



# ADMINISTRATIVE PROCEDURES

No. 5505.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CLUBS AND ORGANIZATIONS

Any student club or student organization sponsored by Mendocino College shall:

- Have a club advisor who is an employee of the Mendocino-Lake Community College District (MLCCD).
- Present a statement of purpose for consideration by the Associated Student of Mendocino College (ASMC) and the Dean of Counseling and Student Programs.
- Submit a completed Charter for New Clubs and Organizations packet to the Dean of Counseling and Student Programs, which includes a listing of proposed organizing officers and members.
- Have a constitution approved by ASMC and the Dean of Counseling and Student Programs.
- Be a member of the Inter-Club Council.

Student Clubs shall meet requirements and operate as set forth in the student government Constitution and Bylaws.

Student clubs and organizations conduct all activities, including financial operations, in accordance with Board Policy and Administrative Procedures.

All fiscal operations of the student club or organization shall adhere to the following:

1. All club fiscal accounts must be maintained in the Student Activity Account. Student groups, which are not defined as a club, are not entitled to maintain a college account and issue purchase orders but must complete and file travel requests as stated below.
2. All clubs must have on file in the Fiscal Services Office
  - (1) a copy of the approved club constitution or bylaws
  - (2) a copy of the minutes designating officers
  - (3) their authorization to approve expenditures
3. To use club funds, a purchase order or travel request must be submitted in advance of the purchase or travel to the Fiscal Services Office. These documents must be signed by the authorized club officer, the club advisor, and the Dean of Counseling and Student Programs. A Voluntary Excursion/Field Trip Waiver and Medical Authorization Form must be completed by each student traveling and be submitted with the Travel Request.
4. Upon receipt of goods or services, the authorized club officer shall sign and return a receipt or invoice stating that the goods were received.

*Adopted: December 1, 1982*  
*Revised: April 10, 2002*  
*May 1, 2007*  
*November 29, 2012*  
*October 25, 2019*

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5. No travel may take place without an authorized travel request form. Upon completion of travel, an expense claim must be filed within 10 days. This should be completed by the traveler and approved by the advisor and the Dean of Counseling and Student Programs prior to being sent to the Fiscal Services Office.
6. The Vice President of Student Services, or designee, shall monitor and approve all student fundraising activities to be consistent with Board Policy and Procedures and with District auditing procedures.

#### Receipt of Funds

- Student clubs are required to submit all funds received through club activities to the Fiscal Services Office. When submitting funds, clubs may be required to identify the source of the funds. Funds must be submitted to the Fiscal Services Office the following business day from when the funds were received by the club. The Fiscal Services Office will provide a receipt of all funds deposited to the club account. Student clubs are not authorized to exchange or handle funds directly from or to a vendor without following the District's purchase order process.

Reference: Education Code Sections 76060 and 76062

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