

The Office of Student Life

President and Vice President Mandatory Workshop

PRESENTED BY SONIA JUAREZ

Agenda

KEY PRESENTATION POINTS

Introduction

General Club Officer Responsibilities

President's Responsibilities

Vice President's Responsibilities

How do these two positions work together?

Forms

Copyright Compliance

Event 101

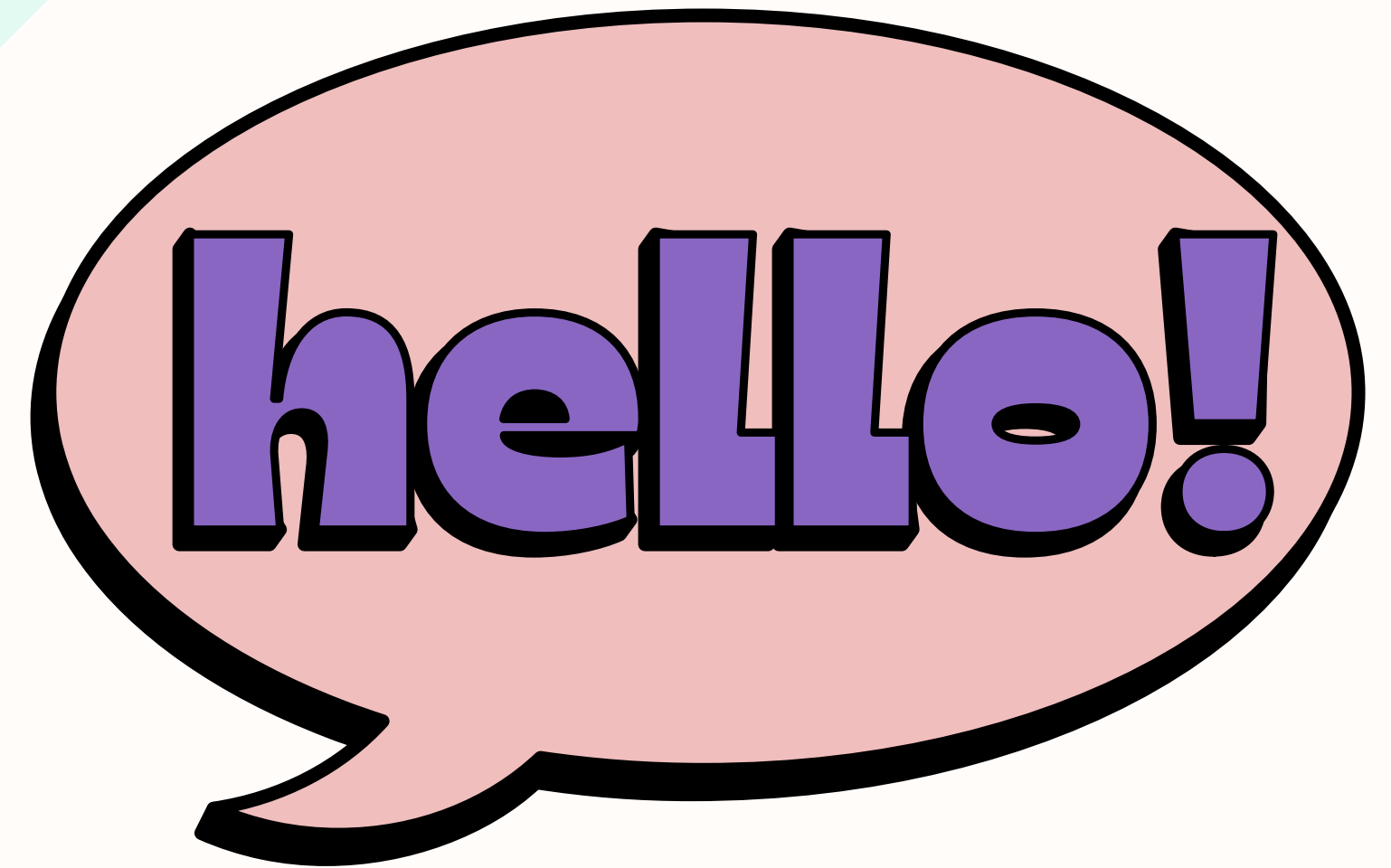
More Forms

Questions?

