



STUDENT LEADERS MANUAL

Student Affairs 2008

Isothermal Community College provides educational and employment opportunities without regard to race, color, religion, national origin, age, gender, veteran status, or disability. For more information contact: Stephen Matheny, Vice President, Administrative Services, Isothermal Community College, PO Box 804, Spindale, NC 28160 or call (828) 286-3636 ext. 202.

Policies, Procedures and Guidelines

**For Club Advisors, Student Organization Leaders, and
Student Government Association Officers**

Isothermal Community College

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INTRODUCTION

This manual contains information which student leaders need in order to operate legally and successfully, to get other students involved, and to promote learning through leadership activities.

If you are currently an Advisor, a student leader, club officer, or an elected student representative in the Student Government Association, this book is for you.

If you want to be involved but don't know where to start, this book is for you.

Hopefully the information provided in this manual will assist you in your day-to-day operations and your goal to provide quality service for your club or organization.

What is an Advisor?

An Advisor is that strange breed of human that cares enough to get involved with his or her students and tries to make a difference in the students' lives and the campus as a whole. To some the Advisor becomes superhuman and is expected to leap tall buildings in a single bound. To others the Advisor is a general pain in the rear. Actual advising really lies somewhere in between.

An Advisor has to be a good listener, a counselor and a friend who is caring and understanding. However, an Advisor also has to be strong enough to say "NO", play devil's advocate and to be the "bad guy". Another difficult role for the Advisor is being put in the middle between students and administration. Advisors must be able to handle adversity and heat from all directions.

The really good Advisor is available, attentive and willing to go the extra mile! The really good Advisor rewards, praises and rejoices in his or her group's success. The really good Advisor truly is a strange breed of human - SPECIAL!

Advisor Responsibilities

- Have a thorough knowledge of your club/organization and its objectives.
- Have a belief in and an enthusiasm for your club/organization and its purpose.
- Work closely with the Club President and other officers.
- Act as a liaison between the students and administration.
- Attend all meetings.
- Foster teamwork.
- Be a resource person.
- Encourage an active interest in campus-wide objectives so they will identify themselves as part of the whole campus community.
- Monitor academic progress of all officers to make sure they maintain satisfactory grades and present a positive image to fellow students.
- Maintain a flow of information concerning the status and activities of the club/organization with the Student Activities Coordinator and Dean of Student Affairs.

What is a student leader?

That may sound like a silly question, but think about it. Who do you think of as an effective leader and why is that so? What is the difference between a person who simply has good ideas and a person who gets those ideas into action?

It isn't just charisma. There are terrific leaders who may have no personal magnetism at all, but who know how to organize and get things done. So, if you want to be a leader but feel you lack the magical appeal that makes some people "natural" leaders, don't let that stop you. Get your own head together and use it to learn all you can about organizing, planning, and coordinating group activities. When people learn that you are the kind of person who gets things done, they will look to

you when
something needs doing.

On the other hand, if you have that magical appeal which makes people instinctively look to you for leadership, you still need to learn what to do with it. If you lead people into a couple of disasters because you plunge in unprepared, word will get around that you are not to be trusted, charisma or not.

So, whether you're a magician or a careful plodder, it really does not matter. The important thing is not why they follow your leadership, but where you lead them once they begin to follow. Lead them right, and they will follow you again. Mess them up and they will write you off as just another phony.

Leadership Characteristics

Top ten characteristics in admired leaders:

- 1) Honesty
- 2) Forward-looking
- 3) Inspiring
- 4) Competent
- 5) Fair-minded
- 6) Supportive
- 7) Broad-minded
- 8) Intelligent
- 9) Straight forward
- 10) Dependable

Leadership Resources

Leadership is an Art, by Max DePree, A Dell Trade Paperback, 1989.

On Becoming A Leader, by Warren Bennis, Addison-Wesley Publishing Company, 1989.

Club Sponsorship

Whether you are aiming for SGA approval and funding or simply for official recognition as an association, you will need an organization advisor to be your "interface" with the administrative structure of the college.

Minimally, an Advisor is a warm body, capable of signing authorization to reserve a meeting room or to spend or to receive money. Also, according to college policy, until your organization has an Advisor, you officially do not exist. Without an Advisor you have no official identity.

Your Advisor is not thrust upon you; you pick your own. Anybody on the faculty or administrative

staff at Isothermal can serve, provided you ask someone who is not already knee-deep in extracurricular activities. You make your own choice, and then ask that person to be your organization Advisor, unless the administration rules that the one you pick is already overloaded and cannot accept any new responsibilities.

How do you decide whom to ask? Will not any good Joe or Jane do? Sure, if all you want is that minimal warm body. However, if you want an Advisor who can really do your organization some good, you will pick someone who shares your group's interests, enjoys doing what you are organizing to do, and can share ideas and come up with suggestions for getting more out of it. Pick somebody who is personally interested enough to pitch in and help, yet will not take over and try to run the whole show for you.

Also, pick someone you feel comfortable talking with, because a sponsor cannot do you much good without knowing what's going on, what your plans are, and what you want to accomplish.

If you are a new student and do not know who would be interested in sponsoring an organization, ask around. Check with other students, the student activities coordinator, faculty, counselors, or the Dean of Student Affairs.

Forming a New Club or Organization

To form a club, you need a group of potential members, say about 10 people, with a common interest. Ask around for other good ideas for getting the word out about your club. Campus bulletin boards may be used to advertise your club. You may place a notice there.

Once you get a minimum of 10 interested students, decide on a mutually acceptable organization sponsor.

Your Advisor will help you with the next step, which is to develop a simple statement of purpose and basic constitution. (There are sample constitutions to serve you as guides, which you can pick up from the student activities coordinator).

Once you have a statement of purpose and a constitution, talk them over with the Student Activities Coordinator and Dean of Student Affairs to learn whether or not you are eligible for SGA funding. If you are, send a representative to an SGA meeting to request official SGA approval if you want recognition from the college administration.

The Chartering and Operating Procedures for Clubs and Organizations (Appendix A) should be used as a guide for starting a chartered club. If you would like your club to be a recognized organization on campus and do not wish to receive funding, see the Approval Procedures for Other Recognized Organizations (Appendix B).

