



Associated Students of Glendale Community College

Student Organization Handbook

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**Associated Student of Glendale Community College
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SECTION I. STUDENT ORGANIZATIONS

A. Associated Students – Glendale Community College (ASGCC)

The Associated Students of Glendale Community College (ASGCC) is the official student government organization. The ASGCC Legislature meets weekly to determine budgetary expenditures, establish and review policies, and coordinate programs and services that benefit students.

Campus-wide elections are held to choose six (6) student leaders for the positions of President, VP of Administration, VP Finance, VP of Activities, VP of Relations, VP of Organizations. Three (3) Senators of Administration, three (3) Senators of Finance, six (6) Senators of Activities, three (3) Senators of Relations, and five (5) Senators of Organizations are then selected through an interview process by the executive team, staff and faculty.

The ASGCC President also serves as the student member of the Board of Trustees for one year. The Student Trustee serves as an advisory vote on all action items during the Board of Trustees meetings.

Students who pay the student services fee each semester automatically become members of the ASGCC and are entitled to participate in activities, programs and services financed by the ASGCC. Those who wish to run for office must meet specified eligibility requirements. Consult the Office of Student Affairs for more information.

B. Student Clubs & Organizations

All student organizations are required to register to organize, file a copy of the proposed constitution with the Office of Student Affairs, and deposit all funds collected from dues or raised by other means with the ASGCC Business Office.

A student organization is eligible for recognition when:

1. All applicable paperwork is completed including club registration form, roster, constitution and advisor form.
2. At least two (2) of the student organization's members have attended the IOC Orientation and met with the Student Activities Coordinator or the ASGCC Vice President of Organizations.
3. The registration forms have been approved by the Office of Student Affairs.

Student Organizations need to re-register every semester by the announced date to retain their charter and affiliation privileges as a registered student organization at Glendale Community College.

The Associated Students of Glendale Community College offers student organizations opportunities to participate in social and cultural activities and to create and administer their own programs and support system that reflects diversity, instill self-reliance, ethical leadership and responsible action. For more information, or to get involved, contact the Office of Student Affairs.

For promoting club events, use resources such as the student newsletter, flyers on campus, and social media. For more detailed information and help on how to promote events visit the ASGCC website and find the "Starting a Club and Organization" document.

C. Inter Organizational Council (IOC)

The Inter Organizational Council (IOC) is an organization within the Associated Students of Glendale Community College (ASGCC). The IOC falls under the direction of the ASGCC Organizations Committee and is chaired by the Vice President of

Organizations. Its purpose is to promote unity and provide leadership and financial support to student clubs and organizations. The IOC is composed of representatives from each of the active registered clubs and organizations on campus.

The IOC monitors the activities of all student organizations and helps student leaders keep in touch with current events, spread the news of their upcoming events, and share other important information.

Meeting dates are to be determined by the Organizations Committee.

1. Attendance

- a. Student organization may have no more than three (3) unexcused absences from IOC meetings per semester in order to receive ASGCC privileges.
- b. **Clubs will be considered absent for any IOC meetings that occurred prior to their registration.**

D. Privileges of registering

Registered student organizations benefit by receiving access to college facilities and services. As a registered student organization, you are eligible for the following privileges:

- i. Recognition as an institution-affiliated organization, including use of the name “at Glendale Community College” to identify the affiliation.
- ii. Student organizations are eligible to request funding from the ASGCC. Funding approval by ASGCC is determined by its internal policies and is not guaranteed.
- iii. A voting representative in the Inter Organizational Council.
- iv. Access to various college facilities and equipment for example tables, chairs, and canopies (with the supervision of the student organization’s advisor).
- v. Use of institutional printing services.
- vi. General coverage provided under institutional insurance.
- vii. Use of mailbox in the J. Walter Smith Student Center.
- viii. Access to the Student Center Workroom.
- ix. Access to additional service in the Student Center (including free poster banners, paint, fundraising material, etc.).

E. The Registration Process

1. **Club Registration Form:**

New or re-registering student organizations must fill out the Club Registration Form. These forms require pertinent information such as purpose and principal member names of the student organization. When a student organization submits a registration form, it agrees to comply with the College policies and procedures, GCC campus regulations applying to campus activities, organizations and students, and the student organization handbook.

