

Treasure Valley Community College

CLUBS/ORGANIZATIONS CHARTERING AND GENERAL PROCEDURES MANUAL

Associated Students of TVCC



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A. ASTVCC CLUBS/ORGANIZATIONS INTRODUCTION

A1) ASTVCC Chartered Clubs/Organizations Definition

Associated Students of Treasure Valley Community College, here after referred to as ASTVCC, Clubs/Organizations exist as a means of providing meaningful programs that supplement the academic process by offering educational, social, cultural, and recreational activities and events for the general student body. These clubs are formed to fulfill a common interest of a group of students and will follow the appropriate ASTVCC club/organization chartering procedures for membership.

Programs and events organized by clubs must take place outside of the classroom and are not generally associated with an instructional area or department of the college. It is recognized that certain clubs may have a relationship with an instructional program even though it is not their primary purpose as an organization. As a result, ASTVCC clubs will not be authorized to supplement activities that would typically be considered departmental costs. However, they may co-sponsor activities that fit the criteria of co-curricular activities.

A2) General Policies for Clubs/Organizations

- 1) ASTVCC Clubs/Organizations must have a minimum of 10 currently registered TVCC student member signatures on its charter application and charter renewal. Students must be currently enrolled in at least 6 credits and in good academic standing (as defined by institutional guidelines) to participate in club/organization activities and events.
- 2) Each club/organization must secure an advisor who will serve for the academic year. Advisors must be a current full-time TVCC faculty member, staff member, or administrator and follow the established guidelines. Advisors can only serve as an advisor to one club/organization.
- 3) Clubs/Organizations affiliated with a parent organization are considered a TVCC chapter of the parent organization, and must submit operating documents of the parent organization (constitution and bylaws) with the charter application. Institutional policies shall precede any outside affiliations.
- 4) Prior to establishment, each club/organization must have a constitution/bylaws processed through Clubs/Organizations Office and approved by the ASG before a charter is granted. Refer to the forms section for a sample constitution/by-laws.
- 5) Clubs/Organizations cannot discriminate on any basis. This includes; race, creed, color, national origin, sex, religion, sexual orientation, marital status, physical or mental disability, age, veteran status, academic program or any other basis determined by the Student Rights, Freedoms, and Responsibilities.

- 6) Clubs/Organizations must appoint a member to attend regularly scheduled meetings as coordinated by the Clubs/Organizations Coordinator and to serve as the main club contact. Failure to attend two consecutive meetings may affect the ability to request funds from the ASG or the status of the club/organization charter.
- 7) Clubs/Organizations must maintain an open membership that encourages prospective members to join. All meetings and events must be open to the entire TVCC student population.
- 8) **When a club/organization receives a charter it agrees;**
 - a) To abide by ASTVCC regulations and procedures.
 - b) To present programs that are educational, recreational, cultural, or social in nature and do not demonstrate danger, acts of violence, or disruption of any ASTVCC activity or any college facility.
 - c) To abide by all state and federal laws and Student Rights, Freedoms, and Responsibilities.
 - d) That no individual member of the club will personally profit from any activity affiliated with the club/organization, or use budgeted ASTVCC funds for any expenses unrelated to club/organization needs, nor solicit funds for personal use from other club/organization members.

Failure to abide by college policies may result in possible loss of ASTVCC club/organization charter.

A3) TVCC Clubs/Organizations Responsibility Statement

By recognizing an ASTVCC club/organization, the college does not assume responsibility for the club's actions or activities; nor does it imply the college in any way endorses the club's stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name for advertising or marketing purposes without the express written authorization of the college (via the college Public Information Office), except in identifying its institutional recognition.

Club advisors are responsible for the daily operations of the established club including processing of financial transactions, adhering to established college policies and ethical practices, and management of student behavior of the respective club within the established Student Rights, Freedoms, and Responsibilities.

The Clubs/Organizations office is responsible for the administration of Clubs/Organizations and assisting with club/organization activities. The Associated Student Government of Treasure Valley Community College reserves the right to examine financial needs on an individual basis per the established Club/Organization financial procedures. Approval of funds requires an approval of 2/3 from the Associated Student Government.

