



## STUDENT ORGANIZATIONS HANDBOOK

Welcome to the wonderful, exciting world of College Activities! It would be to your benefit to get involved and meet some really great people you might not ever encounter otherwise on this campus! Here's a handy dandy little book of those oh so fun rules and regulations about starting a club, joining one, and what you do when you're in one. Enjoy!

Being a member of a club or organization is a wonderful opportunity to become a part of the La Roche College Community. Members of organizations obtain leadership skills, meet new and interesting people, and form lifelong friendships. You can gain career experience and build your resume while having a wonderful time. The clubs of La Roche College have been recognized by Student Government to benefit the students as well as the school.

This handbook was created to allow members of each club to understand what is expected of them as a whole. Guidelines have been established by Student Government. This booklet should explain policies and procedure and help you and your club meet your goals. Use this as a reference, but we encourage you to come into the College Activities office and take advantage of our services. Remember, we're here to help you and your group succeed!

### **General Policy**

La Roche College grants official recognition to student organizations whose stated purpose is consistent with the goals of the college and which comply with local, state and federal laws.

All student organizations, regardless of funding sources, must obtain recognition through Student Government. These organizations must meet the following requirements:

1. The majority of the membership must be comprised of currently registered full or part-time students; all officers must be considered students.
2. The organization must not discriminate on the basis of race, creed, national origin, sex or handicap. The only exception to this policy is a social Greek organization, which is exempted by federal law (Title IX) to select members on the basis of sex.
3. A constitution and statement of purpose must be submitted and kept on file in the Student Government and College Activities offices. Student Government must approve all amendments to these documents.
4. Each organization must have a La Roche College faculty or staff advisor. The constitution or bylaws must have a clause regarding the selection procedure for an advisor.
5. The organization agrees to adhere to all applicable federal, state, and local laws as well as the policies of La Roche College outlined in the La Roche College Student Handbook (copies available in the Office of College Activities, 114 Zappala College Center) and other College publications.

Student Government may revoke the recognized status of any organization that does not comply with these policies and/or act in accordance with its stated and approved purpose and bylaws.

## **Funding Policy and Procedures**

Clubs or Organizations that are officially recognized are eligible to apply for funding from Student Government.

Each year, the Executive Board of Student Government will review the annual reports of clubs and organizations and budgets will be based on fulfillment of obligation and involvement. Additional request will be considered if unbudgeted funds are available from the college. New organizations will receive \$50 per semester for the first year.

Organizations that receive funding will be issued a financial accounting folder. Students are required to keep accurate records and receipts.

Organizations must be non-profit and fiscally accountable to the college. A statement of income, expenditures and assets must be filed with the Clubs & Organizations Rep of Student Government by April 15. (We suggest you get those taxes out of the way early...)

Contracts approving outside services, performances, etc. must be reviewed by the Director of College Activities.

All money earned from fund-raising, admission fees, or any other income must be deposited in the organization's budget no later than two days after the event. Failure to deposit or account for funds will result in future activities or allocation of funds not being approved.

To receive budgeted money, the college requires contracts or other proof of expenditures to be turned in with a "request for funds" form that may be obtained in College Activities.

## **Checklist**

Each year every club must meet the following requirements:

1. Turn in updated membership lists with new officers
2. Participate in two Activities fairs, scheduled for September and January
3. Attend mandatory Organizational Roundtable meetings (these are held monthly)
4. Check mailbox in College Activities office every week
5. Participate in a minimum of four college wide events every year (this may include the Festival of Lights, Family Day or Adopt A Highway...)
6. Turn in an annual report at the end of the year
7. Maintain the club budget
8. Schedule all events on the master calendar in College Activities
9. Plan at least two events per semester

Fulfilling this checklist allows your organization to request funding from Student Government for the following year. (It's easy; the more you do, the more money you can get!) Student Government bases the amount of money allocated on each group's involvement throughout the year and the amount of money budgeted from the college.

