

CLUB AND ORGANIZATION HANDBOOK

NORTH LAKE COLLEGE

Student Programs and Resources

Office A-223



INTRODUCTION

The following excerpts from the Board of Trustees, Policies and Administrative Procedures Manual broadly outline the purpose of Student Programs And Resource office programs, including student clubs:

"The basic objective of the DCCCD is to help students equip themselves for effective living and responsible citizenship in a rapidly changing local, state, national, and world community.

The District is committed to the concept of providing vital co-curricular activities for the students programs and activities that will enhance individual development, promote desired social interaction, and provide social and recreational activities.

The formation of new clubs is expected to come from the students. As a prerequisite to operation on campus, all clubs must be recognized by the college and must agree to abide by the regulations of the Board and club rules issued by the administration. Every club must have a faculty/staff advisor responsible to the college administration. No club will be established or allowed to operate which discriminates against staff members or students in violation of state or federal law."

- II/A, p.1; VI/F, p. 2.

The **Club and Organization Program Coordinator** as well as other SPAR staff are available Mondays through Fridays from 8:30am until 7:00pm during the regular fall and spring semesters (mini-mester hours will vary) to assist all members, officers, and advisors with questions regarding their respective club or organization.

Personal leadership development is inherent in participation in clubs, particularly if one is serving as an officer or committee chairman. To facilitate such development, the Student Programs And Resource Office sponsors North Lake College's ***Student Leadership Institute*** each academic year. This leadership development program is designed to meet both the immediate and long-term leadership needs of our students. The Institute provides students a chance to develop skills that will make them more effective and efficient campus and community leaders. SLI caters to our rising leaders, assisting in developing them into successful, knowledgeable, and skillful leaders within their respective organizations.

All officers from each club and organization are strongly encouraged to attend and participate in the *Student Leadership Institute*.

Office: A-223

Phone #: 972/273/3020

The Club and Organization Handbook is produced by the Student Programs and Resources Office (S.P.A.R..) of North Lake College, a member of the Dallas County Community College District System.

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Service Directory

I. Student Programs and Resources Office A223

Director of Student Programs and Resources, Virginia Jones	C-200	972.273.3070
Department Assistant, Sandra Rowe	C-200	972.273.3070
Student Services Assistant, William Videtto	A-223	972.273.3024
Programs Development Coordinator, A. Drena! Settles	A-213	972.273.3597
Club and Organization Program Coordinator, Delaina Alani	A-213	972.273.3022
Marketing & Publicity/Department Assistant, Dawn Lassiter	A-213	972.273.3295
Service Learning Coordinator, James Van Loon	C-206	972.273.3023

II. Division/Departments Directory

Accounting Services	A-416	972.273.3310
Academic Advising	A-415	972.273.3120
Admissions/Registration	A-405	972.273.3183
Biology Lab	P-333	972.273.3517
Bookstore (Follett Company)	K-201	972.550.0509
Business Division	T-135	972.273.3450
Cafeteria (Subway)	K-208	972.273.3030
Career Services	A-337	972.273.3140
Chemistry Lab	P-333	972.273.3517
Computer Lab	K-307	972.273.3427
Construction Technology/DFW Center		972.860.7873
Continuing Education	H-200	972.273.3361
Disability and Special Services	A-413	972.273.3165
ESOL Lab	K-310	972.273.3261
ESOL Office	H-200	972.273.3263
Financial Aid	A-419	972.273.3320
Fitness Center	F-106	972.273.3530
Foreign Language Lab	A-264	972.273.3477
Health Services Center/Wellness	C-200	972.273.3070
Human Resources	A-313	972.273.3307
Instructional and Support Services	Library	972.273.3406
International Student Advising Center	A-418	972.273.3155
Liberal Arts Division	A-235	972.273.3480
Library		972.273.3400
Lost & Found	C-204	972.273.3300
Mailroom/Print Shop	P-223	972.273.3256
Math, Natural & Sport Sciences Division	P-330	972.273.3500
Math Learning Center	C-211	972.273.3381
Natatorium	F-Bldg	972.273.3531
News Register	A-260	972.273.3498
Police Department	C-204	972.273.3300
President's Office	A-324	972.273.3010

South Irving Center		972.273.7861
Student Programs and Resources	A-223	972.273.3020
Student I.D. Office	A-425	972.273.3160
Student Resource Center/Materials Room	K-307	972.273.3427
Technology Lab	T-225	972.273.3465
Testing Center	A-425	972.273.3160
TRIO Program	A-430	972.273.3150
Upward Bound Program	H-300	972.273.3377
Veteran Affairs	A-419B	972.273.3322
Visual and Performing Arts Division	A-360	972.273.3560
Writing Center	A-309	972.273.3478

