community Learning Center	asgclc@miracosta.edu
Director of Finance	asgfinance@miracosta.edu
Director of Legislative Affairs	asglegaffairs@miracosta.edu
Director of Public Relations	asgpr@miracosta.edu
Inter-Club Council Chair	iccchair@miracosta.edu
Inter-Club Council Vice Chair	iccvicechair@miracosta.edu
Terrence Shaw, ASG Co-Advisor	tshaw@miracosta.edu
Colleen Maeder, ASG Co-Advisor	cmaeder@miracosta.edu
Administrative Support	sll@miracosta.edu

The ASG Executive Council meets every second and fourth Friday from 8:30 am - 9:30 am and the Senate meets every second and fourth Friday from 10:00am - approximately 1:00 pm during the Fall & Spring Semesters. Meeting information is posted on the [ASG website](#).

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### **Inter-Club Leadership Council (ICC)**

Inter-Club Council Chair	iccchair@miracosta.edu
Inter-Club Council Vice Chair	iccvicechair@miracosta.edu

The ICC Leadership and Full Council met alternating Wednesdays during the Fall & Spring semesters from 3:00 pm - 4:00 pm. Please visit the [ICC website](#) for more information, and [Engage](#) for meeting times.



## I. Club and Organization Governance (Club Recognition)

### A. Legal Basis for Creation of Clubs/Organizations – Responsibility to College District

Pursuant to the Education Code of California, Section 76060, the governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fund-raising activities, as may be approved by the appropriate college officials.

In accordance with, and within the limitations set forth in the Education Code of California, Section 76062, the governing board of any school district may authorize any organization composed entirely of students attending school within the district to maintain such activities as may be approved by the governing board. Activities are not to be in conflict with the authority and responsibility of the governing board and/or public school officials.

### B. Associated Student Government of MiraCosta College

The Associated Student Government (ASG) of MiraCosta College represents students and serves as the official body that advocates for students through participation in collegial shared governance. The ASG supports social and cultural activities; provides community for students, and aims to reflect the diversity of our student body. The ASG provides leadership in the areas of civic engagement, ethical leadership and responsible action. The ASG guiding documents, including the [Constitution and Bylaws](#), may be found online at [www.miracosta.edu/ASG](http://www.miracosta.edu/ASG).

The ASG, acting through its executive body, the Student Senate, sets the criteria for recognizing student clubs/ organizations on campus (Education Code of California, Section 76060).

### C. Inter-Club Council (ICC)

The ICC is an organization for recognized clubs/organizations. The purpose of the ICC is to represent student clubs, support the needs and interest of clubs and organizations, and support the community for students throughout MiraCosta College. Furthermore, the ICC provides an opportunity for students to engage in advocacy work with MiraCosta College staff, faculty, and administrators. The ICC is composed of a representative,



elected or appointed, from each of the actively recognized student clubs/organizations on campus (ASG Bylaws III., Section B.1).

The ICC shall conduct its affairs during regularly scheduled meetings during the fall and spring semesters for approximately one (1) hour at a reasonable time and date during the college's hours of operation. ICC Leadership shall determine the final calendar of meetings for the ICC.

#### 1. Attendance

- a. Recognized clubs/organizations are expected to send a representative to each Full Council meeting if they have decided to be a part of the full council by the 5th week of the semester.
  - i. An ICC representative must only represent one recognized club at the Full Council meetings.
  - ii. Diligently attend all Full Council meetings.
  - iii. Serve as official liaison between their respective clubs and the ICC, and report their club's activities and upcoming events to the ICC.
  - iv. Disseminate information from the ICC to their respective clubs.
  - v. Vote on all matters raised within the ICC, on behalf of, and in the best interest of their respective clubs.
  - vi. Each club shall have a single vote within the ICC.
- b. Absences shall be defined as not being present for more than twenty-five percent (25%) of any full council meeting. Notifying the ICC advisor twenty-four (24) hours in advance is recommended.
- c. Tardies and early departures shall be defined as not being present for less than or equal to twenty-five percent (25%) of a meeting. Notifying the ICC chair and ICC advisor twenty-four (24) hours prior to meetings is recommended. Two tardies/early departures equal one (1) absence. The ICC advisor can excuse the representative. Representatives can also send another member of their club to serve in their place for the duration of the meeting.



- d. A registered club may be excused from ICC attendance when mandatory class attendance of a nature that would affect program or enrollment status, conflicts with regularly scheduled ICC meetings in such a way that all members of a club are affected, whereby no other suitable representative can be found. An absence for educational purposes shall be granted upon receipt of notification from the ICC advisor, stating that the program's structure does not afford a club representative the opportunity to be present at ICC meetings.
- e. Each club has a maximum of three (3) absences per semester.
- f. The ICC Leadership may place clubs through a resolution process (Reference Section F — ICC Guidelines & Resolutions).
- g. Probation may result from a club not meeting the attendance policy and/or failure to follow club rules and regulations. Please refer to the ASG Bylaws Article III., Section F for more information.

## 2. Parliamentary Authority

- a. All ICC business shall be conducted according to Parliamentary Procedure as outlined in *Robert's Rules of Order, Newly Revised Edition* and according to the procedures established by the ASG Bylaws Article III., Section I.2. The regulations of the Brown Act shall apply to the ICC.

## 3. Quorum

- a. All meetings must include a quorum of the members accompanied by an advisor to qualify as an official meeting. Quorum shall be defined as fifty percent (50%) plus one (1) of the ICC membership.

## 4. Rules

- a. All other rules and policies shall be contained in the Bylaws of Article III of the ASG Bylaws.





## **II. Club and Organization Responsibilities & Privileges**

### **A. Responsibilities**

1. Clubs/Organizations are expected to fulfill certain responsibilities to remain in good standing.
2. Clubs/Organizations that do not fulfill these responsibilities may have their accounts frozen, lose their vote in ICC, or lose their recognition. Therefore, it is important that club/organization leaders be aware of what their club/ organization is responsible for and be active in involving members in meeting those responsibilities. Clubs & Organizations shall:
  - a. Be directed by actively enrolled MiraCosta College (MCC) students;
  - b. Comply with all applicable federal, state, and local laws, as well as district and college policies;
  - c. Abide by federal, state, local, district and college non-discrimination laws and policies;
  - d. Comply with the requirements set forth by federal, state, local, district and college policies regarding financial transactions made on behalf of the club/organization;
  - e. Be a not-for-profit group

### **B. Privileges of Recognition**

1. Recognized clubs/organizations benefit by receiving access to college facilities and services not available to non-recognized groups or to the general public.

Recognized clubs/organizations are eligible for the following privileges, subject to district and college policies and procedures:

  - a. Recognition as an institution-affiliated club/organization, including use of the name "MiraCosta College" to identify the affiliation;
  - b. Listing of the club/organization in official publications of the institution, as well as free publicity via official lists compiled by SLL of registered student clubs/organizations on the internet and in print;
  - c. Eligibility to raise funds on campus, pursuant to campus regulations;
  - d. A voting representative in the ICC;



- e. Access to some college facilities and equipment (for example, reserving an on-campus meeting room or using an LCD projector). Many of these facilities are available at no cost to the club/organization. Some equipment or special set-up of a facility could incur a charge;
- f. Access to Student Life & Leadership advisement;
- g. General coverage provided under institutional insurance;
- h. A campus club/organization account number and accounting office services;
- i. Access to the Club Room, located in Building 3400 (OC) or in Room 930 (SAN);
- j. Access to an updated copy of the Student Organizations Handbook.

