



# **Student Clubs & Organizations**



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## **Student Clubs and Organizations Manual 2025-2026**

Vanguard University of Southern California

## Table of Contents

Policy .....	3
Traditional Undergraduate Student Handbook 2025-2026 Edition .....	3
Student Clubs and Organizations Classifications .....	5
Conduct .....	<b>Error! Bookmark not defined.</b>
Advisors .....	6
Student Handbook .....	6
Liability and Release Forms .....	6
Funding .....	7
Additional Student Clubs and Organizations Policies and Procedures: .....	7
Vanguard University Department Guide: .....	11
Student Club and Organizations Forms .....	11

## Policy

Vanguard University reserves the right to change these policies, procedures, rules, and regulations at any time. Changes will become effective at the time of approval and will apply to both established and prospective student clubs and organizations.

## Traditional Undergraduate Student Handbook 2025-2026 Edition

### **Student Clubs and Organizations (SCOs):**

Vanguard University encourages the formation and sponsorship of student organized and managed clubs and organizations to advance our mission to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit-empowered life of Christ-centered leadership and service. Clubs and organizations enhance the diversity of activities on campus and play a crucial role in community life. All student clubs and organizations must be registered with the Student Government Association (SGA).

### **Formation of SCOs:**

Students who wish to form a club or organization consistent with the established classifications must complete an application and establish a Charter. Once completed, the application and charter will be reviewed and either approved or denied by the SGA and the SGA Appointed Staff Advisor(s). Groups a) organized around religiously, politically, or ideologically driven social issues, b) not in alignment with Vanguard's mission, or c) with a similar purpose to an existing club or organization will not be approved as student clubs or organizations.

### **Expectations of SCOs:**

1. The following are expectations that SCOs must meet and maintain to remain in good standing:
  - a. Possess an approved and working charter that describes the purpose, membership, eligibility, officers, officer selection process, dues, and amendment protocol.
  - b. Must have an advisor who is a member of the Vanguard University full-time faculty or staff. Each club or organization is responsible for finding their own advisor and replacing them within one month of a vacancy. Advisors must adhere to the following:
    1. Advisors are required to serve as a mentor to the group, participate in advisor and training opportunities, be involved in activities as appropriate, and assist in holding their club or organization accountable to Vanguard University and the Student Clubs and Organizations policies.
    2. Advisor and SCO officer(s) must sign an agreement concerning compliance with any and all relevant University policies and procedures.
    3. Live out Vanguard University's mission and be congruent with the values of the Christian faith both in purpose and practice.
2. Maintain a long-term, succession plan to ensure the sustainability of the SCO.
3. Abide by Vanguard University policies found in the Traditional Undergraduate Student Handbook, Student Clubs and Organizations Manual, and other relevant training materials. This also applies to off campus events. Vanguard University reserves the right to change these policies, procedures, rules, and regulations at any time.
4. Should an external speaker or vendor be involved, they must complete the External Speaker or Vendor Request Form. External speakers or vendors are subject to screening and permitted to work with Vanguard students on an "at will" basis; therefore, termination of their involvement is permissible at any point.
5. Vanguard University reserves the right to modify, restrict or cancel the charters of SCOs.

**Membership and Eligibility for Participation in SCOs:**

1. Membership in SCOs must be open to all students without regard to ethnicity, gender, age, ability, or social status. Regulations for SCOs are as follows:
  - a. Only students enrolled at Vanguard University may participate in club and organization activities unless the SGA and appointed SGA Advisor(s) grant special permission.
  - b. Where funds are handled, procedures prescribed by the Office of Accounting Operations should be followed and run through the SGA Chief Operations Officer.
2. Leadership positions within clubs and organizations require a cumulative GPA of 2.0. Students on academic probation are ineligible to hold a leadership position within clubs or organizations.

**Personal Liability in Student Club and Organization:** participation in activities related to any Student Club and Organization is entirely voluntary and certain risks are inherent. Student Club and Organization participants assume all risk mentioned herein in connection with participation in or membership with any Student Club and Organization. These risks include, but are not limited to, the following: travel to any off-campus event or location; physical activities or exertion; consumption of food and/or beverage; potential bodily injury and/or death; exposure to theft or other criminal activity; adverse weather conditions; physical, mental, and emotional injury; and other risks and dangers, whether known or unknown nor reasonably foreseeable.