B. CLUB/ORGANIZATION CHARTERING PROCEDURES

B1) Chartering Process

To become chartered as an ASTVCC Club/Organization, students should take the following steps:

- 1) Complete an ASTVCC **Application for Club/Organization Charter** form from the Clubs/Organizations Center.
- 2) Secure an advisor that will serve for the academic year. Advisors must be a current full-time TVCC faculty member, staff member, or administrator and follow the established guidelines. Advisors can only serve as an advisor to one club/organization.
- 3) ASTVCC Clubs/Organizations must have a minimum of 10 currently registered TVCC student member signatures on its charter application or charter renewal. Students must be currently enrolled in at least 6 credits and in good academic standing (as defined by institutional guidelines) to participate in club/organization activities and events.
- 4) The Caldwell Center has an established Student Life department that reports to the Ontario campus. Therefore, the Caldwell Center must also follow the established guidelines of securing a full time TVCC faculty member, staff member, or administrator as an advisor. Advisors can only serve as an advisor to one club/organization.
- 5) The Clubs/Organizations Coordinator will present the prospective charter at the next regularly scheduled meeting for approval. Prospective club members and/or the club/organization advisor are required to attend the meeting to answer pertinent questions.
- 6) At the following regularly scheduled meeting, the ASTVCC Student Government will review the application and vote to either accept or deny the prospective charter request. The prospective club will be notified in writing of the decision by the Clubs/Organizations Coordinator.
- 7) If the ASTVCC chartering request is not approved, then the Associated Student Government will provide a written explanation. If the club is provisionally approved, the Associated Student Government will provide a written explanation of steps necessary to complete the recognition process.

B2) Charter Renewal Process

- 1) All active ASTVCC clubs must annually submit a Club Charter Renewal Form in order to remain active. Renewal forms must be completed by the third regularly scheduled meeting of the ASG during the fall quarter.
- 2) The Clubs/Organizations Coordinator will hold a regular monthly meetings for the clubs/organizations. These meetings are held to inform, share, and collaborate with the ASG on campus. Failure to attend two consecutive meetings may affect the ability of the club/organization to request funds from the ASG or the status of the club/organization charter.

B3) Prohibited ASTVCC Club/Organization Acts

- 1) Clubs/Organizations cannot discriminate on any basis. This includes; race, creed, color, national origin, sex, religion, sexual orientation, marital status, physical or mental disability, age, veteran status, academic program or any other basis determined by the Student Rights, Freedoms, and Responsibilities.
- 2) Off-campus bank accounts (including accounts for the college sponsored by parent organizations) of any kind are not allowed without written approval from the Dean of Administrative Services and the Board of Education.
- 3) Personally profiting from a club/organization or soliciting from club members is prohibited.
- 4) Regardless of age, any purchase (with personal or ASTVCC funds), serving, or selling of alcoholic beverages is prohibited at any club/organization function. This includes meetings, events, and conferences held off campus.
- 5) Individuals not affiliated with or employed by TVCC are prohibited from serving as an ASTVCC advisor. Advisors must be a current full-time TVCC faculty member, staff member, or administrator and follow the established guidelines. Advisors can only serve as an advisor to one club/organization.
- 6) Any fundraising event, function, or activity that conflicts with the college mission, objectives, or academic integrity is prohibited.

C. CALDWELL CLUBS/ORGANIZATIONS

ASTVCC Student Government encourages students to create clubs/organizations on both the Ontario campus as well as at the Caldwell Center. The Caldwell Center has an established Student Life department that reports to the Ontario campus. Therefore, the Caldwell Center must also follow the established guidelines of securing a full time TVCC faculty member, staff member, or administrator as an advisor. Advisors can only serve as an advisor to one club/organization. The following policies apply to Caldwell clubs/organizations:

