



RÍO HONDO COLLEGE

STUDENT ORGANIZATION HANDBOOK

Prepared by the Student Life & Leadership Office

June 2024

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WELCOME

The Student Life & Leadership office welcomes the opportunity to work with club officers/advisors and campus programs in continuing the tradition of providing excellent opportunities for students to engage and grow at Rio Hondo College.

Our purpose in providing this handbook is to give you a tool that will enable you to work effectively within your organization or program. This manual also contains information regarding the Associated Students of Rio Hondo College (ASRHC) and Inter-Club Council (ICC) for your reference. You will be working closely with ASRHC and ICC so you may find that you support from either entity. Please review the enclosed materials to ensure that you know the proper procedures to find such support.

We have attempted to include current information wherever possible, however, keep in mind that policies and procedures change (even as this is published). For the most up to date information, please visit our office.

Should you have questions or need assistance in conducting business, please feel free to contact the staff in the Student Development Office. We are here to support you. Have a great year!

STUDENT LIFE AND LEADERSHIP OFFICE – SU201 CLUB/ORGANIZATION/PROGRAM CONTACT INFORMATION

ROSA MONCADA

DIRECTOR OF STUDENT LIFE & LEADERSHIP/ASRHC ADVISOR
rmoncada@riohondo.edu

CYNTHIA MORALES

STUDENT ACTIVITIES ASSISTANT/PRIMARY ICC ADVISOR
cmorales@riohondo.edu

FOR GENERAL QUESTIONS, PLEASE CONTACT THE STUDENT LIFE & LEADERSHIP OFFICE

- Email: studentlife@riohondo.edu
- Telephone: 562-908-3427
- <https://www.riohondo.edu/student-life/>

WHAT IS INTER-CLUB COUNCIL?

The Inter-Club Council (ICC) is recognized, funded, and under the leadership of the Associated Students of Rio Hondo College. The council's mission is to create and support club based activities and events that enrich the campus life experience of the students, faculty, and staff. It consists of elected ICC representatives from campus clubs. The biweekly inter-club council meetings serve as a venue for clubs to highlight club activities, coordinate event schedules, offer support and guidance to each other, seek solutions to common problems, and express concerns related to student organizations.

ICC is independent from individual clubs and each club is advised by their faculty or staff member advisor.

STUDENT CLUBS

WHAT IS A CLUB?

Clubs may be formed to develop awareness of culture, expand students' interests, create a social outlet, and/or provide services to the campus and community. Free association and the right to organize are the key ingredients to productive campus clubs. Rio Hondo College has authorized student organizations to function on campus through the guidelines developed in Board Policy 5430. The Inter-Club Council (ICC) is the body that has been authorized to charter new clubs as well as revoke the charters of existing clubs through the guidelines developed in Administrative Policy 5430.

REQUIREMENTS FOR CLUBS

A registered club must meet the following requirements:

1. Include ten or more currently registered RHC students who have paid the \$7.00 college services fee. ***It is strongly recommended that all members support the CSF as it helps support the clubs via funding and access to events that will help grow membership and community**
2. Identify an advisor who actively attends all meetings and activities. ***Note: Primary advisor must be full-time and part-time staff can be co- advisors.**
3. Hold all meetings/events (virtual or in-person) at the College during the regular school day (Monday- Friday, 8:00 a.m.-9:00 p.m.). ***unless specific authorization to do otherwise is granted through the Student Life & Leadership Office.**
4. Use a democratic plan for the selection of members in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.
5. Has been chartered by the Inter-Club Council
6. Have a written constitution on file.
 - Constitution templates provided in the Chartering Packet located at <https://www.riohondo.edu/student-life/how-to-for-clubs/>
7. Have the Club President, ICC Representative, and/or Club Advisor(s) submit the Club Chartering Packet by the 6th week of every Fall and Spring semester.
8. Clubs are considered dormant during summer/winter session as the ASRHC is not active outside of the academic year (Fall & Spring only)

Clubs that do not submit **the required forms by the deadline** are considered unregistered clubs and will not have any of the club privileges listed in the next section.