**Establishment of Student Clubs and Organizations (SCOs)**

Vanguard University Traditional Undergraduate Student Handbook and the SCO Manual.

**The steps to establish a Student Club or Organization (SCOs):**

1. The potential club president will fill out an online application form that will be submitted and reviewed by the SGA and their Appointed SGA Advisor(s). The application is reviewed to ensure the club or organization's purpose aligns with Vanguard University's mission and vision, values, objectives, and policy.
2. A complete application includes: the name of the club and the club president, 10 potential club members (must be Vanguard students), a Vanguard University faculty or staff advisor, completed essay questions pertaining to the purpose and need for the proposed club or organization, and a draft charter.
3. After the online application is reviewed, the club or organization president will be invited to attend an SGA meeting to introduce the club or organization and seek approval.
4. If approved, the SGA Chief Operations Officer (COO) will contact the club president to finalize the club or organization charter and receive Student Club and Organization training.

**To maintain SCO status:**

1. The club or organization president must attend required Student Club and Organization meetings. The club president may send another club representative in their place if they are not available. If they miss more than one meeting or if they fail to send a representative in their place, they may be placed on probationary status.
2. Participate in the Student Club and Organization Fall and Spring Involvement Fair during the first week of each semester.
3. Submit an "End of the Semester Report".
4. Demonstrate progress towards club and organization goals.
5. Demonstrate responsible stewardship of club or organization funding.
6. Club or organization presidents must provide all new contact information for their successors in leadership by filling out the "Re-register a Club or Organization" form by the end of April.

7. Abide by all Vanguard University policies governing Student Club and Organization.

**Clubs or Organizations Benefits Include:**

1. Allowed to market on campus with the SGA approval
2. Access to Student Engagement and other University supplies (i.e., the Bridge closet, tape for signs, etc.)
3. Access to Vanguard University facilities for the use of meetings and/or events
4. Can recruit members through the Fall and Spring Involvement Fair
5. Direct contact and guidance from the SGA
6. Opportunity to receive and request funding from the SGA
7. Grow personally and professionally through required SCO meetings

## Student Clubs and Organizations Classifications

All student clubs and organizations are student led and managed with the support of an approved advisor who is a member of the faculty, or staff. The following outlines the various types of student clubs or organizations on campus and the rights and privileges thereof.

**Social SCOs:**

A Student Social Club is a group of students with a designated purpose who are not specifically affiliated with the Vanguard University department.

An Academic Social Club is affiliated with a specific Vanguard University academic department or major. Clubs that fall under this category host meetings and events focused on, but not limited to, a specific group of students within a major or department.

**Department SCOs:**

An Academic Honor Society that is affiliated with their respective academic departments falls under the category of an Academic Organization. The functioning and governance of the organization is up to the discretion of the department. Academic Honors Societies hold the Student Organization status through their academic department affiliation.

A Department Club falls under the category of a Vanguard University department or program and holds the Student Club or Organization status through their department or program affiliation.

<b>Requirement:</b>	<b>Social SCO</b>	<b>Department SCO</b>
Complete the Process to become Established (Application and Charter)	X	X
Secure a University Faculty/Staff Advisor	X	X
Attend all SCOs meetings	X	X
Participate in the Fall and Spring Involvement Fair	X	X

Provide an End of the Semester Report	X	X
Receives SGA SCOs funding allotment each semester	X	X
Operational support from the SGA	X	X
Option to request additional funding from the SGA	X	X

## Advisors

The following expectations of advisors should be discussed between the advisors and the leadership of the club or organization. A clear understanding of the expectations of all parties will be instrumental for the current and future success of the club or organization. Clubs and organizations must have a minimum of one volunteer approved advisor who is a member of the Vanguard University full-time faculty or staff.