- 1) If a club/organization wishes to exist solely at the Caldwell Center, their full-time current staff or faculty advisor must be employed by the Caldwell Center. An advisor may only serve as advisor to one club/organization.
- 2) A dual campus club/organization is defined as a club/organization that wishes to charter both at the Ontario Campus and at the Caldwell Center under the same name. If a club/organization wishes to be a dual campus club/organization, they must charter with a minimum of ten students from the Caldwell Center and ten students from the Ontario Campus. The club/organization must designate an advisor on both the Caldwell Center and Ontario Campus to be chartered at both sites.
- 3) Caldwell Center clubs/organizations may request funds from the Associated Student Government using the **Application for Club/Organization Funding Form**. A Caldwell Center club/organization must follow the established funding guidelines through the office of Clubs/Organizations.
- 4) For a dual-campus club/organization, all funding requests, club/organization charters, charter renewals and other pertinent documents must be filed jointly.
- 6) All prohibited club/organization acts, general club/organization policies, services available and internal control procedures of apply to both Caldwell and Ontario clubs/organizations.

D. ASTVCC CLUB/ORGANIZATION FUNDING INFORMATION

D1) ASTVCC Club/Organization Funding

Once a club has been chartered, it may request funds throughout the academic year (excluding summer quarter) for its conferences, events, or activities. Funding requests are available in the Clubs/Organizations Center. A **Funding Request Form** is attached to this packet (see forms section). Any funding request from ASTVCC funds should be submitted to Clubs/Organizations Center at least two weeks prior to date needed. Criteria for requests include:

- 1) An itemized list of expected costs for the conference, activity, or event.
- 2) A projected amount of revenue (fundraising dollars) to be raised by the club for the specified request. See applicable ASTVCC club/organization fundraising policies which are included in this packet.

Club/organization prohibited acts regarding funding include:

- 1) Clubs/Organizations cannot request or use funds for personnel salaries or honorariums of club/organization members.
- 2) ASTVCC reserves the right to revoke and/or collect back funds if the club/organization cancels the event or uses the funds improperly. Clubs/Organizations that are granted funds must use those funds for the specific requested event only. Funds raised by the club/organization can be used at the discretion of the students and club/organization advisor, provided all institutional policies are followed appropriately.
- 3) Any equipment purchased using club/organization funds are considered the property of TVCC. If the club/organization does not re-charter or is denied charter renewal, all equipment must be returned to Student Programs office.
- 4) Club/organization funds cannot be used for events or activities which are for academic credit.
- 5) Club/organization funds cannot be used for events endorsing any political candidate or party or any religious activity.

D2) ASTVCC Club/Organization Funds

Club/Organization requests are granted through an established procedure which allows a limited allocation of funds to be distributed by the Associated Student Government. These funds are used for club/organization events, activities, conferences, and miscellaneous projects. Funding must be requested from and approved by a 2/3 vote of the Associated Student Government. Upon approval, funds are transferred to the respective club/organization account (see section D4). The club/organization advisor is responsible for working with the business office to process transactions.

The ASG will review funding requests at a regularly scheduled meeting. The club/organization advisor or representative must be present during the presentation of the request. The ASG reserves the right to review the request for one week before voting on the outcome. There is a limited amount of funding available during the academic year.

Funding Process

The process for requesting funds is simple. Clubs/Organizations are available for request through the Associated Student Government unless campus policy, local, state, or federal laws, statutes, policies, or legal precedence dictates otherwise.

1. Clubs/Organizations must submit a funding request each quarter to be considered for funding from the Associated Student Government.
2. Clubs/Organizations are granted access to available funds based on the following policy:
 - A. Clubs/Organizations that have consecutively chartered for 2 years or less can request a maximum of \$50.00 per quarter (\$150/yr.)
 - B. Clubs/Organizations that have consecutively chartered for 3-4 years or less can request a maximum of \$100.00 per quarter. (\$300/yr.)
 - C. Clubs/Organizations that have consecutively chartered for 5 years or more can request a maximum of \$200.00 per quarter. (\$600/yr.)

If a club/organization fails to charter during any academic year, they will relinquish their current status and be considered a new club/organization when they re-charter.