- a. **The deadline for registering a club is one week before the third Inter-Organizational Council (IOC) meeting each semester. Clubs will be considered absent for any IOC meetings that occurred before they were registered.**
- b. **Once a Club Registration form is submitted, students will have 10 days to ensure that any information submitted is correct and the Advisor Agreement form is completed. If a change in information is necessary after 10 days have passed since the initial submission, clubs are required to submit another Club Registration form.**

2. **Mission Statement:**

Each student organization must provide the Office of Student Affairs with a mission statement which clearly identifies the purpose and/or goals of the club. The mission statement should be included in the club constitution.

3. Student Organization Advisor(s):

All student organizations must obtain an employee of the college to serve as advisor for the student organization. The advisor shall advise the student organization regarding college rules and regulations, attend student organization meetings and events, supervise the student organization's financial transactions, and provide general guidance to the student organization.

All advisor names and contact information **MUST BE** listed on the registration form, as well as a signature of the agreement on the Advisor Agreement Form.

If you do not have an advisor, you can approach any employee of the college to fill the position. It is wise to choose an advisor who has sufficient knowledge of the club, the interest of the club, or is resourceful. Make sure you make it clear to your new advisor what you expect of them.

Club officers should communicate expectations to their advisor every semester. Decide how the club will best be served by the advisor; and work with the advisor to determine their role.

a. Change of Advisor

Should a student organization advisor no longer wish to serve as a student organization advisor, the resigning student organization advisor shall write a memo to the Student Activities Office advising the office of the resignation and the effective date.

Student organizations wishing to select an alternate or additional advisor must submit a memo to the Student Activities Office stating the effective date and rationale for the change, update the Registration Form reflecting changes, and an Advisor Agreement Form from the newly selected advisor.

4. Officers/Principal Members

The ASGCC requires a minimum of three (3) principal members, at least one acting as an IOC representative. All principal members must be actively enrolled GCC students to be able to register a student organization.

Principal members are member who agree to assume full responsibility for the financial status, actions, and programs of the student organization. Principal members generally serve as officers of a student organization, but are not required to do so, and may either be elected or appointed.

Please update the Club Registration Form when the principal members change or there is a change of phone number or email. This information is important for keeping your student organization current and for people looking to contact you from the database. Principal members should keep a current student email address on file with the Student Activities Office.

Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business. All financial transactions for the student organization shall be handles through the ASGCC Business Office.

5. Club Constitution

In addition to completing the Club Registration Form, all student organizations must have an up-to-date copy of their constitution submitted to with the Student Activities Office.

Renewing student organizations may review their existing constitution, make any changes necessary, and resubmit it with the Club Registration Form.

A sample constitution may be found on the Club Registration Form. This sample contains a great deal of information. 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 your club to function.

At minimum, a club constitution should contain the:

- a. Name of the student organization
- b. Statement of purpose/mission
- c. Requirements for membership
- d. Frequency of the student organization's meetings
- e. Qualifications for holding office and methods of selecting and replacing officers.

F. Club Name Change

Should a student organization want to change its name, the assign student organization advisor shall write a memo to the Student Activities Office advising the office of the change and the effective date.

G. Merger of Clubs

When two or more registered student organizations wish to merge, the advisor shall send a memo to the Student Activities Office advising the office of the merge, along with the name change, applicable club account numbers involved.

H. Disbanding of a Club

Should a club decide to disband, a dated memo shall be sent to the Student Activities Office stating the club will be disbanded as of a particular date and that the club recognizes any funds presently held will remain in the ASGCC Business Office.

SECTION II. DAILY OPERATIONS OF A STUDENT ORGANIZATION

A. Student Organization Responsibilities

Student organizations must fulfill certain responsibilities to remain in good standing. Student organizations that do not fulfill these responsibilities may have their accounts frozen, lose their vote in IOC, or lose their recognition. Therefore, it is important that club officers be aware of what their club is responsible for and be active in involving club members in meeting those responsibilities.

Registered student organizations shall:

1. Comply with all applicable Federal, State, Local laws, as well as College District policies.
2. Abide by Federal, State, Local, and District non-discrimination laws and policies.
3. Comply with the requirements set forth by Federal, State, Local, as well as District policies regarding financial transactions made on behalf of the student organization.
4. Be a not-for-profit group.
5. Maintain an up-to-date copy of the club constitution on file in the Student Activities Office.
6. Update all club information in the Student Activities Office as changes occur.
7. Provide a club representative to serve on the Inter Organizational Council meetings.