What Does Official Recognition Mean?

If your club or organization already exists from previous years, you will not have to worry about the same issues as a brand new organization, but you will need to know how to keep your status as an officially recognized group.

There are two kinds of officially recognized student activities at Isothermal:

1. Clubs or associations approved by the Student Government Association are eligible to receive funding out of student activity fees, which are controlled and allocated by the Student Government Association, the Dean of Student Affairs and the SGA Advisor/Student Activities Coordinator
2. Organizations officially recognized by the College administration but not eligible for SGA approval or for funding out of student activity fees.

In each case, the membership is open to all students, regardless of program, race, color, religion, age, sex, national origin, veteran status, or disability.

Examples of SGA approved clubs and activities that are eligible for funding are the Afro-American Club, Cosmetology Clubs, Intramurals, Phi Theta Kappa (PTK), and Nursing Clubs.

Examples of officially recognized associations which are not eligible for funding by the SGA are:

1. Off-campus sports teams requiring very expensive equipment or involving a high risk of personal injury, or both
2. Groups which admit members who are not regularly enrolled curriculum students
3. Non chartered groups
4. Groups that are not eligible to utilize college facilities per policy number III:01:25

Club Finances

The Student Government Association maintains a reserve fund within its budget. Portions of this reserve may be released by the SGA to finance new club activities between annual budget periods. It is the intention of the SGA to have a reserve fund available to make it possible for new clubs, or previously inoperative clubs to become active during the year.

A newly formed club or association may submit a budget request at any time. Established clubs, however, are required to submit their budget requests for the coming year during spring semester. SGA APPROVAL DOES NOT MEAN AUTOMATIC FUNDING FOR YOUR ORGANIZATION. You must submit an annual budget request to the Dean of Student Affairs or SGA Advisor in order to obtain funds. In addition, you must have a treasurer or other responsible officers to maintain accurate, up-to-date financial records, which are open to inspection at any time by the SGA. Misuse of student activity fee revenues is serious. If proven, it could mean revocation of SGA approval and immediate withholding of any further funding for your organization. Individual club officers and members directly involved in the misuse or misappropriation of funds may also be referred to the Disciplinary Committee.

Fund Raising Techniques

Any club or organization, whether or not it is eligible to use student activity fee revenues, may raise funds on its own initiative. However, the method you use to raise funds must not violate official college policy and, of course, it must be legal. To be sure your method is okay, check it out in advance with the Student Activities Coordinator or the Dean of Student Affairs. All fund raisers must have prior approval by the Dean of Students as well as the College President via a Student Activity Request Form.

Please be advised that fund raising activities must be conducted to insure compliance with State regulations concerning deposits of cash.

1. Each club participating in fund raising activities shall appoint a treasurer responsible for cash collections. A designated weekly collection day should be established and all persons turning in monies will be issued a receipt. The receipt will serve as proof of collection.
2. A deposit should be made in the Isothermal Community College business office within 24 hours of collection. (Next Business Day)

Fundraisers generally include product or goods. Due to limited control elements relating to cash collections, additional control measures will be adopted for the handling of products and goods for sale.

1. The club advisor will be responsible for maintaining a record of the inventory involved with each fundraiser.
2. Beginning product balances should be recorded, and each student issued product to deliver should account for sales related to product taken for delivery.
3. Each student's collection amount should be consistent with the amount of product issued for delivery.
4. A reconciliation of total inventory ordered, items delivered, and ending inventory must be prepared at the end of each fundraiser and submitted to the club advisor for review. This information must be made available to the Dean of Affairs, SGA Coordinator and business offices personnel upon request.
5. Discrepancies will be the responsibility of the club advisor responsible for the project.

Here are some examples of fund-raising techniques which are **not** permitted:

1. Off-campus soliciting - It is against college policy for any organization officially affiliated with Isothermal to canvass the outside community to solicit funds or donations to support their activities. Door-to-door solicitation in particular is a violation of policy. (Note: This does not mean that a club or organization cannot accept a voluntary contribution, offered

without strings, by an individual member of the community with a special interest in promoting that group's activities).

2. Lotteries - Lotteries are prohibited by Article 37, Chapter 14, of the General Statutes of North Carolina, and calling a lottery a raffle does not make it legal. However, awarding a prize or gift is not a violation of the law.
3. Since the student activity fee provides funds for student activities and helps support individual clubs, the use of college facilities for fund raising by charging for admission must be approved by the Dean of Student Affairs. However, in all cases the following guidelines will be observed.
 - A. The type of event/activity will be evaluated in terms of safety, type and size of audience, expense to the college, security, supervision, and any other regulations contained in the college's Facilities Utilization Guidelines.
 - B. Students who have paid the activity fee will not be charged for admission.
 - C. The use of the facility will be governed by college policy as outlined in the Facilities Utilization Guidelines.
 - D. All requests for exceptions to the above policy must be made in writing to the Dean of Student Affairs.
 - E. The party(s) making the request will be notified by the Dean of Student Affairs.

Some fund raising ideas which have been successful and could be used by any group at Isothermal are sales of pre-packaged food goods or special products; rummage sales; car washes; contests for a prize (usually donated to the club by a well-wisher); mini-carnivals with fun booths and games of a skill for small prizes; bazaars of donated products for sale; tutoring and typing services; leaf raking and waste paper collection or other home services, etc.

Isothermal has a contract with a food vendor which precludes selling food on campus.

Handling Organization Funds

Chartered clubs and organizations may have both an allotted club budget and an earned club budget. In order to receive an allotted budget from the Student Government Association, organizations must submit a budget request annually. Allotted budget funds are restricted to only certain types of activities. Examples are officer travel, membership dues, program expenses, awards, and office expenses. Other expenses must be specified on the Student Activity Budget Request and receive prior approval. Please note that other recognized organizations, i.e. clubs that are not chartered, will not receive a budget allotment from the Student Government Association, but may keep an earned budget account.