### **The Role of the Advisor is to:**

1. Provide guidance for understanding and adhering to university policies.
2. Advise in the areas of setting goals, problem-solving, policy making, and upholding guidelines and purposes. This includes attendance at club and officer meetings as deemed necessary.
3. Attend scheduled meetings as deemed necessary and be informed of the activities of the club or organization.
4. Notify the SGA if the student club fails to assume any of the responsibilities as outlined in this Student Clubs and Organizations Manual.

**Removal of an Advisor:** The SGA reserves the right to remove an advisor from their role should circumstances require such action. Grounds for removal of an advisor include but are not limited to:

1. Failure to provide meaningful advisement of students that fulfill the requirements listed above.
2. Inappropriate behavior and/or language
3. Behavior that violates University policy and/or procedure
4. Direct knowledge of hazing incidents and/or failure to report such incidents
5. Direct knowledge of advocacy for and/or participation in illegal activities and/or failure to report such incidents
6. Placing students at unreasonable and/or unnecessary risk

## Student Handbook

All Student Clubs and Organization must abide by the student conduct guidelines that can be found in the student handbook <https://www.vanguard.edu/student-life>.

## Liability and Release Forms

is entirely voluntary and that certain risks are inherent in participation in a Student Club and Organization. These risks include, but are not limited to, the following: travel to any off-campus event or

location; physical activities or exertion; consumption of food and/or beverage; potential bodily injury and/or death; exposure to theft or other criminal activity; adverse weather conditions; physical, mental, and emotional injury; and other risks and dangers, whether known or unknown nor reasonably foreseeable. I personally assume all risks mentioned herein and any other potential risk, whether known or unknown, in connection with participation in or membership of any Student Club and Organization

Student Club and Organization agree to avoid undue liability or risk for students or Vanguard University in the planning and implementation of their club and organization activities and operating procedures.

## **Funding**

All Student Club and Organization receive SGA funding allotment each semester.

All clubs and organizations have an opportunity to request additional funding from the SGA as the overseers of the Student Club and Organization budget. Requests for additional funds should be made to the SGA Chief Operations Officer (COO), and the SGA will review.

### **Funding Guidelines:**

1. SGA funds cannot be used for travel (gas, hotel, airfare, etc.), purchasing gift cards, or prize money (no exceptions).
2. If a member fills out an event advance form, a reconciliation form (emailed to each club or organization president) must be completed electronically, printed out, and turned in with all leftover money and receipts to the COO.
3. Funds are the members responsibility-no exceptions. If the member misplaces funds, they are responsible for paying it back. If money or receipts are not turned in the members student account will be charged.
4. All funds, receipts, and reconciliation forms need to be turned in within a week of the event or the total amount will be charged to the requesting members' student account.
5. ALWAYS acquire itemized receipts from vendor(s).
6. Do not purchase personal items on the same receipt as club or organization items.

### **Fundraising**

A [Fundraising Approval form](#) must be completed and submitted to the SGA COO prior to engaging in any club or organization fundraising or donation acquisition. No homemade baked goods or food can be sold as a Student Club and Organization fundraiser. Any food used in a fundraiser must be prepackaged goods. A club or organization may not charge for raffle tickets as a fundraiser, as it is seen as gambling by Vanguard University. Raffle tickets can be given away for free, and donations accepted.

## **Additional Student Clubs and Organizations Policies and Procedures:**

SCOs should be aware that Vanguard University policies supersede policies set forth by national headquarters or sponsoring entities/affiliates. An exception may be made in circumstances in which the national or sponsoring entity/affiliate policies are more stringent than, but do not conflict with, Vanguard University policies.

### **Conduct**

All SCO Presidents are expected to uphold the policies and procedures outlined in the Student Clubs and Organizations Manual, as well as demonstrate integrity, leadership, and a commitment to the mission

and values of Vanguard University. SCO Presidents hold a position of leadership and are therefore held to a higher standard of conduct.

Should a SCO or SCO President be found in violation of this Student Clubs and Organizations manual, student conduct policies, or university expectations, they are subject to the following multi-step conduct process:

**Failure to meet/uphold SCO requirements:**

If a SCO and/or SCO President fails to meet the established requirements, the following process will apply:

**Written Warning:**

A written warning will be issued by the SGA and the Appointed Advisor(s). This written warning will outline the specific violation(s) committed and be kept on file. Following this, the SCO President is required to attend at least two check-in meetings with the COO during the existing or subsequent semester depending on the timeframe of the warning.

