Student Organization Handbook 2010-2011

Office of Student Life & Leadership

Davidson County Community College

Davidson County Community College

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Introduction

Student Life & Leadership is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Davidson County Community College. Involvement in student organizations is a great way to become connected with the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus, such as:

- Easing the transition from one school to another.
- Meeting people and making friends with those who have similar interests.
- Encouraging and advancing development on all levels: intellectual, cultural, spiritual and social.
- Gaining knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting, public speaking, and much more!
- Building a resume with extra-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. Student Life & Leadership believes involvement outside of the classroom is an important aspect of your education at Davidson County Community College.

Student Life & Leadership expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing Davidson County Community College. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult Student Life & Leadership for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our office. Stop by and visit; we are located in the Student Center first floor.

Office of Student Life Mission Statement

The Office of Student Life seeks to provide a variety of meaningful learning opportunities for students outside of the classroom that develop cultural awareness, leadership skills, and interest in service-learning. The guiding philosophy of the Office of Student Life is that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences provided through programs designed to enhance cultural, intellectual, leadership, personal, and professional development. When afforded these opportunities for learning and growing, students will graduate from the institution with a better understanding of themselves and their peers, as others as related to their organizations, chosen professions and responsibilities within a larger community.

The Office of Student Life is comprised of:
- Student Government
- Student Organizations
- Student Activities/Campus Activities Board
- Student Code of Conduct
- Service-Learning
- Center for Student Leadership Development

*The materials and information in this manual are policies and procedures governing campus organizations recognized by the College. What are contained herein are those College policies and procedures which are most likely to affect operations of recognized student organizations. Questions and concerns about these policies, as well as requests for additional information should be made by recognized student organizations to the Director of Student Life. Policies and procedures governing student organizations are regularly updated or subject to change by the institution as the need arise and recommendations are offered through the appropriate student advisory boards. Students and student leaders are expected to stay abreast of any changes affecting their organizations. Policies and privileges outlined in this publication are extended to recognized student organizations and do NOT necessarily pertain to individual students, faculty, staff and visitors to the College. Policies governing these constituencies are available through other sources at the College.

Becoming an Officially Recognized Student Organization

A. **Benefits of College Recognition**
- o Use of the name of Davidson County Community College;
- o Use of campus facilities and support services for meetings and approved activities;
- o Access to funding from the Student Government Association;
- o Participation in the activities of state and/or national organizations, if such affiliation is established;
- o Ability to conduct approved fund-raising activities and events on campus;
- o Inclusion in college publications and website.

B. **Important Information Regarding Recognition**
Although the College recognizes certain student organizations or clubs, it specifically does not sponsor or endorse any of the actions, trips, meetings, or other activities of the student organization or club. Although the name of the College and the facilities may be used by recognized student organizations or clubs, the name and facilities may not be used in a manner that indicates that the College is endorsing or actually sponsoring the organization or club or its activities. Unless specifically and explicitly pre-approved by authorized personnel within the College's administration, no student organization or club shall serve as an agent or sponsored entity for the College. As such, no student group or organization may purchase items, or otherwise commit the College, to any purchases or actions, financial or otherwise, without prior approval from authorized personnel within the College's administration.

C. **Requirements to Become an Officially Recognized College Organization**
- o The organization's membership and officers must be registered students of the College.
- o There must be a minimum of 5 student members whose names are submitted with the constitution.
- o A completed student organization registration packet (application, advisor agreement, current coy of organization's constitution) must be completed.
- o The organization must comply with the College's policies including policies on nondiscrimination. The College is committed to equal opportunity for each member of its student body. Therefore membership and participation must be open to all students without regard to age, race, and color, national origin, disability, religious status, gender or sexual orientation.
- o DCCC is committed to producing civic-minded graduates who understand the value of volunteering and service. Therefore, each officially recognized College organization should have a component of service learning as part of their mission statement.
- o Decision-making, leadership, and control of the activities should rest with the student membership.
- o The organization must have at least one full-time or part-time faculty or staff member who has indicated a willingness to serve as its advisor and to attend its meeting and activities.

o   The organization must have a representative to serve on the SGA as a liaison and active voting member.

D.   Student Club or Organization and Individual Member Liability

Since student clubs or organizations are not officially sponsored or endorsed by the College, each club or organization and each student member must be aware that any liability incurred by, or as a result of, a student club or organization, or its member or activities, will not be the responsibility of the College. The student club or organization, or its members, are solely responsible for any liability resulting from the existence, actions, activities, or members, of the club or organization. Furthermore, by accepting recognition by the College, the student club or organization, and each of its member hereby agree to and shall at all times save harmless and keep indemnified the College its successors, employees, agents, and assigns, against all suits, actions, debts, damages, costs, charges, and expenses, including court costs and reasonable counsel fees, and against all loss and damages whatever, that shall or may at any time happen or result to said College, its successors, agents, employees, and assigns, for or by reason of the existence, actions, activities, programs, or members, or the student club or organization.

E.   Maintaining Recognition

o   Each fall semester all previously approved student clubs and organizations are required to re-apply for recognition. Recognition expires annually on September 30th of each academic year, unless withdrawn earlier. This registration is a declaration that the organization intends to be active during the coming academic year. The registration packet is available on our website in the Student Life section. A completed Student Organization Registration packet includes the following: **Student Organization Renewal Application, Advisor Agreement, and a current copy of the Organization's Constitution**. *See How to Write a Constitution* in this handbook.

o   An organization will automatically be placed on inactive status and will not be afforded the benefits of college recognition if it fails to renew its registration by September 30 of each academic year.

o   Recognition may be withdrawn or denied should it be determined that the application contains false information, the members and officers are not registered DCCC students, the organization does not have a full-time faculty staff advisor, or if the organization fails to comply with college policies including non-discrimination and local laws.

Starting a New Student Organization

A. Guidelines
If you are interested in starting a new club or organization please use the following procedures as a guideline:
- Discuss interests with the Director of Student Life.
- Identify other students who may be interested in the organization.
- Contact a prospective full-time faculty or staff member to serve as advisor for the organization.
- Develop a statement of purpose.
- Complete the Student Organization Registration Packet (application, advisor agreement, and constitution).
- Register for a table at Club Rush.

B. Documentation
The proposed organization must submit the following forms to the Director of Student Life for official recognition by the College:
- New Student Organization Application
- Constitution
- Faculty or Staff Advisor Agreement
Forms can be found on the College website in the Student Life section.

C. Recognition of New Organizations
The College reserves the right to review and approve all proposed student organizations seeking recognition. This is to ensure that the proposed organization is compatible with the College mission statement, and that it is in compliance with all federal, state and college regulations.

Those interested in forming a new club or organization must submit the required materials to the Director of Student Life who in turn will submit these to the Student Government Association for action to be recommended by the voting membership. The Vice President of Student Services will review the documents for final approval. New organizations function for one year under temporary recognition.

D. Hazing and Initiation
Joining an officially recognized organization should be a positive experience. New member activities and initiation rituals should focus upon the positive aspects of both the organization and the individual. Abusive behavior toward, or hazing of, a member of the campus community is not allowed. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion.

Student Organization Advisors

All student organizations must have an on-campus faculty or staff advisor in order to obtain official recognition. Advisors can be a full-time or part-time employee of DCCC; employee eligibility and confirmation of advisor status is verified when organizations apply for official recognition.

Roles and Responsibilities of Advisors

1. Serves as an advisor and guide.
2. Is aware of the policies and procedures for student organizations contained in this handbook and knows College policy affecting such groups; also ensures that the student leaders of the organization are informed of these policies.
3. Is aware of their student organization activities and programs and provides signature authority where appropriate on event approval and other pertinent forms.
4. Supports leadership development of organization's members and are informed of various leadership opportunities across campus.
5. Assists with organizational continuity and officer transition.
6. Alerts student leaders of possible organizational problems and encourages them to explore a variety of strategies to solve such problems.
7. Serves, where possible, as a liaison with faculty, staff, and the external community.
8. Encourages student leaders to critically examine the organization's structure and activities to ensure compliance with College regulations and to avoid any liability.
9. Has regular meetings with the officers and members of the organization to clearly define the advisor's role.
10. Will be required to attend annual advisor luncheon, student awards banquet as well as student programs, activities, or meetings sponsored by the student organization they advise.

Selecting an Advisor

Student organizations may choose their own advisors from any department within the campus community who supports the purpose of the organization. The usual assignment is for one year, from September to September. Continuity of advisor ship from year to year is desirable and the organization generally requests the advisor assignments to be renewed. The relationship between advisor and organization is to be determined by the two parties themselves.

Tips for Students:

• Sit down and talk as an organization about your expectations of an advisor.
• Before making a selection, consider finding someone who will have the
time to devote to your organization and who will take the role willingly and seriously.
• If possible, choose someone who shares some of the same interests of
your organization and someone with whom you are in contact.
• If your organization is academic, try to find someone in that department
to be your advisor.
• When approaching your prospective advisor for the first time, make certain
He or she has a clear understanding of your organization's purpose as well as what will be
required of him or her in their role, duties and time commitment as advisor.
• Allow the person a reasonable length of time to consider the decision.
• Once a faculty/staff member has agreed to be your advisor, he/she must sign the Advisor
Agreement form located on the College website. New advisors need to schedule an advisor
orientation with the Director, Student life.

