



Student Organization Handbook

Club Advisors and Officers

2019-2020

PLEASE NOTE THIS DOCUMENT AND CLUB GUIDELINES ARE SUBJECT TO CHANGE.

This document intends to assist those interested in starting new student organizations and being effective leaders of current student organizations. We hope you will share this document and refer to it when questions arise. Please contact the Coordinator of Student Life if you have any questions.

Student Organizations should also become familiar with and must abide by all official College Policy & Procedures regarding Student Organizations.

This information can be found online at

<https://www.haywood.edu/student-activities-and-student-government-association/student-clubs-and-organizations>

Table of Contents

STUDENT ORGANIZATIONS SHOULD ALSO BECOME FAMILIAR WITH AND MUST ABIDE BY ALL OFFICIAL COLLEGE POLICY & PROCEDURES REGARDING STUDENT ORGANIZATIONS	1
REQUIREMENTS FOR HCC STUDENT ORGANIZATIONS	3
MEMBERSHIP	3
REGISTRATION	3
PARTICIPATION IN SGA AND CAMPUS EVENTS.....	3
ADVISOR RESPONSIBILITIES & GUIDELINES	4
GENERAL ADVISOR RESPONSIBILITIES	4
GENERAL.....	4
ACTIVITIES.....	4
BUDGET	5
ANNUAL ADVISOR RESPONSIBILITIES	5
EXPECTATIONS OF OFFICERS	5
ACADEMIC STANDING.....	5
ADHERENCE TO COLLEGE PROCEDURES.....	6
RECEIVING SGA FUNDING	6
CLUB FUNDING POLICY	6
ORGANIZATIONS WILL RECEIVE CREDIT FOR.....	6
TO RECEIVE SGA FUNDING AT THE END OF THE YEAR, CLUBS ARE RESPONSIBLE FOR.....	6
THE FOLLOWING IS HOW THE FUNDS WILL BE DISTRIBUTED PROVIDED THAT THE FUNDING IS AVAILABLE.....	7
DEPOSITS.....	7
CLUB EXPENSES	7
PURCHASING PROCEDURES AT HCC.....	7
ORDERS MAY NOT BE SPLIT TO AVOID ANY OF THE FOLLOWING GUIDELINES	8
FUNDRAISING AT HCC.....	9
TRAVEL AND RELATED EXPENSES.....	10
COLLEGE RESOURCES.....	10
CAMPUS CLASSROOMS OR MEETING ROOMS	10
POSTING FLYERS	10
COLLEGE VANS	10
ORGANIZATION SPONSORED ACTIVITIES	11
THE COORDINATOR OF STUDENT LIFE STRONGLY ENCOURAGES STUDENT ORGANIZATIONS TO CONSULT THE SGA WHEN PLANNING EVENTS AND ACTIVITIES TO SEEK THEIR EXPERTISE IN PUTTING TOGETHER A SUCCESSFULLY PLANNED EVENT	11
LECTURERS/PERFORMERS/INVITED GUESTS	11
EVENTS WITH FOOD & SALE OF FOOD	11
COLLECTIONS AND DRIVES.....	11
STUDENT ORGANIZATION REGISTRATION FORM FOR SCHOOL YEAR 2018-2019	12
OFFICERS	12
TRAVEL	12
SGA MEETINGS	12

Requirements for HCC Student Organizations

Membership:

All members of a student organization must be **currently enrolled** curriculum students at HCC. No HCC student organization may discriminate in its membership on the basis of race, color, religion, sex, gender, national origin, age, disability, or sexual orientation. By their nature, some organizations may follow national standards for participation qualifications (such as a specified grade point average or satisfactory faculty recommendations). Before setting such standards, check with the Coordinator of Student Life.

Registration:

A **Student Organization Registration Form** identifying the current officers, advisors, and SGA meeting representatives must be completed at the beginning of the fall semester and submitted to the Coordinator of Student Life. These forms will be made available at the beginning of the fall semester at the club advisor's meeting or online if an organization is created within the academic year. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted.

Participation in SGA and Campus Events:

Student organizations are required to choose a representative to the Student Government Association. Each student organization is expected to participate in SGA meetings and events. Student Organizations are also expected to keep the SGA and Coordinator of Student Life informed about the activities of the organization.