### **C. Club/Organization Benefits**

#### **1. Club/Organization Account**

- a. An account will be established for a club/organization officially recognized by the ASG. All financial transactions for the club/organization shall be directed through a college district account, maintained by SLL.
- b. Pursuant to the Education Code of California, Section 76063, clubs/organizations may not be used as a conduit for personal financial gain or for the establishment of personal business for club/organization members and advisors.

#### **2. Facilities Use Request**

- a. Recognized clubs/organizations may reserve space in the student centers and various college locations for meetings/events. There may be a charge assessed to the club/organization for any costs incurred related to cleaning, setting up, staffing, security, etc.
- b. For more information, and/or to make reservations for a recognized club/organization meeting or event, an officer may contact their advisor to submit a room reservation via 25Live.

#### **3. Photocopies/Printing**

- a. Recognized Clubs/Organizations are able to request up to five (5) copies at the Student Life & Leadership front desk to be printed for each club event for promotional/marketing purposes.



b. Printing is available at the following locations:

- i. Oceanside Campus: Student Life & Leadership Front Desk and Club Room, Building 3400
- ii. San Elijo Campus: Student Life & Leadership Office, Room 937

4. Use of Club Room in Student Center (OCN)

a. Designated Areas

- i. There are three priority assigned areas within the Club Room which are intended for members of Movimiento Estudiantil Chicano de Aztlán, Black Student Union, and Gender Sexual Alliance members. Each area has a shared computer space and a long table to conduct club business or individual school work.

b. Shared Space

- i. Shared space in the Club Room can be found in the center of the room that includes a long table with chairs. This area is intended for any club member to conduct club business or school work. All students are welcome to utilize this space, however, preference is given to student clubs and organizations. This space is not available to reserve.

c. Lockers

- i. A limited number of lockers are available in the Club Room at the Oceanside campus for club/ organizations use. SLL will accept locker applications through the second week of the fall semester from clubs/organizations. Applications submitted within this period will be processed by seniority. A club/organization's seniority is determined by how many consecutive years the club/organization has petitioned by the registration deadline. After the second week of the fall semester, the locker applications will be open until all lockers are assigned. During this time, ALL applications will be processed in the order they were received.
  - 1. Clubs/Organizations who have lockers from the previous school year and have not submitted an application by the second week of the Fall semester will need to empty out their lockers and re apply for a locker, if desired.



## 5. Posting and Promoting

### a. College Website and Engage

- i. SLL uses the campus engagement software, Engage, to organize and promote recognized student clubs and organizations on campus. Clubs are required to maintain current leadership and membership rosters, meeting date/location through Engage, and may use the software to manage additional club business, recruit members and promote events and activities.
- ii. Clubs/Organizations may create personal websites, however, these sites shall abide by policies governing the use of the name of the college or abbreviations thereof as part of its own name and shall not be linked from the college website. As a recognized club/organization of MiraCosta College, each club and organization is expected to comply with the [“MiraCosta College Print and Web Branding Guide.”](#)

### b. Display Boards

- i. Numerous display boards in the Student Center foyer and lounges are changed regularly to announce college events and student activities. For club/organization events or information to be displayed, announcements must include who, what, when, where and why and be typed or written out and submitted to Student Life & Leadership approval and posting. Recognized clubs/organizations may also request use of a display board to publicize an upcoming event or program.



### **III. Club/Organization Recognition and Status**

#### **A. The Recognition Process**

1. All clubs/organizations wishing to be recognized must complete registration through Engage. The registration deadline is the 5th Thursday of the semester, both fall and spring. Once a club's registration is approved by Student Life & Leadership, the club's recognition is active through the end of the academic year.
2. When a participant becomes a member of a recognized club/organization, they agree to comply with college policies and procedures, MCC campus regulations applying to campus activities, clubs/organizations and students, and the Student Organizations Handbook.

#### **B. To be considered for recognition, a club/organization must have the following:**

1. In order to be granted recognition as an official student club, a group must submit to the Office of Student Life and Leadership a Petition for Recognition form with the following:
  - a. A draft constitution using the most updated template provided by Student Life & Leadership.
  - b. identified campus.
  - c. An identified President and an ICC Representative (cannot be the same person);
    - i. Club leadership must maintain a 2.0 GPA and be enrolled in (3) credit units or its non-credit equivalent.
    - ii. Must be in good academic and Student Conduct standing.
    - iii. No student may serve as the same officer for more than one club.
  - d. A membership list of at least five (5) active members.
    - i. Club members must be enrolled as MiraCosta College students and must provide email addresses.
    - ii. Clubs with the same name and purpose, claiming separate home campuses, may not have the same active members.



- e. The name and signature of a permanent faculty or staff member who has agreed to serve as the advisor-of-record to the group and who will attend group meetings and functions.
2. Clubs are not guaranteed to receive the clubs funding allocations past the Thursday of the 5th week of each semester.
3. Clubs who are recognized in the fall semester, will remain recognized through the end of the summer semester.
4. Clubs must be open to all currently enrolled students.

Once the registration and supporting documents are submitted to SLL, the approval process is as follows:

1. Petition is reviewed and approved by SLL through Engage.
2. Once the petition is approved, the organization can invite members to join the Engage platform as a member of that club. Once invited, members are sent an email from Engage to join the new club and have to accept the invitation to be added to the club's active roster.

#### C. Advisor(s)

1. All clubs/organizations must obtain a faculty or permanent staff advisor. This advisor shall advise the club regarding college rules and regulations, attend club meetings, supervise the club's financial transactions, and provide general guidance to the club. It is wise to choose an advisor who has sufficient knowledge of the club, the interests of the club, or is resourceful. In addition to an advisor, clubs/organizations are encouraged to find additional faculty, staff or community members to serve as co-advisors for their club. All advisor names and contact information must be listed on the registration form.
2. If a club cannot find an advisor, the club may contact SLL for assistance.
3. Community members who serve as co-advisors need to be designated as official volunteers through the Risk Management Office pursuant to Administrative Procedure 7500 and Education Code 35021 and agree to the MiraCosta College District Policies.
4. Student Life and Leadership will communicate expectations to advisors each year and decide how the club will best be served by the advisor; and work with the advisor to determine their role. An advisor, or designee approved by Student Life &



Leadership, must be present at all official club activities, as well as be present when club members vote on financial matters, changing of advisors, approval of constitution changes, club name changing, club merges, or election to become inactive.

5. Should a club advisor no longer wish to serve as an advisor, the resigning advisor shall inform SLL of the effective date of their resignation in writing. Clubs/Organizations wishing to select an alternate/additional advisor must contact SLL. All changes must also be recorded in official club minutes.
6. Club advisors are required to accept the Terms and Conditions through Engage once they have accepted the role and have been added to the organization's rosters.

