

The Office of Student Life

Treasurer and Secretary Mandatory Workshop

PRESENTED BY SONIA JUAREZ

Agenda

KEY PRESENTATION POINTS

Introduction

General Club Officer Responsibilities

Treasurer's Responsibilities

Secretary's Responsibilities

How do these two positions work together?

Changes for 2025–2026

Forms

Copyright Compliance

Event 101

Questions?

Introduction



WHO ARE WE?

Student Life Staff

Sadie Grantham,
Director of Student Equity, Activities, and
Engagement

Sonia Juarez,
Student Life Coordinator

Kristen Girard,
Administrative Assistant II

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 Treasurer & Secretary

The duties, as listed here, are general duties of the Treasurer and Secretary 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 TREASURER

The treasurer is responsible for all funds of the club including:

- Keeping an accurate balanced budget for the club.
- Be familiar with and accurately follow all club financial procedures.
- Collect all moneys. A receipt should be given for all moneys collected.
- Deposit all funds at the Accounting Services (AD-102) in the club's account. (All clubs are required to keep all moneys in the account maintained by the Accounting Services Department).
- Sign all requisitions along with the advisor and one other officer for the withdrawal of funds.
- Make certain the club expends money in keeping with the approved budget and within college policy and regulations.
- Make a treasurer's report at monthly meetings of the organization listing receipts, expenditures, and balance on hand.
- See all bills are paid promptly and any remaining funds are re-deposited.
- May propose and vote upon all club matters.

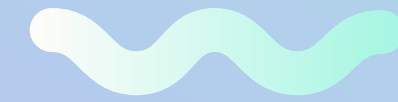
DUTIES OF THE SECRETARY

Records and distributes minutes for all club meetings. Responsible for handling club correspondences and publicity, including providing up-to-date club files with Student Life and ICC.

- Record and keep accurate, permanent records of the club (minutes, documents, etc.)
- Maintain an accurate list of members, their Panther e-mail addresses and telephone numbers.
- Record all club meetings minutes using the online Club Minutes form.- the Club Minutes Form must be completed and submitted within 24-hours of the club's meeting.
- May propose and vote upon all club matter.

HOW DO THESE POSITIONS WORK TOGETHER?

The Treasurer gives their report and the Secretary records it.



The two of them work together to help maintain an accurate account of the clubs moneys.

IMPORTANT CHANGES FOR 2025-2026

- Club Advisor(s) must be present at all meetings.
- If the advisor is not present, students cannot meet in the reserved room unsupervised- as per district policy.
- No food is to be eaten in the classroom without prior clearance from the Dean's office.
- All officers can only be officers in no more than two clubs.
- There is an overall two-year term, position limit that an officer can hold an officer position in any club
- Event proposals must be submitted and approved, prior to submitting a funding request form.
- Funding requests are due by **12pm** and must be received **four weeks** prior to the event.

FORMS

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

Forms we will be dicussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- Club Balance- Email Sonia
- Short Form Service Agreement
- Waiver of Liability Form
- Transcript Inclusion Form

Forms that Go Hand in Hand



EVENT PROPOSAL FORM

Submit at least four 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 four weeks in advance, NO EXCEPTIONS!
- Must be submitted online before 12pm 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

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

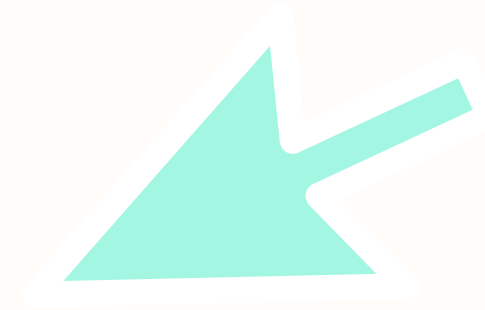
Enterprise- reservation of room or area where event will take place

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
- Only club advisors can submit flyer requests thru Lithography

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.

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



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**Contact
Information**



Q & A ? !