El Camino College

STUDENT ORGANIZATION HANDBOOK

Prepared by the Student Development Office   Revised: September 2024

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WELCOME

The Student Development 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 El Camino 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 Organization (ASO) and the Inter-Club Council (ICC) for your reference. You will be working closely with ASO/ICC and may find that you need ASO and ICC support. 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 website.

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

STUDENT DEVELOPMENT OFFICE
CLUB/ORGANIZATION/PROGRAM CONTACT INFORMATION

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FOR GENERAL QUESTIONS, PLEASE CONTACT THE STUDENT DEVELOPMENT OFFICE

- Email: sdo@elcamino.edu
- Telephone: 310-660-3593, ext. 3500
- https://www.elcamino.edu/student/studentservices/sdo/

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. El Camino College has authorized student organizations to function on campus through the guidelines developed in Board Policy 5401. The Inter-Club Council (ICC) is the governing body authorized to charter new clubs and revoke existing clubs' charters.

REQUIREMENTS FOR CLUBS

A registered club must meet the following requirements:

1. Include ten or more registered ECC students who purchased the current semester ASO Benefits Pass. ***It is strongly recommended that all members support the ASO benefits pass as it helps support the clubs via funding and access to events that will help grow membership and community**
2. Identify a faculty (full-time or part-time) advisor who actively attends all club meetings and activities. ***Note: Primary advisor must be faculty of El Camino College (full-time or part-time) and classified full-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 Development 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 through ICC Cabinet and ICC General Approval
6. Have a written constitution on file in the Student Development Office.
   - Constitution templates can be found here: https://bit.ly/ecc-icc-consitution-template

7. Have the club president complete the **Create a Club or Reactivate a Club form** via Engage on the Student Development Office website once an academic year. You will list your ICC Rep, Club President, & Club Treasurer on this form.

8. Have the Club Advisor(s) submit the Advisor Registration form once an academic year (or when registering a new person in the designated role).

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

Clubs may hold regular meetings, activities, and events during the Fall and Spring Semesters. During the Winter Semester each club is allowed one regular meeting. During the Summer, each club is allowed 3 regular meetings.

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.

Students may not be left unsupervised while using ECC facilities, hosting virtual events, or off campus events. This includes decoration and setup time. (Chancellors Auxiliary Manual see pg 59 & FCMAT for ASB pg. 8-9)

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 reservations for campus facilities
- Recruit students on campus
- Advertise meetings and events at campus posting locations
  - **Note: promotional materials must be checked & stamped with the "SDO Approved" logo prior to being posted across campus.**
- Take advantage of campus services
- Request funding from campus entities such as the Inter-Club Council (ICC) and CAUSE (Council for Advancing and Unifying Student Equity)

STARTING A NEW CLUB

Inter-Club Council (ICC) is the official club-chartering organization on campus. During cabinet and general meetings of this organization, the vote for the new clubs' proposed chartering will occur. For a proposed charter to appear on the Inter-Club Council Cabinet and General Meeting agendas, completed forms must be on file in the Student Development Office.

PROCEDURES FOR CHARTERING A CLUB

1. Complete and submit the Create a Club Form via Engage during the Fall or Spring semester. The form requires 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the $15 ASO Benefits Pass. These 10 students must meet the GPA and unit requirement set by the District Policy. The ASO Benefits pass **helps support the clubs via funding and access to events that will help grow membership and community.**
2. All student clubs require a part-time or full-time faculty member (professor or counselor) 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 full-time ECC staff member. Advisors must complete the Advisor Registration online via Engage.
3. The form 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. The constitution must be signed by the club's student representative and advisor. Constitution templates are available.
4. The ICC Director of Club Support will place your proposal to become a club on the ICC Cabinet Meeting agenda and then the ICC General Meeting Agenda will follow. It is required that a representative of the club send a club presentation to iccclubsupport@elcamino.edu that outlines the purpose, plans, and meeting details of the club. After receiving approval by the ICC Cabinet, the proposed club will be placed on the agenda of the next ICC General meeting for chartering. You may have a club representative attend either meeting, however it is not required. Please instruct the club's ICC Representative to attend all subsequent ICC General Meetings.