Earned budgets are derived from money collected from any fund raisers held by clubs and organizations. There are no restrictions for what these funds are used. However, money that is

earned by clubs and organizations must follow the rules outlined in this document.

All chartered club and organizations operating on funds allocated from student activity fees must have an account with the Business Office of the College through which all purchases and receipts must be processed. Outside bank accounts are a violation of the college policy for any SGA approved organizations.

Using Organization Funds to Make a Purchase: Your organization Advisor must approve the purchase order and forward it to the Dean of Student Affairs, who will provide funding information and will forward the purchase order to the Business Office. When you make the purchase, have the bill made to:

Club/Organization Name
Isothermal Community College
P.O. Box 804
Spindale, NC 28160

NO PURCHASES MAY BE MADE PRIOR TO RECEIPT OF AN APPROVED PURCHASE ORDER INCLUDING A P.O. NUMBER.

Collecting and Turning In Money for Your Organization: It is a good idea to have at least two people witness all collections, and if one of them happens to be the club Advisor, there will be that much less possibility of trouble or misunderstanding.

To turn in money, count it and stack it according to bill size. If you have large amounts of change, it helps to have it wrapped in rolls, which you can get at any bank. Turn the money over to the Business Office within **24 hours** of the activity.

If your organization is not SGA approved and does not receive funds out of student activity fees, accounting and handling of funds follows the same procedures as SGA approved funds. Individual bank accounts for clubs or organizations are not authorized.

Accountability for Organization Funds

The organization treasurer or other responsible members should maintain up-to-date records of all purchases and all receipts or collections. SGA approved club accounts are subject to audit at any time by the SGA and/or the Business Office. Other records are also subject to audit by the State of North Carolina.

Upon request the Business Office will prepare an official budget statement showing the financial status of all SGA approved clubs and the SGA itself. If your club records do not agree with those of the Business Office, explore the problem immediately. The Business Office records are based on actual payments made and money received and can be verified. Be sure your own records are backed up by records of all purchase orders and cash receipts.

Budget Requests for SGA Controlled Funds

Every SGA approved organization is entitled to request funding out of student activity fee revenues. To receive these funds, you must submit a budget request for the coming year, listing all items for which you expect to need funds in the spring semester. The student activities coordinator will send each Advisor a budget request form and a charter renewal form. **Newly formed groups may request funding out of the SGA reserve fund at the time they are officially recognized. Active clubs or organizations which fail to file a budget request along with charter renewal requests by the end of the spring deadline for the upcoming year will not be approved for funding that year. Budget requests by active clubs after the deadline will be declined.**

The fiscal year at Isothermal is from July 1 to June 30. All funds derived from student activity fees which are unspent as of June 30 revert to the SGA general fund and are subject to reallocation for the next year beginning July 1.

Restrictions on Use of Funds Received from SGA

Funds derived from the collection of student activity fees may be used only for their intended purpose, which is the direct benefit of Isothermal students. They may not be used by Isothermal students for the benefit of non-students, however worthy their cause may be. They may not be used to benefit curriculum programs, or to purchase any material or supplies not directly related to extracurricular activities.

Entertainment or services paid for with student activity fee revenues must be open to all students, and must be primarily for students and their families and close friends. This limits the purchase of food and beverage to the SGA.

Organizing and Conducting Meetings

If you call a meeting, have a plan of action ready, even if it is only an outline agenda of topics to be discussed. Be sure your plan of action is to the point; do not waste people's time with endless discussion of possible projects. Hit them right away with something they can do, rather than just talking, talking, talking. If full discussion is necessary, make sure that neither you nor anyone else monopolizes it, give everyone a chance to speak, but keep the discussion on the main subject, or you will never get to the items listed on the agenda. It is difficult and probably unnecessarily stiff to insist on parliamentary procedure at small, informal meetings, but the basic ground rules of effective procedure still apply.

Publicize your meeting at least 24 hours in advance and, if possible, by notifying each participant in person. Some people never read bulletin boards or other written notices. The best publicity is word of mouth.

Reserve your meeting place before you publicize your meeting, if possible, and then tell everyone the time and place. To reserve a meeting place, you or your sponsor must call or see the person in charge of room assignments, preferably at least 24 hours in advance, to be assigned a room.

Be on time and start your meeting on time. Make your meetings as long as they need to be and as short as possible and make the ending clear-cut, as soon as its purpose has been accomplished. Some people may want to hang around just to talk, but your best workers are often very busy people with other things to do. Get your business finished, summarize its accomplishments, and then announce the meeting is over, but that anyone with other issues to discuss is welcome to stick around.

Handling a simple meeting is cornerstone to handling everything else. Meetings are not rap sessions; they are called when there is something to be acted upon. Let your meeting turn into rap sessions and your members will drift away to somewhere else, where the action is. If you can run a meeting tactfully, involving everyone, and if possible, giving everyone something to do right away, you have already mastered the basic skills of effective leadership. Do not forget to follow up to be sure action is being carried out.

Conferences

The key to successful conferences is preparation. Advisors and students should understand their responsibilities and why they are there. Conferences can be an excellent learning opportunity and give many students a chance to travel to areas they have never visited. Conferences may be the most exceptional thing that happens during the year for some of them.

Advisor Responsibilities

- Provide Business Office with all conference paperwork in a timely manner.
- Return all preregistration sheets to the designated person prior to the conference.
- Gather medical information about each student attending the conference and have a person to contact for that student in case of an emergency. Students should have the same information about the Advisor.
- Help delegation register upon arrival at conference.
- Assist head of delegation with committee and workshop assignments.
- Request that another Advisor be acting Advisor for your delegation should you need to be absent.
- Be available to your delegation at all times.
- Be present at the hotel overnight.
- Be firm in handling misconduct by members of your delegation. Students are representing Isothermal and should be on their best behavior.
- Encourage students to participate in as many workshops, activities, etc. as possible. Students should not attend conferences for fun only.

General Conference Hints

- The privilege of conference attendance should be viewed as a reward and given only to those students who have been consistently active in their organization. Working closely with the students throughout the year also gives the Advisor insight into personalities and expected behavior.
- Always meet with your delegates prior to conference to cover rules and responsibilities: attending meetings, dress codes, meals, alcohol, behavior, and respect for each other. They also need to know to inform the Advisor if anyone leaves the premises.
- Try to eat as a group.
- Reward students. Take some time to sightsee, shop, and eat out.