Working With Your Advisor

- At the beginning of their tenure, the organization's executive officers should meet with the advisor to determine their roles and expectations for each other. It is helpful for the advisor to work with the executive officers to develop realistic goals for the upcoming academic year.
- Learn from your advisor. The most important reason for having an advisor is to enhance the learning opportunities associated with student involvement. Any consultation with your advisor can be useful whether it is in regards to organization matters or otherwise.
- Include your advisor in the group. Relations with your advisor can remain positive by introducing him/her to the group and by providing the advisor time to address the organization.
- It is the responsibility of the organization to communicate its needs to the advisor. Advisors should be willing to get involved with the organization, but don't make him/her guess what you need.
- Allow the advisor to say "No" when needed.
- Maintain contact with your advisor. Establish and maintain methods of communication with your advisor. Consider meeting with your advisor prior to scheduled meetings to discuss agenda items or how to effectively conduct the meeting. If the advisor is unable to attend an organization meeting, the president or another officer should brief the advisor soon after the meeting.
- Make sure that you give your advisor copies of all important documents so they can be kept on file.
- Use your advisor as an observer if things in your organization seem to be stuck.

Responsibilities of the Advisor to the Organization

- **Maintenance Functions**—includes those activities that help maintain the group and minimize difficulties. The advisor serves as a link to the past, interprets College policies and helps the group maintain a positive image.

- **Group Growth and Leadership Functions**—designed to aid the group in improving its effectiveness in operations and to help it progress towards its goals. This could involve teaching techniques of leadership, helping officers understand the principle of organization and administration, helping the group develop self-discipline, stimulating activities and helping the group focus on its goals.

  Program Content and Coordination Functions—an expansion of the group growth functions. The advisor can play an active role in the organization by introducing new program ideas and helping the group do more than just maintain itself. The advisor can provide expert knowledge that helps members develop programs and to actively use classroom and learned skills.

A Faculty/Staff Advisor can:

- Play devil's advocate when needed.
- Help with problem solving as an impartial third party who assists you with working through problems and conflict.
- Act as a sounding board. If you want to discuss a new idea with an impartial third party before proposing it to the entire group, try it out on your advisor.
- Provide advice on activities that might be of interest to the students or enhance organizational development.
- Assist in evaluating the organization. Use your advisor as a resource to help determine what you should be evaluating and when.
- Help the organization set up future schedules.
- Provide knowledge and advice about College policies.
- Stay abreast of things happening on campus that may be of particular interest to your organization (e.g., field trips, special programs, speakers, etc.).
- Inform the organization about financial opportunities (e.g., grants, scholarships, etc.)
- Work cooperatively with the organization, answering questions objectively.
- Provide networking opportunities for members of your organization to interact with people in the field or area of interest which helps the members develop new contacts.
- Help students develop their own ideas and beliefs about leadership
- May terminate their commitment at any time or designate an alternate during extended advisor absences by written notice to Student Life & Leadership. Whenever possible and appropriate, the retiring advisor should give assistance to the student organization in locating a suitable replacement.

Responsibilities of the <u>Organization</u> to the Advisors

- To inform the advisor with matters concerning the overall program of the organization.

- To provide the advisor with the schedule of meetings and events.

- To send the advisor a copy of all official minutes.

- To obtain the advisor's approval and signature on forms for all events and activities.

- To develop, with the advisor, specific expectations in terms of notification of and involvement in organizational activities.

- To make sure you thank and recognize the advisor for their time, input, commitment, and support.

Resources for Advisors

The Office of Student Life located in the Student Center is another tool in your repertoire of resources. Please feel free to stop by the Student Center first floor.

Student Officers and Responsibilities

Each organization should operate with a minimum of four officer positions: **President, Vice-President, Secretary, and Treasurer.** Additional positions may be added at the discretion of the organization. All officers must maintain a minimum GPA requirement of 2.0 to serve as an officer of the organization.

Listed below are the basic duties and responsibilities of officers. This is only a guideline, as each student organization should create their own duties and responsibilities for officers as appropriate.

President
-Preside over all meetings
 -Represent the organization on campus
 -Insure that the organization is operating in conformity with the standards set forth by
  Davidson County Community College and the Student Government Association.
- Maintain regular communication with organization advisor
-Prepare an agenda for each meeting

Vice-President
 -Preside over meetings in the absence of the President
 -Attend all organization and executive committee meetings
 -Coordinate organization promotion and publicity of events
-Assist the president in the work of the organization

Secretary
-Keep minutes of meetings and distribute copies of minutes at the following meeting for approval by members
-Maintain up-to-date membership directory
-Call roll and read the minutes of the previous meeting
-Correspond when necessary with College administration and other recognized organizations

Treasurer
-Maintain accurate records of organization transactions
-Collect dues if required
-Develop organization budget and present to membership
-Arrange fund-raising opportunities for the organization as necessary
-Solicits additional funding if needed from the Student Government Association in conjunction with the President
-Be prepared to report on the current income and expenditures of the organization

How to Write a Student Organization Constitution

What is a Constitution?
A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization.   Essentially, the constitution provides a foundation and a set of rules that will help to ensure the smooth operation of your organization.

Why should we have a Constitution?
Every recognized student organization at Davidson County Community College is required to file a current copy of their constitution with the Student Life Director. An updated copy should be filed promptly if the document changes during the year. Your constitution serves an important purpose for your organization. The process of writing a constitution should help to:
• Clarify your purpose
• Outline your basic structure
• Provide the cornerstone for building an effective group
• Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

Constitutions may seem like a burden to create, but they are really not that hard. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of a constitution will be a much easier and more rewarding experience.

What should we include in our Constitution?
A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers. The following is a list of items that *must* be included in your constitution as well as sample wording you may use.

1. **Name of Organization:** The name of this organization shall be . . .
2. **Purpose:** The most important part of any constitution is its purpose statement. Why does the organization exist? The purpose statement can also serve as a mission statement that can guide the work of your members.

3. **Membership Requirements:** These are the specific requirements and responsibilities that are necessary for one to be eligible to join the organization.
   Some questions to consider:
   Who is eligible for membership?
   Will there be different categories of membership?
   What are the rights of the different members?
   How can a member be removed (GPA, non-attendance, etc)?
   Example:
   <u>Article III - Membership</u>
   Membership in this organization is open to all DCCC students and will not be restricted on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation. Students in good standing with the College (at least a 2.0 cumulative GPA and no disciplinary issues) are eligible for membership after attending or participating in an organization event/meeting.

As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ votes of officers plus ¾ votes from the general membership if actions are deemed inappropriate by the membership.

4. **Officers:** All officers must be currently enrolled students at Davidson County Community College and registered for at least six credits. The constitution should state how to become an officer, the various titles to be held, the selection process for these positions and a specific listing of each officer's duties.
Some questions to consider:
Who are the officers and who may qualify for each office?
What are the duties of each officer?
What procedure is to be followed in the event of a vacancy?
How may an officer be removed?

Example:
Article IV- Officers
Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: 2.0 cumulative G.P.A. The term of office will be one full year. The Executive Board of this organization is comprised of all recognized officers. The Executive Board shall meet in addition to regular organization meetings. The Executive Board shall appoint committees if they are needed to carry out organization goals.

Officers may be removed from office by ½ votes of the other officers and ¾ of the general membership if actions are deemed inappropriate by membership. The officer is permitted to speak before the Executive Board and the general membership about the charges made concerning his or her performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges.

5. **Elections/Voting:** Every organization must have a standardized procedure for voting and elections in order to ensure continuity from year to year. Include eligibility, nomination and election process, and process for impeachment and replacement of officers in the procedure. The constitution should state how various decisions are made in the group and what type of vote is required to enact decisions. For example, *Decisions of the club shall be enacted by a majority vote, consisting of 50% of the voting membership. A vote of member impeachment will be enacted by a 2/3 majority vote of the voting membership.*
Some questions to consider:
How often are elections to be held?
How are nominations to be made?
Who is eligible to run for an office?
How is an election to be determined?

By what means and how far in advance will nominations and/or elections be announced and/or members notified?

Example:
Article V-Elections
Elections are held once a year, one month prior to the conclusion of the academic year. Nominations are to precede Elections by two weeks. Any member that has been active with the organization for one or more semesters can run for office. Through a majority vote, a person can be elected into office. Members must be notified at least six weeks prior to the nomination period to prepare.

6. **Meeting Procedure:** The constitution should state when regular meetings are held and how to call special meetings. In order to conduct orderly meetings where all pertinent business within your organization gets addressed a procedure for conducting business should be established. Be sure to establish a quorum number for indicating the number of members required to be present prior to being able to conduct business.
Some questions to consider:
How often will meetings be held?
How will members be notified of such meetings?
How will organizational decisions be made?
Who is eligible to vote at meetings?
What constitutes a quorum at meetings (or elections)? (A quorum is the absolute number of members or the percentage of members, usually voting members, required to be in attendance or to vote in order to conduct business)

Example:
Article VI – Meetings
The organization shall hold regular meetings during the academic term except when holidays, examination periods or other events make meetings impractical. Organization meeting day / time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer. Robert's Rules of Order shall govern all meetings.