#### **D. Officers/Lead Members**

1. Club officers/lead members agree to assume full responsibility for the financial status, actions, and programs of the club, and may either be elected or appointed.  
Non-students may participate in club activities as guests but may not vote or hold office. Clubs/Organizations are expected to contact SLL whenever there is a change in club/organization leadership.

#### **E. Club Constitution**

1. All clubs/organizations must have an up-to-date copy of their constitution on file with Student Life & Leadership submitted through Engage. Constitutions will be reviewed by SLL. At any time, currently recognized clubs/organizations may review their existing constitution, make necessary changes and return the minutes recording the club/organization's vote approving the changes.
2. A sample constitution can be found on Engage under "Campus Links" or on the ICC page. Club constitutions do not need to be a certain length, nor do they need to be complex or have many sections. It is important to draft a document that will be useful in helping the club to function.
3. At minimum, a club constitution should contain the:
  - a. Name of the club
  - b. Leadership role responsibilities
  - c. Statement of purpose/mission statement
  - d. Frequency of the club's meetings





- e. Qualifications for holding office and methods of selecting and replacing officers
- f. Process for making constitutional amendments

#### **F. Club/Organization Name Change**

- 1. When a club wants to change its name, the club must contact SLL, advising the office of the previous and new official name change along with the club minutes recording the authorization of the name change.

#### **G. Merger of Clubs/Organizations**

- 2. When two (2) or more recognized clubs/organizations wish to merge, the clubs/organizations must contact SLL, advising the office of the previous and new official name change along with the club minutes recording the authorization of the merge.

#### **H. Disbanding and/or Inactive Club**

- 1. Clubs/Organizations in good standing that desire to become inactive must contact SLL indicating their desire to become inactive along with club minutes reflecting the vote of the club members.
- 2. Clubs/Organizations that have not registered by the registration deadline will be considered inactive. Funds held in accounts of clubs that have been defunct for four consecutive semesters (not including the summer semester) will revert to the ICC Account. (ASG Bylaws Article III., Section J.10.).
- 3. Clubs in good standing that are seasonal or desire to become inactive may take a one (1) semester hiatus and still be eligible for a club allocation upon their return to active ICC 29 status within the next academic (fiscal) year if the Club Petition for Recognition is submitted by the 5th week.
- 4. Clubs that are inactive for at least one (1) full academic (fiscal) year will receive one-hundred dollars (\$100) from the Club Seed Money account upon their active return to the ICC.

#### **I. Resolutions and/or Revocation of Recognition**

- 1. Non-compliance with the ICC attendance policy and/or failure to follow club rules and regulations will result in a set of resolutions created between the club and ICC leadership that outline the criteria needed to remain active. and/or having their active status removed. (ASG Bylaws Article III., Section F.)



2. If the club's recognized status is revoked, it may no longer be provided with services and privileges such as the ability to raise funds, use of the copy/print machine, mailbox, telephones, meeting rooms and the opportunity to apply for funds allocated by the ICC or ASG, and publicity to assist in retaining and recruiting members.
3. SLL is authorized to remove the "recognized" status of any club for any of the following reasons:
  - a. Evidence of failure to comply with college and/or district regulations or procedures governing recognized organizations or individual students;
  - b. Evidence that the organization is not attempting to abide by its constitutional objectives;
  - c. Failure to have a faculty or permanent staff advisor;
  - d. Evidence of inactivity for two (2) semesters;
  - e. Failure to participate in ICC meetings;
  - f. Failure to complete resolutions by the agreed upon time;
  - g. Misappropriation of student funds.
4. The results of resolutions shall follow the guidelines of the ICC as indicated in ASG Bylaws III., Section F.1.

#### J. Student Political Clubs/Organizations

1. Clubs/Organizations affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus and may distribute bulletins and circulars concerning its meetings, provided there is no endorsement of that organization by the school authorities and no interference with the regular education program of the district (California Education Code, section 76067).



#### IV. Clubs/Organization Meetings

##### A. Brown Act

1. Local legislative bodies - such as boards, councils and commissions - are created in recognition that several minds are better than one, and that through debate and discussion, the best ideas will emerge. The law which guarantees the public's right to attend and participate in meetings of local legislative bodies is the Ralph M. Brown Act (California Government Code sections 54950-54963).
2. The Brown Act was enacted in 1953 by the California State Legislature in an effort to safeguard the public's ability to obtain access to and participate in local government meetings and deliberations. The Brown Act solely applies to California city and county government agencies, boards, and councils – including student government bodies. However, a club would only be subject to the Brown Act if either (1) it was created by the ASG to exercise authority delegated to it by the student government (ex. ICC), OR (2) the Club received funds from ASG AND its officers include, as a "full voting member" of the board of the Club, a member of the governing body of the student government (Government Code section 54952(c). Provisions of the Brown Act include posting agendas seventy-two (72) hours in advance of regular meetings and provisions for conducting emergency sessions.
3. More information is available online at [The State of California's Department of Justice website](#).

##### B. Agendas

Clubs/Organizations should prepare an agenda before each meeting. The agenda should be followed to ensure a smooth and efficient meeting. The following is a sample agenda to help better organize meetings:

1. Call to Order
2. Roll Call (Advisor must be present)
3. Approval of Agenda
4. Approval of Minutes
5. Public Forum
6. Discussion Items



7. Action Items
8. Reports
9. Announcements
10. Adjournment

Additional samples of agendas can be found on [Engage](#).

#### C. Parliamentary Procedure

1. Parliamentary procedure is used to give order to a meeting and ensure continuity. A club/organization may choose a semi-formal use or a more formal process.
2. Basic Principles of Parliamentary Procedure:
  - a. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony
  - b. All members have equal rights, privileges, and obligations
  - c. The majority has the right to decide
  - d. The minority has rights which must be protected
  - e. A quorum must be present for the group to act
  - f. Full and free discussion of every motion considered is a basic right
  - g. Only one (1) question at a time can be considered at any given time
  - h. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken
  - i. No member can speak until recognized by the chair
  - j. No one can speak a second time on the same question as long as another wants to speak a first time
  - k. The Chair should be strictly impartial

#### D. Minutes

1. Minutes are a record of the business conducted at an official club/organization meeting. Typically the responsibility of taking minutes is that of the club/organization secretary.
2. A few tips for taking effective minutes:
  - a. Make sure that a description of the meeting is reflected, such as type of meeting,



name of the club/ organization, date, time and location of the meeting

- b. Meeting attendees should be listed (including all club/organization officers and your advisor)
  - c. Having an outline based on the agenda can be very helpful. This allows you to jump from item to item without pausing
  - d. All key actions taken should be recorded; however, every single comment does not have to be memorialized. What is important to note is who made the initial motion, who seconded the motion and ultimately how the action was resolved. Was the motion unanimously passed? If not, how many were opposed? If no action is taken on a specific item, it is helpful to note that discussion centered on the topic but that no action was taken. It is also helpful to note when the item will be reviewed again.
  - e. When voting to approve an expense, please record the advisor's approval and the vote count for each member in attendance. Please note a minimum of three members must be in attendance.
    - i. Example: *Members voted on approving \$200.00 in club funds for the purchase of t-shirts. Advisor noted their approval of this expense. Student 1 motion to approve; Student 2 seconded the motion. Vote count: Student 1, 2, 3, and 4 voted to approve; Student 5 voted to abstain (not vote); Student 6 voted no. The expense was approved.*
  - f. The person taking the notes should be the one to record the minutes. Minutes should be recorded as quickly as possible after the meeting is adjourned
  - g. Additional samples of minutes may be found online on [Engage](#).
3. Engage
- a. All club meetings and events must be posted on Engage.