Officers should abide by their club's constitution concerning individual duties and responsibilities of their office. The following responsibilities are suggestions for successful leadership at El Camino 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 and active collaborators throughout developing your ideas and meeting times.

5. **Find Out About Campus Policies**

   Club members are expected to comply with campus and district policies and regulations and to serve as role models for all ECC students. In addition, club members must abide by their club's constitution and rules. Failure to comply may result in consequences, including warnings, club suspension, club expulsion, 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 at El Camino - Take Care of Business**
   Ensure that all appropriate information forms are obtained and filed in the Student Development Office.

ELIGIBILITY REQUIREMENTS FOR CLUB OFFICERS

Eligibility requirements for the student officers (ASO, ICC, and student club officers) are determined by California Education Code 76061 (EDC 76061). The following standards apply only to Club Presidents ICC Club Representatives, and Club Treasurers:

1) Enroll in and complete a minimum of 5 units at El Camino 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 (ECC BP 4250)
3) Club Presidents, ICC Representatives and Club Treasurers must also have paid for a current ASO Benefits Pass. Other minimum standards for officers may be set in an individual club's constitution.

The faculty and staff of El Camino 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 Faculty Advisor. Classified staff as secondary advisors may be recognized by the Director of Student Development (Board Policy 5401). **Please note faculty will always be recognized as primary advisor.**

The advisor serves as the 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**
   Always be present 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 ECC facilities or participating in student club virtual events. This includes decoration and setup time.**

2) **Oversee Club Objectives**
   Advise students in planning, executing, and evaluating club activities and projects to establish a meaningful program consistent with the group's purposes and higher education.

3) **Mandatory Advisor Training Attendance**
   Attend a mandatory Advisor Training each semester scheduled by the Student Development Office. Please refer to the Club Advisor's Page on the ECC Student Organizations main page. All advisors listed for the club's referral are expected to attend. There will be multiple Advisor Trainings offered during each semester. If you are unable to attend, please contact ICC Advisors (atoney@elcamino.edu/tstrohl@elcamino.edu) and ICC Club Support (icc@elcamino.edu) for accommodations. Missing Advisor Trainings without prior communication approved by SDO may result in club suspension.

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 Development 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 documented in the minutes. For auditing purposes, all club accounts are maintained in the Accounting Office. **Off-campus accounts including Venmo and PayPal are not permitted.**

7) **Sign All Request Forms & Club Documentation**
   Ensure that appropriate information is filed in the Student Development Office. See below for the list of club-related forms.

ENGAGE

Engage is the online platform for El Camino 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 Engage.

ROSTER

You can view your current student club roster, 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 post articles regarding any updates from your club. Articles will be displayed on the Engage homepage when approved.

GALLERY

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

DOCUMENTS

Include important documents for your club members to access (I.e., club constitution, flyers, worksheets, etc.

FORMS

Create forms to gather input or other information from your student club members. Forms can be used for event RSVPs, activity sign-ups, etc.

ELECTIONS

Host your student club's election on Engage! Current student club members should be able to cast their votes.

FINANCE

Access your student club's current account balance through this tool.
Please note that this tool is updated manually by the Student Development Office and may not be updated to show more recent purchases.

PROCESSES

All club meetings and events held in-person on campus or off campus, as well as virtually must be scheduled by completing the required paperwork noted below, which can be found on the [Student Development Office web page](#).

For student club meetings: complete a Room Request Form via [Engage](#)

For all other student club events: complete create an event via [Engage](#) or email Student Development Office at sdo@elcamino.edu or Student Service Technician Reina Diaz at rediaz@elcamino.edu for further questions.

SCHEDULING A CLUB MEETING OR EVENT

1) Complete an Event Proposal via [Engage](#) at least 2 weeks prior to the planned meeting or event. This is how clubs request rooms (facilities) and notify SDO of any off-campus fundraisers. Your advisor must sign the form to indicate they will be in attendance for the entirety of the club meeting or event. The form should be turned in to the Student Development Office via Engage, as well as club meeting minutes for events showing that the event has been approved to take place. Please note that no event proposals will be processed unless your club is an approved active club for the semester.

2) Contact the Student Development Office for help in determining which rooms and facilities are available and to make special arrangements for equipment and room set-up.

