

# **LA ROCHE COLLEGE**

## **STUDENT ORGANIZATION HANDBOOK**

### **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 the Student Government Association (SGA). 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 statement of purpose and bylaws must be submitted and kept on file in the SGA Office. SGA must approve all amendments to these documents.
4. Each organization must have a La Roche College faculty or staff advisor. The By-laws 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.

SGA 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.

*Please Note: The Student Government Association reserves the right to interpret the policies set for clubs and organizations as they see fit.*

### **FUNDING POLICY AND PROCEDURES**

Student Organizations that are officially recognized are eligible to apply for funding from SGA. Each year, the President, Vice President of Finance, and Clubs and Organizations Representative 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 \$100 for the first academic year. Contracts approving outside services, performances, etc. must be reviewed by the Director of the Center for Student Development (formerly College Activities). 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 the Center for Student Development.

## **CHECKLIST**

Each year every club and organization must meet the following requirements:

1. Submit an updated membership lists with new officers and executive board members
2. Participate in two Activities fairs, scheduled for September and January.
3. Attend mandatory Organizational Roundtable meetings (*these are held monthly*)
4. Participate in a minimum of four college wide events every year (*example: Festival of Lights, Highway Clean Up, Easter Bunny Brunch, and Spring Carnival*).
5. Turn in an annual report to SGA at the end of each academic year.
6. Maintain the club budget (*keep a record of all spending and turn in spread sheet into SGA at the end of the semester*)
7. Schedule all events through the Center for Student Development.
8. Plan at least two events per semester. (*these are evets a club sponsors or host*)
9. Participate in a minimum of two community service events (*these can be on or off campus*).
10. Have at least one member (*preferably an officer or executive board member*) participate in the Student Leadership Series. Details about this series available in the Center for Student Development.

Fulfilling this checklist allows your organization to request funding from SGA. SGA bases the amount of money allocated on each group's involvement throughout the year and the amount of money budgeted from the college.

## **CREATING A STUDENT ORGANIZATION**

In addition to the requirements listed above, each organization seeking official recognition from SGA and La Roche College must meet the following:

1. Have a minimum of ten members (*please include names, email and academic year*).
2. Have a full time faculty and or staff advisor.
3. Create a set of bylaws (the bylaws must include the mission statement, requirements for membership, responsibilities of members and officers, procedures for election of officers, and the guidelines for the club or organization. *Please see Sample Club bylaw form to help write bylaws located on the club and organization page on the colleges website*)

SGA holds meetings bi-weekly and at least one representative from the student organization seeking approval must be present at a meeting to present their proposal. Copies of the club or organization's bylaws and a list of the members must be available at the meeting. Also, a copy of the bylaws must be emailed to the Clubs and Organizations Representative at least one week prior to presenting at the meeting.

If the student organization is granted approval from SGA, the club or organization will receive \$100 for the first academic year of operation. Guidelines for requesting additional funding is outlined below.

## **REQUESTING ADDITIONAL FUNDS**

Additional funds can be requested by presenting a fund request proposal to SGA at a general meeting. In order to be considered, the request should include a written proposal statement, the amount of money being requested, the reason for the fund request, and any additional information that may be helpful to SGA. Once a proposal is presented, SGA members will discuss the request and vote, by majority, on the funding. The outcomes may be to grant the club or organization the full amount requested, decline the full amount requested, or grant partial funding.

## **REQUESTING STEUDET ENGAGEMENT AND TRAVEL GRANT**

Students, Faculty, Staff and Student Organizations are encouraged to submit proposals for a Student Engagement and Travel Grant. Proposals should be submitted to David Day in the Center for Student Development. The Grant committee meets once a month. Maximum grant available is \$2000. There is no minimum grant amount.