7. **Finances:**
Some questions to consider for this section include:
Will dues be required and if so, how much, how often, and to who are they paid?
Who is responsible for collection and disbursement of funds?
Who may authorize expenditures?
Example:
Article VI I- Finances
The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must

be paid by (enter week in semester). The treasurer shall maintain all financial records and shall co-sign with the president and advisor for all organization transactions. All financial accounts shall be established through the Business Office.

8. **Committees (Optional):** Most organizations work through a committee system. In this article the standing and ad hoc committees should be described and their functions outlined. If you don't know which committees you will have, then via an article, grant the authority to develop them.

9. **Advisor (Optional):**
Some questions to consider for this section:
What is her/his role in the organization?
How is she/he selected?

Example:
Article IX - Advisor
The advisor shall be a full time faculty or staff member at Davidson County Community College. The advisor will assume the responsibilities outlined in this constitution. The advisor will be selected by a ½ vote of the Executive Board and then presented to the general membership for a ¾ vote. Advisors not fulfilling responsibilities or not abiding by the organization's purpose may be removed from the position by a ½ vote of the Executive Board.

10. **Authority/Supremacy:** All student organizations are subject to the policies and procedures of Davidson County Community College. Your constitution needs to include a statement about your group's responsibility to operate in accordance with these policies.

11. **Amendments:** As your organization evolves, certain parts of your constitution will need to change and evolve with it. That is why a procedure for amendment needs to be included in every constitution.
Some questions to consider:
By what procedure will amendments be proposed, discussed, etc.?
How will such an amendment be incorporated into the Constitution? If by a vote, by what majority?

Example:
Article XI- Amendments
Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendments will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of ¾ of the general membership is required.

12. **Ratification:** Before a constitution can be fully utilized by an organization, it must have the support of the full membership. Thus, the membership must vote on passage of the constitution. The constitution must include the date it was ratified (adopted by the organization).
A question to consider: By what process will the Constitution go into effect?

Example:
Article XII - Ratification
This constitution shall become effective upon approval by a ¾ vote of the membership on this day September 30, 2010.

Adapted from:

* *Guidelines for Student Organizations, 1996-1997.   The Center for Student Involvement and Leadership, Appalachian State University.*

**How to Write a Student Organization Constitution, 2009. Southern New Hampshire University.*

Funding for Student Organizations

Student Organizations can receive funding in one of two ways-through student activity fee money or their own revenue-producing activities.

Funding through Student Activity Fees

- Officially recognized student organizations are eligible to receive funding to help support an activity or event through student activity fees paid by the general student population and administered through the Student Government Association and the Director of Student Life.

- Student activity fees should be used mainly for the funding of programs, services, and events of benefit to the campus. For example, the funds given to the organization through the student activity fees could be used to help sponsor a speaker on campus, to conduct a particular program, or any activity which is open to the campus community. **The funds cannot be used for activities that only benefit a specific student organization.** Instead, the organization could hold fundraisers to raise money.

- Each new officially recognized student organization is eligible for a one-time only $50 funding award for start-up operating expenses.

Criteria and Process to Apply for Funding through Student Activity Fees

- All student organizations in good standing that have completed the student organization registration packet, have been approved as a recognized student organization, attend regular SGA meetings (5 or more per semester), and participate in SGA sponsored events are eligible to receive funding.

- The activity, event, or program that the funds are used for must be: 1) free for DCCC students to attend; 2) held on the DCCC campus; 3) inclusive to all DCCC students.

- The student organization must have been in existence for a minimum of one semester, have completed or at least in the process of planning one community service project, and is productively contributing as an organization to the College.

- An approved Event Approval Form (EAF) must also be on file with the Student Life Office.

- The maximum amount available to an organization for activities or events is **$300** per year. The amount may be encumbered in one or multiple activities.

- Student organizations must agree to use the funds for the purpose for which they were allocated. Using funds for other than the purpose for which they were allocated could result in the group having its SGA allocation amount frozen for a period of time or losing its funding completely.

- Allocation of program funding is at the discretion & approval of the Student Government Association Executive Board and Director of Student Life.

- All requests for funding must be made in <u>advance</u> of the event.

- Reimbursements will not be given for unapproved spending.

- Supporting paperwork (receipts, invoice, etc,) must be submitted to verify use of funding.

- Submit a completed **Request for Use of Student Activity Funds** form, located on the College website in the Student Life section, to the Student Life Director at least 10 business days in advance to ensure that your organization will be approved in time to receive payment.

- An email will be sent to the student organization as to whether or not the funding has been approved.

- If approved, *with original itemized receipt or invoice only,* the money will be transferred to the student organization campus account or reimbursed with a check to the organization.

Funding through Student Organization Fund-raisers

- Recognized student organizations may conduct fund-raising events. All fundraisers and events need to be approved prior to the function. A fundraiser may not occur until the event is approved. Please submit a **Student Organization Activity, Event or Fundraiser Application** at least 5 days prior to the event to the Director of Student Life. You will be notified via email that your request has been received and either approved or denied.

How to Request Money

- Funds will be provided in the following ways:

    1. **Petty Cash**- The **Petty Cash Request** form can be submitted for up to **$75** per withdrawal. All receipts must be submitted to the Director, Student Life within twenty-four hours of the withdrawal. **Student organizations that do not submit receipts will not be allowed to make further cash withdrawals.** In that case, funds will only be disbursed through check reimbursement. (See below).

    2. **Check Reimbursement**- The **Request for Payment Form** is used for approved student organization expenditures made by club members who are requesting reimbursement. Reimbursements will not be given for unapproved spending. The form must be completed with the <u>original</u> itemized receipt or invoice attached, with all the proper signatures, and submitted within a week of the receipt date before payment can be made. Due to the large volume of checks that are written each week in the Business Office, please allow ample time for your request to be processed.

    3. **College Wal-Mart Card**
    The College Wal-Mart card is available for student organization use. If you are sponsoring an event or activity and need to purchase supplies, please consider using the Wal-Mart card. A **Purchase Order Form** must be completed and signed by the Director of Student Life. The amount will be charged back to your club account. The Wal-Mart card will only be given to the student organization advisor who will be solely responsible for it.

Things to Keep in Mind

- The <u>Request for Petty Cash</u> and the <u>Request for Payment </u>Forms are available on the College website in the Student Life section.

- Submit the form to the Student Life Director at least 5 days in advance to ensure that your organization will receive payment in time.

- The form requires three signatures: the Student Organization Advisor, President or Treasurer, and the Director of Student Life before being submitted to the Business Office. The Business Office will not process the request without all the necessary signatures.

- All funds disbursed to student organizations through the Business Office shall require an officer of the group to present a valid DCCC ID.

Rules Governing Student Organization Accounts

- All student organizations are required to have an account with the business office in which to deposit funds and maintain an accounting of monies collected and disbursed. **Student organizations and clubs may not establish off-campus bank accounts.** Institutional funds, including student activity fees, must remain in the institutional account until properly disbursed from the College's account. Having accounts payable managed through the college provides the internal controls necessary to help prevent misappropriation of the funds.

- Student organizations should prepare a budget at the beginning of each school year. Each group should have a written plan of how they will use the monies for each semester.

- Expenditures must be approved by a majority vote of members and the advisor before any purchases are made.

- The treasurer and advisor should work together to keep a detailed record of all monies. Make sure to back up any electronic files in case of emergency.

- The treasurer should also make a report at each meeting listing receipts, expenditures, and balance on hand.

- Keep copies of records and receipts to account for operating funds.

- Each month, a report showing all activity and the month-end cash balance will be sent to the faculty/staff advisor. It will be the president's or treasurer's responsibility to obtain the report from the advisor each month. Please check the report for accuracy and report any concerns or questions as soon as possible after receiving it. If you have a question concerning an item on your report, please call Jennifer Starsick in the business office.

Event Planning

So, you're going to plan a big event, but you don't know where to start. Don't panic. This section is designed to help you through this process and smooth out the rough spots of planning and preparing for a successful and memorable event. The first step is to determine why you are putting on the event. Some questions that may help you clarify what you are doing and why include:

- What do you want to achieve by having this program?
- What are your organizational goals and how will this event help you meet them?
- What do you, as the planners, want to get out of this experience?
- Is there a current need or an interest in this program area?
- Are other similar programs being offered?
- Has a similar event been held in the past?
- What was the response?
- Are your members enthusiastic about organizing this event?
- Is organizing this program worth your members' time?
- Is there enough time to thoroughly organize, publicize and promote the program so that it will be successful?

Once you have satisfactorily answered these questions, planning the program is really quite easy if you follow these five simple steps:

1. Identify Needs
2. Develop Program Goals and Objectives
3. Organize Program Plans
4. Implement Plans
5. Evaluate the Event

Identify Needs

Who is the audience and what does the audience want to see or experience with this kind of program? What are the audience's needs? What method of assessment will you use to determine this (e.g., word-of mouth, surveys, or a suggestion box)? How big do you want this program to be? Does the type of event you're planning limit the audience size? If so, how will you determine who can attend?