B. Privileges

1. Student Organization Club Account

A student organization should establish a club account with the ASGCC Business Office during the registration process. All financial transactions for the student organization shall be directed through the Business Office, and maintained by the Business Office.

2. Facilities Use Request

Facilities are available throughout campus for organizational meetings and events. These facilities may be reserved by registered student organizations.

For more information, and/or to make reservations for a registered student organization meeting event, a principal member/officer may contact the Student Activities Office for instructions.

3. Use of Club Work Area in the Student Center (SC201)

Workspace is available at the Student Center for officially registered student organization principal members/officer, and advisors. The work space is shared, with modular work stations.

4. Printing/Photocopies

The Glendale College Duplication Office is available for student organization to use for club business ONLY. Only registered student organization advisor(s) can place these requests through duplicating.

5. Mailbox

All officially chartered student organizations have individual mailboxes located in the J. Walter Smith Student Center (SC201). Please check mailboxes regularly for important mail, notes, and/or information.

Your Organization's address is:

From On-Campus:

From Off-Campus:

Glendale Community College
Student Activities Office, YOUR Organizations Name
1500 N. Verdugo Road
Glendale, CA 91208

6. Club Website

The college provides recognized chartered student organization with access to a club webpage. The privileges of student organization website shall be approved by the Office of Student Affairs before access is granted. All information and forms may be accessed by the student organization's advisor in Instruction Technology (IT).

7. Display Boards

The display board in the Student Center will be changed regularly to announce college events and student activities. To be displayed, announcements must include **who, what, when, where and why** (a flyer) and submitted to the Student Activities Coordinator.

C. Meetings

1. Agenda

Student organization should prepare an agenda before each club meeting. The agenda should be followed to ensure a smooth and efficient meeting. The following is a sample agenda to help better organize student organization meetings:

Order of Business:

- i. Organizational Items
 - Call to order
 - Roll call
 - Approval of minutes
 - Approval of agenda
- ii. Discussion items
- iii. Action items
- iv. Reports
- v. Public forum
- vi. Announcements
- vii. Adjournment

2. Parliamentary Procedure

Parliamentary procedure is used to give order to a meeting and ensure continuity. A student organization may choose a semi-formal use or a more formal process.

Making Motions:

- a. Motions are made only during new business.
- b. Motions are made in the form: "I move that..."
- c. All motions must be seconded
- d. After a motion is made and seconded, the meeting leader will call for discussion on the motion.
- e. Discussion may be limited by a motion.
- f. Discussion may be ended by calling the question.

3. Minutes

Typically, the responsibility of taking student organization minutes is that of the secretary.

A few tips for taking effective notes:

- a. Make sure that a description of the meeting is reflected, such as type of meeting, make of student organization, date, time and location of the meeting.
- b. Meeting attendees should be listed (including all club officers). This may also be a separate attachment of a sign-in sheet.
- c. Having an outline based on the agenda can be very helpful. This allows you to jump from item to item without pausing. One suggestion is to print out the agenda with additional space allowed between each agenda topic to make room for comments and description of how the agenda item was addressed. Focus on as much important information as can be committed to paper. Every detail and comment is not important, but any action the student organization is taking will be. Every comment does not have to be memorialized.
- d. All actions taken should be recorded. What is important to note is by whom was the initial motion made, seconded and ultimately how the action was resolved. Was the motion unanimously passed? If not, how many people 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. The person taking the minutes should be the one to type up those minutes. Minutes should be typed as soon as possible after the meeting.

SECTION III. FINANCES

A. Club Account

1. Controlling Philosophy

The Associated Students of Glendale Community 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 ASGCC funds. This creates a need for student organizations to generate money to support unfunded expenses. **Therefore, the ASGCC encourages and supports registered student organizations in fundraising activities where those funds raised are to be used for the welfare of the students in the organizations.**

2. How the Account is Created

Registered student organizations are required to have a club account, maintained by ASGCC Business Office. Upon completion of the registration process, the officer in charge must establish an account with the business office for newly registered student organizations. Re-registering student organizations carryover their club account from semester to semester. **Note: A cash or check deposit is needed to open a club account.**

Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business.

All financial transactions for the student organization shall be handled through the ASGCC Business Office Club Account. Club account funds shall not be carried in personal bank accounts of any students and/or advisors for any reason.

3. Inactivity

Should a club or organization fail to re-register, the club's financial account shall be frozen and all remaining account monies shall be held in the ASGCC Business Office.

