

Regulations Concerning Time, Place and Manner for Student Clubs and Organizations

AP 5550.1

College-recognized student clubs and organizations, such as the De Anza Associated Student Body (DASB) and the Associated Students of Foothill College (ASFC), may conduct activities that utilize the name and resources of the College only in compliance with Education Code Sections 76060 et. seq. and the following regulations authorized by the Governing Board.

No student organization that denies membership or participation in any of its activities on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, marital status, sex, age, sexual orientation or gender identity shall be allowed to use College facilities or resources. Membership in secret student societies is prohibited.

I. Recognized Student Clubs and Organizations

A. Definition:

1. Maintains, in the Student Activities Office, a constitution which has been approved by De Anza InterClub Council (ICC), Foothill Organizations Board of Directors (OBD), and Vice President of Student Services at De Anza or the Vice President of Student Development and Instruction at Foothill or their designee, and a current list of officers. Voting membership is limited to registered students of the College/District.
2. Holds meetings regularly which are open to all students and announces its meetings on campus via recognized campus publications or bulletin boards.
3. Deposits all club funds in a College account as required by established College procedure.
4. Campus faculty or staff advisors are required. Each student club is free to choose its own advisor.

(See AP 5500 Student Rights and Responsibilities, section III.A.3)

B. Privileges

The privileges of recognized student organizations include:

1. The use of the name of the College, as a part of its title.
2. The use of the buildings, grounds, equipment and services of the College when available for an officially scheduled event.

3. Publicity through appropriate College channels.
4. Appropriate advice and assistance from the Student Activities Office.

II. Procedure for the presentation of club programs or activities

- A. Programs or activities intended solely for members of recognized student clubs require no approval other than that of the advisor or, in the absence of a faculty or staff advisor, the approval of the designated staff person in the Student Activities office on each campus. Scheduling of rooms and facilities requires adhering to the procedures as required by the Student Activities Office on each campus.
- B. The presentation of programs or activities open to the entire student body requires that the sponsor adhere to the following procedures:
 1. In order to obtain authorization to schedule the program or activity, the sponsor is required to furnish the designated staff person in the Student Activities Office with appropriate details regarding the planned program. The information provided is to include the nature of the activity, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio-visual, etc.), equipment required, proposed facility to be utilized, and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of this data, the designated staff person in the Student Activities Office will place the event, if approved on the Student Activities Calendar. If approval is denied, the designated staff person in the Student Activities Office will inform the sponsor of the reason.

All decisions of the designated staff person in this regard are subject to appeal and review by the Vice President of Student Services (De Anza) or the Vice President of Student Development and Instruction (Foothill).

2. Programs must be presented in the appropriate authorized areas and times to be determined by the Student Activities Office in accordance with college policies.
- C. Sponsors of events which involve professional performers, speakers, artisans, or such, may pay these individuals for their services at a rate in accordance with the financial guidelines of the funding source. This rate will be established by an agreement between the performer, the sponsor, and the designated person in the Student Activities Office. All agreements are subject to the approval by the Vice President of Student Services (De Anza) or the Vice President of Student Development and Instruction (Foothill) and/or their designee.

III. Use of facilities for meetings or other purposes

- A. The sponsor of an approved program or activity must reserve the desired facility through the Student Activities Office in accordance with established procedures. The initial determination of the availability of a facility will be indicated by the Campus Center Director or Facilities Coordinator.
- B. Facilities are normally available for use at any regular hour of operation during the week, other than when being used in conjunction with the instructional program of the College. An exception to this is the Campus Center, which may not be utilized for presentation of programs unless the appropriate person in the Campus Center/Student Activities Offices grants approval.
- C. Reservations for College facilities by student organizations are to be made through the Student Activities Office. Details of the program being proposed must accompany the request for facilities and be submitted to the Student Activities Office designee for review. Once the program plans have been reviewed and the availability of the facility has been established, the facility reservation will be confirmed through the use of a Student Activities Event Planning Request form.
- D. Programs must be produced in such a manner so as not to constitute interference with the instructional program or the orderly operation of the college. Sound amplification equipment cannot be used for outdoor activities if it determined by the Director of Student Activities that it will interfere with the instructional program of the college or the orderly operation of the college. Exceptions to this policy may be granted by the Vice President of Student Services (De Anza) or Vice President of Student Development and Instruction (Foothill) or their designee, but such exceptions will not be based on the content of the program.
- E. Before a request for an exception may be submitted to the Student Activities Office, the sponsor of the program must make every effort to schedule the program into authorized facilities that will not interfere with the instructional program of the college. Sponsors must also indicate why it is necessary to have this activity outside, while classes are in session.