1. Initial Meeting: This meeting is to be scheduled as soon as possible following the written warning. Within the meeting the SCO President must provide a written improvement plan that:
  - a. Clearly identifies the violation(s)
  - b. Detailed improvement plan with corrective steps

The improvement plan is subject to approval or denial with suggested edits by the COO.

2. Secondary Meeting: The SCO President will have a second meeting with the COO to evaluate progression on the approved improvement plan

If progress is sufficient, the written warning will be removed, and the SCO will return to normal standing. If progress is insufficient, the SCO will be placed on probation.

**Probation:**

If progress is insufficient or a subsequent violation occurs, the organization will be placed on probation. When a SCO and/or SCO President is placed on probation, the SGA will issue a formal letter to the SCO acknowledging the following:

1. SCO loses benefits outlined during the existing or subsequent semester depending on the timeframe of the warning, or until reinstated by the SGA.

Following the timeframe in question, if the SCO wishes to return to recognized status, they must request a final review with the SGA. At this meeting, the SCO must submit a written document that:

- a. Clearly identifies the violation(s)
- b. How the detailed improvement plan with corrective steps was met

This final review will be subject to approval or denial through an SGA vote, requiring a simple majority (½ vote). If the plan is approved, the SCO may begin the process to be reinstated. If denied, the SCO will lose recognition as an official Vanguard University SCO.

The SGA and their Appointed Advisors reserve the right to accelerate the conduct process depending on the severity of the offense. All decisions will be made with fairness, due process, and the mission of the university in mind.



**Removal from Office**

Club or organization officers may be removed from office by the Appointed SGA Advisor(s) and/or the Office of Student Engagement under the following circumstances:

1. Violation of Vanguard University behavioral standards results in placing the student on disciplinary probation.
2. Failure to disclose necessary information on matters of club or organization funds when requested by the Office of Student Engagement or the SGA.
3. Under investigation and/or convicted of illegal activity.

**Statement on Hazing:**

Vanguard University has elected to adopt the standards set forth in the California Education Penal Code 245.6 that prohibits hazing at an educational institution and as such will apply these standards to students in attendance at the University. The penal code states:

“245.6. (a) It shall be unlawful to engage in hazing, as defined in this section.

(b) “Hazing” means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.”

**Off Campus Event Approval and Requirements:**

1. Advisors must actively participate in the planning of all off campus activities and provide oversight to ensure that the event falls within Vanguard University policy. Advisor attendance at off campus events is not mandated.
2. Advisors must attend any sponsored off-campus activities that involve overnight lodging.
3. A completed [SCO Off Campus Event Form](#) must be submitted to the SGA at least 3 weeks prior to the desired dates of travel.
4. Any student drivers must submit a [VU Driving Form](#), if they have not done so already.
5. Approval may or may not be granted for the trip, according to the discretion of Student Engagement or the appointed SGA Advisor(s). Clubs or organizations must wait for approval to be granted before advertising or promoting the trip.

6. All students are expected to adhere to all Vanguard and Student Life policies while traveling.

**Overnight Trip Approval and Requirements:**

1. A completed [SCO Overnight Trip Form](#) must be submitted to the SGA at least 3 weeks prior to the desired dates of travel.
2. Any student drivers must submit a [VU Driving Form](#), if they have not done so already.
3. Approval may or may not be granted for the trip, according to the discretion of Student Engagement or the appointed SGA Advisor(s). Clubs or organizations must wait for approval to be granted before advertising or promoting the trip.
4. At least one advisor must attend all overnight trips. If the advisor is unavailable to attend the overnight trip another full-time faculty or staff may attend in the advisor's place, with the approval of the SGA or the appointed SGA Advisor(s).
5. Men and women are prohibited from cohabitating during overnight events and activities.
6. All students are expected to adhere to all Vanguard and Student Life policies while traveling.

**External Speakers & Vendors:**

External speakers or vendors attending a Student Club and Organization meeting or event, must complete this approval request form: [SCO External Vendor and Speaker Request Form](#).