THE STUDENT MEETING & EVENT PROPOSAL IS PROCESSED AS FOLLOWS:

- The Student Development Office will check with the availability of the requested venue or a similar one if the requested one is not available. Club account funds will also be checked to see if there is enough to cover the event expenses.
- If the venue or room is available, the form is submitted to the Director of Student Development and or designee for approval of the event.

PROCEDURES FOR CANCELING AN EVENT

If it is necessary to cancel an event, activity or meeting, please contact the Student Development Office as soon as the decision has been made to cancel. This may enable another group to use the venue or room and will help the College cancel any special set-up arrangements already 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 extra or co-curricular, social, educational, cultural, club, athletic, or performing arts activity." (El Camino College Board Administrative Procedure 4300)

Events and activities considered excursions of student clubs and organizations:
- Conference or Event Attendance – Student(s) are attending on behalf of El Camino College
  Off-campus activities sponsored or co-sponsored by the El Camino College student club
  Activity attended by an El Camino College student club member funded by El Camino College

No one can decide for, advertise an event or activity, or represent El Camino College or an El Camino College student club or organization without the approval of the student club or organization, and Director of the Student Development Office and/or the Vice President of Student Services.

For additional information on El Camino College travel policies and procedures please see:

ECC Administrative Policy 4300
ECC Administrative Policy 7400

1. The following documents need to be submitted via SDO webpage **at least 4 weeks prior** to the excursion:
   - Completed Student Travel Approval Form
   - Official club meeting minutes signed by club advisor and president
   - 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 at least 2 weeks before. All student club excursions must be approved by the Director of the Student Development Office and Vice President of Student Services Excursion Waiver Forms completed by each student club member participant must be completed and submitted at least 1 week before the excursion to the Student Development Office and sent to the campus police Clery act officer.

3. Personal Vehicle Use Forms for each student club member using their own car must be completed and submitted at least 1 week prior to the event. The form must also include a copy of the driver's proof of insurance.

REQUIREMENTS THROUGHOUT EXCURSION

1. Receive approval for the student club excursion through the above Excursion Approval Process
2. The student club advisor listed on the Excursion Approval Form must be present for the entire excursion
3. All student club members must conform to the Standards of Student Conduct listed in El Camino College AP 5500
4. All student club members must travel together using modes of transportation below

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

TRANSPORTATION

EL CAMINO COLLEGE VANS

El Camino College owns several 10-passenger vans through the Division of Health Sciences and Athletics. Vans are available on a first-come, first-serve basis. To book a van, a student club officer or advisor must contact the Division of Health Sciences and Athletics. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed the Safe Driver Program prior to the excursion.

RENTAL VANS

El Camino College works with several companies to secure rental vans for college travel. The Student Development Office staff will assist the club in preparing a purchase order for payment. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed the Safe Driver Program prior to the excursion.

CHARTER BUS

El Camino College works with outside companies to secure charter buses. The Student Development Office staff 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)

El Camino College works with a travel agency to book and purchase flights for travel on behalf of El Camino College. The Student Development 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 El Camino 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 expressed approval of the **office of risk management**.* All drivers must have completed the Safe Driver Program prior to the excursion. Please refer to the Excursion Approval Process above to complete the paperwork and documentation to allow personal vehicles.

SAFE DRIVERS PROGRAM

The Safe Drivers Program is required for all El Camino College employees and students who plan to drive vehicles on college business.

Training specifically for student club members and their advisors may be organized by demand. Please contact the El Camino College Police Department (310)660-3100 to schedule your club's training.

All participants must present a valid California Driver's License at the training.

CLERY ACT

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.

The role of the faculty advisors as the CSA is to report allegations of Clery Act crimes that they receive to the El Camino College Police Department that are made known to them in an accurate and timely manner to the El Camino College Police Department at 310-660-3100 or via the Campus Security Authority Reporting Form at www.elcamino.edu/clerycsareporting.

All faculty advisors shall complete annual mandatory CSA training to help them understand their role and responsibilities as a CSA. This training will be offered at all mandatory Club Advisor Trainings.

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 submitted with the Event and Meeting Proposal Form via Engage. The Event Proposal Form is due at least 2 weeks prior to the event. [The SDO office will review and give final decision.]