3. Attach a document explaining your funding request and your club/organization's intended use of ASTVCC funds for the academic quarter.
4. If your club/organization has extenuating circumstances or a particular event/activity requiring more than the quarterly maximum, a request can be made to the ASG to grant funds for the entire year (not to exceed the respective annual maximum).
5. Send a delegate to the next regularly scheduled ASG meeting to present the funding request and answer any pertinent questions regarding the funding request. No funding request will be acknowledged without a club/organization representative in attendance.

D3) Purchasing Procedures

Items bought for club/organization activities should be paid for through the club/organization account. Club/Organization members are discouraged from purchasing items with personal money to be reimbursed later.

- 1) The reimbursement process can often take longer than is expected by the purchaser.
- 2) The club/organization advisor must first approve any purchase.
- 3) Every reimbursement **must** be supported with an itemized receipt of purchase. A lost receipt means no reimbursement.

Club/Organization purchases **must** be approved by the club/organization advisor **before** the purchase is made. The advisor will coordinate purchases with the business office using the club/organization account.

D4) Club/Organization Accounts/Cash Handling

Upon approval of a new club/organization charter, the Clubs/Organizations Coordinator will request an account number through the business office. This will allow clubs/organizations to transact business on a regular basis. All transactions require a signature of the club/organization advisor, the Coordinator of Clubs/Organizations and the approval of the Director of Student Programs/Residence Life.

Every club/organization advisor is required to adhere to all TVCC cash handling procedures as set forth by the college. All clubs/organizations must have an approved system of fund tracking and revenue control as established by the Dean of Administrative Services. Failure to properly track and report the use of funds may result in revocation and/or denial of future requests.

Absolutely no accounts can be established outside of the TVCC business office. Exceptions may only be granted with the written approval of the Dean of Administrative Services and approved by the Board of Education.

Whenever a check is requested for any purpose, all applicable receipts, invoices, etc., must be attached to the purchase order submitted to the business office. Requests will be returned to the originator if these documents are not present. **There are no exceptions—a receipt is absolutely required.** If you are requesting per diem amounts at the standard college rates, no receipts are required for those amounts. Any amounts requested which exceed the standard college per diem rates require documentation. All requests for travel reimbursements need to be made on the special travel requisition form, and need to include the dates of travel as well as the business purpose of the trip.

D5) Tips for Successful Fundraising

The ASG encourages that clubs/organizations fundraise before requesting funds from the Associated Student Government. The ASG recommends that clubs/organizations plan purchases and processes well in advance of any activity or event. Things to consider once you schedule your fundraising event are:

- 1) Appropriateness – Ensure that the event is socially, legally, and safety conscious and promotes educational, cultural, recreational, or social growth in the student body.
- 2) Pre-planning – Ensure the best course of action to take before initiating any project. Make a calendar to check progress on important deadlines for the event.
- 3) Fundraising – Carefully estimate how much you will expend before planning a fundraiser. Account for how much you will have to raise to cover those costs and still make a profit. This is a great time to evaluate your fundraising plans.
- 4) Timeliness of ordering supplies – Allow adequate time for purchases and item preparation. If ordering from catalogs/online, keep mailing and delivery times in mind when planning an event.
- 5) Funding Process – Allow for procedural timelines and adequate business transaction turnaround when using ASTVCC funds. This is especially important when outside performers, vendors, or services are involved.
- 6) Promotion – Keep to a strong deadline for all promotional efforts. Promotions should begin only after the event has been properly planned. Ideally, the promotional plan should be in place and implemented approximately one month leading up to the event.
- 7) Location – Be sure the place for your event is available. Establish a location that is well suited for your event.
- 8) Campus/Club Program Collaboration – Seek assistance and collaboration clubs from other clubs/organizations on campus. The bigger the event and more student involvement will result in a stronger turnout.

E. SERVICES AVAILABLE TO CLUBS/ORGANIZATIONS

E1) ASTVCC Club/Organization Room Scheduling

The use of TVCC facilities is available for club/organization sponsored events and functions. This includes all campus facilities except the Four Rivers Cultural Center. The FRCC is available for rent on a space available basis. Any requests for facility use should be placed two weeks in advance of the event with the TVCC representative who coordinates room scheduling.

