



### **Administrative Procedure**

Procedure Name	<b>INVITED CLUB GUESTS</b>
Procedure Number	<b>402.05</b>
Date Adopted	6/13/2005
Date(s) Revised	2/18/2020, 4/29/2025

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.

Club guests are individuals who are not currently enrolled GHC students. This includes GHC employees (except registered club advisors), Student Life staff, and College Council members. Club guests may attend meetings per the invited guest policy.

At the invitation of the club leadership, club guests can participate as an invitee of an official Services and Activities (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. Club 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. Student Life staff 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 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.
- Guests can be asked to leave a club meeting or event at any time by club leadership or the club advisor(s) for any reason.