

**CHAPTER 7: Student Services**  
**ADMINISTRATIVE PROCEDURE NO. 7.60.1 (BP 5400)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 7.60.1 Student Organizations and Activities  
**Adoption Date:** 8/13  
**Policy References:** Education Code Sections 76060 and 76062; 34 Code of Federal Regulations Section 668.46(b)(7)

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1. The students of the District are authorized to organize student body associations. The Board of Trustees hereby recognizes one association at each of the three Colleges as the Associated Students as follows:
  - Skyline College: Associated Students of Skyline College (ASSC)
  - College of San Mateo: Associated Students of College of San Mateo (ASCSM)
  - Cañada College: Associated Students of Cañada College (ASCC)
2. Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.
3. The Associated Students organization is recognized as the official voice of the students in the District and the College decision-making processes.
4. The Associated Students organization may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the District and the College.
  - a. All activities shall be appropriately supervised by a member of the staff or by a person designated by the Vice President, Student Services.
  - b. Activities involving field trips or excursions shall be subject, as appropriate, to the same regulations as for required and non-required field trips.
  - c. Activities shall be designed to minimize the possibility of degrading, disgracing, or injuring any person or persons.
  - d. Distribution and posting of materials shall be subject to District and College policies and procedures.
5. The District shall cooperate with local law enforcement agencies in the event that any criminal activity by students occurs when a recognized student organization officially meets at an off-campus location.
6. The Associated Students organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises. When College facilities are used, the organization shall assume liability for all charges incurred as well as property damage.
7. Student clubs and organizations operate under the auspices of the Associated Students.

AP 7.60.1 Student Organizations and Activities (continued)

8. The Associated Students organization operates under the auspices of Student Services at each College.
9. Both day and evening student representatives shall be encouraged to participate in student organizations and activities.
10. A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.
11. A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.