B. Fundraisers

Fundraiser is an event (either one time or ongoing) where a student organization receives funds through sale, auction or donation. Examples of fundraising include, but are not limited to, bake/product sales, donation drives, ticket sales for special event, TV-show tapings, etc. Even if the goal of the event is to break even or recover costs, the activity will be considered fundraising if money is collected. (Activity Request is needed for Fundraisers)

All funds raised must then be deposited into a College District Club Account with the ASGCC Business Office. Student organizations conducting ongoing fundraisers must deposit fundraised monies on a weekly basis.

C. Deposits

A deposit may be made either by cash or check by taking the cash/check directly to the ASGCC Business Office. A receipt will be provided to you by the Business Office upon completion of this transaction. Receipts should be retained by the student organization as a record of the transaction.

D. Expenditures

All purchasing by student organizations must follow ASGCC Business Office purchasing administrative procedures. Receipts must be retained and turned into the business office for any purchases made with club funds or for reimbursements.

1. Minutes

All expenditures require a signed copy of the student organization minutes be attached to a Purchase Requisition form and/or a Purchase Order form. The minutes must be signed by the officer/principle member responsible for preparing the minutes.

Sample verbiage of minutes:

Approval of the Spring Fling 2008 Budget, not to exceed \$2,000.00. Motion to approve by Jane Doe, 2nd by John Doe. Motion passed (8-0-0).

2. Payment of Contracts

Almost all services require a contract or agreement prior to the start of services being rendered regardless of their funding source (provided through the Student Activities Office). Examples of services requiring a contract/agreement: Memorandum of understanding, bus/van rental, consultants, performance by an individual or a group, a guest speaker/lecturer, entertainment, catering, banquet room rental, block hotel room rental, etc.

E. ASGCC-IOC Funding Requests

There are two types of funding student organizations can apply for through the Inter Organization Council: Special Organizational Support grant (SOS) and Organizational Event Support grant (OES).

0. Special Organizational Support (SOS)

To support registered clubs and student organizations with the purchases of equipment or supplies that will benefit both the club/student organization as well as its members. SOS has an annual budget pre-determined by the ASGCC Legislature that is allocated to campus clubs and student organizations active in the IOC through an applications process.

1. Organizational Event Support (OES)

To support events initiated by the students and faculty in conjunction with Glendale Community College registered clubs and student organizations. OES has an annual budget pre-determined by the ASGCC Legislature that is allocated to campus clubs and student organizations active in the IOC through an applications process.

2. Conditions for receiving such funding:

- a. The organizations must be a registered club or student organization at the time of application and issuance of monies.
- b. The student organization must use the funds for the event and/or items as indicated on the funding request form. For OES applications, the student group must have submitted an Activity Request Form that has been approved by the Office of Student Affairs. Activity requests need to be submitted before applying for OES.
- c. All paperwork including receipts, a copy of the Activity Request Form, etc. must be provided to the ASGCC Business Office.
- d. Failure to fulfill the above conditions will result in ineligibility for AS funding and the student organization will be asked to return the funds.
- e. An IOC representative must be present during an IOC meeting for a funding request to be considered. Failure to do so will result in a request being denied. If a club notifies their club senator to speak on their behalf, then their request will remain valid; however, this will only be valid under special circumstances.

3. Steps After Approval:

- a. Contact the VP of Finance (asvpfi@glendale.edu) and Ani Goodbarian (anig@glendale.edu) from the business office for instructions on how to submit receipts and for further instructions on collecting funding.

4. OES request limit:

- a. A club may only be approved of no more than two OES funding requests per semester.

SECTION IV. EVENT PLANNING

A. Activity / Event Planning & Approval

Any student organization sponsored activity, event, or field trip taking place on or off college property requires an Activity Request Form, unless it is a general meeting. Consult with the Office of Student Affairs regarding the master calendar. They will work with you to schedule your club/student organization activity. Due to the large number of clubs and student organizations, it is recommended that you plan your events at least two (2) to four (4) weeks in advance.

Complete an official Activity Request Form, which can be found on the ASGCC website, and submit it to the Office of Student Affairs at least one (1) week prior to the event. All Activity Request Forms will be reviewed for final approval by the Dean of Student Affairs.