FLYERS MUST INCLUDE THE FOLLOWING INFORMATION:

Name of Event
Date and Time
Location
- "El Camino College" must be listed on the flyer
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:** El Camino Community College District 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 email 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 posted on-campus must be approved by the Student Development Office. Approved flyers and posters will receive an approval stamp from a student Development Office staff member.

When posting flyers or posters with tape, please only use **blue or white painters tape**. Other tapes that may damage the paint or surface of college property are not allowed.

SANDWICH BOARDS

The Student Development Office has limited A Frames available for student clubs and organizations to utilize in publicizing their events or meetings. A Frames are available by reservation.
Please contact the Student Development Office for availability and rental.

A Frames must be returned on the date agreed upon by the student club or organization and the Student Development Office. **Failure to return the sandwich boards by the agreed upon date may result in the loss of privilege of utilizing sandwich boards for the student club or organization and charged for lost/damaged sandwich boards.**

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

STUDENT DEVELOPMENT OFFICE AND STUDENT ACTIVITIES CENTER

The Student Development Office has available space for student clubs and organizations to post their publicity materials. Please check-in with the Student Development Office for available posting areas within the Student Development Office and Student Activities Center.

POSTING INSIDE OR OUTSIDE OF ON -CAMPUS BUILDINGS

Campus buildings and divisions in El Camino College may allow student clubs or organizations to post publicity materials within their buildings. Please check in with the division office for approval Before posting in designated areas. Make sure that as a club you take the flyer that has the SDO approved stamp as if it does not, your flyer may get denied posting privileges.

E-MAIL

El Camino College Student clubs and organizations *can request* an El Camino College email address. This also grants the student club or organization the opportunity to utilize the available Microsoft Office 365 software. Newly chartered student clubs must request a student club or organization email from the SDO once the club is registered. They can be reached at sdo@elcamino.edu

The student club and organization El Camino College email address and the club advisor's email address are shared with students who express interest in the specific student club or organization.

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 El Camino College contact lists that they have access to.

The Student Development Office, student clubs, and organizations do not have access to campus email groups of El Camino College.

SOCIAL MEDIA REGULATIONS & PROCEDURES

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

General ECC Clubs Social Media Policy Overview:

El Camino College's social media sites and channels are part of the El Camino College brand. When you post on an ECC social media site, you represent El Camino College and the District. People will consider you and your thoughts (even if they are your own personal opinions) as a reflection of ECC.

All content placed on ECC-affiliated sites must be public information related to ECC programs, services, students, faculty, or ECC sanctioned activities.

Content must comply with state and federal laws and regulations, including those related to protecting intellectual property rights and personal privacy.

Content must also comply with each online platform's posting policies. Be aware that online platform policies change frequently and with little or no notice. As an editor/content creator, itis your responsibility to stay up to date.

Non-authorized use of El Camino College's name and logo is prohibited. Permission to use the College's name or logo shall be approved by the Office of Student Life and Development & Marketing and Communications

College employees and students are responsible for the content they post to social media. The College will neither indemnify employees and students for anything they post on social media nor restrict speech on social media not associated with the College. However, all College policies and procedures apply to employee and student activities on social media associated with the College, including institutional code of ethics and student discipline procedures. Violations of College policy or procedure taking place on social media associated with the College are generally subject to the same penalties as if the violation had occurred on campus.

Registration of Social Media Accounts:

All student organizations intending to maintain a presence on social media platforms must register their accounts with the Office of Student Life and Development. Registration should include the following:

- Name of the organization,
- Primary faculty administrator(s) of the account, along with contact information (Name, email, work ext./phone number, ECC ID#)
- the primary student administrator on the account, along with contact information ((Name, email, phone number, ECC ID#)
- URLs or handles of social media accounts
- the platforms on which the organization intends to operate (usernames & passwords)

Any changes to the registered accounts or administrators must be promptly communicated to the Office of Student Life and Development.

All student organizations intending to maintain a presence on social media platforms must register their accounts in order for the accounts to be considered ECC affiliated. Any account not registered with the office will be considered not ECC affiliated and will be reported to for removal from all social media platforms.

Social Media Management:

Access to registered social media accounts will be granted to designated faculty advisor and one secondary student administrator from the respective student organizations. The advisor and student administrator will share responsibility for overseeing and managing the content posted on these accounts. Before any content is posted, the advisor must review and provide written consent. Student organizations must provide the advisor with the necessary login credentials, ensuring they can access and collaborate on account management, including any modifications to account settings such as passwords.