No clubs may hold club-sponsored activities during Winter or Summer Intercession. Clubs are also not permitted to meet or hold activities on/off campus during holidays or Spring Break.

CLUB PRIVILEGES

The advantages of becoming an authorized campus club include the ability to:

- Use the name of the College as part of the organization's name.
- Submit room and equipment reservations for campus facilities.
- Recruit students on campus.
- Advertise meetings and events at campus posting locations.
- Take advantage of campus services & equipment
- Fundraise for your own club's benefit (See Finances section)
- Request funding from campus entities such as the Inter-Club Council (ICC) and ASRHC (See Finances section)

STARTING A NEW CLUB

Inter-Club Council (ICC) is the official club-chartering organization on campus. All individuals requesting to start, reactivate or renew a club must follow these procedures. For a proposed charter to appear on the authorized "Groups & Clubs" section of the official Rio Hondo College app they must have completed forms on file in the Student Life Office.

PROCEDURES FOR CHARTERING A CLUB

1. Complete and submit the Chartering Packet during the Fall or Spring semester. The form requires a roster of 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the \$7.00 College Service Fee.
2. All student clubs require a full-time staff member (professor, counselor or classified) to agree to serve as the advisor for your club. A club may have more than one advisor. Additionally, the secondary advisor may be a part time staff member. Advisors must complete the "Advisor Agreement" included in the chartering packet.
3. The packet requires a copy of a typed constitution to be attached that reflects a democratic plan for selection of members without regard for the individual's actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.
4. After approving the packet, the proposed club will be placed on the quorum list of the first official ICC General. Prepare to have a club representative attend this meeting, and upon approval, instruct the club's ICC Representative to attend all subsequent ICC General Meetings.
5. After approval of the club's charter, the packet will be filed with the ICC Advisor and available for review at any time.

ROLES & RESPONSIBILITIES: CLUB OFFICERS

Officers should abide by their club's constitution concerning individual duties and responsibilities of their position. The following responsibilities are suggestions for successful leadership at Rio Hondo College.

1. **Maintain the Club's Objectives**

Establish a meaningful program that is consistent with the purposes of the group as stated in the club's constitution and with the aims of higher education.

2. **Be an Effective Leader**

Set a good example by accepting responsibility and working with other people to accomplish projects for the good of the club. Express your expectations and follow through with commitments.

3. **Mentor New Leaders**

Think about the club's past, present, and future. Keep the club's traditions alive by sharing information and expertise with new students so that they can step into officer roles in the future.

4. **Keep the advisor informed of all club meetings and activities.**

Your advisor(s) are partners within the club processes and meant to be consulted, active collaborators throughout developing your ideas and meeting times.

5. **Find Out About Campus Policies**

Club members are expected to comply with campus, district policies and regulations, and to serve as role models for all RHC students. In addition, club members must abide by their club's constitution and rules. Failure to comply may result in consequences, including but not limited to warnings, club suspension, club expulsion, and referral to discipline.

6. **Send a Club Representative to the Inter-Club Council Meetings**

Find out what other clubs are doing and involve your club in campus and community projects sponsored by the Inter-Club Council.

7. **Keep the Club in Good Standing**

Ensure that all appropriate information forms are obtained and filed in the Student Life Office.

ELIGIBILITY REQUIREMENTS FOR CLUB MEMBERS/OFFICERS

Eligibility requirements for the student members/officers:

- 1) Enroll in and complete a minimum of 1 unit at Rio Hondo College for each term of service with the exception of summer and winter terms.
- 2) Maintain a minimum cumulative and minimum semester grade point average of 2.0 during each term of service.
- 3) All members should have paid their \$7.00 college service fee. Other minimum standards for officers may be set in an individual club's constitution.
- 4) The ICC Chair is part of the executive board of ASRHC and is subject to ASRHC eligibility requirements.