Advisor Responsibilities & Guidelines

General Advisor Responsibilities

An advisor is an essential part of a club's organization. Without an advisor, a student organization may not be chartered. Advisors volunteer to work with student groups because they are interested in helping to develop student leaders. These responsibilities are detailed below.

General

- Have a thorough knowledge of the club, its constitution, and its objectives
- Have a belief in and an enthusiasm for the club and its purpose
- Work closely with the club president and officers
- Act as a liaison between the students, the department of student life, and administration
- Attend all club meetings
- Attend important club committee meetings
- Foster teamwork
- Be a resource person
- Encourage an active interest of the club in campus-wide objectives so they will identify themselves as a part of the whole campus community
- Monitor academic progress of all officers
- Maintain a flow of information concerning the status and activities of the club with the Coordinator of Student Life

Activities

- Coordinate along with your officers a calendar of events consistent with college policy
- Advise the club on educational and social activities to ensure they are in accordance with college policy
- Encourage participation of the membership as a whole in activities and services sponsored by all clubs on campus
- Edit and/or ensure the production of all publications
- Assist in making arrangements to attend all conferences
- Accompany and supervise students to, from, and during all away meetings and conferences
- Ensure that all elections are held in accordance with the club constitution

Budget

- Advise and assist in preparation of the club budget
- Encourage good record keeping and sound financial and business practices
- Approve all expenditures
- The advisor shall be present whenever the organization:
 - Conducts any activity which is considered an official organization function or which is held under the name of the organization, and to which members are extended written or verbal invitations
 - Conducts any meeting on or off campus
 - Attends a meeting and/or conference
- Consult with the Coordinator of Student Life when questions and problems regarding the club/organization arise

Annual Advisor Responsibilities

- The number of active student clubs/organization may vary from year to year due to student interest. Each fall semester, the Coordinator of Student Life will request a meeting with all club advisors. The club advisor must attend the sessions offered. At this meeting, clubs will verify active status for the academic year (fall and spring).
- Within the first few weeks of the fall semester, advisors should meet with students to determine the following:
 - Club activity calendar for the year
 - Fundraising opportunities
 - Annual club budget
 - Election of officers
- Active clubs and organizations should annually appoint a student government representative to attend the SGA General Assembly meetings. Clubs/Organizations will receive appropriate notices of meeting dates and times. Attendance will be a great opportunity to share information about upcoming events, meeting minutes, etc.

Expectations of Officers

Academic Standing

- Maintain acceptable standards of academic progress while attending HCC
- Each organization may establish its own GPA requirements for officers and members
- No student may hold membership in an organization while under suspension from the college

Adherence to College Procedures

- Student organizations not adhering to policies and procedures established by the college risk the loss of recognition and funding opportunities
- Any incident by a student organization warranting disciplinary action will be reviewed by the Coordinator of Student Life and the Vice President of Student Services

Receiving SGA Funding

In order to receive funding from SGA student organizations must complete the following:

- The club representative or replacement must be present at **two** SGA meetings per semester.
 - Meeting times will be posted to the “Student Life & Wellness—Get Involved!” Moodle page.
 - The club representative is responsible for signing in at the meetings.
 - The club representative must report their club's events to the SGA during the SGA meeting.
- The club must participate in **two** SGA events per semester.
 - SGA events can be found on the “Student Life & Wellness- Get Involved!” Moodle page.
 - The events will also be announced at each SGA meeting.
 - Events eligible for funding include: Week of Welcome, Blood Drives, Spring Fling, Christmas Parades, etc.
 - Participation includes:
 - Preparing for an SGA event
 - Participating during an SGA event, including supervising a club booth, or other needed tasks for the event's success.
 - Cleaning up after an SGA event

Club Funding Policy

Student organizations that attend two SGA meetings and two SGA events per semester will receive \$50 of club funding at the end of each semester for a total of \$100 per year.

Additional club funding may be available throughout the year upon winning SGA led competitions, or by participating in SGA led raffles.

To receive SGA funding at the end of the semester, clubs are responsible for:

Turning in the two events they participated in to the Coordinator of Student Life by the requested date announced .

Fundraising at HCC

In alignment with HCC policy 5.4.6, the President, Vice President of Student Services (V.P.), and the Coordinator of Student Life, shall establish rules and regulations regarding fundraising activities and raffles. Club advisors shall consider the guidelines in policy 5.4.6. before submitting a request. If all guidelines have been considered, the following procedures shall be followed for requesting a fundraising activity or event:

1. Prior to planning a fundraiser, all club and organization advisors should submit a **Permission to Raise Funds Application** form to the Coordinator of Student Life, who will ensure the request meets appropriate guidelines and does not interfere with other approved events. The club and organization advisors should also copy their academic dean to make them aware of the request.