Please be reminded that the social media accounts of student clubs and organizations are not personal accounts. These accounts are intended to represent your organization and the broader El Camino College community. As such, they should be used to promote ECC programs, services, students, faculty, and/or ECC sanctioned activities, ECC events, and ECC initiatives.

If you wish to express your personal opinions on matters outside of El Camino College, you are welcome to do so on your individual social media accounts. We encourage all students to engage in discourse professionally and constructively, ensuring that your personal views are clearly distinguished from those of your student organization.

Best Practices for Social Media Postings:

1. **Accuracy and Authenticity**: Ensure that all information shared on social media platforms is accurate, truthful, and representative of the values and mission of the college and the respective student organization.
2. **Respect and Civility**: Foster an environment of respect and civility in all interactions on social media. Avoid engaging in or promoting any form of harassment, discrimination, or hate speech.
3. **Professionalism**: Maintain a professional tone and demeanor in all communications. Refrain from using language or imagery that may be deemed offensive, inappropriate, or unprofessional.
4. **Confidentiality**: Respect the privacy and confidentiality of individuals and sensitive information. Refrain from sharing personal or confidential details without appropriate consent.
5. **Engagement and Responsiveness**: Regularly monitor social media platforms for comments, messages, and mentions related to the organization. Respond promptly and courteously to inquiries, feedback, and concerns from followers and community members.
6. **Copyright and Intellectual Property:** Ensure that all content shared on social media platforms complies with copyright laws and respects the intellectual property rights of others. Obtain necessary permissions before using or reposting content created by others.

Content Guidelines:

Social media is all about connecting with others, and your engagement can help build a vibrant community. Welcome new followers, respond to comments, and share useful information or resources when you can. This interaction will encourage people to return and stay engaged.

As a valued member of the ECC community, remember that your posts reflect not only on you but also on the college. It's important to double-check your sources, facts, grammar, and spelling before sharing anything. Your audience relies on you to provide accurate information about ECC. If you make a mistake, don't worry—correct it promptly and transparently. This approach will help you earn respect and trust within the online community.

Always take a moment to think about how your post might be received by the public. If something wouldn't be appropriate in a face-to-face conversation, on the phone, or in another setting, it's probably not suitable for ECC's social media platforms. Keep in mind that our community includes people from around the world, so what you post locally can have a global impact.

Remember, what you post online can live on for a long time, as search engines can retrieve content years after it was originally shared. So, when in doubt, it's okay to hold off on posting.

We encourage authenticity, but also professionalism, in your online interactions. Be mindful of how your words might affect potential students or their families. While it's natural to encounter different opinions, we aim to keep discussions respectful and avoid personal attacks. Criticizing others or institutions can reflect poorly on ECC and may create unnecessary conflicts.

Finally, stay vigilant about the security of your social media accounts. As your audience grows, so does the potential for unauthorized access. Regularly monitor your sites to ensure everything remains secure and positive.

Enforcement:

Violation of this social media 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 and Development reserves the right to investigate reports of misconduct and enforce appropriate sanctions in accordance with college policies and procedures.

Review and Revision:

This social media 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 and Development.

Approval:

This social media policy for student organizations at El Camino College is hereby approved by the Office of Student Life and Development on 8/19/2024. It shall be effective immediately upon issuance.

Approved Campus Social Media Platforms:

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

- Instagram: https://www.instagram.com/elcaminoedu/
- Twitter: https://www.twitter.com/elcaminocollege
- TikTok: https://www.tiktok.com/@elcaminocollege
- Facebook: https://www.facebook.com/ElCaminoCollege/
- LinkedIn: https://www.linkedin.com/school/el-camino-college/

CLUB DISCIPLINE/HANDBOOK VIOLATIONS

STANDARDS FOR STUDENT CLUB AND ORGANIZATION CONDUCT

1. The College is committed to maintaining a safe and healthy living and learning environment for students, faculty, staff, and administrators. Recognized student clubs and organization behavior that is not consistent with the conduct and expectations outlined in the ASO/ICC Handbook is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

STUDENT ORGANIZATION MEMBER RESPONSIBILITIES

1. Members of recognized student clubs and organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their club or organization, the College, and the District; to be civil to one another and to others in the campus community; and to contribute positively to student and college life.
2. The Student Development Office outlines these expectations in the ASO/ICC Handbook to ensure that all recognized student club and organization officers and members understand and accept responsibility for the actions of themselves, their members, and guests.