ROLES & RESPONSIBILITIES: CLUB ADVISORS

The faculty and staff of Rio Hondo College have established an excellent tradition of support for the club program. The success of these co-curricular programs is the result of faculty and students working closely together to achieve common goals based on shared interests. For a Club to be recognized by the College, it must have a full-time advisor. You can have a secondary advisor who is part time, if they agree to be under the purview of the full-time advisor.

The advisor serves as representative of the College and is the chief link between the College and the club. The advisor has the following responsibilities:

1) **Supervise at Club Functions**

Be present at all times during all meetings and events (held in-person on-campus or off-campus, as well as virtually) sponsored by the club to ensure observation of college policies and regulations.

Students may not be left unsupervised while using RHC facilities or participating in student club virtual events.

2) **Oversee Club Objectives**

Advise students in planning, executing, and evaluating club activities and projects to establish a meaningful program that is consistent with the purposes of the group and with the aims of higher education.

3) **Mandatory Advisor Agreement and Dean/Director Approval**

Advisors should review the agreement in the chartering packet and review their roles and responsibilities as Advisors. If the advisor would like direct training in the policies that govern ICC, clubs and ASRHC, they can request individual training by emailing the ICC Advisor.

4) **Advocate Growth & Leadership**

Encourage the development of initiative, responsibility, and leadership. Holding a club office can be a rewarding experience when students learn how to accept responsibility and work with other people to accomplish projects.

5) **Compliance with Campus Policies and Procedures**

Become aware of and comply with current policies and procedures such as those relating to student organizations, student discipline, insurance liability, hazing, and off-campus excursions. The Inter-Club Council Advisor in the Student Life Office can provide updated copies and clarification if needed.

6) **Approve Club Finances**

Approve club expenditures and oversee the handling of club funds. All expenditures must also be approved by vote at a club meeting and must be documented in the minutes of the meeting. For auditing purposes, all club accounts are maintained in the Accounting Office. **Off-campus accounts including, but not limited to, Venmo, CashApp and PayPal are not permitted.**

7) **Sign All Request Forms & Club Documentation**

Ensure that appropriate information is filed in the Student Life Office. See below for the list of club-related tools.

RIO HONDO COLLEGE APP

The RHC App is the online platform for Rio Hondo College students to access student club and organization information, events, and more. Students can join student clubs at the click of a button, easily contact student club and organization representatives, RSVP for events, etc. Below is a breakdown of organizational tools student clubs have access via the use of the RHC App.

ROSTER

You can view your current student club roster and any potential interest from the general enrollment, approve prospective club members, add/edit officer positions, invite people to your club, and send messages to your members.

ABOUT

Make sure to keep your club information current including social media links, email addresses, and other contact information.

NEWS

Draft and create posts regarding any updates from your club. Any posts are posted in the feed similar to social media format.

GALLERY

Upload your clubs' photos to show other students what kind of activities your club does!

LIKING AND COMMENTING

You can create posts and any student in your portal can like and comment. This can be used to gather input or other information from your student club members and can be used for event RSVPs, activity sign-ups, etc.

PROCESSES

All club meetings and events held in-person on campus or off campus, as well as virtually must be scheduled by completing the requirements noted below:

For student club meetings: Your advisor is responsible for booking the club meeting location through their department secretary. If for any reason, your advisor does not have access to this resource, they can request assistance from the ICC Advisor to book the clubs meeting location for the semester.

For all other student club events: any member can create an event via the website <https://www.riohondo.edu/student-life/event-request-form/>.

Disclaimer: The Office of Student Life & Leadership will not approve any type of events during the first week of each Fall/Spring semester and the last 2 weeks of each Fall/Spring semester (Exception: Roadrunner Relief). This is to allow students to focus on their new schedule and to prepare for final exams.