**If the request to raise funds includes any solicitation for donations, that should be indicated on the form. The permission to raise funds application must be approved prior to contacting any individual, business, etc. for donations or funds.*

2. The Coordinator of Student Life will forward the form to the V.P. who will make the final approval on the request. In the event the permission to raise funds application includes the solicitation for donations (including gift certificates, door prizes, in-kind gifts, coupons, etc.) the VP will collaborate with the Director of the Haywood Community College Foundation prior to making a decision. This is to ensure all requests for donations are managed in an efficient and coordinated manner.
3. After the review and decision of the VP, The Coordinator of Student Life will communicate any approval/denial and recommendations to the club advisor.

**Any items or funds given to a club or organization from an outside organization, person, or trust in which the donor wishes to receive tax credit must be channeled through the Foundation. Smaller donations in which the donor does not want to receive tax credit do not need to go through the Foundation, however, the club or organization needs to document the items received and report it to the Coordinator of Student Life, who will keep a record of such items on a log.*

**Student clubs or organizations receiving any gift(s) are encouraged to send acknowledgment cards or letters to the donor.*

On-Campus Bank Accounts

All student organizations are assigned an HCC account once the advisor completes the Fund Authority Form in the Business Office. This account will be used to distribute all SGA funds to student organizations. Organizations may also deposit fund-raising income into this account. Funds from this account may be accessed to support activities mutually approved by the students and the advisor of the organization. Please follow the guidelines for accessing these funds as explained below. Club accounts must adhere to the Haywood Community College Procedure 6.2.5.1: Student Club Deposits and Expenses.

Deposits

1. Club Advisors are responsible for collecting funds and bringing to the Cashier in the Business Office to deposit as they are received. As per NC GS115d-58.9, funds are to be deposited daily. No cash, checks, etc. are to be held.
2. Deposit amount, club name and budget code should be provided to the Cashier. The cashier has a deposit spreadsheet available.
3. Cashier will verify deposit amount and print receipt.

Club Expenses

1. Club Advisors must verify cash is available prior to spending.
2. Access to accounts is available to the Advisor via Budget Selection.
3. Submit requisitions to Purchasing Technician to verify funds, and to process a Purchase Order or payment with Accounts Payable.

Purchasing Procedures at HCC

Clubs at Haywood Community College are an extended part of the College and are therefore subject to the same purchasing guidelines as all other college purchases. HCC purchasing policies and procedures are found at <https://www.haywood.edu/policies-and-procedures> Policy 6.3.7: Purchasing, and Procedure 6.3.7.4: Purchasing Procedures. The purchasing procedures, rules and regulations are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5. These procedures must be followed in the purchase of supplies, materials and equipment regardless of the source of funds.

Prior to making a purchase, please work with the Purchasing Technician to ensure adequate funds are available for making a purchase. The Purchasing Technician will work with clubs to complete the required forms, gather the appropriate back-up and make purchases.

Travel and Related Expenses

All travel of student organizations should be well planned, expenses should be kept to a

minimum and risks should be considered. Liability issues can be discussed with the College's Vice President of Business Operations.

The organization's advisor or a designated College staff member **must** accompany the organization in all travel. Students who travel on college business are subject to HCC travel regulations, including statutory subsistence allowances to the same extent as college employees. HCC follows the North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 1: Fiscal Procedures for travel guidelines.

1. The advisor must complete Away From Campus Form. It is located on Haywired in the Business Office folder. The advisor's supervisor and vice president must approve the travel. An agenda and any other necessary documentation must accompany the Away from Campus form when requesting a travel advance or a travel reimbursement.
2. The advisor must complete the Reimbursement Form within two weeks upon return.

College Resources

Campus Classrooms or Meeting Rooms

Classrooms or other meeting rooms may be available for an organizations use. Please see the Coordinator of Campus Development Services and Events for help in reserving campus space.

Posting Flyers

It is also important to check with department assistants before posting flyers on department bulletin boards. If the organization's event is open to the public, consider posting flyers around the community. Do not post flyers anywhere without obtaining the appropriate permissions.