APPLICATION OF THESE STANDARDS

1. Jurisdiction
   a. The Student Development Office will exercise jurisdiction over the conduct of all recognized student clubs and organizations.
   b. Misconduct by members of a student club or organization will face discipline per the El Camino College District's Board Policy/Administrative Procedure

5500: Student Code of Conduct.

    c. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the College, is within the jurisdiction of this Handbook and/or AP/BP 5500, regardless of whether it occurs on or off campus.

    d. The Student Development Office has responsibility for adjudicating cases based on allegations of misconduct.

PROCESS

1. Complaint Filed/Incident Reported
    a. All complaints shall be submitted via Engage form to the ECC Director of Student Development.
    b. The College, through the Student Development Office, will investigate all reports of alleged violations of the Handbook and/or BP/AP 5500.

2. Notice to Student Club or Organization
    a. In all cases, the Director of Student Development, or designee, will provide notice to the president and advisor(s) of the student club or organization.
    b. The notice shall include:
        i. A description of the alleged violation(s).
        ii. A description of applicable policies.
        iii. A statement of the potential sanctions/responsive actions that could result.
        iv. A requirement for the president or advisor to meet with the Director of Student Development or designee within ten business days.
            1. The failure to contact the Director of Student Development, or designee, within ten business days shall constitute the student club or organization's waiver of their ability to provide a response to the alleged violation(s), and proceeding shall take place as if the student club or organization has not responded.

INTERIM ACTIONS/RESTRICTIONS

1. Dependent upon the severity of an incident, the Student Development Office may impose interim sanctions on a student club or organization at the discretion of SDO Staff for reasons including but not limited to:
    a. Protect the District or College community from potential threats to health and safety;
    b. Protect any member of the community;
    c. Protect against substantial disruption to campus operation.
2. The Director of Student Development, or designee, will inform the president and advisor of a student club or organization of any interim action/restrictions implemented pending investigation.
3. Interim actions/restrictions are effective immediately.
4. Interim actions/restrictions may include:
    a. Interim Suspension of student club
    b. Interim Restriction of student club

INVESTIGATION PROCESS, FINDINGS, & DETERMINATION

1. The Director of Student Development and/or designee will meet with the president and Advisor of the student club or organization to discuss the allegations.
2. The Director of Student Development or designee may interview the reporting party, persons alleged to have violated the policies, witnesses, the advisor, and other persons having knowledge.
3. The Director of Student Development or designee will then make a recommendation with one of the following findings:

a. Not Responsible - In these cases, the Director of Student Development or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s).

b. Responsible – The Director of Student Development or designee determines that sufficient evidence exists, by the Preponderance of the Evidence standard, for a finding that the student club or organization is Responsible for the alleged violation(s).

4. If the student club or organization is found Responsible for the alleged misconduct, sanctions will be issues against the student club or organization.

SANCTIONS

1. Sanctions for conduct deemed a violation may be imposed on student clubs and organizations responsible for violating the Student Organization Handbook. Sanctions may include, but are not limited to, actions such as:

   i. **Withdrawal of recognition (Expulsion):** Permanent involuntary separation of a student club from the college.

   ii. **Suspension of recognition: Involuntary separation of a student club from the College for a specified time.**

   iii. **Probation:** Designated period during which the student club is given the opportunity to demonstrate the ability to abide by the college's expectations of behavior articulated in the ASO/ICC Handbook. Suspension of specific privileges may occur, including the ability to host social functions, and use club funds may accompany this sanction.

   iv. **Restriction of privileges:** Denial of specified privileges for a designated period, including but not limited to, use of college funds and facilities, and participation in campus activities.

   v. **Warning/Reprimand:** A verbal or written notice of alleged violation.

   vi. **Restitution for losses:** Compensation for loss, damage or injury.

APPEALS

i. All appeals will be referred to the Dean of Student Support Services through the student grievances process.