II. Steps To Organizing A Club

1. Six or more students, who are the origin of interest, discuss with the **Club and Organization Coordinator** the purpose of the proposed club. The goal of this meeting is to determine if the purpose of the club is consistent with the purposes and policies of the college (as outlined in the *Policy Manual*).
2. If the purpose of the club is consistent with the purposes and policies of the college, the resources of the Student Programs And Resources Office may be utilized for advertising organizational meetings.
3. The students recruit and secure a faculty/staff as an advisor. A club may have more than one advisor, but one will be designated as having primary responsibility and the others designated as “Co-Advisor(s).”
4. A constitution is written and submitted to the Student Programs And Resources Office for final approval and official club recognition within six weeks after the first organizational meeting. Attached to the constitution will be a list of student charter members. If there is to be any collection of money, the constitution or by-laws will provide for a treasurer. (See *Appendix B* for a sample constitution and *Appendix D* for a sample of the membership roster.)
5. Officers are elected at the organizational meeting. All club officers must maintain at least a 2.5 GPA in order to remain in office. Student Club Recognition and Agency Fund Account Setup Justification forms (see *Appendix A* and *Appendix C* respectively) All forms submitted must be **original** and may be picked up in the Student Programs And Resources Office – A-223. These forms should be filled out and returned to Student Program And Resources Office immediately following the first meeting.
6. The officers, advisors, and Student Programs And Resources staff meet jointly to review the constitution, discuss the proposed activities, and review the responsibilities of all involved. Responsibilities of each officer position are to be clearly outlined in the constitution or by-laws. *Responsibilities of advisors are briefly listed beginning on page 16 of this Handbook. A detailed list is located in the Advisor Handbook, available in the Student Programs And Resources Office.*
7. Notification of official recognition as a club at North Lake College is made to the president and advisor following a final review by Student Programs and Resources.
8. "Recognition Agreement":
In exchange for recognition, the club/organization agrees to follow both administrative and business policies and procedures as outlined by the DCCCD Board of Trustees Administrative Policies and Procedures Manual and the DCCCD Business Office Procedures Manual and to have all officers actively participate in the Student Leadership Institute.

III. Policies and Procedures

Clubs will abide by all policies and procedures contained in the Board of Trustees Policies and Administrative Procedures Manual. Copies of this manual are maintained in each division office. Faculty/staff advisors are asked to ensure they have access to this manual.

Some of the policies and procedures that are deemed particularly relevant to club operation have been included in this Handbook, including the following:

- A. Calendar
- B. Financial Accounting
- C. Grievance Procedures
- D. Guest Speakers
- E. Guidelines for Campus Movie Viewing
- F. Off-Campus Activities
- G. Publications
- H. Fund Raising Activities and Sales of Commodities or Services on Campus
- I. Room Reservation
- J. Club Office Room/Mail/Materials/Copy Cards
- K. Mail/Materials
- L. Status Reports
- M. Faculty/Staff Advisor's Responsibilities

This list is not intended to be inclusive; students and advisors are asked to always refer to the Policy Manual for clarification.

In some cases, the policy quoted in Section III of this Handbook is directly from the Policy Manual, in which case, the page numbers are referenced.

A. Calendar

1. All Club activities and events, including regularly scheduled meetings, will be submitted to the Student Programs And Resources Office no later than **two weeks** prior to the proposed activity or event.
2. Notification of changes in date, time, or location of an activity or event is to be made to the Student Programs And Resources Office as soon as possible.
3. A schedule of the club's meetings will be posted and updated daily. All group activities, including meetings, should be submitted at the end of each semester for inclusion in the following semester's Student Programs And Resources

calendar. Additionally, activities and meetings can be included on the North Lake College WebPage if the information is given to the Student Programs And Resources Office at the beginning of each semester.

4. Club activities can also be placed on the Electronic ReaderBoard located in the cafeteria, if the information is submitted to the Student Programs And Resources Office **one month** prior to the event.

B. Financial Accounting

"College officers are charged with responsibility of accounting for the income and expenditure of all student funds, such as student services fees. The fact that this is not tax money does not alter the District's responsibility for these funds, but simply allows these monies to be used for different activities and objectives. The spending of all money taken in by the District is ultimately a Board responsibility within statutory limits. Student body budgeting should be planned under the supervision of the Vice President of Student Development, in cooperation with the college accounting services officer. Every effort should be made to keep the changes and revisions in the student body budget to a minimum." VI/F-01, p. 1.

1. In accordance with this policy, the following guidelines apply:
 - a. Student Programs And Resources Office will, within its budget, provide funds for on-campus publicity of club activities, such as signs to advertise meetings.
2. Each club has the following specific responsibilities:
 - a. Maintain accurate records (by an elected or appointed treasurer).
 - 1) A journal-ledger that corresponds to the one kept in the Accounting Services Office, in which all deposits and expenditures are recorded, showing a current balance after each transaction.
 - 2) A file of receipts for all money deposited.
 - 3) File of requisitions for all money spent.
 - b. Deposit all money received within **24 hours** in the Accounting Services Office. **Off-campus bank accounts are not allowed.** Deposits should be accompanied by an "Activity Voucher" - available in the Student Programs And Resources Office – A223.
 - c. Process applicable payments:
 - 1) Sufficient time should be allowed for processing check requests by the College Accounting Services Office. The College Accounting Services Office is allowed to write express checks for emergency reasons on amounts not to exceed \$199. **Allow at least 15 working days for processing,** and in the case of purchases, vendor bids are required.
 - 2) Check requests must be signed by the Student Programs And Resources Office, the Club Advisor, and two club officers **before** submission to the College Accounting Services Office

- for processing.
- 3) All check requests should be accompanied by an appropriate bill or invoice.
 - 4) No COD purchases are permitted.
 - 5) The Club Advisor may authorize Fund 4 advances in writing, but paid receipts must be turned in to support the disbursement **no more than thirty (30) days** following the advance.
 - 6) All Club Treasurers are to meet monthly with the **Club and Organization Program Coordinator** to supply a current Treasurer Report, including a current Club Account report. Failure to comply may cause the Club or Organization to lose its status as a campus Recognized Club or Organization.
 - 7) Funds collected from events held in the evenings or on weekends must be deposited with college Accounting Services the following work day.