College Vans

College vehicles can be scheduled through the HCC Ticket System. An Away From Campus Form is required to reserve the van. It is preferred that the request for vehicles be made three days in advance to be sure that a vehicle is available. Fuel use and mileage will be charged to the student organization. Beginning and ending mileage should be recorded in the logs provided when the van keys are picked up. Fuel tanks should be filled and the interior should be left clean when the van is returned. A ticket will need to be submitted by the designated driver. Without this ticket approved, the van cannot be used.

- Only HCC employees may drive college vehicles.
- Van training must be completed before operating college van.
- Vehicles must be returned to campus. They may not be driven to a private residence.

Organization Sponsored Activities

The Coordinator of Student Life strongly encourages student organizations to consult the SGA when planning events and activities to seek their expertise in putting together a successfully planned event.

Advertising & Promotion

Communication is always difficult on a commuter campus, and is a challenge at HCC. Organizations are encouraged to use creative methods of advertising planned activities. The Coordinator of Student Life and/or SGA Officers will offer assistance when possible. Several effective methods of on-campus advertisement are listed below:

An **Electronic Sign** is located at the entrance of HCC's campus. Campus activities are posted as the limited space allows. Electronic sign requests should be made by the organization's president or advisor two weeks in advance through the Coordinator of Student Life.

Bulletin Boards are available for use by HCC organizations and programs. Please consult with the Coordinator of Student Life to determine regulations regarding bulletin boards. Business advertisements are not permitted.

Media Coverage: Any invitation to the media to cover an activity **MUST BE COORDINATED WITH THE DIRECTOR OF MARKETING** at 828.627.4521.

Lecturers/Performers/Invited Guests

Any speakers, lecturers, performers, and/or invited guest must be approved by the organization's advisor, and Vice President of Student Services

Events with Food & Sale of Food

HCC Student Organizations are required to adhere to policies set by the Haywood County Health Department when involving food for events and fundraisers. Clubs and Organizations may sell only pre-packaged food items, professionally prepared, prewrapped items and beverages in sealed containers. Examples of these items include bottled/canned soft drinks, pre-wrapped sandwiches, wrapped/package desserts, etc. Muffins or cookies must be pre-packaged. *The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited. If you have questions about these regulations, consult with the Coordinator of Student.

**Permission may be granted for the sale of such items if the preparer is ServSafe Certified. A copy of the certification must be included with the Permission to Raise Funds Form when sent to the Coordinator of Student Life.*

Collections and Drives

Collections and drives are good ways to participate in community service.

To arrange for a collection or drive of any kind, the event must be approved by the Student Organization Advisor, Coordinator of Student Life, and the Vice President of Student Services.

Student Organization Registration Form for School Year 2018-2019

A Student Organization Registration Form identifies the current officers, advisors, and SGA representatives. Student Organizations are asked to complete this form at the beginning of the Fall Semester and submit to the Coordinator of Student Life. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted.

Name of Organization: _____

Meeting Location: _____ Day/Time: _____

(It is understood that the meeting place and time could change during the semester. Please keep us informed on any changes that may occur.)

Advisor: _____ Email: _____ Phone: _____

Advisor: _____ Email: _____ Phone: _____

Does your organization have a current, working constitution or by-laws? Yes _____ No _____

If yes and not already on file with the Coordinator of Student Life, please attach a copy.

Has your organization held officer elections? Yes _____ No _____

If no, when are elections scheduled? _____

OFFICERS

President: _____ Phone: _____ E-mail: _____

Treasurer: _____ Phone: _____ E-mail: _____

SGA Rep: _____ Phone: _____ E-mail: _____

TRAVEL

Is your student organization planning to travel this year? Yes _____ No _____

If yes, when? *(please list month & destination)*

Fall: _____ Spring: _____

The organization's advisor or a designated College staff member must accompany the organization in all travel.

SGA Meetings

SGA Meetings dates and locations are determined each August, check with your club advisor for updates. The SGA Constitution requires that the representatives from student organizations attend all SGA meetings. If your student organization is interested in seeking funding from SGA, it is highly recommended that your student organization make an effort to attend and report on what the organization is doing.

I understand all guidelines and policies above and intend to keep the Coordinator of Student Life informed of expenditures of funds and plans to travel.

President Signature: _____ Date: _____

Advisor Signature: _____ Date: _____