## **V. Event Planning**

### **A. Student Life & Leadership Event Request**

1. Club/Organization sponsored events or activities require the completion of an online Event Request through Engage. This process has been designed to assist club and organization leaders to be in compliance with district and college policies and procedures. In conjunction with the Event Request, clubs/organizations will work with SLL personnel, who will assist with date selection, facility request, and publicity, technical, contractual and budgetary matters.
2. Important reminders about the Event Request:
  - a. Only members/officers listed on the club/organization roster may complete an Event Request.
  - b. Club/Organization advisor(s) and Student Life & Leadership should be notified immediately of any event changes. The request should accurately reflect all aspects of the event.
  - c. The person(s) listed as the contact person(s) and advisor(s) on the request must attend the event.
  - d. The request must be submitted at least ten (15) working days prior to the event.
  - e. Submission of the form does not guarantee approval.
  - f. Once approved, the club/organization will receive a notification of approval via Engage, and the event will be published in Engage.
  - g. Events shall not be advertised until approved by SLL.
  - h. If SLL cannot accommodate a club's request(s), SLL staff will contact the person(s) & advisor(s) listed as contact.
  - i. Events and activities may only take place during academic terms, including Fall, Spring, and Summer semesters, so long as an attending advisor, or a designee approved by Student Life & Leadership, is available and the event and/ or activity has been approved through the proper event request process.



## **B. Contracts**

1. When bringing in an outside performer/speaker, or when requesting goods or services from a vendor, a club may be required to enter into a legal contract. Per Board Policy/Administrative Procedure 6330, only the Purchasing Department is authorized to sign into agreements on behalf of the district. Those that do not have this authority cannot bind the college to an agreement. Should an unauthorized individual sign a contract, they shall be held personally responsible for the contract and all that it entails, including all liability should any legal action be taken or for any payment of services.
2. Contract approval process:
  - a. Clubs/Organizations must be in the process or have completed an Event Request and have an approved date for the meeting or event.
  - b. Clubs/Organizations must work with SLL Director to identify if a contract is needed for event.
  - c. If a contract is needed, the club/organization will work with SLL Director to identify if a district contract template can be used (Note: in certain circumstances a quote from a vendor can be turned into a contract).
  - d. If there are concerns with the contract or event, either the District Administrative Services Office or SLL will notify the club/organization about those concerns. Incomplete or improper contract submission may delay the contract being signed and may impact the date of the event.
  - e. Note: At least 15 business days should be allowed to process paperwork

## **C. Reservation of Facilities**

1. Availability
  - a. Facilities are available in the Student Center and various locations across campus for club and organization meetings and events. These facilities may be reserved by recognized clubs/organizations at no charge; however, charges may be incurred as outlined below in Section V.D.7.
  - b. Any club/organization desiring the use of a facility on campus shall submit a Student Activities Request Form. Priority for room reservations in the Oceanside campus Student Center follow the policy/procedure as set forth by SLL.
2. Audio Visual Equipment





- a. Clubs/Organizations may request the use of media and/or audio/visual equipment through an Event Request. Additional requests or changes may be made no less than 24 hours in advance by calling Media Services.
3. Food/Beverage Service
  - a. If your event requires ice, food, or beverages to be served at an event, arrangements need to be made through Culinary, preferably (15) days prior to the event. More information including catering menu, catering request forms, and contact information can be found on the [Food Services](#) page.
4. Decorations
  - a. Clubs/Organizations are to be supervised by the club advisor or an approved designee, while decorating. State fire regulations require ceiling or wall decorations of paper, cloth, or other materials to be nonflammable (California Code of Regulations (CCR) Title 19 (19CCR) and Title 24 (24CCR), along with National Fire Protection Association (NFPA) standards). Thumb tacks, nails, scotch tape and other devices which mark the finish of wood work and walls cannot be used to fix decorations in place. Decorations cannot be pinned to draperies and hanging in such a way to tear or damage them.
  - b. Clubs/Organizations putting up decorations are responsible for taking them down or payment for having them removed. Approval from the Facilities Department may be necessary in the event of large or unusually placed decorations.
5. Clean Up
  - a. The sponsoring club/organization is responsible for a reasonable amount of clean up after the event. All loose trash should be picked up; all furniture returned to its original place, all decorations, tape, etc., removed.
6. Damages
  - a. The sponsoring club/organization shall be liable for damages to facilities caused by event attendees.
7. Charges
  - a. Any charge(s) for events will be billed back to the club/organization. Charges could be assessed the Civic Center rate for any of the following reasons to ensure your event is successful:



- i. Custodial set-up, take down, clean-up, or if requested custodial services during the event
- ii. College Police coverage for crowd control or for security if money is being collected
- iii. Maintenance and Operations coverage for grounds, electrician, etc.
- iv. Audio Visual Technician for equipment needs or requested to be present at event
- v. Theater Technician is required to be present during the use of the auditorium
- vi. Equipment Specialist for requested use when needed for Athletics areas

**8. District Wide Standards of Conduct**

- a. Creating an inclusive and safe campus environment is crucial for academic and individual success. The Board of Trustees of the MiraCosta Community College District has established district-wide standards of conduct Board Policy/Administrative Procedure 5500, which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas. It is the responsibility of the sponsoring organization to comply with district and college policies applying to campus activities, organizations, and students.

**9. Free Speech**

- a. The students and employees of the district and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in [Board Policy 3900](#).

**D. Additional Protocol Issues**

**1. Parking**

- a. Outside guests should be advised that parking on all district property requires a parking permit. For the most up to date parking information visit the [Parking Regulations/ Citation Appeals](#) site.

**2. Invitation of the Superintendent/President to Participate in an Event**



- a. The Superintendent/President may be invited to speak or participate in club events. Invitation to the event should occur at least two (2) weeks prior to the event via the Office of the President.
3. Invitation to Board Member(s) to Participate in an Event
  - a. Any invitations to Board Members to speak or participate in club events must be routed through the Office of the President. All requests must have a two (2) week lead time.
  - b. Should a Board Member contact a club/organization directly regarding visiting the college, the club shall notify the Office of the President with the date and purpose.

#### E. Food and Food Sales

1. Clubs/Organizations must comply with all state and local laws regarding food preparation and handling of food for sale. At member-only events, events not generally open to the public or where food is not for sale, the following does not apply.
2. Food Preparation
  - a. The California Uniform Retail Food Facilities Law (CURFFL) Section 114015 prohibits food prepared or stored in a private home from being used, stored, served, and offered for sale, sold, or given away. Contact the County of San Diego Department of Environmental Health at (858) 505-6700 for additional information regarding this issue.
3. Food Handler Certificate
  - a. The San Diego County Code requires food handlers in San Diego County to possess a valid, unexpired Food Handler Certificate. County Code defines food handlers as “any person engaged or employed in any activity or facility whereby some portion of their person, clothing, or body discharge could come in contact with exposed food or food contact surfaces.” All persons in contact with food for sale offered by a registered club must have a valid Food Handler Certificate on file with SLL.
  - b. To obtain a Food Handler Certificate, contact the County of San Diego Department of Environmental Health Food & Housing Division at (858) 505-6927 for class times, locations and fees.