C. Grievance Procedures for Clubs

The following process shall be employed to resolve conflicts between officers, sponsors, advisors and/or Student Programs And Resources that cannot be resolved either 1) between the parties of origin, or 2) through intercession of the Student Programs And Resources Office.

1. Each party and a representative of Student Programs And Resources (designated by the Director of Student Programs And Resources) will prepare a written statement to be presented to the Vice President of Student Enrollment, Development and Retention. The statement will include whatever information is deemed pertinent to the conflict.
2. The Vice President of Student Development will review these statements and provide the opportunity for each party to discuss the conflict with him/her.
3. The Vice President of Student Enrollment, Development and Retention will recommend a solution.

D. Guest Speakers

"The president of the club will develop procedures for the use of guest speakers which will ensure that students hear diverse views on a given topic. If an invited speaker is known to espouse controversial or extreme views, the procedures may include a rebuttal or other means of ensuring that the primary purpose of the presentation is information rather than indoctrination." V/C-05, p. 1.

1. Clubs wishing to invite guest speakers will request approval from the Student Programs And Resources Office prior to issuing the invitation to the

guest speaker no later than two weeks before the planned event.

2. The Student Programs And Resources Office recognizes that some speakers may require honoraria and/or expenses that cannot be accommodated by income generated by the club and will consider sponsorship of the program if:
 - a. The program will be open to all interested students, and
 - b. The request for consideration of the specific speaker was made during the budget development period.
3. The following guidelines relate to political candidates appearing on campus during a campaign period. The term "campaign period" generally relates to that part of the semester during an election year that precedes the election. These guidelines also apply to primary campaigns:
 - a. In instances when a national, state or local political candidate is to be invited to speak on campus, his/her opponents(s) must be extended an invitation also. The invitation to the opponent(s) should be made well in advance of the first candidate's visit, but the opponents(s) do not necessarily need to be invited for the same time period.
 - b. When any guest lecturer appears on campus, including political candidates, approval is originated through the Student Programs And Resources Office.

E. Guidelines for Campus Movie Viewing

Films used for public consumption by clubs and others, even if no charges are being made to participants, must have written permission from the copyright holders of such films, videos, etc. Additionally, films purchased by college media centers, when requested by specific faculty for specific curricular use in a specific class, may not be used for public consumption by others without express written permission from entities who hold copyrights to these films, videos, etc.

F. Off-Campus Activities

1. Clubs wishing to participate in off-campus activities under the auspices of North Lake College will **submit a written request no later than two weeks prior to the proposed activity**. See *Appendix K* for a copy of the Student Travel Advance Request (an original is available in the Student Programs And Resources Office) to be used for this purpose.
2. Such activities will be relevant to club purposes.

3. Such activities will be scheduled and designed so as to avoid regular class hours.
4. The advisor must secure signed waivers of liability, entitled "Field Trip Participation Consent," from each participating student prior to each trip. (See *Appendix I* – required triplicate original forms are available in the Student Programs And Resources Office – A223.)
5. The advisor is responsible for ensuring that all reasonable safety precautions are taken.
6. Student Programs And Resources recognizes that some activities may require expenses that cannot be accommodated by income generated by the club. Given finite resources, Student Programs And Resources also recognizes the extreme difficulty of objectively comparing the relative merits of various off-campus activities to on-campus programs. Therefore, Student Programs And Resources will consider for sponsorship those activities which are:
 - a. proposed during the budget development period,
 - b. offered unique and exceptional opportunities for leadership development, and
 - c. cannot be approximated through any other program at the college.

A **proposal** for projects (i.e. floats) developed on or off campus, must be presented to the Student Programs And Resources Office for approval at **least 4 weeks** prior to the project beginning.

G. Publications

"A Publication may be sold or otherwise distributed on campus if it:

1. Meets the United States postal requirements for entering as second class mail, or
2. Is published by or with the approval of the college president, or
3. Meets the following requirements:
 - a. Any person, corporation, public association, or club will make a written application to the college president for a permit to sell or distribute publications or leaflets, which application must contain the following information: a) name or names of owner; b) name of publisher; c) place of publication; and d) proposed sales price.
 - b. The distributor warrants to hold the college harmless in any dispute, claim or legal action resulting from the distribution or sale of the publication." VII/D, p. 1.

A club wishing to sell or distribute any publication must submit the application for approval to the Student Programs And Resources Office prior to such sale or distribution.

H. Fund Raising Activities and Sales of Commodities or Services on Campus

"No commodities may be sold on campus by any individual or organization not officially part of a college, except through regularly approved distribution channels such as the bookstore or food service, unless specifically approved by the president." VII/D, p. 1.

In 1995, the Texas State Legislature passed House Bill 596, which allows certain college and university student organizations to sell items tax-free one day a month. To qualify, the student organization must be affiliated with an institution of higher education as defined by Section 61.003 of the Education Code, or a private or independent college or university accredited by a recognized accrediting agency under Section 61.003 of the Education Code.

