

PURPOSE: The Associated Students of Berkeley City College (ASBCC) creates this club code of conduct in order to support and protect students and student organizations. The Student Clubs and Organizations Code of Conduct is a document which informs the interested students of the minimum requirements and procedures involved with creating and maintaining any club chartered by the ASBCC and on Berkeley City College campuses.

By registering with ASBCC, each club certifies that the formed student organization will comply with all rules, regulations, and other responsibilities enacted by the ASBCC, Berkeley City College administration, and the Peralta District that are applicable to student organizations.

The ASBCC guarantees support and services to active Berkeley City College student organizations to the best of its capability and resources. Student organizations must comply with all rules and regulations to be considered “active”.

I. Student Organization Rules and Regulations

- A. Each club shall have a constitution in which the club's name, mission statement, officers, and electoral process are clearly stated.
- B. Each club shall have a Berkeley City College faculty/staff advisor.
- C. All officers of the club shall be members of that club and enrolled in a minimum of three credit hours at Berkeley City College.

II. Each club shall have the following mandatory officers:

- A. President/Co-Presidents- To preside over all official functions of the club, submit all required paperwork for ICC membership to the ASBCC Vice President of Programs, and perform other duties set forth by the club constitution.
- B. Vice President- To assume the duties of the President in the absence or resignation of the President, and perform other duties set forth by the club constitution.
- C. Secretary: To record all minutes and documents necessary for the function of the club, perform other duties set forth by the club constitution, and ensure that club abides by the California Brown Act.
- D. Treasurer: To keep record of club’s funds with ethical and responsible accounting practices and perform other duties set forth by the club constitution.
- E. ICC Representative: To represent club as a voting member of the Inter Club Council and perform other duties set forth by the club constitution. This



position may also be held concurrently with any other officer position within the club.

- III. Each Club, upon chartering, shall conduct a Business Meeting within two weeks subject to provisions of Brown Act. Minutes of all Business Meetings shall be provided to the ASBCC Vice President of Programs. The Business Meetings shall be held for the following purposes:
 - A. To hold elections for all Club positions
 - B. To propose a budget for submission to the Vice President of Programs and approval by ASBCC Student Senate.
 - C. To make any amendments to the club's constitution and bylaws.
- IV. To be considered active, each club shall provide the ASBCC Vice President of Programs with the following documents within two weeks of initial Chartering or when Re-Chartering at the beginning of the new academic year:
 - A. A current club roster containing contact information of its officers and members.
 - B. Date and results of most recent club election
 - C. Day, time, and location of regular club meetings
 - D. A tentative schedule of events for the academic year
 - E. A tentative budget for club expenses and events.
- V. In order to be considered active, each club shall hold at least two events per semester.
- VI. Each club shall act under provisions of Brown Act, and is recommended to adopt Robert's rules of order for its official meetings where appropriate.
- VII. Each club shall be a member of Inter Club Council (ICC). Club representatives to the ICC are required to attend each meeting. Three or more absences may result in sanctions including suspension of club charter.
- VIII. Each club shall follow all financial procedure laid forth by the ASBCC Financial Code, as well as Appendix A of the ICC Charter.
- IX. Each club shall participate in the events held by ASBCC upon request.
- X. In order to be a club member in Berkeley City College, students shall:



- A. Be a current registered Berkeley City College Student enrolled in at least one half a credit.
 - B. Obtain a Berkeley City College Student ID card.
 - C. Comply with the rules and regulations of the Club and the ASBCC.
 - D. Comply with Peralta Student Code of Conduct.
- XI. Clubs found not to be in compliance with ASBCC Club Code of Conduct and the rules and regulations of the ICC, may be subject to sanctions including but not limited to dissolution.
- XII. Each active club in good standing is entitled to:
- A. Seed money
 - B. The use of campus facilities for meetings and events.
 - C. The ability to apply for ASBCC funds.
 - D. The ability to participate in fundraising activities
- XIII. Club Disputes
- A. Club disputes not resolved within the framework of the Club's Constitution shall be referred to the ICC for resolution.
 - B. Club disputes that are unable to be resolved within the ICC shall be referred to the ASBCC Judicial Council.
- XIV. Enabling Clause
- A. This document may be ratified or amended by a two-thirds vote of the ICC and ASBCC Councils or by referendum as prescribed in the ASBCC Constitution.