SCHEDULING A CLUB MEETING OR EVENT

- 1) Complete an “Event Request” form via the website link above at least 2 weeks prior to the planned meeting or event. This is how clubs request rooms (facilities) and notify SL&L of any off-campus fundraisers. Your advisor must approve the request to indicate they will be in attendance for the entirety of the club meeting or event. The form once received by the ICC Advisor will be emailed to your advisor and planning will be approved once the advisor acknowledges the request showing that the event has been approved to take place. Please note that no event proposals will be processed unless your club is officially recognized for the semester and in good standing.

STUDENT MEETING & EVENT FORM IS PROCESSED AS FOLLOWS:

- The form once received by the ICC Advisor will be emailed to your advisor and planning will be approved once the advisor acknowledges the request, showing that the event has been approved to take place.
- The ICC Advisor will check the availability of the requested venue or a similar one if the requested one is not available.
- If the venue or room is available, a request for use will be submitted via our on-campus scheduling website. This is subject to the availability of the facilities staff who oversee booking of on campus locations. The ICC Advisor does not have access to directly approve the reservation.

USE OF RHC EQUIPMENT

Clubs can request to use canopies, tables and chairs for their event, but it is subject to advance notice to our facilities department and availability of this equipment.

PROCEDURES FOR CANCELING AN EVENT

If it is necessary to cancel an event, activity, or meeting, please contact the ICC Advisor as soon as the decision has been made to cancel. This may enable another group to use the venue or room and will assist the College in canceling any special set-up arrangements that have already been made for the event. Your club's cooperation is greatly appreciated! Campus Police needs 48 hours in advance to cancel an event, when their services have been requested.

OFF-CAMPUS ACTIVITIES AND EXCURSIONS GUIDELINES

"An *Excursion* shall be defined as an instructionally related social, educational, cultural, athletic, or musical activity."

Events and activities considered excursions of student clubs and organizations:

- Conference or Event Attendance – Student(s) are attending on behalf of their club.
- Off-campus activities sponsored or co-sponsored by the Rio Hondo College student club.

No one can plan, advertise an event/activity, or represent Rio Hondo College or a Rio Hondo College student club/organization without the approval of the student club/organization, and Director of the Student Life Office and/or the Vice President of Student Services.

For additional information on Rio Hondo College travel policies and procedures please see:

- [RHC Board Policy 4300](#)
- [RHC Administrative Policy 4300](#)

EXCURSION APPROVAL PROCESS

1. The following steps need to be completed **at least 4 weeks prior** to the excursion:
 - "Event Request Form" submitted via the website.
 - The Advisors approval of the submitted "Event Request Form".
 - Itinerary or agenda for off-campus event or excursion
 - Must include address, check-in and check-out date and time of hotel or lodging accommodation
 - Brochure or program of conference or itinerary of the event, if available
2. Student club officers and advisors will be notified of excursion approval as soon as possible. **It is the advisor's responsibility to receive appropriate approval from their direct supervisor before scheduling an excursion.**
3. Liability Waiver Forms completed by each student club member participant must be completed and submitted at least 1 week prior to the excursion to the ICC Advisor. Copies should be kept by the club advisor for reference.
4. Personal Vehicle Liability Forms for each student club member using their own car must be completed and submitted at least 1 week prior to the event.
5. If you are planning to request funding for your excursion, please see the Finances section for the process on funding excursions.

REQUIREMENTS THROUGHOUT EXCURSION

1. Receive approval for the student club excursion through the above event request process.
2. The student club advisor listed on the "Event Request" Form must be present for the entire excursion.
3. All student club members must conform to the Standards of Student Conduct listed in Rio Hondo College BP 4300 & AP 4300.

4. All student club members must travel together using modes of transportation below.

Below are the acceptable modes of transportation for student club excursions/conferences:

TRANSPORTATION

RIO HONDO COLLEGE VANS

Rio Hondo College owns several 10-12 passenger vans through the Facilities department and Athletics. Vans are available on a first-come, first-serve basis. To book a van, the advisor may ask their division secretary to assist in reserving transportation through Facilities. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed a driver application at least 2 weeks prior to the excursion.