151.321. UNIVERSITY AND COLLEGE STUDENT ORGANIZATIONS

- a) A taxable item sold by a qualified student organization and for which sales price is \$5000.00 or less, is exempted from the taxes imposed by Subchapter C, except that a taxable item manufactured by or donated to the organization is exempt from the taxes imposed by Subchapter C¹ regardless of sales price unless sold to the donor, if the student organizations:
 - 1) Sell the items at a sale that may last for one day only and the primary purpose of which is to raise funds for the organization; and
 - 2) Holds not more than one sale described by Subdivision (1) each month for which an exemption is claimed for an item sold.
- b) In each calendar year, the first \$5000 of a qualified student organization's total receipts from sales of taxable items not otherwise exempt under Subsection (a) is exempt from the taxes imposed by Subchapter C.
- c) A student organization qualifies for the exemptions under Subsections (a) and (b) if the student organization:
 - 1) affiliated with an institution of higher education as defined by Section 61.003, Education Code, or a private or independent college or university that is located in this state and that is accredited by a recognized accrediting agency under Section 61.003, Education Code;
 - 2) has as its primary purpose a purpose other than engaging in business or performing an activity designed to make a profit; and
 - 3) files a certification with the comptroller as required by Subsection (d).
 - (d) A student organization must file with the comptroller a certification issued by the institution, college, or university described in Subsection (c) (1) showing that the organization is affiliated with the institution, college, or university.

The storage, use, or consumption of a taxable item acquired tax-free under this section is exempted from the use tax imposed by Subchapter D² until the item is resold or subsequently transferred.

Note: Clubs may conduct fundraisers without being subject to sales tax up to \$5000 per year.

This means that clubs can ignore the one event per month criteria if they raise no more than \$5000 in a **CALENDAR YEAR** beginning January 1st and ending December 31st of each given year. This enables clubs to determine if they'd like to have one or two major events that span more than one day, **OR** have several one day per month events that span the year without regard to grand total raised. This does mean that a formal record keeping must occur for every club and organization so that total dollars earned can be tracked.

Neither the Student Programs And Resources Office nor the campus Accounting Services Office will be liable for any audits if the state investigates the fund raising activities of a club or organization. The organization and sponsor will be responsible for obtaining a sales tax permit and for any penalties assessed by the state for failure to obtain a permit and abide by state regulations.

Each "recognized" club or organization that wishes to conduct fund raising activities utilizing campus facilities must file with the College Accounting Services Office an approved Fund Raising Application form (*Appendix E* – original available in Student Programs And Resources Office – A223).

1. Clubs wishing to sell commodities or services as a fund raising activity (for example, plant sales or any items for which the club receives a commission from a vendor) must request approval in advance from Student Programs And Resources.
2. If approval is granted, such sales will be conducted in a non-solicitous manner, the guidelines for which are to be issued by Student Programs And Resources at the time approval is granted. Clubs must furnish a receipt to each purchaser of their merchandise or product.
3. Sales of food (such as baked goods) and beverages is prohibited during hours when the cafeteria is open, unless the Director of Food Services and Student Programs And Resources grants approval.
4. Monies received from those activities in which Fund 11 operating expenses were incurred are to be deposited to **Account 1723 - Classroom Activity Income, Fund 11**. These monies will be included in the budget allocation formula for that college. Examples of such activities include but are not limited to:
 - a. Ticket sales from theatrical productions held on the college campus.
 - b. Horticulture plant sales.
 - c. Any other items in which the product was produced or purchased with Fund 11 Budgeted monies.
5. Profits from fund raising activities (concerts, art shows, etc.) financed with

Fund 12 money may be designated for scholarships and transferred to Fund 4 provided the following procedures are met:

- a. The activity has advance approval by the college president.
 - b. After all direct expenses and other college costs (building rental, etc.) have been paid, a detailed Income and Expense Statement will be prepared and submitted to the Vice President of Student Development for review and approval.
 - c. The Vice President of Student Development will prepare a journal entry to transfer the excess (profits) funds to the appropriate scholarship account in Fund 4. A copy of the Income and Expense Statement will be used as documentation for the journal entry.
6. Funds generated from dues or fund raising activities in which only Fund 4 monies were utilized are to be deposited back into the appropriate Fund 4 club/organization for future use by that organization (e.g., candy sales held on campus).
 7. A financial report is to be filed with the Vice President of Student Development **no later than thirty days following an on-campus fund raising event**. The report is to be certified by the sponsor and is to include:
 - a. Total revenues generated from the activity
 - b. Total expenses incurred
 - c. Any other pertinent financial data
 8. The sponsor of the organization will verify that the constitution and/or by-laws specifically address the intended use of money left in organization accounts upon termination of the group or inactivity within the prior twelve months.
 9. Deposit all money received within **24 hours** in the Accounting Services Office. **There will be no off-campus bank accounts**. Deposits should be accompanied by Activity Voucher available in the Student Programs And Resources Office – A223.
 11. Cash Box Requests (Fund-Raisers, Orientations, etc.)

Treasurer's (Club) Process is as follows:

- a. Cash boxes need to be requested to the Student Programs And Resources Office (Please be specific regarding amount needed and distribution of funds, as well as when the cash box is needed).
- b. Student Programs And Resources will send an email to Accounting Services requesting the cash box be ready by the specified date.
- c. Pick up at Cashier's Window Room A-416.

Note: Please note the request must be submitted 24 hours in advance or the request will not be granted. No exceptions!

I. Room Reservation

"Each college of the DCCCD is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities that appear to be compatible with this purpose are approved through a procedure maintained in the Student Programs And Resources Office. Activities, which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility could be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. Thus reasonable controls are exercised by college officials of the use of facilities to ensure the maximum use of the college for the purpose for which it was intended. Therefore, anyone planning an activity at one of the colleges of the DCCCD that requires space to handle two or more persons to conduct an activity must have prior approval. The Student Programs And Resources Office maintains a statement on procedures for reserving space." VI/G, pp. 3-4.

"Groups that are integral parts of the District made up of students, faculty and/or staff, may use such facilities without charge." VII/D, p. 1.

All groups must schedule meeting rooms through the Student Programs And Resources Office. Do not assume because a room is usually empty at certain times it has not been reserved by someone for a particular day.