Club Regulations

Here are the principal regulations you will need to be aware of as a student leader so that you do not lead your followers headlong into brick walls. Believe it or not, most of them are intended more to guarantee the success of your planned activity than to please some regulation-happy official:

1. Hiring space for off-campus events: When you publicize an event to take place at
 You draw up an acceptable contract agreement.
2. Hiring a band caterer, or other service group: The same regulation applies here. There must be a written contract. Again, get your contract prepared well in advance to avoid last minute embarrassments.
3. Non-student Advisors needed: If you plan an event at the college during weekends or other times when the buildings are normally closed, someone authorized to carry a master key must be there to lock up the building and see that normal security precautions are observed. Regulations do not allow students to assume this responsibility. The student activities coordinator can tell you who is available and willing to attend your event and lock up afterwards, but it is your responsibility to invite a specific person to attend and let the student activities coordinator know the name of the accepting Advisor. You may also want to invite members of the faculty to attend your event, although chaperones as such are not required at on campus functions.
4. Off-campus security: If your event takes place off campus and your organization Advisor cannot be present, you must have an alternate person to represent the college in case of trouble. Any member of the faculty or administrative staff can be invited to do this. If you ask several of them to come with their wives or husbands or dates, they may have a better time and be more willing to come back again. Usually, they are invited as “chaperones” and admitted free.
5. Events open to the public: For certain types of off-campus events, and some on-campus ones which are open to the community, you may need to obtain police security. The officers assigned may be off-duty and will be paid by your organization.

You must have checks prepared for them in advance by the Business Office and be ready to pay them at the end of the event.

6. Getting checks made out in advance: All checks in payment for expenses of events organized by the SGA or any SGA sponsored organizations or clubs are issued by the Business Office of the college. If you hire a band or caterer, they will expect to be paid immediately after the event. (Always show the check to the band leader before the event but never deliver it to him until after the performance). You may ask the band, caterer, etc. if the check can be mailed at a later date, say within one week of the event. **NEVER WAIT UNTIL THE LAST MINUTE TO REQUEST CHECKS FROM THE BUSINESS OFFICE.**
7. Special equipment requests: You may need audiovisual or other college-owned equipment for your event. If you do, pick up an equipment request form in Student Affairs and get your request in no later than 48 hours before pickup time, and earlier if possible, to be sure of getting the equipment you prefer.
8. Publicity for an event: Again, the key words are well in advance before people have made other plans. College regulations require that any off-campus publicity materials such as newspaper ads, radio releases, posters, or brochures be approved by the Dean of Student Affairs prior to their release. Once more, advanced planning is the answer.
Have your material approved a day or two before your release date. Then, if you have to change it to get it approved, you still have time to do so.
9. Student Activity Check List: If you plan to sponsor a fairly large event that involves more coordination than you are use to handling, ask your Advisor to help you make a checklist for planning.

Conclusion

Student Activities Prepare You for Your Future

What do you get from student activities and organizations? Well, to tell you the truth you reap rewards that are immeasurable. According to a recent article by Dr. Tony Zeiss in the July edition of the *Community College Times*, "The top twelve skills desired by employers are: positive attitude, effective communication, strong work ethic, team worker, problem solver, customer-focused, results oriented, organized, acts professionally, active learner, proper academic/technical skills and prior experience. Ironically of the twelve traits most desired by employers today, the first ten are personal and social in nature."

These are the skills and traits you learn through your experience in student clubs and organizations. By planning events, meetings, and activities, you gain organization and team building skills. Through interaction with other members you learn to communicate with each other, with Advisors and sometimes with administrators. Problem solving experience comes with dealing with those last minute details, handling personality conflicts, or trying to feed hundreds with a budget for only a

few. And of course, every organization strives for a professional and positive attitude in their members.

Your involvement in student activities is invaluable. By becoming an **active** member in student organizations, you are preparing yourself for your career and your future (Campus Leader, Vol. 3, Issue 1).

Appendices

A Supplement to the Student Leaders Manual

Isothermal Community College

August 2008

Appendix A:
Chartering and Operating Procedures
for
Clubs and Organizations

CHARTERING AND OPERATING PROCEDURES
FOR
CLUBS AND ORGANIZATIONS

II. OBTAINING RECOGNITION

A. Charter. Any group petitioning for recognition as a student organization must complete an application to request official recognition. The application must include a club constitution which contains the following:

The name of the organization

A statement of purpose for the organization

Membership eligibility requirements

The general organization of the club

- a. A listing of offices and their powers and duties
- b. A statement of the terms of each office and the time and method of election
- c. Frequency of meetings
- d. Procedures for conducting business
- e. A statement of any membership dues, including amount and frequency of payment
- f. A nondiscrimination statement

B. Purpose. The statement of purpose must:

Be reasonably clear and specific as to the aims and activities of the organization

Be in harmony with the United States Constitutional form of government

Have stated aims and activities that are compatible with the mission of the College, with the maintenance of order and propriety on campus, and with the requirements of the College as a corporate entity with legal obligations.

C. Review and Approval.

Three typewritten copies of the proposed Constitution, together with the names of

promoting students and faculty advisor(s) must be submitted to the Dean of Student Affairs.

The Student Government Association will review the Constitution and if approved, the Dean of Student Affairs is authorized to recommend recognition through a charter.

The final approval of the charter rests with the President of the College.

- D. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that the application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or other activities in the name of the proposed organization.

Any change or amendment affecting the nature or purpose of the organization as originally approved is subject to the approval of the SGA Officers, Dean of Student Affairs and the President of the College. Changes must be submitted to the Dean of Student Affairs.

II. AFFILIATION

Recognized student organizations may be affiliated with organizations off campus, where such affiliation is:

- A. Clearly indicated, either by the title of the organization or its charter at the time of recognition.
- B. Consistent with the purpose set forth in the charter of the organization and with the provisions of this document governing student associations on the campus.
- C. Not such as to change significantly the nature of the organization as an association of students, with primary interests on the campus.