CHARTER BUS

Rio Hondo College works with outside companies to secure charter buses. The facilities department will assist the club in preparing a purchase order for payment. Be prepared to provide information regarding dates, location, and number of attendees.

COMMERCIAL AIRLINE (FLIGHTS)

Rio Hondo College works with a travel agency to book and purchase flights for travel on behalf of Rio Hondo College. The SL&L Office staff will assist the club in preparing a purchase order for payment. To book and purchase flights, all student club members and advisors must provide information such as full legal name, date of birth, and gender as shown on official government identification, as well as their Rio Hondo College issued email address.

PRIVATE VEHICLES:

The use of private vehicles is not a recommended alternative to the previously listed methods of transportation, therefore the decision to use private vehicles would rest with the supervising club advisor with the Personal Vehicle Liability Forms turned in.

Please refer to the Driver Approval Process on the website to complete the needed paperwork and documentation to reserve any of the transportation methods above.

<https://www.riohondo.edu/facilities-services/transportation/>

CLERY ACT & TITLE IX

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

All faculty advisors are considered Campus Security Authorities (CSA) due to the role's significant responsibility for student and campus activities. They are also considered mandated reporters of any Title IX incidents including dating violence, domestic violence, sexual assault, and stalking.

The role of the faculty advisors as the CSA and mandated reporters is to report allegations of Clery Act and Title IX crimes that they receive to the Rio Hondo College Student Affairs department that are made known to them in an accurate and timely manner.

All faculty advisors shall complete annual mandatory training in relation to these acts to help them understand their role and responsibilities.

PUBLICITY

Please see below for processes regarding publicity for student club and organization events and meetings, as well as campus resources available for student clubs and organizations.

FLYERS

Flyers for student club and organization events and meetings must be stamped and approved.

FLYERS MUST INCLUDE THE FOLLOWING INFORMATION:

- Name of Event
- Date and Time
- Location
- Student club or organization name
- Short description, include at least one sentence that describes the activity.
- Event Contact information such as an email address and/or phone number
- Accessibility/Accommodations Request:
 - **Accommodations:** Rio Hondo College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please refer to your advisor as soon as possible, but no later than seven days prior to the event.

FLYERS MUST NOT INCLUDE:

- Inappropriate images or language
- Copyrighted images or language
- Images of people without their written consent

POSTING FLYERS

All student club flyers and posters that are posted on-campus must be approved and stamped at the front desk of the Student Lounge (SU201). When posting flyers or posters with tape, please only use **blue or white painter's tape**. Other tapes that may damage the paint or surface of college property is not allowed.

All student club or organization flyers and posters must be removed within 1 week after the event or meeting has concluded. Publicity materials that have not been removed within the allotted time period after the event or meeting may affect the club's ability to host future activities and events.

POSTING INSIDE OR OUTSIDE OF ON -CAMPUS BUILDINGS

Campus buildings and divisions at Rio Hondo College may allow student clubs or organizations to post publicity materials within their buildings. Please check in with the division office for approval prior to posting in designated areas. Make sure that as a club you only post a flyer that has the approved stamp, if it does not have the approval, you may get denied posting privileges in the future.

PUBLICIZING THROUGH EMAIL

Student clubs and organizations can publicize their club events and meetings to listservs previously collected by the club or organization. In addition, club advisors can send emails to Rio Hondo College contact lists that they have access to.

Purpose: This policy outlines guidelines and procedures for the use of social media and RHC App by student organizations affiliated with Rio Hondo College, in alignment with approaches from the Office of Marketing and Communications. The objective is to promote responsible and effective use of social media platforms to enhance communication, engagement, and community building within the college environment.

Registration of Social Media Accounts: All student organizations intending to create and maintain social media accounts representing their organization must register these accounts with their Advisor.

Registration includes providing the following information:

- Name of the organization
- Names and contact information of authorized club advisor(s) who will be responsible for being social media administrators.
- URLs or handles of social media accounts.
- Any changes to the registered accounts or administrators must be promptly communicated to the Advisor.