### **Criteria:**

- 1) Grant should directly benefit current La Roche College Students.
- 2) A Specific Budget for the program must be included with the request.
- 3) A list of participant's should be provided if possible. (i.e. Student organization members of class if necessary)
- 4) Include transportation plan and associated cost if necessary
- 5) The proposal must be submitted two weeks prior to eh event date
- 6) A detail list or itinerary of the trip must be presented

## **PLANNING EVENTS**

Each organization must plan at least two events per semester. Student Organizations are strongly encouraged to work with other student organizations on campus in planning events. Doing so will not only attract greater attendance at the event but also decrease the amount of work one club or organization needs to do.

All events must be scheduled in the Center for Student Development in order to ensure two or more events are not planned for the same time. The staff in Student Development can assist your group with event planning.

## **ADVERTISING**

Student Organizations are encouraged to advertise for their events but are suggested to be creative in advertising. Posters are permitted but clubs and organizations are cautioned to be conservation about posting. Often times, a few attention-getting posters are more successful than many plain, black and white print flyers.

Posting Guidelines are as follows:

1. Posters and flyers may be hung on bulletin boards.
2. Posters and flyers may not be hung on windows or walls.
3. Banners and large displays on easels may be displayed but approval must be granted by the Center for Student Development.
4. All posters and flyers must be removed within twenty-four hours after the event has ended.

## **ROUNDTABLE MEETINGS**

Roundtable meetings are held monthly. These meetings are mandatory. Each club or organization must have at least one representative present at each month's meeting. These meetings are held to benefit the clubs and organizations. Representatives will present updates and upcoming events at these meetings. Student Organizations can use these meetings to get advice, ask questions, and work with other clubs and organizations on events. The Clubs and Organizations Representative will inform the clubs and organizations of upcoming meeting dates at the beginning of each semester.

As these meetings are mandatory, clubs and organizations that do not attend will be disciplined accordingly. Because the dates of these meetings are provided in great advance, it is expected that each club and organization will be able to find a representative to attend these meetings (note: the representative does not have to be the same member each month).

## **COMMUNITY SERVICE REQUIREMENT**

Each club and organization on campus is required to participate in a minimum of two community service projects each semester. These projects can be on or off campus. Clubs and organizations do not have to sponsor or organize the projects but are encouraged to do so.

The purpose of installing the community service requirement is not to hinder or add additional work for the clubs and organizations but rather to encourage clubs and organizations to get involved with the community. One of the objectives of La Roche College, through its vision statement, is to promote social justice and community involvement. Requiring clubs and organizations to participate in service projects is a way to help fulfill that vision.

The club or organization must contact the Clubs and Organizations Representative before the service project is complete in order to receive credit. Each club or organization must have at least 1/3 of their total members at the project. Each club or organization is required to have both service projects complete by December 1st, 2017 (April 15, 2018 for the spring term).

Student Organizations are encouraged to go beyond the required amount of community service and participate in as many events as possible. Clubs and organizations participate in more than two events will receive recognition from SGA and will be given extra funding if the budget allows.

## **STUDENT LEADERSHIP SERIES**

The Center for Student Development aims at helping students become leaders. One way this is done is through the Student Leadership Series, which takes place once a week in the fall and spring terms. Each club or organization is required to have at least one member, preferably an officer, attend. Everyone is welcome and more than one person from the club or organization is encouraged to attend. This series is designed to help members become stronger leaders and teach valuable skills such as retaining members, recruiting new members, and ways to make the club or organization successful. Attendance will be taken at the series and clubs or organizations that do not have a representative present will be disciplined.

## **VIOLATIONS AND SUSPENSIONS**

Ideally all clubs and organizations will follow all guidelines and policies set forth by both their bylaws and SGA. However, if a club or organization is found in violation of these guidelines and policies, certain procedures will take place.

1. Upon the first violation, the club or organization will be given an official warning via email from the Clubs and Organizations Representative.
2. Upon the second violation, the club or organization's president will meet with SGA's Vice President and the Clubs and Organizations Representative.
3. Upon the third violation, the club or organization's status will be suspended until a decision is reached by SGA and the club or organization's president.

*Please Note: Certain circumstances and violations may alter the order of procedures. Suspensions and order of procedures are at the discretion of SGA.*