Introduction & Welcome



WHO ARE WE AND WHAT DO WE DO?



GENERAL CLUB OFFICER RESPONSIBILITIES

The club belongs to its members and it is the Officers responsibility:

- To see that the business of the club is conducted in an orderly, efficient, and proper manner.
- To see that the club operates according to its constitution and bylaws with general reference to the Robert's Rules of Order.
- To see that the group works toward accomplishing its goals and objectives.
- To help keep the group friendly and collaborative in which each member is given an opportunity to express themselves and participate in the club's program. If an officer's conduct becomes unprofessional, they should be remove themselves from the meeting.
- To typify to others through attitude and actions, the organization itself. An officer is its representative as well as its leader.

CONTINUED GENERAL CLUB OFFICER RESPONSIBILITIES

- Be enthusiastic, outline needed work, and follow through to see the work is being done by those who have accepted responsibility.
- To budget time well and to give proper balance to academic programs as well as co-curricular activities.
- Evaluate meetings in terms of what has been accomplished and what benefits members have received.
- Keep in close contact with the club advisor. Without their approval or presence at meetings, the club and its officers do not exist.
- Inform ICC and the Office of Student Life about all upcoming events.

The max officer positions one person can hold is two; not within the same club



Duties of the President & Vice President

The duties, as listed here, are general duties of the President and Vice President of any club/organization. Each club/organization should have a supplemental list of specific duties that are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

DUTIES OF THE PRESIDENT

- To be an effective president:
 - Convene and chair all club meetings.
 - Know the proper procedure for conducting a meeting.
 - Have basic knowledge of Parliamentary Procedures.
 - Be impartial. Avoid expressing your personal opinions.
 - Prepare an agenda for each meeting.
 - Check the minutes of the preceding meeting to make certain you are not forgetting important business to be discussed or finished.
- Understand and follow your constitution.
- May represent the club at ICC meetings if the ICC Representative is not able to attend.
- Set an example for your organization in fairness, courtesy, and cooperation.
- Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is requested.
- Must know and abide by the regulations set for in the club handbook.
- Carry out the group's decision. Advisor should counsel the president if their individual agenda gets in the way.
- Know the college policies and regulations and see that they are followed at all meetings and activities of your organization.
- Know the duties of the other officers and help them in carrying them out.

DUTIES OF THE PRESIDENT CONTINUED

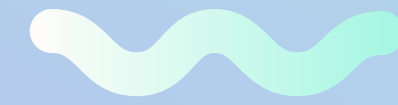
- Keep your advisor informed about all meetings, make certain they are invited to all meetings, and be certain they are consulted before making plans for special meetings and events.
THE COLLEGE REQUIRES YOUR ADVISOR TO ATTEND ALL CLUB MEETINGS AND ACTIVITIES. Be sure to check with your advisor to make certain they can attend before plans are started for activity.
- Ensure a master plan is prepared for the year's activities. Each club should have a project or goal for fall and spring semesters.
- Do not try to do all the work yourself. A good president delegates responsibilities to others. It is their role to follow up, check and recheck to see the work is being done. Total participation of all members of group makes for a strong organization.
- May propose and vote upon all club matter.

DUTIES OF THE VICE PRESIDENT

- Be prepared to take over the president's responsibilities when the president is unable to carry out their duties for any reason. The vice president must be familiar with all the duties of the president.
- Be ready to assist the president any way possible.
- Assume and carry out all special duties that may be assigned to you by the constitution, the president, the executive committee or the members.
- Attend all executive committee meetings and meetings of the organization.
- Know and understand your club's constitution and bylaws.
- May propose and vote upon all club matters.