All student organizations intending to maintain a presence on social media platforms should consider including that information on their club application form to be shared on the RHC App.

Access and Control: After the creation of the social media page or if it already exists, the credentials should be shared with your Advisor for future use.

RHC App: Advisors should register with the RHC App so that they can be made administrators on the club's portal under "Groups & Clubs".

Enforcement: Violation of this social media/App policy may result in disciplinary action, up to and including the revocation of social media privileges for the offending student organization. The Office of Student Life reserves the right to investigate reports of misconduct and enforce appropriate sanctions in accordance with college policies and procedures. Failure to comply with policy may result in sanctions being applied to the club/organization ranging from social media privileges being revoked to club suspension based on severity of the infraction.

Review and Revision: This social media/App policy will be periodically reviewed and updated as necessary to reflect changes in technology, best practices, and regulatory requirements. Feedback and suggestions for improvement are encouraged and should be directed to the Office of Student Life.

Acknowledgment: By including their social media accounts in their application and onto the RHC App, student organizations acknowledge their understanding and agreement to comply with the guidelines outlined in this policy.

Approved Campus Social Media Platforms:

The Rio Hondo College Marketing & Communications Office oversees the official Rio Hondo College social media accounts. Student clubs and organizations are encouraged to tag the College's accounts in their posts.

FINANCES

The intent of the Funding Parameters is to provide student leaders, advisors, and other individuals with the information necessary when requesting funding from the Associated Students of Rio Hondo College, hereinafter referred to as ASRHC. Please note that the following is not inclusive of all policies; therefore, it is necessary when utilizing ASRHC or ICC funds to contact the Student Life & Leadership Department well in advance to ensure proper planning and compliance.

It is also important to note that when requesting funds from the ASRHC, items must go through a first and second reading at two (2) separate meetings. No Program, Club, or Organization whether it pertains to Rio Hondo College or coming from outside of the college may ask for an event to be funded 100%. All other voting items, not financial in nature, may be voted on within the same meeting. Those requesting funds should make every attempt to be present to answer questions during both readings at the Finance Meeting and the Senate meeting and may provide information regarding their event.

All Funding Proposals are due by end of day Tuesdays, so that they can be added to the agenda for the following meetings which are held Wednesdays and Mondays. All requests must be submitted through the "Club Funds Request" form on the RHC website, link located below:

<https://www.riohondo.edu/student-life/club-funds-request/>

It is highly recommended that a representative of the Program, Club, or Organization that has submitted a request is present at both the Finance and Senate Meetings. If a representative is not present during either meeting to answer questions regarding their request, then the likelihood of having their request approved is reduced significantly. Lastly, any funds expended prior to approval will not be reimbursed.

The ASRHC receives its funds through the College Service Fee paid for by the general RHC student population; therefore, all supplies, inventory, and events and overall funding shall be for the intent to benefit RHC students who have paid the College Service Fee. Students who have waived the payment of the fee have also waived their status as beneficiaries of the College Service Fee.

For additional information, please contact the ASRHC Advisor or ICC Advisor.

GENERAL FUNDING PARAMETERS

1. Each Program, Club, or Organization wishing to receive funds from the ASRHC must submit a Funding Proposal by the current timeline.
2. Each Program, Club, or Organization that receives funds must submit an Outcome Report to the ASRHC Advisor and President no later than two (2) weeks after the event unless exceptional circumstances arise that would allow an expedited time. The Outcome Report must also be presented formally at an ASRHC meeting.
3. The Inter-Club Council (ICC) has an Expenditure Account within the ASRHC; therefore, all funds requested from the Inter-Club Council (ICC) must abide by any and all ASRHC policies, practices, and interpretations.
4. Please see additional ICC funding parameters within the section "Funding Parameters for Conferences"
5. Non-Consumable items purchased with ASRHC/ICC funding shall remain property of the ASRHC/ICC.
6. The ASRHC/ICC shall not commit to funding any aspect of a fundraising event for another on-campus club, program, or department. No exceptions.
7. The ASRHC/ICC shall not contribute to cash prizes or the purchase of gift cards except for Rio Café and RHC Bookstore vouchers.