Submit the date and time of all club meetings to the Student Programs And Resources Office preferably by **the second week** of each new semester.

Note: It is best to determine a specific day and time weekly/bi-weekly or monthly and adhere to it for all meetings through out the semester. This provides consistency for club members. SPAR will reserve a meeting room for clubs based on semester time slots.

J. Club Office Room

C-206 has been designated as the office for all student organizations. All campus organizations and the club coordinator must share this office. This office is not to be used for storage.

Students who wish to use this office must reserve it by checking with the Student Programs And Resources Office to make sure there are no conflicts. Student Programs And Resources will unlock the office upon request. All office users are responsible for keeping the office clean.

Computer usage, personal calls or long distance phone calls will not be permitted.

K. Mail:

Each club has a designated area to pick up mail at the Student Programs And Resources Office. Mail should be picked up weekly. Important messages from the Student Programs And Resources Office regarding club operations will be posted there.

Materials:

Student Programs And Resources provides basic materials such as a limited amount of poster board, markers, scissors, pens, pencils, glue, tape, glitter, etc. Clubs/organizations have the right to purchase their own materials and should be clearly labeled and stored separately in another location away from Student Programs And Resources office and materials. Clubs/organizations can have posters printed by Student Program And Resources' banner printer, but it must be given to Student Program And Resources **one week** prior to the due date.

L. Status Reports

1. The club will maintain up-to-date and current membership and officer rosters with copies in the Student Programs And Resources office.
2. The club will provide Student Programs And Resources with a copy of the minutes of each meeting within one week of said meeting.
3. The club will provide any additional status reports as requested by Student Programs And Resources.

M. Faculty/Staff Advisor's Responsibilities

1. Advisors to Student Organizations should:
 - a. Accept positions in good faith that the organization desires their counsel both on specialized areas in which they are experienced and/or expert and in general matters of good and/or expert and in general matters of good taste, conduct, and propriety.
 - b. Make an effort to attend ALL meetings of the organization and its executive bodies.
 - c. Feel free to offer constructive criticism and guidance without domination. When a club takes an action not in agreement with its general purpose of procedures, or when it plans a program or activity not approved by its advisor, the advisor reports such action to the Student Programs and Resources staff.
 - d. Do not permit students to undertake projects that will consume an undue amount of time. Scholarship standards, workloads, and the health and safety of the student take precedence over all student activity participation.
 - e. Are present at all events scheduled by the group, or if not possible, secures other faculty members or authorized advisors.

- f. Are well aware of any monetary transactions of the organization and how they are handled. Examples of monetary transactions are collection of dues, fund raising activities, disbursement of club funds.
 - g. Monitor all activities to ensure they conform to the guidelines contained in this Club Handbook and the Board of Trustees Policies and Administrative Procedures Manual.
 - h. Maintain open and constant contact with officer team and members.
2. Organizations should:
- a. Recognize that advisors are obligated to give counsel and advice on areas in which they may be experienced and/or expert and in general matters of good taste, conduct, and propriety.
 - b. Notify advisors of all meetings of the organization and its executive bodies. Advisors are entitled to attend any or all of these meetings, and are entitled to consult with the officers or committee chairpersons of the organization at any time.
 - c. Consult with advisors before any changes in policy, purpose, or major program are put into effect.
 - d. Are obliged to consider the advice of advisors and shall be responsible to the college for any action taken without the approval of the advisor.
 - e. Keep advisor(s) informed of all aspects of club meeting, officer, members, etc.
3. What functions may the faculty/staff advisor assume? It may be helpful to think of the advisor's role in a student organization in terms of three major areas. Within each of these broad areas the advisor may perform certain functions which call for considerable activity on his part in some specific instances and situations, or none at all.
- a. Maintenance functions: Here are subsumed those advisor activities which merely maintain the student organization in existence and out of difficulty, such as providing a link with the history and tradition of the past, heading off situations which might give rise to bad public relations for the college, preventing the group from breaking the college's rules, serving as an exemplar of intellectual virtue, and arbitrating intra-group disputes.

Note that these are responsibilities that require little initiative on the part of the advisor until or unless the situation calls for him/her to act in some way. These maintenance functions may be regarded as minimal requirements of the advisor. Even if he/she subscribes wholeheartedly to the laissez-faire philosophy, he/she may find it necessary to respond to a group situation with one or more of these advisory activities (such as when a student organization votes to violate a college regulation or when members turn to him/her for technical advice in his/her field of professional competency).

In addition to these general maintenance and custodial responsibilities, there are a number of areas in which the advisor

assumes a more active leadership role, whatever technique he/she employs. Given a set of objectives, whether those of the group, the college, the academic discipline, or his/her own, the advisor assumes some responsibility for the achievement of these objectives and actively seeks ways of using his/her relationship with the group to promote them. These functions might be classified as growth functions and content functions.

- b. Group growth functions: These are advisor activities which improve the operation and effectiveness of the group and help it progress toward its goals, whatever they may be. There are facilitating functions that can be utilized with little reference to the program content. Related advisory activities might include teaching the techniques and responsibilities of leadership and fellowship, providing the officers with the elements of good organizational and administrative practice, developing self-discipline and responsibility in the group, teaching the principles of effective group operation, developing procedures and plans for action, keeping the group focused on its goals, stimulating and even initiating activity.
- c. Program content functions: Obviously, the club exists for other purposes than to maintain itself. It is thus in the area of program content that the faculty/staff advisor assumes a genuine educational function and one which can parallel, complement, or supplement the formal curricular offerings of the college. There the advisor answers the question "For what?"