Develop Program Goals and Objectives

After you have identified your program's audience and needs, decide upon the needs the event will address. Define specifically what you want the participants to learn or experience from the program. This will be the goal of your program or event. Be clear about the kind of program you are planning, i.e., social, cultural, educational or a fundraiser. Identify other resources to help you when and where necessary.

Organize Your Plans

What do you specifically need to do to accomplish your objectives? When do you want to hold this event? Be sure to consider whether or not you have enough time to make all the necessary arrangements and whether or not your members will be able to complete all of their tasks. Many program planners find it helpful to make a time line working in reverse; start at the day of the event and fill in publicity deadlines, facility agreements, etc. This can help you see if you are being realistic or if you are setting yourself up to be unable to meet your obligations. Getting everything down on paper is an arduous process but it can be very rewarding and a great learning experience. It will give you a tremendous sense of accomplishment. For many, this process is as rewarding as the program itself. A Student Life and Leadership staff member can assist you with the process.

Establish a Budget

How much money do you have to work with? Will revenues need to be generated? What kind of resources do you have at your disposal to raise money and/or cover costs? If you plan on charging admission, it is important to consider what costs you anticipate this fee will cover as well as how much you can reasonably expect participants to pay. Other questions to address are: Will students be charged less than faculty, staff and community participants? Will tickets/registration be taken at the event or beforehand?

Methods and Resources

Another thing to consider is that oftentimes speakers and entertainers will want you to sign a contract. Be sure to read it thoroughly and have your advisor review the contract. If you have questions, make a notation and ask for clarification. (Check with a staff member in the Student Life and Leadership office if you have any questions or concerns about a contract. They will refer you to the appropriate person.)

Program Details, Follow-Up and Clean-Up

Be sure to make a list of what needs to be done before, during and after the event. What are your equipment needs? Do you need registration tables, special power hook-ups for speakers, computers, or microphones? Be sure to ask your guest speakers what materials or equipment they need in order to do their part.

Implement Plans

Be very clear in the beginning as to who will perform what tasks and what roles and expectations everyone has of each other. Be realistic when delegating tasks and responsibilities. Give people enough time to complete their work and assign to them things that are within their capabilities-- set people up to succeed.

Evaluate the Event

The evaluation process is three fold:
1) the audience's feedback,
2) the presenter's experience and recommendations, and
3) the planner's thoughts and recommendations.

Each group should be asked whether they feel the program accomplished what it was intended to. What went well? What could have been better? There are several different methods of obtaining this information, but the most often used one is a written evaluation distributed following the program. When the program planners evaluate the event, be sure to find out whether there was sufficient time allowed for planning and implementation. Did the program reach the goals and objectives? What should be done next time that wasn't this time? Did the anticipated audience attend?

A well thought out and thorough evaluation is an educational aspect of programming. It allows you to learn from your successes and learn what is to be improved. Evaluations can also serve in a historical file for the organization and can be a useful reference for future programmers.

Publicity Ideas for Student Organizations

Publicity is very important to any organization. Good publicity allows organizations to attract new members, raise money and awareness, announce programs and services, and educate the community. Therefore, for your organization's publicity to bring results, careful and thorough planning should be put into your campaign. Start early!

The most effective publicity allows the reader to quickly grasp all the important facts of the program while being creative and eye-catching at the same time. Promotional materials should be clearly printed with a message designed to evoke a response from the viewer. It is more important for your message to be clear and understandable than for your items of publicity to be extremely artistic. Here are a few suggestions for publicizing your event:

- **Word of Mouth**: Personal solicitation and personal endorsement are the best and most effective ways to promote activities. Announce the event at your weekly meetings.
- One of the most important decisions you will make about publicity involves **color**. To get the most "bang for your buck", use positive color combinations: Blue on Orange, Orange on Blue, Purple on Yellow, Black on Orange and Green on White. All of your publicity can benefit from the use of color. Just remember these simple rules: Use basic colors for lettering-they are easier to read. Avoid using red in limited light. Avoid using more than three colors on one poster.
- **Student Organization mailboxes**.
- **Balloons**: Need a last minute reminder about your event? Advertise on balloons on the day of your program.

- **Fortune Cookies**: Hand out fortune cookies with your organization's event information printed as the fortune. There are many companies that sell fortune cookies with your personalized message for a very reasonable cost.
- **Lollipop Lingo**: Hand out lollipops with an event message attached.
- **Costumes**: If your upcoming event has a theme, rent costumes that go with it and have organizational members wear them while handing out event information.
- **Unusually shaped posters**: Different shapes will draw more attention than the typical square or rectangular poster.
- **Stickers**

Additional Tips for Publicizing Your Event

- Advertising for the event should start 2-3 weeks before the event, but not any earlier because people may forget about your event when it actually happens. Or, they will become used to seeing your publicity
- Student Organization event Posters/flyers can be posted on the building doors throughout the campus. See the Appendix section of this Handbook for the complete DCCC poster policy.

Essential items to include in all publicity

- Name of attraction or event
- Date of event
- Time: beginning and ending
- Location of event
- Admission price (even if it's free)
- Deadline for applying (if applicable)
- Contact information of the sponsoring organization
- Any co-sponsoring organization names

A few other suggestions:

- Always use spell check.
- Ask an advisor to proof read advertisements.
- Use a variety of colors and shapes.
- Balance light and dark space.
- Using all capital letters is very hard to read from long distances.

Your organization has invested a lot of time and energy into sponsoring an upcoming event. Now the only question is, "Will they come?" With so many things happening on campus, how will the publicity for your event stand out from all the others?

Here are Some Reasons Why Publicity Fails

- It's not eye catching enough - It doesn't stand out amongst everything else that's out there.
- There's not enough of it - Maybe the publicity looked good, but there is so little of it around campus that many will never learn of the event.
- It's not creative or informative - It looks like everything else that's already out there and/or doesn't include enough information to inform students about what the event actually is.
- It's too cluttered - No one wants to take the time to read it.

After Your Event

- Clean up publicity around campus.
- Write a recap of what items worked/didn't work in your organization's binder.

Things to Remember About Student Organization Events

- Organizations are reminded that no event may occur without the approval of the advisor and the director of Student Life & Leadership. If the event is other than a regular meeting, a **Student Organization Activity, Event or Fundraiser Application** must be submitted at least 10 days prior to the event. You will be notified via email that your request has been received and either approved or denied.
- Organizations are responsible for being familiar with the policies and procedures of the Student Organization Handbook and the Student Handbook/Catalog.
- As all requests for events are tentative until approved by Student Life & Leadership, organizations must not enter into contracts or publicize events prior to the event being approved.
- In case of conflicts where clubs request the same date, priority will be given to the organization filing the request at the earliest date.
- Students are not permitted to sign or agree to contracts on behalf of Davidson County Community College. Davidson County Community College will not be liable for any contract signed by the officers of student organizations or any other student or group of students.
- Each organization will operate and conduct all events in accordance with federal and state laws, local ordinances, College policies, policies of the Student Organization Handbook, and the constitution and/or bylaws of the organization itself.
- Posters, banners, and signs are to be placed only in approved areas in College buildings and around campus. Please see the Poster Policy in the Appendix section of this manual.

Guidelines for the Sale and Distribution of Food on Campus

In an effort to promote a safe and healthy environment for students, faculty, staff and campus visitors, Davidson County Community College suggests the following guidelines regarding the handling and sale of food. These guidelines were developed in consultation with the Davidson County Health Department and are meant to serve as a suggested guide to all members of the campus community, particularly with respect to student activities and campus events including, but not limited to Fall Fest, Spring Fling, Club Days, Taste of International, athletic concessions, etc. It should be emphasized that what follows is a guide only, and not a guarantee that compliance with this guide will ensure the safety of any and all foods which may be offered for sale by student organizations/groups, and consumers of such foods should be aware that some element of risk exists when purchasing/consuming food prepared and served by such organizations/groups operating on a volunteer basis. If a particular organization/group has further questions about the safety of foods it desires to offer for sale or pertaining to the proper handling of such food or its preparation, it should contact the Office of Student Life who will consult with the Davidson County Health Department for further recommended guidance, if needed.

Sale of Food:
At least five business days in advance of an event during which an organization/student group desires to sell food, such organization/group must register their event with the Office of Student Life by completing an *Event Approval Form* (located on the College website under this link: http://www.davidsonccc.edu/studentlife/studentactivityforms.htm). This registration requirement includes athletic events where permission for the sale of food through concessions is being requested. The Office of Student Life reserves the right to deny permission to any organization/group should it deem their proposed event a potential health/safety risk or to be out of compliance with Health Department regulations. Student organizations and other groups are encouraged to sell only pre-packaged foods (foods in factory packaging such as *Oreo* six packs) or dry baked goods that do not need to be kept warm or cold. Food which is prepared by a commercial caterer can be sold as long as the caterer remains on-site to handle and serve food to ensure it is maintained at proper temperatures and handled in a safe and sanitary fashion.
If student groups or other organizations elect to sell foods which are not prepackaged, consideration should be given to selling only foods which carry a lower safety risk, examples of which include the following:

Homemade or Store-bought baked goods:
Cookies
Cakes with commercial frosting (no cream fillings)
Fruit pies (no cream/custard pies and pastries)
    Breads without fruit or vegetable content

Fruits:
Any fruits from which the peel has to be completely removed prior to eating (examples: bananas, tangerines, oranges, etc.)

Drinks:
Canned, bottled and boxed drinks

Tips for Food Safety:
Any time baked goods are sold, it is suggested that baked items should be individually wrapped with the ingredients labeled on each individual item for sale. For example: Chocolate Chip Cookies, Ingredients:
Flour, Sugar, Shortening, Eggs, Vanilla, Chocolate chips, Baking powder, salt

Labels should also warn purchasers if the food item contains nuts.
For example: *Warning: This product contains ground nuts or tree nuts or ingredients derived from nuts.*

All persons handling food should completely wash their hands (using warm soap and water for at least 20 seconds, rinsing thoroughly) before handling any food. Plastic gloves should also be worn at all times while handling

Showing a Film on Campus

Student groups intending to show a film on campus must obtain a public performance license. The following information is provided by the Motion Picture Association of America concerning copyright and public performance laws regarding showing films on campus.

What are Public Performances?

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally "publicly performing" the movie? Probably not. No license is required to view a videotape /DVD inside the home by family or social acquaintances.

But suppose you took the same movie and showed it at a club or bar you happen to manage. In this case you have infringed the copyright of the movie. Simply put, movies obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Neither the rental nor the purchase of a videocassette/DVD carries with it the right to show the movie outside the home. Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyrighted owner regardless of whether an admission fee is charged. Face-to-Face Teaching Exemption is the only exception. This allows an instructor to show a videocassette/DVD for students registered for that class only. The movie must be shown during regular class hours, it should be listed on the class syllabus, and students should be receiving college credit.

What the Law Says

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches and **non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.** This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

What are the Penalties for Copyright Infringement?

- Showings of videos without a license, when one is required, are infringements of copyright. If done "willfully and for purposes of commercial advantage or private financial gain," it is a federal crime and subject to a $150,000 penalty per exhibition (Section 506).
- In addition, even innocent or inadvertent infringers are subject to substantial civil damages ($750 to $30,000 for each illegal showing) and other penalties (Sections 502-505).

How Does My Student Organization Show a Movie on Campus?

1) Obtaining a public performance license is relatively easy and usually requires no more than a phone call. While fees vary, they are generally more expensive for newer releases.
2) Public Performance fees range from $325-425 for current releases to $525-625 for pre-home videos (videos that have not been released for home viewing yet).

3) The major firm that handles the majority of licensing is:
   Swank Motion Pictures, Inc., (800) 876-3344, www.swank.com

4) Submit a **Request to Show a Film Application** (available on the College website in the Student Life section) to the Director of Student Life along with a copy of your confirmation to show the movie.

5) The movie will be shipped to you so that it arrives at least two days before your show date.

6) Movies must be returned the first business day after screening with the enclosed pre-paid return shipping label.

Frequently Asked Questions

Q. *We own the video, do we still need a license to view or show it in public?*

A. Yes. The location requires a license regardless of who owns the video. While you may own the actual Video, you are only granted the right to view it in your home, not to show it in public.

Q. *We do not charge admission. Do we still need a license?*

A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. *We are non-profit. Do we still need a license?*

A. Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. *We show videos on our closed-circuit system. Do we need a license?*

A. Yes. The Copyright Act provides that closed-circuit transmissions are automatically deemed public performances.

Q. *We are not open to the general public. Do we still need a license?*

A. Yes. Any location outside of the home is considered public for copyright purposes.

Early College Students

Early College High School students who are juniors or seniors are eligible to participate in student organizations and clubs on campuses; however, the student and his or her parent or guardian must sign the **Minor Student Participation Agreement form** (located on the College's website in the Student Life section) before becoming an official member of the organization.

Tax Status

Recognized student organizations do not automatically have a tax-exempt status, nor are they automatically eligible for certain benefits offered to tax-exempt groups. If a group is not tax-exempt, donations made to that student organization are not tax deductible for the donor. If a student organization wants to gain tax-exempt status, it must take necessary steps on its own, and without the assistance of the College.

Drawings and Raffles

A student organization must have non-profit status (registered as a 501 (c) (3) group of the IRS Code) or be recognized by the Department of Revenue and the General Assembly of NC as tax-exempt to be eligible to conduct raffles. A raffle is defined as a game in which a participant buys a ticket for a chance at a prize with the winner determined by a random drawing to take place at a location and date printed on the ticket.

Student organizations that do not have tax-exempt status, cannot conduct raffles, but they may have a drawing for prizes at their event. In the case of a prize drawing, the student organization may also collect donations or charge admission, however participation in the drawing cannot be contingent on payment of the donation or admission cost.

Soliciting Donations from Businesses

Student organizations desiring to contact businesses about donating items for club projects must complete a **Request to Solicit Donations Form** first to receive approval. The College wants to avoid multiple contacts to the same businesses as much as possible so that we don't wear out our welcome.

Code of Conduct

All recognized student organizations are subject to policies as outlined in the Student Handbook/Code of Conduct. A student club or organization may be sanctioned if it does not comply with the policies and procedures established by the College, with state and local laws, or does not function within its prescribed purpose. The student organization will receive due process in resolving the issue. If the organization is found in violation, due process will be followed to resolve the matter. If the violation continues, the organization may be sanctioned. Sanctions may include probation or withdrawal of College recognition. If an organization is placed on probation twice within a school year, College recognition will be withdrawn. Individual student organization members can be adjudicated separately from the student organization from which he or she belongs.

Selling Concessions at Athletic Events

Selling concessions at athletic events is a great opportunity for student organizations to raise money. We would like to have at least one student club or organization selling concessions at every game. To sign up for a particular home game, review the athletic schedule on the College website and request a date through an email to the Student Life Director. You will receive an email confirmation as to whether that date is okay or filled. Please keep in mind the following rules:

- Student organizations must follow the guidelines for selling food on campus.
- Student organizations must be in place and ready to sell ½ hour before each game.
- Student organizations are responsible for clean-up after the games.
- No more than **two** student organizations can sell concessions at each game.
  Tables in the gym lobby are reserved on a first come, first serve basis and cannot be reserved in advance. Clubs are expected to follow these policies.

Updating Club Information for the College Website

Organizations should keep their club information updated on the website. If there has been a change of officers, advisors, or any other relevant information regarding the organization, it is the responsibility of the club advisor to submit a Helpstar ticket to Andy Miller to update the website.

Dissolution of Student Groups

Any organization interested in ceasing their group's activities and official recognition, should follow the following procedures:
- Send a note, signed by all current officers to the Director of Student Life of your plan to dissolve your student group.
- Follow the organization's constitution in order to abide by any predetermined instructions for dissolving the group.
- Hold a final meeting where minutes can be recorded of the group's decision to cease activities.
- Pay all debut obligations held in the group's name. Any remaining funds in the organization's account will be transferred back to the general student activities account unless otherwise designated.

Appendix

The appendix section contains information, strategies, resources, and worksheets to help make your student organization operate more efficiently.

Table of Contents

Conducting Effective Meetings for Student Organizations

Do you dread attending meetings because they are dull, unproductive, disorganized or too long? Meetings can be unfocused, boring and are sometimes called unnecessarily. This does not mean meetings are inherently valueless, just often poorly planned. A meeting is not an end in itself, but a vehicle to help you reach a goal. Meetings help a group determine courses of action. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will run smoothly.

The following are some tips to help you make your meetings successful, productive and fun:

Purpose of Meeting

- To discuss and evaluate goals and objectives and develop courses of action.
- To keep members updated on current events.
- To provide opportunities for the group to communicate and promote group cohesion.
- To pull resources together, make decisions, and plan implementation of projects and events.
- To ensure members are aware of their importance to the group. Ask for opinions and ideas.
- To solve problems.

Checklist to Use When Planning Meetings

Meeting Preparation

BEFORE THE MEETING

__ Reserve meeting room
__ Arrange room to accommodate group
__ Prepare and send out a meeting agenda
__ Contact committee members and advisor for reports
__ Prepare handouts/print copies of agendas and previous minutes
__ Prepare necessary visual aids
__ Reserve audio/visual equipment
__ Confirm Advisor attendance

AT THE MEETING

__ Greet members by name and make them feel welcome
__ Sign-in Sheet
__ Start the meeting on time
__ Introduce guests/new members
__ Conduct meeting
__ Stick to the agenda
__ Who will greet latecomers?
__ Keep order
__ Hand out materials
__ Announce time/place of next meeting
__ Other announcements
__ Track assignments

Attitude

- Get people excited about the meeting! Show your enthusiasm. Make it fun and enjoyable.
- As a leader, be a role model. Listen, show interest, appreciation and confidence in members. Respect people's feelings and acknowledge constructive contributions. Head off private conversations that are irrelevant to the topic at hand.
- Be professional and courteous. Allow everyone the chance to contribute.

Atmosphere

- When possible, have light refreshments, even if it's just candy. This helps people relax and breaks the ice.
- Encourage group discussion and feedback on all discussion topics. You will have better decisions and highly motivated members that help shape the organization and the activities if they have participated in the process.
- Keep conversations focused. As gently and tactfully as possible, end discussions when they are unproductive or becoming detrimental.
- Recognize, recognize, recognize - Congratulate members who have done something great in the organization, on campus or elsewhere. Celebrate significant holidays, birthdays, organizational accomplishments, etc. Be creative and have fun with recognizing your members.

After the Meeting

- Compose and distribute minutes within the next few days.
- Discuss any problems from the meeting or the assessments/evaluations with other officers and your advisor. Work on solutions and implement them at future meetings.
- Follow-up on delegated tasks and ensure members understand and fulfill their responsibilities. Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.

Developing a Meeting Agenda for Student Organizations

The heart of every club or organization is found during its meetings. Meetings range from a lighthearted, informational gathering of general members to a heated decision making session of executive board members. Good meetings are always a result of careful preparation and planning. There are different ways to run a meeting. Whether you use parliamentary procedure or a more relaxed format, it is important to know what your purpose and goals are, how you hope to accomplish your goals, and how you communicate.

Preparing an agenda not only communicates to your group what the meeting is about, but also makes you think in advance about what information you would like to cover during the meeting. An agenda is an outline of the issues that a group will discuss during a meeting.

The agenda is prepared by the officers of the organization, with assistance from the organization's advisor. Once prepared, the agenda is distributed to members at least one day prior to the meeting either by email or in printed form. This allows members to come to the meeting prepared to discuss the agenda items, exchange information and make decisions.

The Agenda

The following agenda items are standard in most groups. You can adapt them to meet the needs of your organization. You may want to use "Robert's Rules of Order."

- **Call to Order** - The Chair calls the meeting to order. The call order may be followed by any opening ceremony the organization may have instituted.

- **Roll Call** - If attendance is taken, it should be done from a prepared list of members' names. The list can include spaces for recording whether a member is present, absent or tardy. Or, pass around a sign-in sheet during the meeting.

- **Reading and Approval of Minutes** - After the minutes are read, any corrections are made and minutes are approved.

- **Reports of the Officers** - The Chair recognizes each officer in turn. Reports are usually for informational purposes. If a report involves a recommendation for action, the group may discuss the recommendation when the report is finished.

- **Reports of the Committees** - The Chair calls for reports from standing committees first, followed by reports of special committees. Again, if a recommendation is made in the report, it may be discussed when the report is finished.

- **Unfinished Business** - Includes all business left over from previous meetings, working from a list of unfinished business topics, each one in turn for discussion and action.

- **New Business** - Members can introduce any new topics at this time.

- **Announcements** - The Chair may make, or call upon other members to make, any announcements of interest to the organization.

- **Program** - Some organizations have a speaker, film, or other educational or cultural program. This is usually presented before the meeting is adjourned, because the program may require action to be taken by the organization.

- **Adjournment** - When the agenda is completed.

Using the Agenda

Simply putting topics on a list will not make your meetings more productive. Consider these points as you construct and use an agenda:

- Be realistic about the amount of time each topic will take. Avoid an over-crowded agenda. If choices must be made, leave more time for important issues.

- Take up the less complicated topics first, leaving time at the end for more complex issues.

- Stick to the agenda. During the meeting, the agenda is followed unless two-thirds of those present wish to make a change.

- It is the President's job to make sure the members follow the agenda so that meetings run efficiently. You may have to bring people back on track by stating something like, "I THINK WE NEED TO GET BACK TO THE ISSUE WE WERE DISCUSSING."

- Introduce each agenda topic with a comment about why it's on the agenda.

- Allow full discussion of each topic. People can continue to debate an issue until they are finished, or until two-thirds of those present agree to end the discussion.

- Close discussion of each topic with plans for future action.

An agenda gives a meeting direction and purpose. You may choose to be less structured than the format presented here, but some structure is necessary to ensure that your organization "takes care of business." Then, members are able to leave the meeting feeling that they accomplished their work and have contributed to the organization.

Adapted from: The San Diego State University Student Organizations Handbook

How to Become a Thriving and Enduring Student Organization

Student organizations come in all varieties at Davidson County Community College. Some are large, some are small, some meet regularly, and some come together only a few times a semester. Some are academically based, some are honor based, and some meet simply for a common interest.

Establish your organization on campus

      a. Participate in campus activities such as Club Rush, campus events that invite student organization participation such as Fall Fest and Spring Fling.
      b. Advertise! Hang posters, pass out flyers, invest in organization t-shirts and other promotional items to announce meeting times and events.

Establish a solid group of core members

- Create bylaws that hold members to certain standards, such as regular attendance and participation.
- Increase member involvement by instituting a number of executive and chair positions, as well as creating committees to oversee certain aspects of the organization.
- Recognize and reward members for achievement, participation, and overall organization commitment.

Establish your organization in the community
Include a service component as part of your organization's membership criteria or as a tradition every semester. Ideas include hosting your own community project, establishing a team every year with a local benefit walk, and/or requiring members to complete a number of hours within the community each semester.

Go above and beyond at your meetings
Think outside of the box when it comes to meetings and activities. Instead of trying to follow what you think is typical meeting proceedings, create an entirely unique meeting style for your members. Invite speakers from the community, hold mini competitions amongst your members to create camaraderie, or even theme your meetings!

Establish a solid relationship with your faculty/staff advisor

- Maintain communication regarding organization meetings and other activities.
- Recognize your advisors for their continued support and invite them to your events.

Facilitate effective transitions amongst officers from year to year
Keep your organization strong by hosting transition meetings that allow for each position to pass on relevant information and documents, as well as tips, ideas, and goals.

Motivation

One of the most common complaints we hear from student leaders is that their members aren't motivated and that only a few exert any effort on behalf of the organization. Some things for you to consider are that most people:

~ Need opportunities for growth and self-development.
~ Will respond to opportunities for challenge, responsibility, and interesting work.
~ Need their efforts recognized.
~ Want to belong and to develop relationships within the organization.
~ Want to be informed about the group and feel involved.

Some Tips for Motivating Members:

~ Be enthusiastic.
~ Delegate authority. This helps to get your members involved and limits burn out.
~ Tell people what you expect of them.
~ Give constructive criticism privately.
~ Be honest.
~ Encourage opinions and suggestions at meetings.
~ Respect others' opinions.
~ Don't monopolize (or let anyone else monopolize) the meeting.
~ Encourage discussion about controversial issues in order for the organization to reach an informed decision.
~ Make use of members with special talents, skills, etc.
~ Reward and recognize member's work.

REMEMBER: If the members are motivated and involved your job as a leader will be easier.

Adapted from: The University of Cincinnati Resource Book 1998-1999.

Team Building for Student Organizations

WHAT IS TEAM BUILDING?

Your organization is ready to roll; your officers are enthusiastic about beginning the year, and your returning and newly recruited members are eager to contribute. There are two important steps to take before you plunge into the year's activities - building your group into a team and determining your goals for the year.

"Team Building" is the process of forming several (or many) diverse individuals into a "team," a group that has several things in common:

- Agreement on a common vision of what they are working toward as a group (goals).
- Agreement on what they are able to accomplish as a group (objectives).
- Agreement on the specific roles in which each person will be working to accomplish their objectives.
- Open information flow and commitment to other group members.

In order for your team to work together effectively, members need to feel comfortable around each other. The more they know and appreciate each other as people as well as contributors to the organization, the better they'll work together.

HOW TO BUILD A TEAM

One of the most efficient and effective ways to "do team building" is to set aside a two or three hour block of time very early in the year. A comfortable, informal environment works best - someone's living room, a carpeted meeting room where you can all sit on the floor, a quiet lounge with comfortable furniture. Make team building your only agenda item.

Your task is to share with each other information about who you are, what you think about the organization, how you expect you'll fit in. The following questions are examples of those you can ask to start the discussion and keep it on track. Make sure each person answers every question. The point is to listen to each other.

- Why were you interested in becoming an officer/member?
- What do you expect to learn from this experience?
- What is the biggest asset you bring to this organization?
- What is your biggest fear about what could happen in the next semester/year?
- What is your own perception of yourself as a leader/member? Include costs and benefits - to yourself and to the organization.
- What did you feel best about last semester/year? What did you feel worst about?
- Share any special interest areas, skills, areas of expertise. Also share areas you feel weak in and would like information about, support or training in.
- What do you want to see this organization do?

WHEN TO BUILD A TEAM

While team building is essential to newly formed groups or an organization with a large number of new members, there are other times it can be effective as well. You might find it helpful to use team building techniques when:

- Members seem bored or irritable
- Members appear to be going off in different directions or drifting away from the group
- There is a great deal of conflict or "infighting"
- Members have been apart for a while, i.e., breaks, vacations, etc.
- Members need to boost team spirit

TEAM BUILDING EXERCISES WHICH CAN BE USED ANYTIME:

Self-disclosure/Relationship Building

These exercises help break down barriers and allow members to get to know one another on a more "intimate" level. Very appropriate for groups where people will be working closely together and/or for groups where members will be together for a long period of time.

- Intimate Interviews: Members pair off and interview one another for five minutes each. Partners introduce each other to the group speaking in the first person (using "I") as if s/he were the person being introduced. They should be sure to include everything s/he can remember about their partner.
- Personal Crest: Members make a personal coat of arms in which they express important aspects about themselves through drawings or short phrases.
  Possible topics/questions to include in the crest: the most significant event in your life; how you react when upset; your primary goal for the year; where you would like to be in five years
- Human Knot: Members stand in a circle and extend their right hands into the middle and clasp the hand of another. Repeat the process using the left hand. Untangle the knot without unclasping hands.

Trust

These exercises generally rely on some form of physical contact but have the added element of requiring participants to trust one another in order to complete the activity. These are appropriate in most any group, but be careful that members are not pressured into participating.

- Trust Walks: Members take turns being blindfolded and led by another on a short walk.

Cooperation

Helps people learn to work together. These exercises can give an indication about the roles members will play in group situations, e.g., thinker, leader, organizer, dominator, follower, encourager. These are appropriate in any group, particularly if tasks demand teamwork.

- Perfect Square: Squares of construction paper of different colors are cut into odd shapes. Members each take a piece and then work with others with pieces of like color to form a perfect square. This exercise is often done in silence with no talking permitted.

Group Tasks

Everyday tasks that must be accomplished by the group are used in team building rather than using contrived activities. This is a superb method for increasing member involvement and commitment in any group while accomplishing the business of the group at the same time. This is oftentimes necessary for a group to remain a "group."

- Brainstorming: Members are asked to contribute ideas regarding a specific problem/question facing the group. Ideas are recorded without judgment.
- Group Goal-Setting: Members participate in reviewing and setting the group's goals and objectives. People are more committed to a course of action they helped to choose.

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After you have completed your team building exercise, it is necessary to spend time as a group discussing this experience. Part of any team building process is sharing what has been learned and experienced; what members liked and dislike; and, most importantly, how they felt while participating. Team building is hindered if inadequate time is allotted for discussion, or if individual feelings surface and are not dealt with.

Group Goal Setting

To have a successful year, your organization should start by thinking about the following questions:

1. What does this organization want to contribute to campus life?

2. What is it that makes this organization unique?

3. What kind of atmosphere is needed to move this organization forward?

4. What kind of leadership is needed to move the organization?

5. What expectations do we have of each other as members of this organization?

6. What do we want to achieve this year?

The answers to these questions should help your group have a better understanding of which direction to take this year. As an entire organization or just within your executive board (this may depend on the size of your organization), develop a clear list of prioritized goals.

Organization goals should include short term action items, who will be involved with the goal, a timeline for achievement, and a plan to assess how well the goal was met.

Be sure to re-visit your goals throughout the year as an organization, evaluate how close you are to reaching them, and determine what changes (if any) you need to make to succeed.

Celebrate after a goal has been achieved! Acknowledge the hard work and support of all the members involved. Take time to reflect on what made the goal successful and what could have gone better.

In addition to having organizational goals, it may be helpful to have members of the organization do personal goal setting related to their role within the organization.

Group Communication

Good communication among organization members is necessary for a successful and productive team. To keep communication open within your organization, consider the following:

❖ Involve organization members in decision-making, goal-setting, and problem –solving.

❖ Establish an organization vision and talk regularly about what it means.

❖ Clearly define performance expectations for members.

❖ Maintain trust and integrity. Successful organization members feel safe expressing opinions and receiving feedback from other members because they know the information will only be used for the good of the group.

❖ Use meetings effectively. Organization members need to meet regularly to keep information flowing and communication open.

❖ Use multiple methods for getting information out. Tell people at meetings; print it in meeting notes, use email, Black board, etc.

❖ Create a Black board group that all members can join and post documents, participate in discussion boards, and easily access information.

❖ Use email effectively. Most people do not want to read really long emails, so keep the information brief and easy to read when possible. When there is a lot of information that needs to go out, consider using bullet points, bold typeface, italics, and other ways to make it easier to read.

❖ Focus on cooperation, not competition, to achieve common goals.

❖ Build interpersonal relationships. Team members work together better when they have ties that go beyond the scope of the organization. Social activities, recreational meetings, and strong interpersonal relationships all contribute to bonding.

❖ Build cohesion within the organization by fostering each member's role as dependent upon all the others.

❖ Recognize a job well done by individuals and the group. Praise is one of your most important communication tools.

Conflict Resolution

At times, you as a leader will be called upon (in some way) to help resolve conflict.   If, during a group discussion, consensus is not reached and decision doesn't happen, you may need to meet to resolve these conflicts. Listed below are those skills and behaviors that may give you some insight into how to deal with these types of situations.

~ Meet with the people involved in the conflict.

~ Ask yourself if this is a personal problem between members or a split within the organization.

~ Don't try to resolve personal problems in an open meeting.

~ Draw people into discussion, encouraging them to give their point of view.

~ Discuss the problem, not each other.

~ Discuss its effect on members and the organization.

~ Do not allow smart remarks, slurs, etc.

~ State facts and observable behavior. **EX:** "I never heard from you regarding the cost of the invitations." **NOT** "You are irresponsible. You can't be trusted."

~ Don't talk about irrelevant issues. Discuss the present. Stay on the subject.

~ Suggest alternatives.

~ Leave the meeting with everyone understanding what was accomplished.

~ Bring closure to the meeting. State any actions which will be taken. **EX:** "It seems there was miscommunication. We agreed that from now on each committee chairperson will call the president once a week to give a status report."

Getting Groups to Resolve their Own Conflicts

It's always better when the people involved in a conflict resolve it with a minimum of outside help. Here's how a mediator can nudge the process along:

➤ Intervene only when asked.

➤ Encourage each side to explore the other's view point, state the other's case, or assume the other's role. Ask each to describe what the other is saying.

➤ Allow plenty of time for conflict resolution.

➤ Listen actively to both sides.

➤ Allow for a compromise.

➤ Restate common goals – repeatedly.

➤ Ask for suggested resolutions from the participants.

➤ Redirect the focus to the issues, not personalities.

➤ Point out misunderstandings.

If you're a Participant in the Conflict
In addition to the above strategies, keep the following points in mind:
➤ Give up graciously if the evidence shows you're wrong. The ability to say "I was wrong" sends a powerful message that can improve future conflict-resolution efforts.
➤ Even when you're "right," it's helpful to accept blame in some of the circumstances that led to the conflict.
➤ Avoid getting angry. Count to 10, take a cooling-off break, whatever it takes. If emotions are high, consider bringing in a neutral third party.
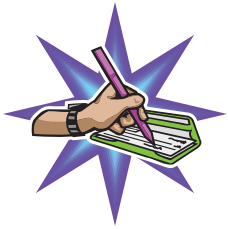
Budgeting for Student Organizations

Relevant Terms

Budget: A budget listing anticipated receipts and expenditures should be prepared at the beginning of each school year.

Record Keeping: Record keeping will become less complicated and more meaningful if four basic guidelines are followed.

1. Record every transaction on a ledger or balance sheet.
2. Issue a receipt each time someone pays dues or gives money.
3. Pay out money only on receipt of an itemized sales slip.
4. Save original receipt for all transactions.

Ledger or Balance Sheet: All financial transactions should be recorded on a ledger or balance sheet for accurate and meaningful record keeping. Three column ledger sheets are recommended for student organizations. Another idea is to organize your budget on a computer spreadsheet, using software like Microsoft Excel. All deposits (receipts) and expenditures (payment of bills) should be recorded in the ledger as soon after the transaction as possible. A running account of the balance can quickly be had if the amount of each deposit is added and each expenditure is subtracted from the old balance. The ledger sheet will also serve as the basic source of information for the organization's annual report.

Receipts: The treasurer should issue a receipt whenever any money is received by the organization. Each receipt shows the date, from which the money was received, the amount, the reason for the payment, the name of the organization, and the signature of the treasurer. A copy of the receipt given by the treasurer should be kept (to explain the source of revenue and show where it went). Any time the organization spends money on purchases or services, original receipts should be saved.

Deposits: The treasurer should deposit all money received by the organization as soon as possible. An official receipt will be given to you at the time the deposit is made which becomes a part of your records. Record the date, description, and amount of each deposit in the ledger as soon as possible. All checks received should be endorsed on the back with the name of the organization and the signature of the treasurer. All checks should be deposited as soon as possible into the account in the business office.

Expenditures: Funds should not be spent unless authorized by the membership of the organization or the approved budget. The treasurer will authorize payment only upon receipt of an itemized sales or charge slip showing vendor name, address, date, items received and price of each item. Register all expenditures in the ledger at the time of the transaction listing the date, description (recipient and item) and amount. All payments should be made by check rather than by un-deposited cash on hand. A canceled check is your best evidence of payment and will aid you in presenting a true and accurate record.