8. Alcohol may not be purchased with ASRHC/ICC funds. Receipts with alcohol listed as a line-item expense will not be considered. Should a Program, Club, or Organization consume alcohol during an ASRHC/ICC sponsored event, 100% of funds must be paid back to the ASRHC/ICC.
9. As per BP 5500 possession of any alcohol or illicit substance is prohibited at all campus sponsored events as such receipts including such items will be null and void and may be subject to judicial review.

EVENT FUNDING PARAMETERS

1. The maximum amount awarded to a Program, Club, or Organization for events shall **not exceed \$1,800 per fiscal year** inclusive of all ASRHC/ICC accounts with the exception of conferences.
2. Programs, Clubs, or Organizations must fund at least 25% of the total cost of each event. The ASRHC will cover 75%, and the funding proposal should indicate these amounts. The ASRHC will follow up post-event when the Outcome Report is submitted to ensure proper funding is taking place.
3. This is subject to the availability of funds throughout the fiscal year. It is possible for funds to run out, so requests are on a **first come, first served** basis.

FUNDING PARAMETERS FOR CONFERENCES, EXCURSIONS, AND FIELD TRIPS

1. Programs, Clubs, or Organizations may not request funds for ASRHC to fund a student for more than one (1) Conference, Excursion, or Field Trip on behalf of the group per fiscal year. This policy was enacted to ensure that the funds allocated can benefit as many non-duplicated RHC students as possible.
2. Effective 2014-2015, the ASRHC will fund Programs, Clubs, or Organizations a maximum of \$300 per student attending a Conference, Excursion, or Field Trip with a maximum of \$1,800 total for the fiscal year.
3. ASRHC can only fund certain aspects of a conference, excursion, or field trip, they are limited to:
 - Transportation (including airfare)
 - Lodging (excluding any accommodations outside of a hotel establishment)
 - Parking
 - Registration Fees
4. ICC can only fund certain aspects of a conference, excursion or field trip, they are limited to:
 - Food per diem, \$20.00 per day, per student. We do not fund for travel days, and it cannot exceed a total of \$600 per fiscal year regardless of how many students are attending.
5. Please note that no funding requests will be processed unless your club is officially chartered for the semester and in good standing.

What is considered “Good Standing”?

1. Losing “good standing” title occurs when a delegate fails to attend two consecutive ICC meetings or misses three ICC meetings in any semester (Fall or Spring). This shall result in suspension of the club charter.
2. Club regains “good standing” title when they attend the next three consecutive ICC meetings.
3. Clubs that lose “good standing” shall be penalized with the following consequences (until good standing is regained):
 - a. Frozen club account
 - b. Clubs will not be able to fundraise on campus.
 - c. Club will not be able to request ASRHC funding.
 - d. Club will not be able to post flyers or posters.
 - e. Club will not be able to request space or resources of Rio Hondo College.
 - f. Club will not hold official meetings.

CLUB ACCOUNTS, FUNDRAISING AND DONATIONS

1. Clubs interested in fundraising must complete the “Event Request” Form on the website.
2. More than one club can hold a fundraising event on any Student Life & Leadership approved day. Clubs should not fundraise the same item as other clubs if fundraising on the same day.
3. Food services shall only be handled by current club members and will have proper materials.
4. Any food items sold must be prepared in a kitchen that is licensed and inspected by the LA County Department of Health (no home baked goods); all items not individually wrapped required handlers to hold a valid Food Handlers License, which should be on file with the office of Student Life & Leadership prior to the event.
5. Clubs will be allowed to sell Monday through Friday with the approval of Student Life & Leadership, if requests are submitted a minimum of 15 days prior, and space is available.
6. Clubs cannot reserve space in advance for an entire month or semester.
7. Donations can be made directly to clubs but if it is a monetary donation, the check must be made out to Rio Hondo College so that it can be deposited into the club account. If the club is receiving goods/items from an organization, they remain the property of the club and the club advisor takes responsibility for the items and its storage location and upkeep.