III. OPERATING PROCEDURES

- A. Organizational Printed Material. Regularly issued publications are subject to the supervision of the Dean of Student Affairs. Recognized student organizations may print and distribute material as needed to further the purpose stated by their constitution. All such printed material is subject to the following limitations:

All such printed material must carry the name of the organization responsible for distribution.

Printed material may not contain libelous, scurrilous, or personal defamatory statements, nor may it contain, encourage, or promote violations of public law and public peace or regulations of the college.

Posting of signs may be done with permission of the school official(s) responsible

for the building. Bulletin boards may be used.

No signs shall be posted or written on trees, building exteriors, sidewalks, or put in any place in a manner that defaces the surface used, or makes the removal of the material difficult.

Distribution must not interfere with classes, or be done in a manner which would litter the campus. (Organizations proposing to distribute material on the campus must submit an Student Activity Request Form to the Dean of Student Affairs).

Each organization is responsible for the removal of it's own outdated notices.

B. Group Standards and Responsibilities. Each student organization is expected to plan and conduct activities with the understanding that activities and actions of members represent the college to the general public. The best guide for planning social activities and programs is common sense and mature judgment; however, some specific rules are included in this section. Student organization officers are responsible for seeing that social functions are held in compliance with good taste and the college regulations. The student organization is responsible for the conduct of guests as well as members. Student organization officers are encouraged to use advisors and other college staff for assistance in planning and operating effective and proper programs.

C. Registration of Events. All events sponsored by student organizations must be approved by the Dean of Student Affairs. The Student Activity Request Form should be made at least two weeks prior to the scheduled date of the event and should include the time, place, date, and nature of the event, and the names of the chaperone (s) who have consented to be present for the event. Full names, addresses, and telephone numbers of chaperones must be included.

D. Social Probation. Social probation means that a student organization is permitted to operate on campus in probationary status. Social probation is for a specific period of time and usually restricts the organization's activities. Should future violation of standards of good conduct occur, the organization's recognition will be officially reviewed and may be terminated.

E. A request for charter renewal (use official form) must be submitted with the organization budget request before the end of spring semester each year. Clubs are not allowed to conduct official business without having a charter renewal on file in the Student Affairs office.

F. Clubs must submit a budget request by the end of the spring semester preceding the next fiscal budget year. **Budget requests will not be accepted once the fiscal year has started.**

G. Club Advisors have the responsibility to keep their club within budget allotment each fiscal year. Over expenditures or purchases made without a requisition to the Business Office will be the responsibility of the club. The SGA **will not** bear

responsibility for any club that exceeds budget allocations or that does not go through proper channels to purchase materials.

IV. MEETINGS

- A. On the campus. Recognized student organizations are encouraged to hold their meetings on the campus, and college facilities shall be made available to them whenever possible.

Requests for the use of any college facilities must be made through regular procedures for **reserving space**.

- B. Off the campus. A recognized student organization must obtain the permission of the Dean of Student Affairs to hold meetings or sponsored gatherings off campus.
- C. Conduct at meetings. All meetings should be conducted in an orderly manner, and members are expected to conduct themselves according to college policy governing conduct of students.
- D. Club Travel. All travel must be approved as specified in Appendix D of the Student Leader's Manual.
- E. Club Activities. Club activities, other than regular club meetings, must be approved by the Dean of Student Affairs (ex. fundraisers, events open to all students).
- F. Calendar Conflicts. Student organizations must avoid interference with the educational program of the College. Meetings, and other activities, should not be scheduled during examination periods, or at other times conflicting with major events in the educational program. So far as possible, conflict with the scheduled activities of other recognized student organizations should be avoided.

The student activities coordinator may maintain a schedule of student activities in order to help avoid conflicts.

Student organizations are also urged to use the Student Handbook to officially communicate all information. Other methods may also be used.

Note: Please refer to the Student Leaders Manual for additional information.

The Student Government Association of Isothermal Community College, authorized under Article IV, Section 2, 4.E of the Student Government Association Constitution, hereby approve this Charter for:

Effective, on this, the _____ day of _____ 20_____
subject to said organization constitution and the college regulations
governing Student Activities

President, Student Government

President or Head of Organization

Organization Advisor

Dean of Student Affairs

President of the College

(College Seal)

Isothermal Community College
Application for Recognition

We, hereby petition the Student Government Association to consider this request for official recognition of our organization.

Name of Organization

General Purpose of Organization

Advisor(s)

Names of Students making request:

THREE TYPE WRITTEN COPIES OF THE PROPOSED CONSTITUTION MUST BE ATTACHED.

Will your organization be requesting funds from the SGA?
Yes No

Recognition Approved:
Yes No

Use of Funds Approved:
Yes No

~~Dean of Students~~ ~~Date~~

President of the College Date

Appendix B:
Procedures for Obtaining
Recognition of Other Approved Organizations

Procedures for Obtaining Recognition of Other Approved Organizations

I. OBTAINING RECOGNITION

A. Any group petitioning for recognition as a student organization must complete an Application for Obtaining Recognition of Other Approved Organizations. *Please note that to receive student activity funds or to collect membership fees, clubs must complete*

an official charter as outlined in Appendix A: Chartering and Operating Procedures for Clubs.

B. Review and Approval

1. Submit the Application for Obtaining Recognition of Other Approved Organizations to the Student Activities Coordinator.
2. The Student Activities Coordinator will review the application and if no clarifications or suggestions are made, will submit it to the Dean of Student Affairs to review.
3. The Dean of Student Affairs will provide the final approval of the request for recognition.