HOW DO THESE POSITIONS WORK TOGETHER?

Both must know the club's constitution and bylaws and abide by all rules and regulations of the club and the college.



The two of them work together to help maintain an active membership, to motivate club members and to help ensure that the club is successful.

**"Unity is strength... when there
is teamwork and
collaboration, wonderful
things can be achieved."**



MATTIE STEPANEK

FORMS

All forms can be found at
<https://www.chaffey.edu/studentlife/clubs-orgs.php>

Forms we will be discussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- Short Form Service Agreement- Sonia completes
- Waiver of Liability Form
- Club Petition Change Form
- Transcript Inclusion Form
- Standardized Donation Letter- (sent upon email request only)

Forms that Go Hand in Hand



EVENT PROPOSAL FORM

Submit at least two weeks prior to the event and you must receive approval before the event can take place.

Must submit prior to submitting a funding request.

FUNDING REQUEST FORM

- Must be submitted online before 2pm on Tuesday, with check available on Thursday at 12pm at the Campus Store
- There is NEVER ANY reimbursements
- Plan accordingly

CLUB MINUTES FORM

- Any reports
- Discussion of event
- Motion & approval of any financial expenses.
- NO student ID numbers should be included

DEPOSIT FORMS

Any unspent cash & receipts must be turned into AD-102 within three business days after the event.

Copyright Compliance & Showing Movies on Campus



Copyright Compliance and Showing Movies on Campus

DO I NEED TO OBTAIN A LICENSE TO SHOW A MOVIE?

YES -- YOU NEED TO OBTAIN A LICENSE:

- If the showing of the video is **open to the public**, such as a screening at a public event, OR
- If the showing is in a **public space where access is not restricted**, such as a showing of a film for a class but in a venue that is open to anyone to attend, OR
- If persons attending are **outside the normal circle of family and friends**, such as a showing of a film by a club or organization.

NO-- YOU DO NOT NEED TO OBTAIN A LICENSE:

- If you are **privately viewing** the film in your home with only family and friends in attendance, OR
- If you are an instructor showing the film **in class as part of the course curriculum to officially enrolled students** in a classroom that is not open to others to attend, OR
- If the film is in the **public domain**.

Please use this guide to help you understand the copyright compliance and showing a movie through a student club on campus. Feel free to contact the Office of Student if you have any questions.

When you buy, rent, or borrow a DVD or videotape of a movie (or any other audiovisual work) made by someone else, you normally obtain only the copy, and not the underlying copyright rights to the movie. You certainly are free to watch the movie yourself, but, beyond that, your rights are very limited by law. In particular, you do not have the right to show the movie to "the public." In most cases, doing that requires a separate "public performance" license from the copyright owner as outlined in the Federal Copyright Act. To determine whether you need such a license, you must determine whether what you want to do would constitute a "public performance", and, if so, whether there are any exceptions that would allow you to proceed legally without a license. The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed.

What exactly is a public performance?

A public performance is the exhibition of a movie that is shown outside of someone's home.

Why should I obey copyright law?

Violating copyright law through unauthorized use of a movie:

- Could result in expensive fines and fees and negative publicity.
- Prevents those who worked hard on a film from receiving their just compensation.
- Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.

A public performance licensing fee includes money paid to the entire cast and crew who worked on the film from start to finish. If these men and women do not receive this hard-earned revenue through sources like licensing fees, they may no longer invest their time, research and development costs to create new movies.

Who does copyright law apply to?

This law applies to everyone, regardless of:

- Whether admission is charged.
- Whether the institution is commercial or nonprofit.

Copyright Compliance and Showing Movies on Campus

- Whether a federal, state or local agency is involved.
- What year the movie was produced.

This means colleges, universities, public schools, public libraries, day care facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses and more all must properly license movies to show them publicly.