HANDLING OF FUNDS

1. Club funds shall only be handled by club members that are official members of the club.
2. Clubs are only allowed to have a Rio Hondo College club account through the Fiscal office.
3. Club deposits must be made by a Club E-board Member or Advisor and the Office of Student Life professional staff (not student workers) within 72 hours of any fundraiser event.
4. Clubs that open outside bank accounts are in violation of the college’s finance regulations and will lose the club’s charter.

HOW TO ACCESS YOUR CLUBS FUNDS

Meetings are an important aspect of accessing our club account. All clubs are required to have a meeting to discuss and vote on any budget items. First steps usually require a conversation about how much the club has (**each NEW club is given \$100 start-up funds**), how much will be spent and on what it will be spent on.

Every expense requires the club meeting minutes (written record of the meeting and what was discussed/voted on), a “Club Funds Request” form, original receipts or invoice and it is processed by Rio Hondo College accounting department and requires ICC Advisor approval, ASRHC approval and the approval of the Student Life & Leadership director.

The ICC Advisor does not directly approve or process requisitions on behalf of expenses by clubs or ICC.

WITHDRAWING FUNDS – REIMBURSEMENTS, CASH ADVANCE AND 3RD PARTY VENDORS:

- a. Reimbursements are processed when an advisor or club member uses their own money for purchasing *approved* items, and the club pays them back after the items are purchased.
- b. Cash advances can only be made out to the advisor and the advisor must show proof of approved expenses by providing original receipts and any remaining cash must be returned.
- c. 3rd party vendors can be paid directly. For example, if you have a guest speaker and would like to compensate them, you can submit an invoice to pay them directly from your club account.

All “Club Funds Request” forms must have the following:

- ✓ Must provide detailed minutes showing proof of approval.
- ✓ Must provide original itemized receipts (Drop off originals with the ICC Advisor)
- ✓ Must be approved by your Advisor via email confirmation by the ICC Advisor.

***All requests take up to 7-10 business days to process from the time all approvals are received**

Here is an example of how your minutes should read when discussing and voting on budget items:

Please include the following information when recording minutes, especially when they are used to ask for funds.

Example of information you need:

Who: Jane Smith

What: Club Rush

Why: food for fundraising

When: Dates for event

How much: Not to Exceed \$20.00

The wording would look like this:

Action Item:

A. *Club Funds Request - Motion by John Smith to request a cash advance for Jane Smith for Club Rush on October 1st & 2nd for fundraiser expenses, not to exceed \$20.00. Motion seconded by Joanna Smith, motion passes 12/0/0. (This series of numbers mean the following based on your meetings attendance: Yes votes/No votes/abstain from voting = 12/0/0) You need 50%+1 of your full roster to host a meeting and majority of those present to pass an item.*

A club member present must motion the approval.

A second club member present must 2nd the motion of the approval.

Or

A. *Club Funds Request - Motion by John Smith to approve the reimbursement to Jane Smith for Club Rush on October 1st & 2nd for fundraiser expenses, not to exceed \$57.21 Motion seconded by Joanna Smith, motion passes 12/0/0.*

If you know the exact amount spent, it's best to state it.

This concludes the Handbook on behalf of the Associated Students of Rio Hondo College and Inter-Club Council. Should you need further assistance or clarification, please do not hesitate to contact the office of Student Life and Leadership.

Our doors are always open, and you can always come in to discuss any process.

Important dates to remember:

- 2nd week of the semester: ICC Orientation
- 3rd week of the semester: Club Rush 2-Day Event
- 4th week of the semester: Soft deadline for chartering packets
- 5th week of the semester: First ICC meeting (Every other Tuesday at 3pm)
- 6th week of the semester: Hard deadline for chartering packets
- 14th week of the semester: Last ICC meeting
- 15th & 16th week of the semester: Roadrunner Relief and Finals