II. BENEFITS OF RECOGNITION

- A. Inclusion of club information in the Student Handbook and College website.
- B. Ability to participate in campus activities, such as Grub and Sports Day.
- C. Recognized student organizations may print and distribute material as needed to further the purpose stated by their constitution. All such printed material is subject to the following limitations:
 1. All such printed material must carry the name of the organization responsible for distribution.
 2. Printed material may not contain libelous, scurrilous, or personal defamatory statements, nor may it contain, encourage, or promote violations of public law and public peace or regulations of the college. Posting of signs may be done with permission of the school official(s) responsible for the building. Bulletin boards may be used. No signs shall be posted or written on trees, building exteriors, sidewalks, or put in any place in a manner that defaces the surface used, or makes the removal of the material difficult.
Distribution must not interfere with classes, or be done in a manner which would litter the campus. (Organizations proposing to distribute material on the campus must submit a Student Activity Request Form to the Dean of Student Affairs).
Each organization is responsible for the removal of its own outdated notices.

III. OPERATING PROCEDURES

A. Group Standards and Responsibilities. Each student organization is expected to plan and conduct activities with the understanding that activities and actions of members represent the college to the general public. The best guide for planning social activities and programs is common sense and mature judgment; however, some specific rules are included in this section. Student organization officers are responsible for seeing that social functions are held in compliance with good taste and the college regulations. The student organization is responsible for the conduct of guests as well as members. Student organization officers are encouraged to use advisors and other college staff for assistance in planning and operating effective and proper programs.

B. Registration of Events. All events sponsored by student organizations must be approved by the Dean of Student Affairs. The Student Activity Request Form should be made at least two weeks prior to the scheduled date of the event and should include the time, place, date, and nature of the event, and the names of the chaperone (s) who have consented to be present for the event. Full names, addresses, and telephone numbers of chaperones must be included.

C. Social Probation. Social probation means that a student organization is permitted to operate on campus in probationary status. Social probation is for a specific period of time and usually restricts the organization's activities. Should future violation of standards of good conduct occur, the organization's recognition will be officially reviewed and may be terminated.

D. A request for recognition renewal (use official form) must be submitted before the end of spring semester each year. Clubs are not allowed to conduct official business without having recognition renewal on file in the Student Affairs office.

IV. MEETINGS

A. On the campus. Recognized student organizations are encouraged to hold their meetings on the campus, and college facilities shall be made available to them whenever possible.

Requests for the use of any college facilities must be made through regular procedures for **reserving space.**

B. Off the campus. A recognized student organization must obtain the permission of the Dean of Student Affairs to hold meetings or sponsored gatherings off campus.

C. Conduct at meetings. All meetings should be conducted in an orderly manner, and members are expected to conduct themselves according to college policy governing conduct of students.

D. Club Travel. All travel must be approved as specified in Appendix D of the Student Leader's Manual.

- E. Club Activities. Club activities, other than regular club meetings, must be approved by the Dean of Student Affairs through the Student Activity Request Form (ex. fundraisers, events open to all students).
- F. Calendar Conflicts. Student organizations must avoid interference with the educational program of the College. Meetings, and other activities, should not be scheduled during examination periods, or at other times conflicting with major events in the educational program. So far as possible, conflict with the scheduled activities of other recognized student organizations should be avoided.
1. The student activities coordinator may maintain a schedule of student activities in order to help avoid conflicts.
 2. Student organizations are also urged to use the Student Handbook to officially communicate all information. Other methods may also be used.

Note: Please refer to the Student Leaders Manual for additional information.

**APPLICATION FOR
OBTAINING RECOGNITION OF OTHER APPROVED ORGANIZATIONS**

1. The name of the organization: _____

2. A statement of purpose for the organization: _____

Please note: The purpose must be reasonably clear and specific as to the aims and activities of the organization, be in harmony with the United States Constitutional form of government, and have stated aims and activities that are compatible with the mission of the College, with the maintenance of order and propriety on campus, and with the requirements of the College as a corporate entity with legal obligations.

3. Membership eligibility requirements with a nondiscrimination statement: _____

4. The general organization of the club:

List of club officers _____

Frequency of meetings _____

OFFICIAL RECOGNITION APPROVED? ___ YES ___ NO

Signature of Dean of Student Affairs

Date

Signature of College President

Date

NOTES:

Appendix C: Frequently Used Forms

**REQUEST FOR CHARTER RENEWAL
STUDENT GOVERNMENT ASSOCIATION**

For Academic Year: _____

The (name of club/organization) _____

PLEASE PRINT

**is requesting that the Student Government Association renew its charter for the _____
college year.**

**There have _____, have not _____ been any revisions in the club constitution since
last year's charter renewal.**

If there have been any revisions, please attach a copy and return with this form.

Name of Advisor(s) _____

Name of Organization President _____

NAMES AND POSITION OF OFFICERS:

The organization typically meets _____ per _____.

Renewal Approved _____
Dean of Students **Date**

If there have been any revisions the President of the College and the SGA officers must also approve.

SGA President **President of the College**

Academic Year: _____

STUDENT ACTIVITY BUDGET REQUEST
(To be completed only by Chartered Clubs/Organizations)

FOR _____ DATE _____
(Organization/Advisor)

PROJECTED EXPENSE

- 1. OFFICE EXPENSE (stamps, stationery, printing, etc.) _____
- 2. MEMBERSHIP DUES (Regional Dues for Organization) _____
- 3. TRAVEL EXPENSE (Officer travel and/or Intramurals) _____
- 4. PROGRAM EXPENSE (speaker, etc.) _____
- 5. PRINTING (yearbook, newspaper, Anuran Only) _____
- 6. AWARDS (plaques, certificates, prizes, etc.) _____
- 7. REFRESHMENTS (for SGA use only) _____
- 8. RECREATION (for SGA use only) _____
- 9. OTHER EXPENSE (specify, **explain on back**) _____

TOTAL PROJECTED EXPENSE _____

PROJECTED INCOME

- 1. CAR WASH, SALES OF VARIOUS KINDS _____
- 2. OTHER INCOME (specify) _____

TOTAL OF ITEMS 1-4 (income other than SGA) _____

TOTAL REQUEST FOR SGA FUNDS _____
(Total Projected Expense less Projected Income)

----- FOR OFFICE USE ONLY -----

Approved as is _____ Signature _____

Approved as modified _____ Signature _____

REQUEST FOR RECOGNITION RENEWAL OF OTHER APPROVED (*NON-CHARTERED*) ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION
For Academic Year: _____

The (name of club/organization)_____

PLEASE PRINT

is requesting that the Student Government Association renew its charter for the_____ college year.