4. Off-Campus Food Vendor

- a. Off-campus food vendors are generally not allowed on campus. Vendors may be allowed for special events, with the proper State and Local License (i.e. business license), unexpired certificate of insurance, Event Food License (i.e. catering permit, food handlers certificate), and written district approval through CulinArt Inc. (i.e. CulinArt email), the MiraCosta College Purchasing and Fiscal (i.e. Basic Services Agreement, purchase requisition), and Facilities (i.e. Facilities Use Agreement).

5. Potlucks

- a. If an event is a potluck where attendees will make and bring dishes for attendees to participate, the following guidelines apply:
  - i. The meeting or event must be closed to the general public. Instead, the event is open to a specific target population (e. g., members of a club, students in a class/program, or certain employees).
  - ii. There can be no charge for the event.
  - iii. The event cannot be advertised to the general public. (In Engage, the event cannot be posted as “public” in the audience section. Flyers cannot be posted in public areas.)

F. Opportunity Drawing

- 1. The State stipulates that you can hold an opportunity drawing (and not have to file with the State) if all of the following are true:
  - a. It involves a general and indiscriminate distribution of the tickets
  - b. The tickets are offered on the same terms and conditions as the tickets for which a donation is given; and the scheme does not require any of the participants to pay for a chance to win.
  - c. SLL can be contacted for more information.

G. Ticket Sales

- 1. When a club/organization plans an event in which an admission price is charged for tickets, money shall neither be received, nor collected by members of an organization or its advisor unless pre-numbered, pre-priced tickets are used or receipts have been issued.

H. Use of Copyrighted Information

1. The rules governing the showing of copyrighted material (i.e. streaming.) are a matter of Federal Copyright Law and are the same as those governing any other copyrighted performance. There are several principles in copyright issues; however clubs/organizations fall under the district's authority and are covered under the district's insurance program. The district is not subject to a copyright infringement claim and can use copyright material for educational purposes under the Eleventh Amendment to the US Constitution. The District is considered an arm of the State of California. Court case law (BV Engineering v. University of California, Los Angeles (9th Cir. 1988) 858 F. 1294) holds the district and other community colleges and universities are generally immune from liability in Federal court.
2. Films, Videos, Streaming, and Screening
  - a. Any films or videos that are copyrighted materials must have Public Performance Rights (PPR), educational screening rights, or a purchased screening license to be shown at a campus-sponsored event, including off-campus screenings with the exception of movie theater showings. These rights can usually be found on the streaming service's website and must be provided for any requests for screenings. Written screening licenses or permissions from the streaming service or screening rights provider with the event date are acceptable for campus-sponsored events.
    - i. If the film/video has Public Performance Rights (PPR) such as Feature Films for Education films, the film/video can be shown to the general public and campus community (students, staff, and faculty) and can be promoted/advertised to the public via print flyers, Engage, and social media. With PPR, screenings must have no admission fee.
      1. Docuseek allows PPR but can only be advertised to students, staff, and faculty.
      2. Academic Video Online/Alexander Street films not under Film Platform or national theater titles allows PPR.
    - ii. If the film/video has educational screening rights, the film/video can only be shown to the campus community (students, staff, and faculty) and cannot be promoted/advertised to the general public, including print flyers, Engage, and social media. Depending on the rights and provider, screenings may be required that screenings must have no



admission fee.

- iii. If the film/video has a purchased screening license, the purchase receipt/invoice must state the film title and event date and year (ex: *Man on Fire* screening license for 2/15/2024 event). These purchases are the club's responsibility.

## I. Publicity

### 1. Use of College/District Name and Logo

- a. Registered clubs/organizations shall not use the name of MiraCosta College or abbreviation thereof as part of its name except in accordance with campus regulations. The geographical designation "at MiraCosta College" may be used by any campus club as part of its name without obtaining special approval. The name, insignia, logo, seal, or address of the college may not be used in any manner, political, or otherwise, which implies that the college supports, endorses or agrees with any of the activities, positions, purposes, ideals or goals of any individual, group, or organization either affiliated with or outside the college.
- b. Use of the college name, insignia, logo, seal, or address shall not be intended as an endorsement of that organization by the school authorities and shall not interfere with the regular education or publicity programs of the district.
- c. Specific requests for use of the college name, insignia, logo, seal, or address, including letterhead, shall first be directed to the club faculty advisor. Additional questions may be directed to the MiraCosta College Public Information Office at (760) 757-2121, ext. 6612.

### 2. Outside Media Requests

- a. Clubs/Organizations may not independently contact reporters to promote programs or events without first contacting the MiraCosta College Public Information Officer. Should a reporter contact a club/organization directly, they should be directed to the MiraCosta College Public Information Officer at (760) 757-2121, ext. 6612.

### 3. Posting Policy

- a. [AP 3900](#): Bulletin boards shall be provided for posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible



for their production and shall be stamped with the date of posting by the Office of Student Life and Leadership. Materials displayed shall be removed after ten days. MiraCosta College reserves the right to restrict part of each public posting area for the promotion of campus activities. Club events and activities will be posted in Engage.

#### J. Medical Emergencies

1. All students who pay the student health insurance fee are covered by the Student Accident Insurance policy as a secondary payer of benefits. The policy covers injuries that occur while on campus or at campus sponsored events. For more information and guidance regarding this policy, contact the Student Health Services at (760) 795-6675 at the Oceanside Campus and (760) 757- 2121 ext. 7747 at the San Elijo Campus.
2. In the event of a medical emergency during a club/organization sponsored event, contact Campus Police at (760) 795-6640 or call 911 from your cell phone. Give clear directions and a brief description of the injured person's condition. For injuries that do not require emergency response, refer the individual to their preferred medical provider. Individuals can also be referred to the Student Health Services (760) 795-6675 at the Oceanside Campus and (760) 757- 2121 ext. 7747 at the San Elijo Campus for assistance with student insurance activation and incident reports. Any communications regarding emergencies both on and off campus are to be handled by the MiraCosta College Public Information Officer who can be reached at (760) 757-2121, ext. 6612.



## VI. Off-Campus Events and Travel

### A. Authorization

1. Official club/organization activities which take place off campus must be approved through an Engage Event Request. As a reminder, under the Jeanne Clery Act, all approved district events and activities that occur off campus, including approved club events, are considered to be 'district property' and therefore all students, volunteers, and employees in attendance must adhere to MiraCosta College district policies, such as AP 5500 Standards of Student Conduct.
2. Any activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location requires authorization by the Director of Student Life & Leadership (or designee) prior to the commencement of the activity. Activities outside the state of California require approval of the appropriate Vice President and/or Superintendent/President ([Board Policy 4300: Field Trips and Excursions](#)). Students, staff, and guests who participate in off-campus activities must roster themselves on a [Form B-169](#). Forms are to be filled out and signed prior to the commencement of activities. Attending advisors will hold on to event paperwork throughout the activity and will return the completed form(s) to SLL following the event.