If your club/student organization is sponsoring and/or paying a performer, it is necessary to complete a service contract through the Office of Student Affairs once the Activity Request Form has been approved. The Guest Speaker form is located on our ASGCC website, under the form for clubs tab. Once the Guest Speaker form is complete, the Student Activities office will send the service contract to the speaker/performer.

NOTE: All club/student organization activities must be approved by the Office of Student Affairs. Once the event is sanctioned by the Dean of Student Affairs, it becomes an official campus activity. This is necessary in order to protect the college from potential liability problems, and to provide insurance coverage for any participants.

1. Activity Request Form

- a. Must clearly indicate the event/activity purpose and description
- b. Must clearly indicate a date
- c. Must indicate necessary facility requests (i.e. Number of chairs, tables, canopies, etc.)
- d. All parking arrangements must be made by the student organization advisor through Campus Police in advance by emailing parking@glendale.edu
- e. All Audio Visual and PA equipment must be requested through Instructional Technology by the student organization advisor unless prior arrangements have been made through the ASGCC.
- f. **MUST have an advisor's signature (an advisor who will be attending the event/activity through its entirety).**

2. Club Publicity

All flyers must contain the following information, or they will not be allowed to be posted in our ASGCC designated areas.

- Name of College
- Name of Student Organization/ sponsoring organization
- Date, time, and location of event
- Contact information of Student Organization
- Brief description of event

3. Guest Speaker Form

For liability purposes, all guest speakers for college events must be sent a service contract from the college as per college policy. A Guest Speaker Form must be submitted at least one (1) week prior to the planned date so a service contract can be sent to the speaker prior to the event. This form can be found online on the ASGCC website.

4. Contracts

When programming on campus results in bringing in an outside performer or speaker; or when requesting goods or services from a vendor, a student organization may be required to enter into a legal contract. Contracts **MUST** be reviewed by the Office of Student Affairs (Student Activities Coordinator) and submitted with the Activity Request Form for approval. Should an unauthorized individual (students) 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. To keep student leaders from such situations, there is a formalized process for signing contracts for student organizations. Please follow this policy and speak with the Student Activities Coordinator should any questions arise.

5. Post-Event / Gift Card Information Form

In an effort to support registered club/student organization events, the Student Activities Office will be keeping track of attendance counts to identify optimal times for events through submission of a Post-Event / Gift Card Information Form. This form can be found online on the ASGCC website.

If gift cards were used to incentivize a club/student organization event, this form must be submitted so the ASGCC Business Office can get in touch with you to process payment.

6. Fundraisers

A fundraiser is an event (either one time or ongoing) where a student organization receives funds through sale, auction or donation. Examples of fundraising include, but are not limited to, bake/product sales, donation drives, ticket sales for special event, TV-show tapings, etc. Even if the goal of the event is to break even or recover costs, the activity will be considered fundraising if money is collected.

All funds raised must then be deposited into a College District Club Account with the ASGCC Business Office. Student organizations conducting ongoing fundraisers must deposit fundraised monies on a weekly basis.

7. Field Trips/Excursions/Conferences

Any field trip **or** activity involving off-campus student participation coordinated by a student organization requires appropriate authorization prior to the commencement of the activity. All student participants must submit a completed **Field Trip Participation Waiver and an Emergency Contact** form to be collected by the student organization advisor.

a. Transportation

When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, with the Student Activities Coordinator where it can easily be found in case of an emergency.

Students shall be transported in commercially procured transportation whenever possible. If rented vans or automobiles are used, each driver must be a District employee and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicles on District business.

Note: All club/student organization activities must be approved by the Office of Student Affairs. Once the event is sanctioned by the Dean of Student Affairs, it becomes an official campus activity. This is necessary in order to protect the college from potential liability problems, and to provide insurance coverage for any participants.

8. Off-Campus Guests/Participants

Glendale Community College District is committed to maintain an educational environment that fosters the free exchange of thoughts and ideas. Consistent with the First Amendment guarantees, individuals and organizations may engage in free expression on college premises. The district shall maintain regulations governing the exercise of free speech and distribution of printed information which shall include reasonable provisions for time, place and manner of

conducting such activities on campus.

Individuals from off campus may be invited by a registered student organization to participate (speak, perform, etc.) in student organization sponsored meetings or events on campus. Whether or not the participant will be paid and what type of event will be attending determines paperwork requirements necessary to limit District liability. The Student Activities Office will prepare the proper paperwork necessary and assist in making any facility possible once the Activity Request Form has been submitted and approved.