Do I need a license to show a movie for educational purposes? This activity is covered under the “Face-to-Face Teaching Exemption,” right?

It depends. Under the "Face-to-Face Teaching Exemption," copyrighted movies may be shown in a college or university setting without copyright permission only if *all* criteria are met:

- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The institution must be an accredited, nonprofit educational institution.
- The showing takes place in a classroom setting with only the enrolled students attending.
- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

This means the "Face-to-Face Teaching Exemption" does not apply outside the nonprofit, in-person, classroom teaching environment. It doesn't apply to movies shown online – even if they're part of course-related activities and websites. It also doesn't apply to interactions that are not in-person - even simultaneous distance learning interactions. It doesn't apply at for-profit educational institutions either. For specific requirements, please reference The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; Section 110(i), or consult your copyright attorney.

A small group is having an informal gathering in our facility. Do we still need a license?

Yes. A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.

A club would like to host a movie night and have a Q & A discussion after the showing of the movie, is this permissible without obtaining the license?

The short answer is no. As reviewed by the College's legal team, their response to the question as to whether the copyright laws permit a student club, as part of a club event, to show a movie and have a discussion immediately following the movie, the answer is no; such viewing is not permissible without obtaining proper permission from the copyright owner. Please see discussion below:

“Section 110(1) of the Copyright Act allows instructors and students to perform or display a copyrighted work (e.g., a movie) without seeking permission of the copyright owner in the course of *face-to-face teaching activities at a nonprofit educational institution in a classroom or similar place devoted to instruction*. There are no restrictions on the type or length of work for this purpose. This means you can show a full-length movie, play a full recording of a song, or show any image without a license *as long as it's within the classroom*. “

The face-to-face exemption covers a "classroom or similar place devoted to instruction." However, the courts have consistently found that the exception **does not apply to social club or recreational screenings of films or any exhibition that is not in “classroom”** (or “similar space devoted to instruction” where there is face-to-face instruction between teacher and student and where the exhibition relates to the educational instruction).

What if the movie is shown in a classroom setting and it is not shown for recreational purposes, but instead educational purposes?

Copyright Compliance and Showing Movies on Campus

The classroom setting is less important as the fact that “educational *instruction*” has to be connected to an **actual college course**; anything else is considered “recreational” as it pertains to this law.

Do we need a license even if we don’t charge admission? What if someone owns the movie?

Yes. A license is required for all public performances regardless of whether admission is charged. The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed.

If I purchased a license to show a movie, can I show that movie whenever I want?

Unfortunately, no. Licenses are valid for a specific, designated time frame. There are no annual licenses available to colleges and universities.

A small group is having an informal gathering in our facility. Do we still need a license?

Yes. A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.

Event Timeline

01

Why are we
hosting this
event?

02

Create your
list/desired
outcome

03

Budget

04

Choose
Practically

05

Submit Event
Proposal

06

Work with
Vendors

07

Work on the
Intinerary

08

Market your
Event

09

The Day Of

10

Evaluate the
Event

SET-UP OF EVENT

STEP 1

Submit Event Proposal- Students Submit

STEP 2

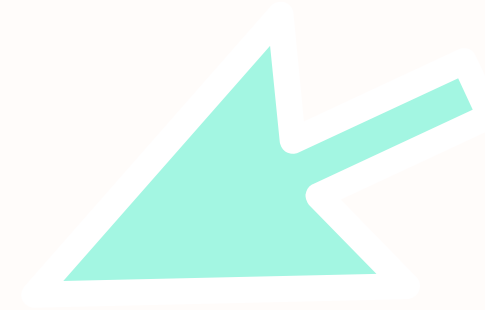
Enterprise- reservation of room or area where event will take place

STEP 3

School Dude- reserve tables, chairs, etc.