IV. Distribution of Materials

The College regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials. Material to be distributed on campus is subject to the review of the Director of Student Activities or his/her designee and must be approved for distribution prior to dissemination.

*Foothill-De Anza Community College District
Board of Trustees
Board Policy Manual – Administrative Procedures*

- A. Clubs, organizations and individuals distributing such material on campus shall be appropriately identified.
- B. Distribution of any such material in classrooms is expressly prohibited.
- C. Distribution of such material through the College mail services and facilities is permitted subject to the approval of the Vice President of Student Services (De Anza) or Vice President of Student Development and Instruction (Foothill) or their designee. The nature of the information to be disseminated in this manner should be such that the regularly available channels of campus communication cannot be effectively utilized (e.g. posters, bulletin boards).
- D. The distribution or posting of commercial material must be authorized by the Director of Student Activities or his/her designee.
- E. Materials may not be distributed or posted in any building on campus except for designated areas on the Campus Center, unless special permission is received from the Director of Student Activities.
- F. Tables may be set up in authorized areas of the College by campus organizations and individuals. Requests must be submitted to the Student Activities Office for approval. Tables will be scheduled on an availability basis. Institutional and campus organizations will receive priority use of tables.
- G. Tables must be staffed at all times and a placard identifying the organization must be displayed.
- H. Distribution of all materials is to be coordinated with the Director of Student Activities or his/her designee. An information copy of any material to be distributed must be made available to the Director of Student Activities or his/her designee prior to distribution. All material to be distributed must bear the name of the sponsor.
- I. The collection of signatures for petitions is subject to the same regulations as those which govern the distribution of materials. Such matters as coordination with the Director of Student Activities, identification of the sponsor, and the restrictions as to the areas of circulation, govern petitions as well as distribution of materials.
- J. All materials must be in English or accompanied with a translation in English.

V. Posting of Materials

- A. All materials to be posted must be approved for posting, dated and stamped by the Student Activities Office.

- B. All materials must clearly designate the sponsoring organization.
- C. Materials that have been approved for posting may only be posted in the Campus Center, kiosks, or other approved areas. Classroom bulletin boards are intended for instructional usage only. All materials posted on bulletin boards of buildings other than the College Center must have specific approval of the Director of Student Activities or his/her designee. Any materials posted in unauthorized locations, or without being stamped and dated by the Student Activities Office, are subject to removal, at the expense of person(s) or organization(s) responsible for its posting.
- D. Material may not be posted on doors, windows, tables, painted surfaces, trees, the outside of buildings, or on the ground.
- E. Any outdated material may be removed by any member of the College staff.
- F. Permission may be granted to post materials, on a space available basis, to educational institutions or public service agencies.
- G. The number and size of posters any one organization may post is subject to limitation by the Director of Student Activities or his/her designee.
- H. Placement of materials on parked vehicles is expressly forbidden. Violators will not be allowed to distribute materials on campus.
- I. Exceptions to any of the preceding requirements must be approved in advance by the Director of Student Activities.

VI. Fund Raising on Campus

A recognized student club may raise funds for purposes related to the objectives of the organization.

- A. The solicitation of funds in classrooms is expressly prohibited.
- B. All funds collected on campus must be deposited to the credit of the organization involved, in the Student Accounts Office, within twenty-four (24) hours of collection or on the following Monday, whichever occurs first. Funds may be withdrawn in the form of a check against the organization's account by means of a properly approved check requisition submitted to the Student Accounts Clerk.

VII. Ad-Hoc Student Organizations

- A. Definition: An ad-hoc student club is defined as a group which:

*Foothill-De Anza Community College District
Board of Trustees
Board Policy Manual – Administrative Procedures*

1. Is organized for a specific and temporary purpose that is compatible with the educational objectives of the College.
2. Operates under the advisorship of a member of the College staff.
3. Files a statement of purpose with the Student Activities Office and a roster of at least six (6) student members.
4. Operates for a period not to exceed thirty(30) school days.
5. Is composed entirely of students currently enrolled in the College.

See Board Policy 5550—Time, Place and Manner

Revised and approved by Chancellor's Advisory Council 6/9/06