There have_____, have not _____ been any revisions in the club constitution since last year's charter renewal.

If there have been any revisions, please attach a copy and return with this form.

Name of Advisor(s)_____

Name of Organization President_____

NAMES AND POSITION OF OFFICERS:

The organization typically meets _____ per _____.

Renewal Approved _____
Dean of Students Date _____

If there have been any revisions the President of the College and the SGA officers must also approve.

SGA President

President of the College

Appendix D: Travel Information

General Information about Club Travel

1. All who are traveling should have a travel authorization, including students. If you have too many names to list on the travel authorization, then attach a sheet to the authorization listing each student.
2. Each student should provide written authorization for the person in-charge of the trip to provide permission for medical care on behalf of the student if an emergency arises. For minor students, the authorization must be signed by the parent or guardian. If you have a student in your club that is under the age of 18, they have to have written permission of a parent or guardian when traveling. This can be within the same permission to travel.*
3. A Student Activity Request Form needs to be sent to the Dean of Students at least two weeks prior to the trip in order to receive trip approval and travel reimbursement. A copy of the Student Activity Request Form is available in Appendix C and online on the SGA website <http://www.isothermal.edu/sga.htm>.
4. Please remember, if you use a state vehicle for club travel, then .25 per mile will be deducted from your club budget.
5. Please remember, if registration fees are paid, you must turn in a schedule, agenda, or other material from the conference. If registration is paid ahead of time, please attach the agenda/schedule to the advance payment form.
6. Per policy III:03:00 of Isothermal Community College's Policy and Procedures Manual, students are not authorized to drive institutional cars.
7. We cannot give advance travel checks to students. If you choose and have budget, students may be reimbursed for some expenses through the regular travel reimbursement procedures.
8. All refunds/reimbursements must be processed through the business office. Return all receipts (hotel, registration receipts, etc.) reflecting a "0" balance to the business office along with the travel reimbursement form.
9. Please remember that club budgeted money (money received from the SGA) will only cover travel expenses (i.e. registration fees, accommodations, and subsistence reimbursement) for club officers only. Clubs may use their earned budgets to cover the expenses of non-club officers.
10. Other recognized organizations (i.e. non-chartered clubs that do not receive SGA funds) will not receive travel reimbursement, nor will any other travel costs be covered with student activity or college funds.

*From the Isothermal Community College Guidelines for Travel/Study found on the intranet under curriculum.



STUDENT FIELD TRIP INFORMATION FORM

A form for each student participant must be completed and submitted to Human Resources Manager prior to the commencement of the field trip.

DESTINATION OF FIELD TRIP: _____

ADVISOR'S NAME: _____

DATES OF TRIP: _____ **THROUGH** _____

STUDENT'S NAME: _____

STUDENT'S ADDRESS: _____

HOME PHONE & CELL PHONE: _____

PERSONS TO CONTACT IN CASE OF AN EMERGENCY: _____

ADDRESS: _____

PHONE NUMBER(S): _____

In the event that I am unable to provide my consent for medical treatment if an emergency arises, I give permission to the advisor or designee listed above to provide permission for my medical care on my behalf. Further, I agree to hold harmless Isothermal Community College and staff from any claims that may arise against them for bodily injury, illness, or property damage loss due to accidents or occurrences arising in the course of my participation and / or travel.

Signature

Date



**STUDENT FIELD TRIP PERMISSION FORM
(For Students/Non Students Under the Age of 18)**

A form for each student participant must be completed and submitted to Human Resources Manager prior to the commencement of the field trip.

I hereby give _____ my permission to accompany Isothermal Community College on the proposed field trip. I agree that by signing I am stating that _____ may provide permission for medical care on behalf of the student if an emergency arises.

DESTINATION OF FIELD TRIP _____

INSTRUCTOR'S NAME _____

DATES OF TRIP: _____ THROUGH _____

STUDENT'S NAME: _____

STUDENT'S ADDRESS: _____

HOME PHONE _____

PERSON TO CONTACT IN CASE OF AN EMERGENCY: _____

ADDRESS: _____

PHONE NUMBER(S): _____

Parent/Guardian Signature: _____

Frequently Used Travel Information

***Note: For complete travel policy, refer to the Policy and Procedures Manual III:02:08

Travel Authorization

Must be complete for all travel and approved prior to travel. Must note if registration, overnight travel, excess lodging or out-of-state travel is involved. All travel must have a travel authorization in place, even if there is no expense incurred.

Transportation

State Vehicle Reservation Request form must be requested prior to needing the vehicle.

Mileage Reimbursement

40 cent a mile for round trips less than 75 miles, or when you are denied a state vehicle. Remember you must attach a copy of the denied state car request to get the higher rate.

35 cent a mile when you choose to drive your personal vehicle for round trips of 75 miles or more.

25 cent a mile is charged to your department when using a state car.

Advance Request

Request for advanced payment of registration or lodging must be in the Business Office two (2) weeks prior to the date the funds are needed.

Registration Fees

Registration fees may be paid by the college or employee. Either way you must obtain a paid receipt for the registration fee. When registration fees are paid, an employee must also submit along with the receipt, brochure, fee schedule, or other material listing the specific cost included in the registration fee.

Subsistence

Lodging: Instate \$63.75 Out-of-state \$75.50

You may be reimbursed for excess lodging if the President gives prior approval. An itemized lodging receipt must be attached to the Travel reimbursement form.

Meals:

	In-state	Out-of-state	<u>To be eligible for the meals:</u>	
Breakfast	\$7.50	\$7.50	Breakfast	Depart prior to 6:00 a.m.
Lunch	\$9.75	\$9.75	Lunch	Depart prior to noon. Return after 2:00 p.m.
Dinner	\$16.75	\$19.00	Dinner	Depart prior to 5:00 p.m. Return after 8:00 p.m.
Total	\$34.00	\$36.25	<u>Dailey Travel</u> Lunch is never allowed. To be eligible for both breakfast and dinner you must have worked 5 hours longer than the normal workday.	