9. Food Sales

Student groups are not limited on the amount of food fundraising events they may hold on campus per semester.

An Activity Request Form must be submitted for any food sale / bake sales along with a signed agreement of the Food Sale Rules & Protocol form. Both the student in charge and the supervising advisor shall adhere to the guided procedures to promote safe food handling.

10. Video, DVD, Etc. Use of Copyrighted Information

The rules governing the showing of copyrighted material (i.e. videotapes, DVD, etc.) 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, student organizations typically need only be concerned with a few of these principles:

a. Not for Profit Performance

“Noncommercial” or not-for-profit performance or use is not a reliable indicator of whether a license is required. When a performance is “public,” even if it “non-for-profit,” a license may be required.

b. Public v. Private Viewing

Only performances which are deemed not “public” are exempt from the requirement of a license from the copyright holder.

A video screening that is “public,” requires a license and the payment of a licensing fee to the copyright holder. A performance is considered “Public” when either the:

- Performance is at a place open to the public
- Performance is at a place where a substantial number of people who are not family members or friends are gathered. *Friend* is somewhat loosely defined as “having a social relationship: with another person.

Both prongs of this definition are dependent upon the specific circumstances of any given “performance.” It is important to note, when a performance is literally open to the public, it may be considered a public performance, even if only a few people attend. Conversely, performance in a private setting becomes “public” only if a “substantial” number of persons who are unrelated as family or friends are actually present.

Some examples of a non *public* viewing:

- Student leader rents a video and views/shows it with club members at home. This use is not a performance requiring a license. This use falls within “private use” – it is in a student’s own home (private place), only “friends” are invited to attend. Even if a stranger or two may show, the circumstances are not such that substantial numbers of people who are not friends can attend.

- Student leader rents a video and views/shows it with club members on campus. This may not really change the “private use,” given the context that only “friends” are invited. Even if a few others watch, it is still probably not public viewing.
- Student leader rents video and views/shows it with club members at home and/or on campus. They collect money from the “friends” to cover the rental costs and refreshments. No license is required as this is not a public performance, so the collection of money is not relevant. Student leader rents video for a screening on campus for the next Pep Club meeting. They advertise the meeting in the campus newspaper and posters on campus and says that the video is going to be shown. Members are urged to attend and donations are suggested-this is fund raiser for the Pep Club. This is not a performance requiring a license, because this is a group of “friends”- persons with a “social relationship.” The donation does not elevate it to a public performance.

Some examples of *public” viewing:

- If, instead of the Pep Club, it is advertised as a screening for “Gamers,” this would most likely be considered a public screening, because the group is formed of people who have only a common interest, not necessarily a social relationship. Whether or not it is a social group formed by members outside the College is not relevant.
- Student leader rents video and views/shows it on campus. They advertise in the campus newspaper and posters on campus that the video is going to be shown-anyone can come to see it. This is a performance requiring a license. Since the viewing is advertised, the circumstances are such that it is “open to the public” and a substantial number of people who are not family members or friends can attend. The College as a whole is not a sufficiently related group, and this would constitute a “public” screening. This outcome would be the same for a screening regardless of where it was held.
- Student leader is a film buff and rents video(s) and views/shows it with friends on campus every Friday night at 8 p.m. People begin to hear about it and more and more non-friends start showing up. This is a performance requiring a license. The performance is open to the public and is now being shown in circumstances where a substantial number of people who are not family members or friends can attend. Even though there is no advertising, it has become “public.”
- If the performance is public, a student organization fails to comply with Federal Copyright laws, and the College has provided the student organization with the equipment for the performance or the money to purchase or rent the video, the College could be drawn into a lawsuit because it property is being used to screen the video.

B. Campus Speakers and Distribution of Printed Material (GCC Administrative Regulation 5410)

Freedom of Speech: Time, Place, and Manner

A. Campus Speech: Limited and Non-Public Forums

All persons present on District grounds, in district facilities or otherwise using District real or personal property shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 5410, and this regulation, and consistent with other applicable Board Policies and Administrative Regulations.

The grounds, facilities, and property of the District are non-public forums, except for areas designated as limited public forums generally available to students and the community. Pursuant to Board Policy 5410, the Plaza Vaquero and San Gabriel Plaza are designated as limited public forums. Plaza Vaquero is defined as the central campus lawn and patio areas contained within the following boundaries: El Camino Real walkway, Library Promenade/Bookstore ramp, Sierra Madre patio, and Vaquero Way walkway. San Gabriel Plaza is defined as the outdoor patio area contained within the following boundaries: John A. Davitt Administration Building, Library Building, San Gabriel Building, Cimmarusti Science Center, Camino Real Building, and the Arroyo Seco Building.