E2) Graphic/Media Services

The Student Government and Student Activities can provide assistance with printing of one-color posters and publications. The poster printer is located in the Student Activities office in the Weese building. Prices for posters are \$3.00 for 2'x3' and \$4.00 for 3'x4'. See the Coordinator of Clubs/Organizations for assistance.

E3) Food/Beverage Services

Sodexo Food Services offers a number of options to help make club/organization events successful. For catering and other food services contact the Food Services Manager in the Weese Building.

FORMS

Application for Club/Organization Charter

Club/Organization Name: _____ Date: _____

Faculty/Staff Advisor: _____ Campus: _____ Phone: _____ Email: _____

Main Student Contact: _____ Phone : _____ Email: _____

Please indicate on which campus your club/organization will be active:

ONTARIO CALDWELL DUAL-CAMPUS

If Ontario-only, does your club/organization offer any events, activities or services at the Caldwell Center?

YES NO

An **Ontario** club/organization exists solely on the main campus, with an Ontario faculty/staff member advisor and Ontario student members.
A **Caldwell** club/organization exists solely at the Caldwell Center, with a Caldwell faculty/staff member advisor and Caldwell student members.
A **Dual-Campus** club/organization charters on both campuses by selecting an advisor from both Caldwell and Ontario, and has at least 10 member students from Caldwell and 10 member students from Ontario.

Note: The Clubs/Organizations Coordinator will use the Main Student Contact and the Advisor Contact information to stay in consistent contact with the club/organization. Contact information may be accessible to the public if need necessary and is compliant with FERPA. The **Main Student Contact** will be the club/organization representative to the ASG and must be available to attend mandatory meetings.

Club/Organization Purpose:

Planned Activities and Events

On-Campus Meeting Date/Time/ Location:

Charter Membership Roster

Please list at least 10 currently enrolled student members. For Dual-Campus Clubs/Organizations, 10 members from BOTH the Caldwell Center and the Ontario Campus must be listed. More members may be listed on the back of this application if needed. Student Enrollment Data will be verified by the Clubs/Organizations Coordinator to ensure current enrollment.

Student Name	Student ID#	Phone	Email (if available)
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Return this application to the Clubs/Organizations Center. The Clubs/Organizations Coordinator will notify you of date/time/location of the charter application review meeting. It is essential that a club/organization representative and/or advisor attend the review meeting to answer questions.

I have read and understand the ASTVCC Club/Organization Chartering procedures. I agree, as the main student contact, that our club/organization will abide by the procedures and rules stated in the ASTVCC Clubs/Organizations Chartering and General Procedures Manual. I understand that if our club/organization violates any of the stated rules and procedures our club/organization may face probation or charter revocation. As the main student contact, I understand I am responsible for keeping club/organization members informed on these policies and staying in contact with the club/organization advisor.

Main Student Contact Signature	Student ID #	Date
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Advisor Signature	Date
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Student Programs Use Only

Received by _____ Date Completed Application Received _____

Date of Charter Approval _____ Date of Charter Denial _____

Application for Club/Organization Charter Renewal

Club/Organization Name: _____ Date: _____

Faculty/Staff Advisor: _____ Campus: _____ Phone: _____ Email: _____

Main Student Contact: _____ Phone : _____ Email: _____

Please indicate on which campus your club/organization will be active:

ONTARIO CALDWELL DUAL-CAMPUS

If Ontario-only, does your club/organization offer any events, activities or services at the Caldwell Center?

YES NO

An **Ontario** club/organization exists solely on the main campus, with an Ontario faculty/staff member advisor and Ontario student members.
A **Caldwell** club/organization exists solely at the Caldwell Center, with a Caldwell faculty/staff member advisor and Caldwell student members.
A **Dual-Campus** club/organization charters on both campuses by selecting an advisor from both Caldwell and Ontario, and has at least 10 member students from Caldwell and 10 member students from Ontario.