Here the advisor can stimulate the intelligence and ability of student participants and help them plan activities that will contribute to their own educational development and welfare while enriching campus life.

Advisor activities related to program content might include the following: Introducing new program ideas, providing opportunities for the practice of classroom acquired skills, helping the group apply principles learned in the classroom, pointing out new perspectives and directions to the group, and supplying expert knowledge.

- 2. Relationship with Student Programs And Resources: The role of Student Programs And Resources is to facilitate the development of clubs and organizations. This facilitation may take the form of providing on-campus publicity, reserving space and/or equipment, providing leadership training activities, offering suggestions, interpreting policy, mediating conflict, etc. The range of involvement varies depending on the needs of the organization.

The Student Programs And Resources staff is equally available to students and advisors. As a rule, Student Programs And Resources does not intervene in the internal workings of an organization unless asked to do so.

When such intervention is necessary, *it is made with the understanding that clubs and organizations function under the supervision of this administrative division at all times.*

APPENDIX A

**NORTH LAKE COLLEGE
STUDENT PROGRAMS AND RESOURCES
STUDENT CLUB RECOGNITION FORM**

Fall_____ Spring_____

CLUB NAME

FILE DATE

A request to begin an organization is hereby submitted by the following students (minimum of six):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

PURPOSE OF CLUB

MEMBERSHIP REQUIREMENTS

CLUB OFFICERS/CONTACT PEOPLE

	NAME	ADDRESS	PHONE	E-MAIL
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

FACULTY/STAFF SPONSOR

NAME_____ OFFICE_____ PHONE_____

The club officers or contact people have reviewed the District policy on recognition or organization/club, and agree that the group will comply with the terms of the "recognition agreement", (P H under "Steps to Organizing a Club") and that the club will use facilities and services consistent with the purposes set forth in the policy.

Signature_____

Date_____

SPAR Approval_____

APPENDIX B

SAMPLE CONSTITUTION

Constitution of the _____ Club

ARTICLE I

Name of the Organization

Section 1: The name of this organization shall be _____.

ARTICLE II

Purpose of the Organization

Section 1: A general statement of the purposes and scope of the organization.

ARTICLE III

Membership

Section 1: Application for membership. Include a brief statement telling how a prospective member makes application, when this application must be submitted, and when it will be acted upon.

Section 2: Types of membership. Include a brief statement distinguishing between active and inactive membership. Add subsections, if necessary, related to voting and dues for types of membership.

Section 3: Termination of membership and reinstatement. State the conditions under which membership is terminated and how reinstatement is accomplished.

ARTICLE IV

Officers of the Organization

Section 1: The elected officers of this organization shall be _____.
(List all elected officers).

Section 2: Term of office shall be _____.

Section 3: It shall be the duty of the President _____.

Section 4: It shall be the duty of the Vice President _____.

Sample Constitution, cont.

Section 5: Add more sections to take care of duties of all the officers. The Secretary is required to provide copies of the minutes of each meeting to Student Development, and a Treasurer is required if there is to be any collection of money.

ARTICLE V **Executive Council**

(Optional)

Section 1: The Executive Council shall consist of _____ (usually elected _____ officers, and/or advisor, and/or chairman of standing committees).

Section 2: State the powers and duties of the Executive Council.

Section 3: A _____ (State what majority—two-thirds, three-fourths, or simple) vote of the Executive Council shall be necessary to pass any business which is referred to the Executive Council.

ARTICLE VI **Elections**

Section 1: Time of election, e.g., the last meeting in May.

Section 2: Method of nomination, method of voting, and vote required for election.

Section 3: Eligibility to vote.

ARTICLE VII **Committees**

Section 1: Standing Committees. List those committees such as Membership, Finance, Constitution and By-Laws, Social Affairs, etc., and define their powers and duties.

Section 2: Selection of standing committees. State the method of selecting these committees and their chairmen.

ARTICLE VIII
Meetings

Section 1: Frequency of meetings.

Sample Constitution, cont.

ARTICLE IX
Quorum

Section 1: State specifically the minimum number of the members which must be present at a meeting in order to transact business legally.

ARTICLE X
Financial Provisions

Section 1: Dues. Make a brief statement regarding dues, if any, including the amount, when payable and to whom.

Section 2: Liquidation of funds. Make a brief statement defining the circumstances under which the organization will be considered “disbanded” and specifically how any clubs funds are to be disbursed.

ARTICLE XI
Amendments

Section 1: Amendments must be presented to the Executive Council for approval before they may be submitted to the organization for vote (optional).

Section 2: Provision for notice. It is suggested that notice be given to the membership regarding a proposed amendment to the Constitution one meeting prior to the actual vote.

Section 3: This Constitution may be amended by a _____ (state what majority) vote of the membership at the first meeting of the organization at which a quorum is present following the approval of the amendment by the Executive Council.

ARTICLE XII
Enacting Clause

Section 1: The Constitution shall become effective upon approval of the Student Programs and Resources Office.

APPENDIX C

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

AGENCY FUND ACCOUNT SETUP JUSTIFICATION*

BROOKHAVEN CEDAR VALLEY EASTFIELD EL CENTRO MOUNTAIN VIEW NORTH LAKE RICHLAND



FieldTripConsentForm1.tif

APPENDIX D

MEMBERSHIP ROSTER

The persons listed below are currently enrolled students of North Lake College who wish to join the _____ Club. Give a complete name as listed in school records and student ID number.