### B. Funding

1. Clubs/Organizations may pay for appropriate travel. Club/Organization minutes documenting approval to use club/organization funds must be submitted with the completed ICC Funding Request Form through Engage. A Field Trip Request form may be required for club travel that involves use of clubs/organizations funds. One (1) Field Trip Request form is sufficient per club/organization event. All MiraCosta employees must submit travel/ expenses through WorkDay.
2. Advances
  - a. Direct payment to vendors for purchases is preferred, and advances may not be issued where direct purchasing can be utilized (ex. hotel rooms, banquet facilities, etc.).





- b. Travel advances may be issued to a club/organization advisor with proper approval. Advances are to be indicated in the Travel Request form. At least three (3) weeks should be allowed for this process.
  - c. Within five (5) working days following the event, the requestor must submit the original receipts and a copy of the Travel Request form, along with any monies not expended, to SLL. All receipts must contain vendor information and must be itemized.
3. Un-reconciled money advances may be grounds to prohibit future advances.

#### C. Accountability

1. Attending advisors and staff who travel with students will ensure that contact information (cell phone number, email) is included with the initial Event Request. Likewise, staff traveling with students will be provided with the contact information for the Director of Student Life & Leadership, or designee. Staff are encouraged to contact SLL at any time during an authorized trip.

#### D. Transportation

1. Students shall be transported in commercially procured transportation whenever possible. Only authorized individuals who are listed on the District Approved Driving list may operate district vehicles for official district business or be reimbursed for mileage per Board Policy & Administrative Procedure 6530. If an advisor does not meet the college's insurance requirements, SLL may still authorize the trip but the advisor will not be eligible for a reimbursement for the cost. For more information on vehicle use, review [AP 6530: Vehicle Use/Driver Authorization](#).



## VIII. Finances

### A. Club/Organization Account

#### 1. Controlling Philosophy

- a. MiraCosta College is committed to the philosophy that organized student activities are desirable and necessary to the total collegiate experience. Many organized student activities cannot be financed with district funds. This creates a need for clubs/organizations to generate money to support unfunded expenses. Therefore, MCC supports recognized clubs/organizations in fund-raising activities where those funds raised are to be used to benefit students and where the activities do not interfere with the regular conduct of the district and/or college.
- b. The college would be remiss, however, if it did not establish formal expectations (rules and procedures) and informal expectations (ethical and moral guidelines). The college demands honesty and integrity of the individual and organization involved, as well as strict adherence to rules and procedures to ensure generally accepted business practices will prevail so that all income and expenditures can be positively accounted for in an audit process.

#### 2. Account Creation

- a. Recognized clubs/organizations are required to have a college district club account, maintained by SLL. Upon completion of the recognition process, SLL will create a club account for newly recognized clubs/ organizations. Clubs/Organizations carry over their club account from year to year so long as they remain active.
- b. All financial transactions for the club/organization shall be handled through this college district club account. Club/Organization account funds shall not be carried in personal bank accounts for any reason.

#### 3. Club/Organization Account Questions

- a. All questions regarding the status of a club/organization account should be directed to SLL by either a club/ organization officer or their advisor.

#### 4. Inactivity

- a. For club inactivity, see Section III.H. page 9

#### 5. Allocations



## STUDENT LIFE & LEADERSHIP

- a. The total club allocation amount in the annual ICC operational budget shall be determined with the approval of the ICC.
- b. Club Allocation Process
  - i. The total club allocation amount in the annual ICC operational budget shall be determined with the approval of the ICC.
  - ii. The total amount determined within the budget for annual allocations shall be divided into two (2) parts; half will be equally distributed and disbursed to all eligible clubs/organizations fall semester, and the other half, spring semester.
  - iii. Final allocation to each club will be determined by the number of recognized clubs/organizations in good standing with SLL, ASG & ICC, as stated in ASG Bylaws Article III.J.6
  - iv. Funds will be transferred to each club account following the registration deadline.
- c. New Clubs/Organizations
  - i. Newly recognized clubs/organizations receive \$100 seed money to be deposited in their account. The recognized club/organization must be present and occupy a seat at the next ICC Full Council meeting after the clubs' recognition within the same semester.
- d. Allocation Disbursement
  - i. All eligible clubs/organizations will receive an annual allocation which will be disbursed in the following manner:
    - 1. Continuing clubs/organizations in good standing will be eligible for a fall allocation contingent upon submitting all necessary documents required for official recognition status by the ICC & SSL and subsequent attendance at ICC Meetings. A spring allocation will be distributed to clubs determined to be in good standing after the deadline of the spring semester.
    - 2. Continuing clubs are recognized after the allocation deadline but during fall semester will receive spring allocation only. All clubs recognized during spring semester will not be eligible to receive allocations until the next academic year.



3. Newly organized clubs/organizations are not eligible for an ICC club allocation during their first active semester in the ICC.
4. New clubs/organizations in good standing will be eligible for an ICC club allocation beginning with their second (2nd) semester of membership in the ICC provided they have complied with the attendance requirements as set forth in ASG Bylaws, Article III.I.1.e.
5. Clubs/Organizations may receive ICC funds only during semesters in which they are active members in good standing with the ICC.

## **B. Expenditures**

1. All purchasing by clubs/organizations must follow MCC purchasing and administrative procedures. If a club/ organization needs help identifying a vendor who can provide a club with a desired product/ items/ purchase, please contact SLL or look at our approved vendor list on Engage under Campus Links.
  - a. Purchase Orders
    - i. Some vendors will accept a Purchase Order (PO). A PO is a written authorization for a vendor to ship products at a specified price, which becomes a legally binding contract once the vendor accepts it. To make a purchase using a PO:
      1. Club/Organization verifies vendor will accept PO and obtains price quote.
      2. Club/Organization submits vendor quote and minutes/spending bill approving purchase to SLL.
      3. SLL initiates the PO process.
      4. Upon completion of the approval process, the Purchasing Department provides vendors with a signed copy of the PO to initiate order.
      5. Once goods are received, SLL submits paperwork to issue payment.
      6. Accounts Payable Office processes payment and sends checks directly to the vendor.
    - ii. At least 15 business days should be allowed to process a PO. This time frame does not include time needed to order goods, preparation, and shipment of goods



- iii. All goods must be received through the district. Goods may not be shipped directly to students or advisors.
- iv. At least ten (10) business days should be allowed to process payment.

## 2. Reimbursement

- a. A member of a club/organization may be reimbursed for items purchased for use by the club/organization, pending approval based upon all applicable policies and procedures ([Administrative Procedure 6330](#)).
- b. **For reimbursements totaling LESS THAN ONE-HUNDRED DOLLARS (\$100)**
  - i. Club/Organization submits:
    - 1. Minutes/Spending bill approving use of funds
    - 2. Sign in sheet
    - 3. Agenda or flier from the event
  - ii. Original receipts or invoices that contain vendor contact information (name of vendor, address, phone number) and purchase method (ex: last 4 digits of card number, name of purchaser)
  - iii. Itemized list of purchased goods indicating the items were paid for and/or goods/services received. Personal purchases should be kept on a separate receipt.
  - iv. At least 15 business days should be allowed to process paperwork and at least ten (10) business days to process payment.
- c. **For reimbursements totaling MORE THAN ONE-HUNDRED DOLLARS (\$100):**
  - i. Club/Organization obtains pre-approval for purchase from Purchasing via Student Life & Leadership
  - ii. Club/Organization submits:
    - 1. Minutes/Spending bill approving use of funds
    - 2. Signed roster and agenda or flier from the event
    - 3. Original receipts that contain: vendor contact information (name of vendor, address, phone number), itemized list of purchased goods indicating the items were paid for and/or goods/services received.  
Personal purchases should be kept on a separate receipt
  - iii. At least 15 business days should be allowed to process paperwork and at least ten (10) business days to process payment.



### 3. Honorariums

a. Honorariums are payment in recognition of acts or professional services for which custom or propriety forbids a price to be set. For example, when an expert is invited to speak at an event or gathering, they may be given a modest honorarium. Please contact the Office of Student Life & Leadership for guidance on how to determine what may be deemed an appropriate amount to pay someone for their contributions. For example, it might be helpful to contact HR to determine how much to pay a faculty member, or it might be helpful to contact Purchasing for advice on how much to pay a specific contractor based on their particular skill set.

i. To process an honorarium:

1. Club/Organization submits minutes/spending bill approving honorarium amount and recipient, as well as recipients contact information to SLL through an Event Request.
2. SLL works with the club/organization and recipient to complete all requirements.
3. Upon completion of the event, club/organization notifies SLL that the honorarium is to be paid and submits a roster for the event.

ii. At least fifteen (15) business days should be allowed to process paperwork and at least ten (10) business days to process payment.

iii. To process an honorarium for a district employee, a Personnel Requisition is required:

1. Club/organization submits minutes and/or spending bill approving use of club/organization funds to SLL.
2. SLL initiates Personnel Requisition process.
3. Once service has been completed, the club/organization notifies SLL that honorarium is to be paid
4. SLL sends a memo to the Payroll Office to initiate payment. At least 15 business days should be allowed to process paperwork. Payment will be added to employees' next payroll check following receipt of memo by Payroll Office.



### C. Fundraisers\*

1. Recognized clubs/organizations may fundraise on campus utilizing district property and facilities, so long as the activities do not interfere with the regular business of the district and/or college.
2. Fundraisers are events (either one-time or ongoing) when a club/organization receives funds through sale, auction or donation. Examples of fundraising may include product sales, donation drives, walk-a-thons, or ticket sales for special events. Even if the goal of the event is to break even or recover costs, the activity will be considered a fundraising event if money is collected.
3. An Event Request for fundraising events serves as the beginning of an audit trail. All funds raised must be deposited into a college district account with SLL. Cash received must not be used for making change without a purchase or for petty cash purposes. Expenditures or refunds cannot be made from cash receipts.

### D. Deposits

1. Cash or checks may be taken to SLL for deposit or directly to the Cashier's Office on the Oceanside campus. A receipt will be provided to by the Cashier's Office upon completion of deposits. Receipts should be retained by the club/organization as record of the transaction. All monies deposited must include the club/organization Name and Project Number.
2. Checks of all types received in-person or through the mail, should immediately be restrictively endorsed: "For deposit only MiraCosta College". All checks must be made out to "MiraCosta College" or "MCC." The club/ organization name and Project # should be referenced in the memo.
3. For events on the San Elijo campus, all deposits will be submitted to the Office of Admission and Records with the club's name and project number.

### E. Change Funds (Cash Box)

1. A change fund (Cash Box) may be approved for a club/organization for the sole purpose of making change in the conduct of business. These funds shall not be used for cash advances, purchases, reimbursements, or other activities appropriate to a petty cash fund.



2. Cash boxes are to be checked out by Clubs from the SLL front desk or office during normal business hours (8:00am-7:00pm Monday through Thursday, 8:00am-3:00pm Fridays) and must return the cashbox by the end of the day. Should clubs want to fundraise after hours on weekdays or over the weekend, the Club Advisor must check out the cashbox from the front desk and return it in the morning of the next business day.
3. The club/organization advisor shall be responsible for the fund and assume responsibility for its security, proper use and return.
4. Cash Boxes are available at the following locations:
  - a. Oceanside Campus: Student Life & Leadership Front Desk, Building T100
  - b. San Elijo Campus: Student Life & Leadership Office, Room 937
  - c. SLL will retain records and documentation for the fund, which must be available for audit at any time.

#### F. Sponsorship of Off-Campus Vendors

1. All off-campus vendors should contact SLL. No club/organization sponsored guest(s) shall be allowed to offer/ sell items, including but not limited to food, credit cards, or items that would be in direct competition with items/ services available on campus. Non-sponsored, non-college vendors are subject to separate MCC policies, including fees, pertaining to commercial activity on campus.

#### G. Gifts and Gift Acceptance

1. In order to ensure proper coordination, all gift solicitations of funds or property in the name of MiraCosta College must be pre approved by the Foundation Office ([Administrative Procedure 3820](#)). This includes fund raising activities sponsored by the ASG or by other student groups. The purpose of coordinating all fund-raising activities through the Foundation Office is to:
  - a. Avoid conflict and duplication of efforts in the fund-raising programs
  - b. Maximize the contributions from each donor
  - c. Provide continuity for understanding of and support for funding needs throughout the district
  - d. Ensure that all gifts are properly acknowledged
  - e. Ensure that accurate records of all gifts are maintained
  - f. Ensure that all contributions are received through a 501(c)3 nonprofit





organization and comply with Internal Revenue Service (IRS) regulations

2. All gifts that the district accepts will be processed by the Foundation Office. Only in extremely unusual circumstances, with the approval of the superintendent/president, will gifts be deposited in a district trust account. In that circumstance, the name, address, amount of gift, and purpose will be provided to the Foundation.
3. The purpose for which the gift is given must be consistent with the stated purpose, goals, objectives, and educational philosophy of MiraCosta Community College.
4. All gifts must be within IRS regulations governing charitable contributions and cannot be restricted for the donor's direct benefit.
5. No gift shall be accepted with an intent that is so restrictive as to make the gift's use unnecessarily difficult.
6. The nature of the gift, the identity of the donor, and the kind of program that the gift is intended to support must be carefully evaluated in order to avoid placing the district or the foundation in an undesirable position.
7. The cost of accepting a noncash gift must be considered in advance (i.e. delivery, storage, permanent installation, operation, and maintenance). If Foundation or general district funds are needed to secure, store and/or install, operate, or maintain the gift, these funds must be requested and obtained before accepting the gift.
8. Noncash donations (art, furniture, equipment, etc.) must be approved by the Vice President and Administrative Services before acceptance.

#### H. Additional Funding Requests

1. Any additional requests for funds by recognized clubs/organizations must be presented to the ICC Leadership Council for review prior to approval by the ICC Full Council. Recognized clubs/organizations may also approach the ASG with funding requests. Funding requests must be presented to the ASG Finance Committee for review prior to approval by the Senate.
  - a. ASG & ICC Funding Principles and Considerations
    - i. The ASG & ICC will use the following funding principles and considerations:
      1. Expenditures of funds must conform with constitutional requirements, including the decision of the United States



Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing California Statutes, Attorney General's opinions, MCCCCD Board policies, administrative regulations, policies and procedures.