Note: The Clubs/Organizations Coordinator will use the Main Student Contact and the Advisor Contact information to stay in consistent contact with the club/organization. Contact information may be accessible to the public if need necessary and is compliant with FERPA. The **Main Student Contact** will be the club/organization representative to the ASG and must be available to attend mandatory meetings.

Club/Organization Purpose:

Planned Activities and Events

On-Campus Meeting Date/Time/ Location:

Charter Membership Roster

Please list at least 10 currently enrolled student members. For Dual-Campus Clubs, 10 members from BOTH the Caldwell Center and the Ontario Campus must be listed. More members may be listed on the back of this application if needed.

Student Name	Student ID#	Phone	Email (if available)
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Return this application to the Clubs/Organizations Center. The Clubs/Organizations Coordinator will notify you of date/time/location of the charter application review meeting. It is essential that a club/organization representative and/or advisor attend the review meeting to answer questions.

I have read and understand the ASTVCC Club/Organization Chartering procedures. I agree, as the main student contact, that our club/organization will abide by the procedures and rules stated in the ASTVCC Clubs/Organizations Chartering and General Procedures Manual. I understand that if our club/organization violates any of the stated rules and procedures our club/organization may face probation or charter revocation. As the main student contact, I understand I am responsible for keeping club/organization members informed on these policies and staying in contact with the club/organization advisor.

Main Student Contact Signature _____ Student ID # _____ Date _____

Advisor Signature _____ Date _____

Student Programs Use Only

Received by _____

Date Completed Application Received _____

Date of Charter Approval _____ Date of Charter Denial _____

Treasure Valley Community College

APPLICATION FOR CLUB FUNDING

Club Name _____ Date _____

Faculty/Staff Advisor _____ Phone _____

Main Student Contact _____ Phone _____

***All clubs are encouraged to consider fundraising options prior to any ASTVCC funding request.**

Please categorize fund request below using all choices that apply and amounts.

<u>Category</u>	<u>Amt. Requested</u>	<u>Description</u>
Supplies/Materials	\$ _____	_____
Printing/Reproduction	\$ _____	_____
Food/Beverages	\$ _____	_____
Performer/Speaker	\$ _____	_____
Special Event/Travel	\$ _____	_____
Miscellaneous	\$ _____	_____

Total Requested \$ _____

The ASTVCC club fund provides financial support for approved clubs. ASG funded clubs may not discriminate based on race, creed, color, national origin, gender, religion, sexual orientation, marital status, disability, age, veteran status, or academic program. Most political and religious activities shall not be funded by student fees as governed by the state of Oregon.

Description of Request: Please briefly describe how the club intends to make use of ASTVCC club funds. Attach additional pages if needed.

Club Advisor Signature _____ Date _____

Main Student Contact Signature _____ Date _____

Student Programs Use Only:

Amount Awarded _____ Date Awarded _____

Staff Signature _____ Club/Organizations Coordinator _____

Example of ASTVCC Club Constitution

The Outdoor Recreation (*name*) Club of Treasure Valley Community College

Purpose (explain the purpose and intent of the club)

The Outdoor Recreation Club exists for students to enjoy the outdoors with those who share the same interest, while maintaining safety and respect for the environment. The creation of the club is to benefit TVCC for the time present, and for years to come, with the intent of growth and improvement.

Value of Membership (explain how members will benefit from affiliation)

1. The opportunity to enjoy the outdoors
2. To experience new outdoor activities
3. Gain outdoor knowledge and understanding
4. Become familiar with outdoor ethics

Rules of Eligibility (delineate any special rules of eligibility for club membership, such as GPA, etc.)

Student Must:

1. Be taking a minimum of 6 credits a quarter
2. Maintain at least a 2.0 GPA

Fees (explain membership/activity fees, if any)

There is no initiation fee required; however each activity may require a participation fee depending on: (1) the magnitude of the activity (2) the amount of money earned through fundraising (3) the amount of support received from the Associated Student government.

Officer Structure (explain officer structure/election, if any)

A single student shall be elected as the club representative by simple majority of the established membership of the club. That individual shall remain the club representative for the period of one academic year.