Pursuant to GCC Board Policy 5410, the Superintendent/President, in consultation with the Campus Executive Committee, may remove an area’s designation as a limited public forum and apply a non-public forum designation as necessary to prevent the substantial disruption of District business or instructional activities. Areas of the college that are non-public forums include without limitation, campus offices, classrooms, libraries, cafeterias, athletic fields, parking lots, warehouses, maintenance yards, and locker rooms.

Use of district grounds, facilities and property pursuant to the Civic Center Act, shall be governed by Board Policy 1410, and Administrative Regulation 1410.

B. Conditions on Use of District Facilities and Grounds

The use of limited public and non-public forum areas is subject to the following:

1. All persons using the limited public forum areas of the college shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the limited public forum areas.
2. The Dean of Student Affairs shall set reasonable time restrictions on the use, by individuals and/or organizations, of the District's limited public forum areas. Such restrictions shall be in place for the purpose of ensuring that all individuals and/or organizations will have equal access to the use of such areas, and to avoid monopolization of such areas by organizations or individuals.
3. The Dean of Student Affairs shall establish a schedule specifying the time of day during which the limited public forum areas will be available for use by individuals and/or organizations, and a reservation procedure when the intended use requires dedication of a specific space.
4. Persons distributing material in District facilities, grounds, and property shall not touch, strike, or impede progress of passersby, except for incidental or accidental contact, or contact initiated by the passerby.
5. Persons using limited public forum areas shall not use means of amplification in a manner that disrupts the orderly conduct of the District business or instructional activities taking place at that time. Absent specific authorization pursuant to other Board policies and administrative regulations, amplification shall not be utilized in non-public forum areas in order to avoid disrupting District business or instructional activities.
6. Any matter or materials which are discarded or dropped, other than in literature racks, must be retrieved and removed or properly discarded by those persons/entities distributing the matter or materials prior to their departure from the limited public or non-public forum area on the day such matter and/or materials are distributed.
7. Materials may not be left unattended in stacks in District facilities, grounds, or property, and may not be posted on glass or painted surfaces.
8. No persons using limited public or non-public forum areas shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using a limited public forum area and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation; or for an approved GCC student club, GCC employee organization, or college department.
9. College departments, GCC employee organizations, and approved GCC student clubs, with the authorization of the Dean of Student Affairs, may hang banners from the second floor balcony railing of the Sierra Madre Building, the railing along the ramp in front of the J.W. Smith Student Center, and the railing of the San Gabriel Plaza bridge only. Banners may measure a maximum of 9' x 4', shall not be affixed to the railing with tape or any type of adhesive material, and may remain hanging for a maximum of two weeks.
10. Posting:
The District shall provide bulletin boards for use in posting materials at campus locations convenient for public use. All materials displayed on a bulletin board are subject to removal according to a cleaning schedule established by the Dean of Student Affairs.

C. Appeals.

1. GCC employees and the public may appeal decisions involving these regulations to the Campus Executive Committee.
2. Students may appeal decisions involving these regulations pursuant to Administrative Regulation 5101.

Reference: Education Code Section 76120, GCC Board Policy 5410

Adopted: 7/10/73

Revised: 3/31/83, 12/18/95, 1/16/01, 2/21/06; 2/14/06; 3/14/06

C. Posting Policy/Publicity

Publicity is crucial to the success of your event. It is the most effective way to make people aware of your event.

Advertise! Advertise! Advertise! There is no such thing as too much publicity.

1. Prepare well in advance before the event. Publicity should be posted at least one (1) week prior to the event.
2. Keep an accurate monthly calendar of all events. Assign this responsibility to one of your club/student organization members.
3. Events may be publicized through the weekly campus bulletin, the El Vaquero, the Foundation's electronic message board or campus marquees.
4. Supplies for posters, flyers, banners, and other forms of publicity are available in the Office of Student Affairs in the J.W. Smith Student Center.
5. Flyers, posters, and other printed material may be placed only on bulletin boards, A-frames, outdoor kiosks and in glass cases. Please avoid posting items on windows or painted surfaces.