External speakers or vendors attending a Student Club and Organization meeting or event, must follow university policies for external solicitation of students and complete the approval request form from the university: [Campus Solicitation and Publicity Request](#).

**Advertising:**

Members of the Student Club and Organization may produce advertising for their events, activities, meetings, etc. designs, messages, and all other material goods. All physical means of advertising must follow the [university guidelines](#) and be approved through the [SCO Poster Approval Form](#). Vanguard University reserves the right to remove advertising materials should the content be deemed inappropriate or offensive in accordance with Vanguard University policy.

**Use of Copyrighted Material:**

Vanguard University will not allow members of Student Club and Organization to use copyrighted materials, trademarks, or parodies of copyrighted materials or trademarks without the expressed written permission of the company, agency, or organization that created and/or owns the intellectual property intended to be used.

**Copyright laws for screening movies:**

Showing a film publicly to any group on or off campus without first attaining public performance rights is a violation of the U.S. copyright law (Title 17, United States Code, Section 110). According to the law, a public performance is any screening of a movie that occurs outside of the home, or at any place where people who are not family members or within a normal circle of social acquaintances are gathered. Movies may not, therefore, be screened in any public setting or group gathering outside of individual dorm-room use, unless public performance rights are purchased from the copyright owner or a licensing vendor.

The only exception to this law is the face-to-face teaching exemption. This exemption allows instructors to screen movies without obtaining permission if the following conditions are met:

1. It is in a classroom setting

2. It is used for the purpose of enhancing the educational experience
3. Only students enrolled in that registered class attend.

#### **Helpful Web Sites Explaining Public Performance Rights:**

Enoch Pratt Free Library: <http://www.prattlibrary.org/locations/sightsandsounds/?id=11096>

Swank Motion Pictures: <http://colleges.swankmp.com/Media/College/PDF/SwankCopyright.pdf>

US Copyright Office (Title 17, United States Code)

<http://www.copyright.gov/title17/92chap1.html>

Williams College

[http://library.williams.edu/guides/videos\\_copyright.php](http://library.williams.edu/guides/videos_copyright.php)

Vendors that grant public performance rights for copyrighted movies:

Criterion Pictures USA, Inc. <http://www.criterionpicusa.com>

Motion Picture Licensing Corporation (MPLC) <http://www.mplc.org>

Swank Motion Pictures, Inc. <http://www.swank.com>

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine.

#### **Vanguard University Department Guide:**

<b>Office of Student Engagement</b> The Bridge First floor of Huntington Hall 714.662.5255	<b>Event Relations</b> Location: Layne Building – Upstairs 714.662.5290 <a href="mailto:campusoperations@vanguard.edu">campusoperations@vanguard.edu</a>
<b>Residence Life &amp; Housing</b> First floor of Laguna Hall 714.662.5273	<b>Bon Appétit</b> Waugh Student Center – Bruce Lindsey Cafe 714.556.3610 x4700

#### **Student Government Association Oversight**

<b>John Diaz-Reid</b> Chief Operations Officer - Student Government Association <a href="mailto:SGACOO@vanguard.edu">SGACOO@vanguard.edu</a>
<b>Ally Reed</b> Assistant Director of Student Engagement & Appointed SGA Co-Advisor <a href="mailto:allyson.reed@vanguard.edu">allyson.reed@vanguard.edu</a>
<b>Amanda Lebrecht</b> Vice President for Student Development & Appointed SGA Co-Advisor <a href="mailto:amanda.lebrecht@vanguard.edu">amanda.lebrecht@vanguard.edu</a>

#### **Student Club and Organizations Forms**

[Student Club and Organizations Application](#)

[SCO Reimbursement Request](#)

[SCO Poster Approval](#)

[SCO Fundraising Approval](#)

[SCO Overnight Trip Form](#)

[SCO Off Campus Event Form](#)

[SCO End of Semester Report](#)

[SCO Reregister a Club or Organization](#)

[SCO Space Booking](#)

[SCO External Vendor and Speaker Request Form](#)

[VU Driving Form](#)