Timely Filing

Each employee is responsible for his/her own request for reimbursement. All reimbursement requests shall be filed for approval and payment within 30 days after the travel period has ended.

Receipts

When in doubt, keep all receipts except meals.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL DANIELLE AT EXT. 347

Appendix E: Other Pertinent Information

North Carolina General Statute § 14-309.15. Raffles

(a) It is lawful for any nonprofit organization or association, recognized by the Department of Revenue as tax-exempt pursuant to G.S. 105-130.11(a), and for any government entity within the State, to conduct raffles in accordance with this section. Any person who conducts a raffle in violation of any provision of this section shall be guilty of a Class 2 misdemeanor. Upon conviction that person shall not conduct a raffle for a period of one year. It is lawful to participate in a raffle conducted pursuant to this section. It shall not constitute a violation of State law to advertise a raffle conducted in accordance with this section. A raffle conducted pursuant to this section is not "gambling".

(b) For purposes of this section "raffle" means a game in which the prize is won by random drawing of the name or number of one or more persons purchasing chances.

(c) Raffles shall be limited to two per nonprofit organization per year.

(d) The maximum cash prize that may be offered or paid for any one raffle is fifty thousand dollars (\$50,000) and if merchandise is used as a prize, and it is not redeemable for cash, the maximum fair market value of that prize may be fifty thousand dollars (\$50,000). No real property may be offered as a prize in a raffle. The total cash prizes offered or paid by any nonprofit organization or association may not exceed fifty thousand dollars (\$50,000) in any calendar year. The total fair market value of all prizes offered by any nonprofit organization or association, either in cash or in merchandise that is not redeemable for cash, may not exceed fifty thousand dollars (\$50,000) in any calendar year.

(e) Raffles shall not be conducted in conjunction with bingo.

(f) As used in this subsection, "net proceeds of a raffle" means the receipts less the cost of prizes awarded. No less than ninety percent (90%) of the net proceeds of a raffle shall be used by the nonprofit organization or association for charitable, religious, educational, civic, or other nonprofit purposes. None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted. (1983 (Reg. Sess., 1984), c. 1107, s. 11; 1993, c. 219, s. 1; c. 539, s. 215; 1994, Ex. Sess., c. 24, s. 14(c); 1997-10, s. 1; 2005-276, s. 17.31; 2005-345, s. 31; 2006-264, s. 3(a).)

Accessed on September 2, 2008 from

http://www.ncga.state.nc.us/enactedlegislation/statutes/html/bysection/chapter_14/gs_14-30...

Selling Food on Community College Campuses

Charletta Sims Evans, Associate Director of the NCCCS Student Development Services, has informed all North Carolina Community College student activities coordinators that “according to the NC Division of Environmental Health of the NC Department of Environment and Natural Resources, anytime food is sold on campus, a license or sanitation grade must be obtained through the local health department. The number of times food can be sold must meet state and county compliance in regards to license or sanitation grade.”

The regulations do not capture pre-packaged food, cotton candy, ice cream, popcorn, and candied apples. Regulations may vary from county to county. For more information visit the following website <http://www.deh.enr.state.nc.us/ehs/images/rules/t15a-18a.26.pdf> .

For more information, review the rules governing the sanitation of food service establishments created by the NC Department of Environment and Natural Resources, Division of Environmental Health Environmental Health Services Section (15A NCAC 18A .2600 updated January 1, 2006).

All Environmental Health Rules can be accessed at the following website:
www.deh.enr.state.nc.us/ehs/rules.htm

Information About the Purchasing Process

- All money earned or collected and any purchases from these funds are treated as any other funds received by the college and are subject to the same purchasing rules and regulations.
- All vendors must be registered with the NC E-Procurement System in order to receive a purchase order.
- Once you have received approval for your fund raising activity; a requisition must be submitted using the NC E-Procurement System by the “club requisitioner,” who is usually your division secretary.
- If your vendor is not registered with the NC E-Procurement System, the club requisitioner can talk to the vendor and get them registered. The purchasing office is available to assist, if necessary.
- Once the requisition has been fully approved, a Purchase Order will be issued and sent to the club requisitioner.
- Reimbursements ARE NOT allowed by the College. Please do not purchase items out of your own pocket or order without a PO and expected to be reimbursed!
- Please allow enough time for Purchase Orders to be issued by giving the club requisitioner all the information needed to follow the proper procedures. This will expedite the process and ensure that your order is received and the vendor is paid in a timely manner.
- Budget codes beginning with “05” reflect your EARNED budget information.
- Budget codes beginning with “09” reflect your ALLOTTED budget information.

CLUB REQUISITIONERS

PTK	Libby Cheschire
ADN	Faye Mitchell
AC/DC	Brenda McFarland
LPN	Brenda McFarland
SAM (Criminal Justice)	Brenda McFarland
Cosmetology	Brenda McFarland
PBL	Lois Scruggs
IAAP	Lois Scruggs
Afro-American	Butch Rollins
Anuran	Samantha Laney
Intramurals	Samantha Laney

Information on Cash Receipts

- The Business Office should have a copy of the approved Student Activity Request Form on file before any money is received from a fundraiser.
- If you receive money, per state policy, that money has to be turned into the business office within 24 hours.
- When bringing money to the business office, please wait until someone has verified receipts and money before leaving.
- All money taken in should have a receipt. If you do not have a receipt book, please call Judy O'Dell at ext. 209. She issues and maintains all receipt books.
- The receipts in the receipt book should be distributed as follows: the white copy goes to the person from whom you are receiving the money, the blue copy goes to the business office along with the money, and the pink copy remains in the receipt book. The pink copy should never be torn out. If a mistake has been made, simply write void on all the receipts and leave it in the book.
- At the end of the fiscal year, all receipt books need to be turned into Judy O'Dell to be verified. She will then return it back to you. When all receipts have been used, return the used book back to the business office and Judy will issue a new receipt book.
- Loose change needs to be rolled (if there is enough to be rolled)
- Any fundraiser should have an activity event request form already fully approved in the business office prior to taking in money. The business office has to have a copy of the activity event request form on file to receive money for a fundraiser.