

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: INVITED CLUB GUESTS

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Administrative Procedure Number: 402.05

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Club guests are welcome at GHC when the relationships fostered between community guests and the college fits within the educational mission of the college and the mission of student programs.

A club guest, defined as someone who is not a student or employee of Grays Harbor College, can participate as an invitee of an official S&A club as a mentor, speaker, teacher, facilitator, etc... as long as they do not assume any of the duties or responsibilities of the staff/faculty advisor or club members. Guests can only attend club programming more than once a quarter if they receive a letter of invitation that includes details such as when, where and what the guest will be doing with the club. The Coordinator of Student Programs must provide authorization prior to a long-term guest invitation and involvement.

The criteria of guest participation are as follows:

- A club guest cannot act as a participating club member either by holding a voting position or an executive position or by assuming any duties or responsibilities of the club advisor or club members, as this would be an inappropriate use of S&A fees and the purpose of student programs. These responsibilities cannot be asked or delegated to a club guest.
- A club guest has no official capacity or leadership responsibility in regards to the administration of the club. Guests of a club cannot in any way be responsible for the proper functioning of a club; i.e. a club should be able to function without a guest's involvement.
- Club guests are prohibited from traveling in any school vehicle.
- Club guests are required to act within the mission of student programs and follow all campus, state and federal guidelines.