2. How the request helps students build character and leadership experience, builds a sense of community belonging and diversity, helps students in their academic success, and promotes and enriches campus life.
3. The demonstrated need and/or benefits of the programs or services being planned as well as the number of students being served.
4. The thoroughness of the request.
5. The amount of money available.

## 2. ICC Funding Request Process

- i. Any additional requests for funds by recognized clubs must be presented in the form of a funding request to the Leadership Council for review prior to approval by the ICC Full Council.
- ii. The funding request must be formatted using the ICC funding request form and must include:
  1. A title.
  2. A list of all items included in the expenditure.
  3. An itemized quote/invoice for the expenditure/expenses.
  4. An explanation as to why the expenditure is necessary.
  5. Indication of a spending bill of the same or similar nature will be presented for consideration to the Associated Student Government.
  6. A list of other sources of income the requestor(s) will receive and use toward the expenditure.
  7. The name of the person who is authorized to execute the expenditure.
  8. The account(s) in the budget that will be utilized to pay for the expenditure.



- b. Requesters may submit up to fifteen (15%) of the ICC Funding Request budget per academic year.
- c. After the spending bill has been reviewed by the ICC Leadership, it may be placed on a Full Council agenda for consideration and approval.
- d. All requests for funding must be presented in the form of a spending bill **and are required to be presented in person to** the Leadership Council for review prior to approval by the ICC. All spending bills must comply with the requirements specified in Bylaw III, Section J, 7a.
  - If a Club representative is not present at the Leadership Council, their funding request will be tabled until a representative presents their request. Upon review by Leadership the ICC Full Council may discuss and approve funding requests from departments, organizations, and community programs.

### 3. ASG Funding Request Process

- a. Any departmental, club/organization or community funding request must be submitted in the form of a spending bill by the requester, and shall be subject to approval by a majority vote of the Senate. The requester must provide the spending bill to the Finance Committee at least two (2) weeks before the scheduled meeting in which it is to be put before the Senate. Funding request forms are available on Engage.
- b. The funding request must include:
  - i. A title
  - ii. A list of all items included in the expenditure
  - iii. An explanation as to why the expenditure is necessary
  - iv. Indication if a spending bill of the same or similar nature will be presented, or has been, for consideration to the ICC
  - v. The name of the person who is authorized to execute the expenditure.
- c. After reviewing the funding request, the Finance Committee will forward the request to the ASG President. The request may be placed on the Senate agenda for consideration and approval.
- d. The requester may attend the meeting in which the request will be put before the Senate.



4. Use of the MiraCosta College Taxpayer ID Number
  - a. A club/organization may be requested by a donor to provide the college's taxpayer ID number. An official letter providing the college's taxpayer ID number may be obtained from SLL for approved club/organization fund raising activities.
5. The ICC shall commit three to seven percent (3%-7%) of their yearly allocation from the ASG to the ICC Reserves Account and shall maintain an amount equal to ten (10%) of the previous fiscal year's operating budget in the ICC Reserves Account.
  - a. The ICC Reserves can be accessed to fund important or unexpected emergency needs which are in the best interests of students as determined by the ICC.
  - b. Funds from the ICC Reserves may only be used for one-time expenditures.
  - c. Any spending drawn from the ICC Reserves Account must be approved by a two-thirds (2/3) majority vote of the ICC Full Council.
6. All club funds will be housed and managed in accordance with Article III of the ASG Bylaws and MCCCCD policies and procedures.

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\*Fundraising policy is currently being reviewed to facilitate a more efficient process that will be updated in Spring 2025.



## X. Ensuring a Safe Community

MiraCosta College's primary mission is to ensure the safety of its campus community, with a focus on enhancing student success. If the well-being of the campus community is in any way threatened at MiraCosta College, there are resources on campus that will immediately help. Victims of sexual or other assaults on campus can receive information and/or care at the following:

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### Mental Health Services

Contact HEALTH SERVICES for mental health counseling and referral services:

Oceanside Campus: (760) 795-6675

San Elijo Campus: (760) 944-4449 x7747

### Student Affairs

If you have a concern about the behavior of a student, employee, or community member that is impacting you at MiraCosta College, please complete a [CARE Referral Form](#) to get in contact with a team member, such as a [Student Conduct Administrator](#) who can assist you.

### Title IX and Discrimination

Title IX is a federal law that prohibits gender discrimination on college campuses. Each college that receives federal funding must designate at least one employee as the Title IX coordinator, and widely distribute their contact information to the campus community. In order to ensure compliance with Title IX, colleges must demonstrate that they do not discriminate on the basis of gender in all programs and activities, such as athletics participation, scholarships, program budgets, expenditures, and employee salaries. Title IX also requires gender equity in access to programs and services by supporting students and employees who have been impacted by sexual harassment, sexual assault, interpersonal violence, or stalking.



## Get Support

Please contact the Title IX Coordinator for support with addressing matters related to discrimination or sexual harassment. You may also complete a [CARE Referral Form](#) to report concerns anonymously and/ or connect with the [Title IX](#) team, including the Deputy Title IX Coordinators. You may also contact College Police at (760) 795-6640.

- Laura Nelson, J.D., Title IX Coordinator | (650) 383-4753 ext.199 | [lnelson@miracosta.edu](mailto:lnelson@miracosta.edu)
- Terrence Shaw, Director of Student Life & Leadership | (760) 795-6899 | [tshaw@miracosta.edu](mailto:tshaw@miracosta.edu)
- Colleen Maeder, Director of Student Services, San Elijo Campus | (760) 634-7806 | [cmaeder@miracosta.edu](mailto:cmaeder@miracosta.edu)
- Mitra De Souza, Director of Student Services, Community Learning Center | (760) 795-6898 | [mdesouza@miracosta.edu](mailto:mdesouza@miracosta.edu)



## XI. Important Resources and Links

- [Academic Calendars](#)
- [Administrative Procedure 3900: Speech - Time, Place, and Manner](#)
- [Administrative Procedure 7400: Employee Travel](#)
- [Advisor Roles & Responsibilities](#)
- [Campus Maps](#)
- [CARE](#)
- [CARE Referral Form](#)
- [Field Trip Form B-169](#)
- [Inter-Club Council Organization in Engage](#)
- [Helpful Club Leader Resources](#)
- [Inter-Club Council Funding Request](#)
- [Important Dates & Deadlines](#)
- [Mental Health Services](#)
- [Sample Club Constitution](#)
- [Student Organizations/Clubs](#)
- [Title IX & Discrimination](#)
- [Workday Trainings](#) (Sharepoint)

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## Club Leader Questions

This handbook is reviewed by Inter-Club Council Leadership and all club representatives annually. For questions, concerns, or feedback, please contact your club's ICC Representative. You can also contact [icc@miracosta.edu](mailto:icc@miracosta.edu).

## 2025-2026 Inter-Club Council Leadership



**Andrew McKinnell**

**Chair of the Inter-Club Council**

**[iccchair@miracosta.edu](mailto:iccchair@miracosta.edu)**



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