STEP 4

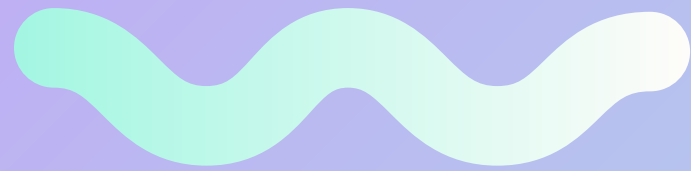
IT Request Form- reserve AV, such as podium, projector, speakers & microphone.



ADVISOR HAS ACCESS ONLY

MARKETING THE EVENT

- Word of Mouth
- Flyers- must be approved & stamped prior to posting
- Online Presence



MAKE SURE THERE IS ROOM
ON THE FLYER FOR THE
STAMP: 2 X 2 WHITE AREA



FACEBOOK

Get the word out about your event.



INSTAGRAM

Get the word out about your event.



TWITTER

Get the word out about your event.

MORE FORMS

Short Form Services Agreement

A short form services agreement is required for services that are supplied by an individual, a company, or an organization for an agreed upon fee. Chaffey College employees cannot be paid through these agreements. *Sonia must complete these agreements.*

Waiver of Liability

Students participating in a club activity are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of student life for the entire academic year.

Club Petition Change Form

When there is a change in officers, club advisor, or a club name change, this form must be submitted along with the minutes supporting such change.

Transcript Inclusion Form

When an officer is in good standing for six months or more, their position can be posted to their official transcript. This is for officer's only.



Risk Management

07/17/2023

Dear Student Group Program Sponsor:

This letter is intended to introduce our organization Club of Hard Knocks as an officially chartered student club that is approved and in good standing with Chaffey College. Our student club seeks to achieve thru team building skills and activities.

We have 20 active members who are involved with our student organization and engaged with student life on our campus.

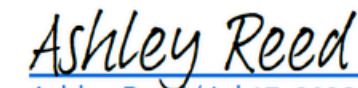
We request your kind consideration to support our student organization so we can continue to pursue our goals. Any cash or in-kind support that you can provide would go a long way to benefit our members and activities, as well as help our student organization attain our educational purpose/mission.

If you would like to donate, please send checks payable to Chaffey College Auxiliary with the club name in the Memo line and mail to:

Chaffey College- Office of Student Life
c/o Club of Hard Knocks
5885 Haven Avenue
Rancho Cucamonga, CA 91737

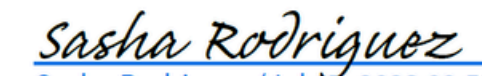
Donors will be presented with a letter of thanks as well as an acknowledgment for your tax-deductible donations. A Federal Tax ID number is available upon request. Thank you for your consideration in support of our club!

Sincerely,



Ashley Reed (Jul 17, 2023 09:53 PDT)

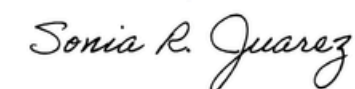
Club President



Sasha Rodriguez (Jul 17, 2023 09:57 PDT)

Club Advisor
Professor of Arts

Verified by:



Sonia R. Juarez
Student Life Coordinator
sonia.juarez@chaffey.edu
(909) 652-6589

Donation Letter

Email:

sonia.juarez@chaffey.edu

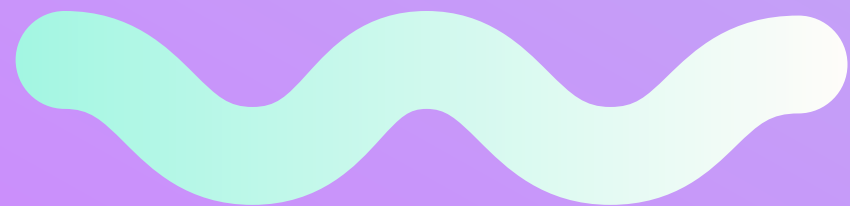
SONIA JUAREZ

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909-652-6589



**Contact
Information**