	NAME	STUDENT ID NUMBER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Club or Interim President

Date

Faculty Advisor

Date

APPENDIX E

**NORTH LAKE COLLEGE STUDENT PROGRAMS AND RESOURCES
FUND RAISING APPLICATION FORM**

Organization/Club Account No.

Activity Date

1. NATURE (type, items, Etc.)_____

2. PURPOSE OF FUND RAISING ACTIVITY_____

3. Will there be any outside contributors? (circle one) YES NO
If Yes, who and to what extent?

4. The sale of any item on campus must be first approved by the Manager of the College Bookstore and/or the manager of Food Services before the proposal may be presented to the Vice President of Business Services.

Food Services

Bookstore

5. You have agreed to financial procedures outlined in this request and that all income from the activity will be deposited in the club account in the Business Office. A full accounting of all club expenses and income will be filed with the Student Programs and Resources Office.

Organization/Club President

Phone

Address

Organization/Club Sponsor

Phone

Address

Financial report will be filed by _____

6. Approved by:

Student Programs and Resources

Executive Dean of Student Development

Vice President of Bus. Service

College President

**In order for your fundraiser to be approved, you must get the following signatures:
(Allow 2 weeks routing time):**

1. Student Programs and Resources (Virginia Jones, C-200)
2. Book Store Manager (K-201)
3. Cafeteria Manager (K-207)
4. Executive Dean of Student Development (A-414)
5. Vice President of Business Services (Christa Slejko) Dawn Watts - will route the form to the President and the Vice President for signatures (A-324).
6. SPAR will notify you when forms are complete. (A-223).
7. Deposit all money received within **24 hours** in the Accounting Services Office. **There will be no off-campus bank accounts.**

Cash Box Requests (Fund-Raisers, Orientations, etc.)

Treasurer's (Club) Process is as follows:

- a) Cash boxes need to be requested to the SPAR office (Please be specific).
- b) SPAR sends an email to Elizabeth Garcia in Accounting Services.
- c) Pick up at Cashier's Window Room A-416.

Note: Please note the cash box request must be submitted 24 hours in advance or the request will not be granted. No exceptions!



CLUB EVENT PROPOSAL FORM

Event Date: _____

Event Time: _____

Event Description:

Is this a fundraiser? Yes or No

If yes, you **must** fill out a **Fundraising Application Form**. Forms are located at SPAR Office (A-223).

Is a room required? Yes or No

If yes, you **must** fill out a **Room Request Form**. Forms are located at the SPAR Office (A-223).

If equipment is needed please specify what is needed:

- 1.)
- 2.)
- 3.)
- 4.)

Approved by:

Organization/Club Sponsor

Organization/Club President

Student Programs and Resources

YOU MUST HAVE ALL SIGNATURES OR THIS FORM WILL NOT BE PROCESSED.



CLUB ROOM REQUEST FORM

CLUB NAME:

CONTACT PERSON:

CONTACT E-MAIL:

PURPOSE OF ROOM:

(Meeting, Conference, Class, Other)

NUMBER OF PEOPLE:

**EXPECTED TO
ATTEND**

**REQUIRED DATE, :
ROOM, AND TIME**

**IF MEDIA EQUIPMENT
IS NEEDED PLEASE :
LIST WHAT IS NEEDED**

**IF SPAR EQUIPMENT
IS NEEDED PLEASE :
LIST WHAT IS NEEDED**

APPENDIX H

ORGANIZATIONAL LEADERSHIP AND CLUB ACTIVITIES

Programming

Why are you programming this event?

This question raises the whole area of co-curricular activities on a college campus and the validity of planning such events. Why do we program? The following are very general suggestions of why you may program, but for each of the events you should more specifically define your purpose and objectives so that you can speak more directly to your true audience:

- A. To create a sense of community - in which students, faculty, administration, and staff can all participate in an open educational environment.
- B. To help achieve a sense of identity with the college and an awareness of the surrounding community.
- C. To provide an opportunity for students to experiment with their leadership capabilities.
- D. To enrich the cultural, aesthetic and recreational dimensions of the campus.
- E. To assist in developing an awareness of governmental processes both within the campus and at federal and state levels.
- F. To provide a service for the campus community.

Who is responsible for the program, event or series in the planning stages?

The make-up of the organizing group can be the following possibility:

- A. Students only - This would be a group of students who were solely planning an event without the assistance of a faculty/staff advisor, activities advisor or professional programmer, i.e. student as instructor in an experimental college course.

Procedures For "Brainstorming"

First Phase: **Brainstorm** the problems according to the following rules:

- a. All critical judgment is ruled out. We seek ideas, not critical analysis.
- b. Wild ideas are expected in the spontaneity that comes when we suspend judgment. Practical considerations are not of importance at this point.
- c. Quantity of ideas counts here, not quality.
- d. Build on the ideas of other brainstormers when possible. Pool your "wildness."

Second Phase: Now **Critical Judgment** is applied.

- a. Members should review the ideas by applying their best judgment.
- b. Members should be urged to seek for clues to something sound in the wildest idea.
- c. Priorities should be selected for reporting to the decision-making person or group.