Annual Financial Report: The treasurer, president, and adviser should compile financial information into an annual report for the organization's records at the end of each year. File an "End of the Year Summary" with Student Services at the end of each spring semester, which includes some of the financial information.

Sample Student Organization Budget Worksheet

Revenue Sources	Amount
Balance as of 7/1/2008	$1308.43
SGA Funds (Fall 2008)	$ 150.00
Fall Festival Profit	$ 180.50
SGA Funds (Spring 2009)	$ 150.00
Spring Fling Profit	$ 715.76
TOTAL REVENUES	**$2504.19**

Expenditures	Amount
Christmas gifts & Toys for SGA Toy drive	$183.37
Donation to Pastor's Pantry	$201.76
Spring Fling Petty Cash	$200.00
Fall Festival Petty Cash	$150.00
Graduate Luncheon	$100.00
TOTAL EXPENDITURES	**$835.13**

DIFFERENCE   **$1669.06**

ENDING BALANCE IN BUSINESS OFFICE as of MAY 1, 2009   **$1669.06**

Signature_____   Date_____

Note: At the end of the year, the organization's treasurer or president should compile a final budget to be passed on the following year. Setting up your budget in a simple format like this one will help you accurately maintain your student organization's budget.

Ice Breakers for Student Organizations

What are icebreakers? They are games designed for group activities that will ease introductions, boost energy levels, and spark off creative ideas! Here are some quick, fun icebreakers to try with your organization.

Group Juggle

Start with one ball and throw to others in a sequence, saying the name of each person. As the game progresses, keep adding in more and more balls. After the group gets the hang of the game, "Warp Speed" can be applied to see how fast the group can throw the balls through the set order.

Two Truths & A Lie

People write down two truths about themselves and a lie. Then introduce the three "facts" to the rest of the group who tries to guess which one is the lie.

Birthday Boggle

Everyone in the group remains silent. They must put themselves in order of birthday (date, month and year), without talking. After they have gotten themselves into what they believe is the correct order, go through the line and check their dates.

Open or Closed

Have everyone sit in a circle on the floor. A book is passed from person to person. As the book is passed, each person must say whether it is being passed open or closed. Example: "I received this open, but I am passing it closed." The leader then says whether this is true or not. The secret is discovering what open and closed really mean. The leader has established this criterion before the round has begun. Example: Open may mean wearing glasses or having legs crossed. Closed may mean no glasses or legs not crossed. Caution people not to tell when they have figured out the secret. There are many variations to this game - be creative.

Zoom

A group tries to create a unified story from a set of sequential pictures. The pictures are randomly ordered and handed out. Each person has a picture but cannot show it to others. This activity requires patience, communication, and trying to understand from another's point of view in order to recreate the story's sequence.

Beach Ball

Get a large inflatable beach ball and use a permanent marker to write numerous funny questions on it. The resulting tool is an "icebreaker ball" that you use in a group to throw around. The person who catches it has to answer the question touching their left thumb. They say their name, answer the question, and throw it to someone else.

Hum That Tune

Each person in the group is given a small piece of paper with the name of a nursery rhyme or other song written on the paper. All of the people who are given the song must hum that tune and find everyone else singing the song. Then they form a group.

Human Scavenger Hunt

The paper will have a series of questions on it (in a bingo format – in squares). Participants are required to find another participant who can answer "yes" to a question. They must have that person sign their name within the square. The object is to meet as many people as you can and fill a "BINGO!" (A complete line horizontally, vertically, or diagonally). You can only use each participant once.

Lollipop

Pass out wrapped dum-dum lollipops to the group. For every letter that appears in the flavor, the participant has to share something about him/her with the group.

Stinger

Have the group form a circle and close their eyes. Facilitator circles the group and selects a "stinger" by squeezing an individual's shoulder. The group then opens their eyes and spends time introducing themselves to others while shaking hands (and trying to spot the stinger). The stinger tries to eliminate everyone without getting caught. The stinger strikes by injecting poison with their index finger, while shaking hands. A person stung may not die until at least five seconds after they are stung. The more dramatic the death, the better! When someone thinks they have discovered who the stinger is, they may announce that they know. If they get a "second" from someone else in the group within ten seconds, the two of them may make an accusation. If the person does not get a second, he/she must wait to challenge again, after another person dies. If another person does step forward to second the challenge, both point to who they think it is on a count to three. If they do not point to the same person, or they both point to the wrong person, they both are automatically dead. If they select the correct person, the stinger is dead and the game is over.

Potential Means of Advertising Your Event!!!

Be sure to obtain administrative approval prior to utilizing!

@ Dry-Erase/Chalkboard Messages
@ Posters
@ Publicity buttons
@ Countdown Poster
@ Step-by-Step Signs (additional info the farther one walks)
@ Posters cut into shapes
@ Announcements with music
@ Local TV/Radio station
@` Giant balloons
@ T-Shirts with information
@ Shift posters around sporadically
@ Banners
@ Teasers (date only, theme only, etc)
@ Sidewalk chalk
@ Dress in keeping with theme
@ Theme-oriented objects on campus
@ Decorate volunteer's car
@ Scavenger hunt (first one to figure out message gets prize)
@ Have art majors, graphic designers help with graphics
@ Announcements at beginning of classes
@ Use objects to spell out words on campus
@ Floating objects in fountains (beach ball with info)

Passing the Baton: Student Organization Officer Transition

Before the newly-elected officers of your organization officially assume their responsibilities, it is wise for the old and new officers to get together for a "transition meeting." Through such a transition meeting, the new officers will be able to learn from the experience of the outgoing officers and offer continuity and continued growth for the organization. A casual, open atmosphere should be encouraged so that the organization can benefit from an honest evaluation of the accomplishments and problems of the previous year. The following outline can help you make your transition meeting flow as smoothly as possible.

I. *Welcome and Introductions*
(Help participants get acquainted and explain the purpose of the meeting)

II. *The Year in Review*
A. Goals: Review the group's goals for the previous year.
- What did we hope to accomplish?
- How well did we do on each goal?
- Which goals should be carried on this year?
- Which goals need to be changed?
- Which goals are no longer feasible?

B. Programs and Activities: Evaluate what your group did.
- How effective were the programs / activities we sponsored?
- Did we have a good balance in our schedule of programs and activities?
- Were our programs and activities consistent with our goals?
- Which activities and programs do we want to repeat?

C. Membership: Evaluate number of members and their commitment
- Do we have too many, too few, or just the right amount of members?
- Were our recruitment efforts successful?
- Are our members as actively involved as we want them to be?

D. Officers and Organizational Structure: Evaluate officers and structure.
- Are officer roles and responsibilities clearly described?
- Did officers work as a team, or is there more teamwork needed?
- Is the time and effort required in each office comparable?
- Is there two-way communication between officers and members?
- How do the members feel about the officers?

E. Organizational Operations: Evaluate finances, communication, etc.
- Were the finances adequate for our group, and managed properly?
- Were meetings run effectively? Was their frequency adequate?
- Did the committee structure work?
- Did we have scheduling conflicts with other groups or activities?

F. Faculty Involvement: Evaluate both quality and quantity.
- Did our advisor provide the support we needed?
- Did we give our advisors and other faculty a chance to get involved?
- How could we improve faculty involvement?

G. Public Image: Evaluate how other groups perceive you.
- How do we see ourselves? Is this how "outsiders" see us?
- How can we enhance our image?

III. *Your Legacy to the New Officer Team*
A. What are the current strengths and weaknesses of the group?
B. What is the best advice you can give your successor?
C. What were the major challenges and accomplishments in your term?

IV. *Officer Transition*
Have the new and outgoing officers meet individually to discuss:
- Responsibilities of the position, with a job description if possible.
- A timetable for completion of annual duties.
- Unfinished projects.
- Important contacts and resource persons.
- Mistakes that could have been avoided.
- Advice for the new officer.
- Any questions the new officer may have.
- Where the outgoing officer can be reached with future questions.

V. *Wrap-Up*
"Pass the gavel" in a semi-official ceremony and wish everyone luck! Provide an opportunity for informal socializing.

<u>Outgoing Officer</u> Worksheet

Please complete before transition meetings and training sessions. Think through and respond to the following questions regarding your responsibilities. This information will be helpful to your successor.

1. What I liked best about my job...

2. What I liked least about my job...

3. The most difficult decision I made was...

4. What I could have done to make the experience better was...

5. Obstacles to performing my job effectively were...

6. Aids which assisted me in handling my job were...

7. Things I wish I'd known before I took the job were...

<u>Incoming Officer</u> Worksheet

Please think through and respond to the following questions regarding your responsibilities. This information will be helpful to your successor when your term is complete.

1. Things specific to the position I want to know about (forms, duties, etc...)

2. Things I should do over the summer...

3. People (positions) that I should get to know...

4. Services that I need to know about...

5. Things I need to know about working with my advisor...

6. Other questions I want answered...

The Student Organization Officer Transition section is adapted from:
The Wichita State University Student Organizations' Handbook (1992-1993) and the San Diego State University Student Organization Handbook