### **How Do I Start a Club?**

The very first thing you have to do is find some interest in your club! It may sound easy, but make sure you have found nine other people who are going to stick with it. Student Government requires that each club have at least ten members, but, in certain cases, exceptions can be made. (That's the beauty of a small school!)

Next, your club must acquire a staff or faculty member to be its advisor. You also have to submit the bylaws of your organization to Student Government for approval. The bylaws should contain the following:

1. The purpose or mission of your group
2. Requirements for membership
3. Responsibilities of members and officers
4. Procedures for elections of officers
5. Procedures for selection of club advisor
6. Guidelines for the organization

If you have absolutely no clue how to write your club's rules and regulations, you can ask for sample bylaws kept in the College Activities office.

You must attend a Student Government meeting to formally request official recognition of a club. (Please call the College Activities office to ask about meeting dates and times). After you are recognized, you are asked to submit an annual list of members and officers.

Now that you have become a club at La Roche College, we want you to become a part of the action. Recognized clubs and organizations are required to participate in college wide activities and sponsor their own club events. Don't worry, it's usually very entertaining stuff, and we're sure you would have been involved anyway, right?!

Each new club will then receive \$50.00 a semester during its first year. (Don't spend it all in one place, and no, you are NOT allowed to buy beer with your club funds...)

### **Really Important Stuff that everyone needs to know**

1. Each recognized club is allocated money on an annual basis through Student Government. The money becomes available after the club turns in their annual membership list. The Student Government Vice President of Finance maintains each club's budget -- members may check on it at any time during regular office hours.
  - a. To access funds, a request form must be completed with proper documentation attached. (Please allow at least 2 weeks for processing)
  - b. To obtain additional funds, a request in person as well as in writing must be made to Student Government.
  - c. All money earned from fundraising or any other income must be deposited into the club budget
2. Each club has access to the copy machine (ahh, the perks of being involved...), which is located in the faculty office. The number of copies must be recorded in the College Activities office.

3. Clubs and organizations may reserve rooms at the college through the College Activities Office. Classrooms are reserved through the Office of the Registrar. Rooms must be reserved at least ONE WEEK IN ADVANCE. You must turn in a space reservation form (which is an information sheet for the office where you reserved the room and for the college to know in advance what kind of equipment or setup you'll need). To reserve vans, contact the physical plant office. All van drivers must be licensed and approved through the Safety and Security office.
4. Each club has a mailbox in the College Activities office. Please check it weekly!
5. The Office of College Activities maintains a master calendar of events for the year. Each club is asked to submit meeting times and dates of events for this calendar. (This helps you out so we don't schedule anything for days you would like to hold events, and gives us an idea of good times throughout the semester to plan for activities.)
6. To do fundraising, (on or off campus) a permit must be obtained from the College Activities Office. This ensures that only one club is selling a particular item at one time.
7. At the end of the year, Student Government recognizes the Outstanding Club for service and dedication to the college. This award is presented during a club and organization recognition program. (And if we think you're great, you better be there!)
8. Clubs are permitted to advertise on campus. Posting guidelines are listed in the student handbook. Posters and fliers may be hung on bulletin boards, but no windows or walls. Make reservations in College Activities to hang banners in the College Center. Large displays with easels and other large boards must be approved by College Activities, and can only be on display for one week.
9. Clubs may be put on probation for failing to meet certain requirements. Probation for an organization shall not last more than one semester. If during that period of time the club does not meet the necessary plan of action and follow established guidelines, their charter will be revoked. The Director of College Activities and the executive board of Student Government will oversee the probation. Reasons clubs may be put on probation can include:
  - a. Failure to have ten members
  - b. Failure to have an advisor
  - c. Failure to participate in college sponsored events
  - d. Hazing or other unsanctioned behavior
  - e. Failure to abide by policies
  - f. Failure to uphold the stated purpose of the organization
  - g. Negligence or unethical behavior on the part of the group
  - h. Failure to comply with the mission of La Roche College