APPENDIX I

FIELD TRIP PARTICIPATION CONSENT DALLAS COUNTY COMMUNITY COLLEGE DISTRICT				I, SPONSOR / FACULTY HAVE DISTRIBUTED IN WRITING TO THE STUDENT THE POSSIBLE KNOWN HAZARDS FOR FIELD TRIPS. SIGNATURE _____ DATE _____	
PERSONAL DATA					
NAME (LAST, FIRST, MI)				DATE	
STUDENT ID NUMBER		DATE OF BIRTH	AGE	PHONE NUMBER	
STREET ADDRESS			CITY	STATE	ZIP
EMERGENCY INFORMATION					
PERSON TO NOTIFY IN AN EMERGENCY				RELATION	
STREET ADDRESS			CITY	STATE	ZIP
HOME PHONE NUMBER			BUSINESS PHONE NUMBER		
PLEASE INDICATE MEDICAL INFORMATION THAT MAY BE HELPFUL IN THE EVENT OF AN EMERGENCY					
EMERGENCY MEDICAL INFORMATION RELEASE					
I, _____ give permission to _____ Location/College Division Dean/SPAR office and trip sponsor _____ to retain copies of this form and to use this information if an emergency occurs. Signature _____					
FIELD TRIP PARTICIPATION CONSENT					
PLEASE READ REVERSE SIDE / COMPLETE AND INITIAL					
1. Event sponsored and sanctioned by _____ Location/College. (____) INITIAL 2. Release DCCCD, officers and employees of _____ Location /College. (____) INITIAL 3. I waive any and all said liabilities allowing me to participate in the Field Trip on the following date(s) and time(s): Date _____ Time _____ Date _____ Time _____ Date _____ Time _____ Date _____ Time _____ (____) INITIAL 4. I have received written notification from my sponsor / instructor of any possible known hazards. (____) INITIAL					
I have read the FIELD TRIP PARTICIPATION CONSENT on the reverse side, and understand its terms, and I freely agree to all provisions set forth therein.					
PRINT NAME				DATE	
SIGNATURE				DATE	
SIGNATURE OF PARENT OR GUARDIAN (IF UNDER 18)				DATE	
Distribution: <i>Original</i> - Sponsor <i>Canary</i> - Location Business Office <i>Pink</i> - Division Chair / SPAR <i>Goldenrod</i> - Student FORM NO.0771-08/01					

APPENDIX J

STUDENT TRAVEL ADVANCE REQUEST
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

No. 10021

See instructions on back
Please print or type

The Student Travel Advance Request is submitted twice (estimated, and actual basis). Attach list of student names and social security numbers.

SPONSOR TO RECEIVE CHECK				NAME OF ORGANIZATION				DATE				
CONF / MTG / GAME - TITLE						CITY, STATE		SPONSOR SOCIAL SECURITY NO.				
ESTIMATED DEPARTURE			ESTIMATED RETURN			ACTUAL DEPARTURE			ACTUAL RETURN	NO. OF STUDENTS		
MO	DAY	TIME	MO	DAY	TIME	MO	DAY	TIME	MO	DAY	TIME	(Attach List)
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> AM <input type="checkbox"/> PM	
ESTIMATED			PREPAY / ADVANCE			ACTUAL						
1. \$ _____			\$ _____			1. REGISTRATION			1. \$ _____			
2. _____			_____			2. LODGING (Number of Days _____)			2. _____			
3. _____			_____			3. MEALS			3. _____			
4. _____			_____			4. PLANE (Travel Agency: _____)			4. _____			
5. _____			_____			5. TAXI / BUS			5. _____			
6. _____			_____			6. PARKING			6. _____			
7. _____			_____			**7. CAR _____ miles at _____ per mile No. of vehicles _____			7. _____			
8. _____			_____			8. OTHER EXPENSES (ATTACH RECEIPTS)			8. _____			
\$ _____			_____			TOTAL EXPENSES			\$ _____			
						** Advance only for students driving (Sponsor should obtain receipt from students for amounts advanced)						
						LESS: Amount Charged to District			[_____]			
						LESS: Prepay			[_____]			
						ACTUAL SPONSOR EXPENSES			_____			
						LESS: Advances			_____			
						TOTAL REIMBURSEMENT			[\$ _____]			
						TOTAL DUE DCCCD			_____			

NOTE:
REGISTRATION FORM (IF ANY) MUST BE ATTACHED IN ORDER TO PROCESS PREPAID EXPENSE.

RECONCILE WITH "ACTUALS" WITHIN 10 DAYS OF TRIP

CASH RECEIPT NUMBER _____

VOUCHER ID #

PLEASE PROCESS THIS PAYMENT AS FOLLOWS: (PLEASE TYPE OR PRINT)

STA	<u>10021</u>	INVOICE DATE (MDY)		VENDOR ID #		DUE DATE (MDY)	
REMITTANCE COMMENTS				AP TYPE		PRICE STA	
DESCRIPTION	ADVANCE	GL ACCOUNT #		GL AMOUNT		\$	
SPE	<u>10021</u>	INVOICE DATE (MDY)		VENDOR ID		TERMS CODE	
STU	<u>10021</u>	INVOICE DATE (MDY)		VENDOR ID		TERMS CODE	
REMITTANCE COMMENTS				AP TYPE	SPE	PRICE	SPE
					STU		STU

DESCRIPTION / INVOICE	GL ACCOUNT NUMBER	GL AMOUNT
		\$
		\$
		\$

Check Disbursement: Mail Check Return Remittance Enc. Return to Campus Hold for Pickup

ESTIMATED		ACTUAL	
EMPLOYEE: _____	DATE: _____	EMPLOYEE: _____	DATE: _____
DIVISION APPROVAL: _____	DATE: _____	DIVISION APPROVAL: _____	DATE: _____
BUSINESS OFFICE APPROVAL: _____	DATE: _____	BUSINESS OFFICE APPROVAL: _____	DATE: _____

FORM NO. 0223-03/96

RECONCILIATION REQUEST

NOTES: