



**Aims Community College  
Student Organization  
Handbook**

**2010-2011**

## **Preface**

This Student Organization Handbook has been prepared for your convenience. It contains valuable information on student organization operations and refers to forms that need to be completed and returned to the Coordinator of Student Organizations and Activities in the Student Life Office, College Center, room 130. **PLEASE READ THIS MANUAL CAREFULLY.**

The Student Organization Recognition Packet for new or continued recognition is due in to the Coordinator of Student Organizations and Activities in the Student Life Office no later than the fourth Friday of fall and spring semesters. If you have any questions regarding this request please feel free to stop in the Student Life Office or call (970) 339-6259.

The staff in the Student Life Office looks forward to working with you and making your student organization the best it can be. Please remember we are here as a resource, we are always a good place to start. Have a great year and we wish you many successes.

Sincerely,

The Staff in the Student Life Office

Revised 9-2010

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## **I. Student Life's Commitment to Student Organizations**

The Student Life Office in cooperation with the Student Government Association, the Student Programming Council, and the MyLife Student Peer Education Council, provides students on all campuses the opportunity to participate in activities outside of the normal classroom environment. Extracurricular activities provide a basis for professional, technical, civic, and social experiences, which students may encounter outside of the classroom and on campus while attending Aims Community College. To this end, the staff in the Student Life Office is committed to the success of your organization. The Student Life Office will assist your organization by providing necessary information relating to student organization development and more specifically functioning as your primary contact regarding all your fiscal needs.

## **II. Student Life Office Information**

Location: 5401 West 20<sup>th</sup> Street  
Greeley, CO 80634  
College Center, room 130  
Phone: (970) 339-6450

Office Hours: 8:00 a.m. - 5:00 p.m. (Monday thru Friday)

Student Life Contacts:

Randee Morris – Coordinator of Student Organizations and Activities  
[randee.morris@aims.edu](mailto:randee.morris@aims.edu) (970) 339-6259

Linda Stone – Senior Office Specialist  
Ann Zarezadegan – Office Specialist  
Ron Fay – Director of Student Life/Advisor for SGA

Services: The Student Life Office provides several critical services relating to successful student organizations. The following are examples of services that your organization can use:

- Advisor and officer training
- Room scheduling
- Graphic design assistance - design and printing
- Centralized funding assistance
- Program planning assistance
- Ordering food for events
- Purchasing items on-campus and off-campus
- Travel procedures in-state and out-of-state
- Fundraisers
- College policies and procedures

### III. Continued Recognition of a Student Organization at Aims Community College

To continue as a recognized student organization, the following items must be considered or acted upon.

- A. Read all information thoroughly and carefully. Questions may be directed to the Coordinator of Student Organizations and Activities in the Student Life Office, see Section II. Student Life Office Information.
- B. All forms listed below must be filled out completely with appropriate signatures before submitting them to the Coordinator of Student Organizations and Activities in the Student Life Office, prior to the **fourth Friday of the fall term in order to have continuous recognition** as a student organization at Aims Community College. This is an annual requirement for all student organizations. The forms are located in the appendix and consist of:
  - 1. Petition for Recognition
  - 2. Information Sheet
  - 3. Advisor/Officer Signature Sheet
  - 4. Affirmation of Compliance
  - 5. Advisor Agreement
  - 6. Officer Code of Ethics
  - 7. Membership Roster
  - 8. Annual Action Plan
- C. If constitution/bylaws/working papers have been modified or changed, the revised document must be submitted at time of re-recognition. If this document is modified or changed during the year, the revised document must be sent to the Coordinator of Student Organizations and Activities in the Student Life Office upon completion.
- D. The advisor must sign and submit the Advisor Agreement, this is a yearly requirement.
- E. Membership Roster (identifying officers by position) must be submitted by the submission deadline and should be updated monthly with new member's names sent to the Coordinator of Student Organizations and Activities in the Student Life Office.
- F. Prepare your action plan during the first three weeks of the fall term, include at least one civic/community activity per year. Organizations are required to submit an Organization Action Plan with recognition packets.
- G. To be granted continuous recognition student organizations must submit all required forms not later than the fourth Friday of the fall term. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. Organizations submitting the recognition packets after this deadline are not eligible to receive benefits or funding until after final approval by SGA. Activities, events, programs, and attendance at the General Assembly of Student Organizations

meetings prior to approval will not count towards qualifying for funding or meeting other requirements stipulated for student organizations.

- H. Upon receiving a completed recognition packet the following will occur:
  - 1. All materials will be reviewed for completeness by the Coordinator of Student Organizations and Activities.
  - 2. Recommendations for approval/denial will be submitted to the Student Government Association.
  - 3. Upon approval, recognized student organizations will receive official notification.
  - 4. If an organization is denied recognition, the organization will receive in writing an explanation and reasoning for this decision.
- I. A list will be published of all currently recognized student organizations. As new organizations become recognized, supplemental lists will be published.
- J. Denial of a student organization's petition for recognition by the Student Government Association may be appealed to the Director of Student Life and subsequently to the Dean for Student Services.
- K. Upon recognition, all student organizations are required to obtain and follow all policies and procedures associated with the operation of student organizations at Aims Community College.
- L. Organizations are not eligible to receive any funds through the funding plan until all of the appropriate paperwork is received and approved by the Coordinator of Student Organizations and Activities in the Student Life Office.
- M. Recognition is official and complete only after the above-mentioned documents have been received and approved by the Coordinator of Student Organizations and Activities, the Director of Student Life, and a majority vote of the executive council of SGA. Where national policies of a student organization prohibit the filing of constitution/bylaws/working papers, a statement from the recognized national office may be submitted in place of the constitution/bylaws/working papers.

#### **IV. Policies and Procedures Relating to Student Organizations**

Student Life policies and procedures have been established in cooperation with the Associated Students of Aims Community College (ASACC), specifically the Student Government Association (SGA). Procedures may change during the academic year, in this case each organization will be notified, and written procedures will be sent to each advisor. Following are critical criteria essential for student organization continued recognition.

- A. All organizations must sign and follow the Affirmation of Compliance, which specifies compliance with federal, state, and local laws; compliance with college policies and procedures; and compliance with acceptance of members based on

gender, age, creed, religion, race, physical ability, sexual orientation, or ethnic origin.

- B. Each student organization must select an advisor who is an employee (full-time or part-time) of Aims Community College and possesses the knowledge and willingness to serve in an advisory role. The Director of Student Life, on behalf of the Student Government Association will review the advisor's credentials to verify qualifications.
- C. The role of the advisor is to:
  - 1. Provide guidance in fiscal matters;
  - 2. Provide assistance in attaining organizational goals;
  - 3. Encourage open lines of communication among students, faculty, staff, and administration; and
  - 4. Provide continuity to the organization from year-to-year.
- D. It is the advisor's responsibility to ensure the organization's compliance with all laws, policies, and procedures; maintain and direct the mission of the organization; and ensure sound fiscal practices by endorsing best practices established by the Financial Services Office at Aims Community College.
- E. Once a student organization has submitted all required forms and is recognized by the Student Government Association, the student organization is eligible to receive funding as outlined in the Student Organization Allocation Plan, conduct fundraisers, and represent themselves as an official student organization at Aims Community College. Previously recognized student organizations (from the prior spring term) are granted full privileges during the first four weeks of the fall term, in anticipation of submitting their continuous recognition before the fourth Friday of the term.
- F. Petitions for recognition will be accepted at anytime during the academic year, however, the fourth Friday of the fall term is the deadline for continuous recognition. Recognized organizations from the previous academic year wishing to renew their status may take advantage of all benefits during the first four weeks of fall semester. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. **Organizations submitting the recognition packets after this deadline are not eligible to receive benefits or funding until after final approval by SGA. Activities, events, programs, etc. conducted prior to approval will not count towards qualifying for funding or meeting other requirement stipulated for student organizations.** New organizations will need to wait until the Student Government Association has recognized them.
- G. All student organizations have one vote on the Student Government Association's General Assembly of Student Organizations. Attendance at the General Assembly of Student Organizations meetings is not required but all funding and voting privileges are based on attendance by representatives of student organizations. A student organization officer or another organization member, selected by the advisor or the President is expected to attend the General Assembly of Student Organizations. Advisors may



attend GASO meetings but may not represent the organization in regard to voting or attendance for the purpose of the attendance requirement for funding purposes.

- H. Student organizations must have agendas and minutes of all their official meetings maintained and available for review by students at Aims Community College.
- I. Membership of recognized student organizations must consist primarily of students, and Aims employees, although non-Aims members are allowed. Provisions for membership must be stated in the constitution/bylaws/working papers, including requirements for non-Aims members. Aims employees and non-Aims members may not hold office or have voting status. **Each recognized student organization must have a minimum of six (6) Aims student members** and maintain an Aims student membership of 80% of the total membership. Qualifications for membership must not conflict with the Affirmation of Compliance Statement.
- J. Officers or leaders of recognized student organizations must be currently enrolled at Aims Community College. Election or selection of leadership personnel must be conducted a minimum of once each year. Results of such election or selection must be filed with the Coordinator of Student Organizations and Activities in the Student Life Office within five (5) school days of the completed selection/election process.
- K. To receive funding awards organizations must showcase their organization at least one time (1) during the academic year at a college wide activity or function with the Student Programming Council (SPC), the MyLife Student Peer Education Council (SPEC), or the Student Government Association (SGA).**
- L. To receive funding awards organizations must participate at least one time (1) during the academic year at an off-campus civic/community project.**
- M. Organizations may choose to be recognized but not receive funding awards from SGA.
- N. Organizations conducting activities are required to meet the following criteria:
  - 1. Complete the Student Organization Activity/Event Request Form for each activity/fundraiser and submit it the Coordinator of Student Organizations and Activities, at least two (2) weeks before the event, for on-campus activities and at least six (6) for off-campus activities. For on-going activities/fundraisers make sure to include the duration of the activity/fundraiser (starting and ending dates).
  - 2. If the submission deadline is not met, SGA and Student Life are under no obligation to approve the request. If more than one student organization submits a request with conflicting dates, times, or methods of fundraising the organization with earliest submission date will have priority.
  - 3. If any organization needs tables, chairs, location permission, etc., for an activity/fundraiser, it shall be the responsibility of the organization to request

these through the appropriate department(s); i.e. Physical Plant and room scheduling staff.

4. If an organization needs assistance in completing the statements, or has questions about fundraisers they should contact the Coordinator of Student Organizations and Activities in the Student Life Office, College Center, room 130.
  5. Recognized student organizations may conduct fundraises during the summer term, in anticipation of continued recognition the following fall term.
  6. All organizations must conduct one (1) co-sponsored fundraiser/activity with the SGA, SPEC, or the Student Programming Council (SPC), per academic year. Co-sponsorship is an agreement in which the organization and the SGA/ SPC/ SPEC provide a joint activity for students at Aims Community College. The co-sponsored activity/fundraiser should be planned at least 30 days in advance and all net profits will go to the organization unless other arrangements have been made. Co-sponsorship may include the following:
    - a. assisting with the implementation of an activity,
    - b. attending specific program planning committee meetings,
    - c. decision making,
    - d. set-up and clean-up,
    - e. any other necessary tasks required for a successful activity/fund raiser.
- O. Expenditures with student organization funds are subject to following conditions:
1. All expenditures must conform to existing Aims Community College and Student Life policies and procedures.
  2. All revenue and expenditures may be audited and reviewed by the Student Government Association and the Student Life Office.
- P. All funded student organizations shall have their accounts through the Aims' Financial Services Office. Proper authorization for purchases and expenditures from the organization account must be obtained through the current college procedure prior to commitment of funds. The Student Government Association, the Student Life Office, and the Financial Services Office will not accept responsibility for financial obligations incurred by recognized student organizations that do not comply with appropriate college policies and procedures.
- Q. Failure to meet financial obligations within thirty (30) days of the initial billing may constitute sufficient cause to withhold or withdraw further use of such benefits until payment is satisfied or a payment schedule is established. Any payment schedule or agreement must be acceptable to the Financial Services Office. If an agreement outlining a payment schedule is not made within two (2) weeks following the thirty (30) day period, the Student Government Association may revoke the organization's recognition and benefits.

- R. Student Organization monies will carry over from year to year until the organization is officially terminated.
- S. Student organization banking must be done through the Student Life Office, **NO** outside checking accounts are allowed.
- T. Student organizations that do not apply for continued recognition will transfer the balance in the organization's treasury to the SGA account.
- U. When a student organization's recognition is terminated for failing to abide by the policies and procedures of Aims Community College and/or SGA or by the actions of the organization's officers, advisor, or SGA, the advisor shall insure that all debts have been paid and proper forms filed to close the account. Any balance remaining in the organization's treasury will be transferred to the SGA account.
- V. Recognized student organizations should voluntarily request that recognition be terminated if insufficient interest exists for the organization to function. Recognized student organizations wishing to take such action should contact the Coordinator of Student Organizations and Activities or the Director of Student Life.
- W. Action to terminate recognition may be initiated by the advisor, organization members, or SGA. All allegations or complaints regarding the actions of student organizations must be filed in writing with the Coordinator of Student Organizations and Activities and the Director of Student Life. Recognized student organizations may be given the opportunity to correct non-compliance or infractions before beginning the termination process. Recognition may not be terminated without the approval of the Student Government Association Board and the Director of Student Life.

## **V. Student Organization Funding Plan**

Recognized student organizations may receive funding through attendance at General Assembly of Student Organizations meetings, advisor's involvement, and by applying for assistance on a case-by-case basis through the Student Government Association's Special Projects Funding Awards. Amount of funding is restricted by.

- A. Each student organization is entitled to receive up to **\$1050**, based on the number of General Assembly of Student Organizations meetings an organization attends. Each student organization will receive **\$150 per meeting** for at least one member in attendance at the monthly GASO meetings.
- B. Each organization's advisor has the opportunity to receive additional funds for their organization by meeting certain advisor criterion as outlined in the Advisor Handbook. Advisors meeting these criteria will be awarded **\$10** per criterion. These criteria range from submitting paperwork before deadlines to assisting the organization in increasing membership.

- C. Each organization has the opportunity to apply for assistance through the Student Government Association Special Projects. Assistance may be granted on a case-by-case basis in the form of advertising, volunteering to help at the event, financial awards, and/or other forms of assistance.
- D. The Student Organization Funding Plan is established to provide fair and equitable funding through SGA. The attendance at Student General Assembly of Student Organizations meetings will provide student organizations the opportunity to share in student centered initiatives and to take part in the decision making process at Aims Community College. By student organizations being involved, they have an opportunity to meet with representatives from other student organizations as well as obtaining pertinent information relating to current College issues.

## VI. Centralized Expenditure and Revenue Process

- A. The Student Life Office will maintain a list of all recognized student organizations at Aims Community College. The Student Organization Signature Form will indicate the names of students and advisors authorized to initiate and sign the various expenditure forms for their respective organization. Each student organization will be assigned account numbers, which must be used on all deposit and expenditure paperwork. Each student organization is assigned an account number for revenues and an account number for expenditures, these numbers will be provided by the Student Life Office, and must be used on all financial transactions.
- B. Financial transactions are initiated by completing the appropriate form(s) and submitting the complete form(s) to the Student Life Office, College Center, room 130. Forms may be submitted Monday through Friday between 8:00 a.m. to 5:00 p.m. The Student Life Office will maintain a record of all student organization transactions. Each student organization is expected to have one of their officers (usually the treasurer) maintain a record of all transactions (deposits and expenditures).
- C. Student Organization Preauthorized Expenditure Form
  - 1. **All requests for expenditures by student organizations must be submitted at least two weeks before an event, on the Student Organization Preauthorized Event Expenditure Form.** For a Requisition/Purchase Order (PO), or to use the Procurement Card, student organizations need to come to the Student Life Office. All forms are required to have appropriate signatures.
  - 2. Procurement Card (“P” Card)
    - a. The Procurement Card Checkout Sheet is required to be filled out and signed, by all appropriated parties before the procurement card (“P” card) can be used for any purchases. The Procurement Card Checkout

Sheet must be turned in to the Student Life Office 48 hours before use. This card has very specific guideline for use. The following **types of merchandise or services cannot** be purchased with the “P” Card:

- Restaurant meals & tips
- Alcohol
- Services (labor)
- Capital purchases
- Computers / computer hardware
- Computer software
- Travel & entertainment
- Personal purchases
- Cash advances
- Promotional items
- Hazardous materials (fuel, propane, etc.)
- Clothing
- Furniture
- Toiletries
- Non-office supply items purchased from Bookstore
- Vehicle expenses (service stations transactions, auto parts, repairs)
- Travel and travel related expenses (airfare, vehicle rental, meals, lodging)
- No gift cards
- No gifts over \$25

b. The “P” Card **cannot** be used at the following **types of merchants**:

- Banks, ATMs, financial institutions
- Travel related merchants – airlines, auto rental, hotels, motels, travel agencies
- Automotive and transportation related merchants – railroads, bus lines, taxi, cruise line, auto dealers, rental, sales service
- Eating places – restaurants, bars, cocktail lounges, nightclubs, fast food restaurants
- Betting, lottery, wagers, beer, wine, packaged liquor stores
- Dating & escort services, counseling, massage parlors, health & beauty spas, computer dating

c. **The “P” Card must be picked up and returned the same day.** The card is available in the Student Life Office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

d. At time of purchase, let the cashier know before he/she begins the checkout process, that you are using a tax exempt credit card. The tax exempt number is printed on the credit card. **The college does not pay tax, we are tax exempt.** Individuals and/or organizations will be

held responsible for any tax that is charge to the College. If tax is on the receipt, you must go to the Aims Cashier's Office and pay the tax amount.

- e. **Return the "P" Card and original cash receipt to the Student Life Office the same day as purchase.**
- f. The receipt must give a description of the product(s) that were purchased. It usually prints on the receipt. If the receipt is illegible or does not specify this information, you need to provide additional documentation to support your purchases.

### 3. Requisition/Purchase Order

- a. Contact the intended vendor before ordering and get a written quote for the cost of product(s), shipping, and any other costs. Fill out the requisition form completely providing all required information including the purpose of expenditure(s). Signatures of the organization's advisor and the Director of Student Life are required for approval before the Purchase Order can be generated and the product(s) ordered.
- b. Purchases cannot be completed until a Purchase Order number has been acquired. Allow 2 weeks to receive a PO number after turning in the quote with appropriate signatures.
- c. If the purchase order is greater than \$3000.00, you are required to get 3 quotes and complete a quote form before completing the requisition.
- d. When the product is delivered, notify the Student Life Office so we can release the Purchase Order for payment.

### 4. Official Function Request Form

Student organizations hosting or conducting activities or events involving food, beverages, decorations, or awards must submit an Official Function Request Form prior to submitting requisitions or using the "P" card. The Official Function Request Form must be signed by the organization's advisor, the Director of Student Life, and the Dean of Student Services, prior to submitting or using procurement methods at Aims Community College.

### 5. Student Organization Deposits

- a. Checks and cash must be submitted to the Student Life Office for deposit.
- b. The organization will need to fill out the Student Organization Deposit Form with all pertinent information before submitted the money for

deposit. The organization's representative delivering the money for deposit and one of the Student Life Office staff members will mutually verify the amount of money to be deposited.

- c. Submit currency grouped by like denominations. Excessive amounts of coins should be changed into paper money before this deposit process begins.
- d. A receipt will be issued by the Financial Service Office that will indicate organization account number and amount of deposit. This receipt will be forward to organization after the deposit is made.
- e. When accepting a check as payment by any student organization, **have the check made out to Aims Community College.**
- f. All funds acquired by the student organization must be deposited through the Student Life Office in a timely manner. Do not keep cash or checks in unsecured areas. The Student Life Office can either accept funds for deposit or hold funds for a future deposit in a secured area. All funds received by the organizations are subject to audit. Funds are accessible to the organization treasurer and/or club advisor through the expenditure process.

#### D. Student Organization Expenditures

1. Expenditures of Student Organization Funds must meet following criteria:
  - a. All merchandise expenditures must conform to existing Aims Community College policies and procedures, as directed through the Student Life Office. Clarification of procedures can be directed to the Coordinator of Student Organizations and Activities,
  - b. Expenditures relating to travel (in-state and out of state), are comprised of registration fee, lodging, meals, and travel expenses. Student organizations must conform to current college procedures.
  - c. All expenditures must be reviewed and approved by the organization advisor.
  - d. Student organizations will make available to the representatives of the Student Life Office all information upon request for audit purposes.
2. The following criteria are considered **appropriate** for use of student organization funds:
  - Local, state, and national conferences
  - Expenditures that would not violate any Aims Community College policy
  - Field Trips (educational and co-curricular)
  - Providing scholarships

- Awards banquets
- Intramural events
- Civic/social functions
- Contributions to charitable organizations
- Student organization publications
- Lecturers
- Purchase of organization supplies and equipment
- Transportation costs of field trips, conferences, entertainers, or lecturers
- Community service projects

3. The following are **inappropriate** Student Organization Expenditures:

- Expenditures that would violate Aims Community College policies or procedures.
- Monetary awards to any Aims employee, advisor, or organization members
- Contributions to political organizations or political candidates
- Official functions at which beer or alcoholic beverages are consumed.

E. There are several services offered through the Coordinator of Student Organizations and Activities and the Student Life Office to assist student organizations in planning and implementing programs, activities, and events.

1. Photo copier accessibility, each organization has a copier access code that can only be used in the Student Life Office.
2. The assistance of a Graphic Technologist. The Student Life Office employs a Graphic Technologist who can assist organizations with posters, flyers, web sites, and other computer generated graphics. Organizations will be charged for materials, not graphic assistance.
3. Scheduling rooms on campus. Scheduling of rooms can be requested and the student life staff will assist or direct, such requests, to the appropriate location or individual.
4. Other services, such as vehicle requests, Physical Plant or work order requests, and Media Services requests can be initiated through the Student Life Office.

F. Financial Transactions

1. All student organizations are subject to audit by college auditors and Student Life Staff. The Director of Student Life or the Coordinator of Student Organizations and Activities may request any or all organization books for audit purposes. Ledgers may be checked for accuracy on a semester basis.



2. The student organization advisor and authorized organization officer must complete and sign all organization requests. All transactions are handled through the Student Life Office, College Center, room 130, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

## **VII. Student Organization Event Guidelines**

For the purpose of maintaining a proper college atmosphere and for regulating student organization activities, the following guidelines have been established.

### **A. Requirements for Student Organization Events**

1. As appropriate, all students should have the opportunity to participate in the events conducted by a student organization.
2. **All student organizations should have a representative at Student Government Association General Assembly of Student Organizations meetings**, which will be conducted one time per month, excluding months when classes do not meet the entire month. Meeting times will be determined by the current SGA Executive Council before the first day of class and posted in the Student Life Office. Advisors of previously recognized organizations will be notified via email before classes begin of the proposed schedule. This will provide organizations an opportunity to report on past and future events, as well as taking part in the student decision making process at Aims Community College.
3. The organization president or another organization member must present the organization's action plan to the General Assembly of Student Organizations membership by the fourth meeting of each term. This should be followed by monthly reports by representatives on up coming events

### **B. Approval for Events**

1. Student organization activities for **ALL ON-CAMPUS AND OFF-CAMPUS EVENTS** must be approved by the Coordinator of Student Organizations and Activities.
  - a. Fill out an Official Function Form and a Student Organization Activity/Event Request Form (originals are located in the appendix, make copies as necessary).
  - b. Fill out a Student Organization Preauthorized Event Expenditure (originals are located in the appendix, make copies as necessary).
  - c. Submit the event paperwork to the Coordinator of Student Organizations and Activities in the Student Life Office for preliminary approval at least two (2) weeks prior to the event for **on-campus** events and six (6) weeks prior for **off-campus** events.

2. **Alcoholic beverages are not allowed as any part of student organization functions, on or off campus.**
3. When requesting authorization to hold a food sale or bake sale on campus, it is mandatory to obtain written permission from Aims Food Services, prior to applying for approval from the Coordinator of Student Organizations and Activities in the Student Life Office.
4. Written permission must be obtained from the Student Life Office, College Center, room 130, at least 2 weeks prior to an event when using student lounge or student study areas.

### C. Advertising Events

1. All signs/posters/flyers and other advertising methods must be approved by the Coordinator of Student Organizations and Activities in the Student Life Office, College Center, room 130, prior to posting.
2. After approval, organizations are responsible for the posting of their own posters/flyers.
3. After an event, student organizations are responsible for removing posters/flyers, in a timely manner.
4. Any student organization advertising activities off-campus, using either the student organization's name and/or the College's name must have the advertising approved by the Coordinator of Student Organizations and Activities in the Student Life Office and the Public Information Office at least 2 weeks in advance of the event.
5. All organizations are expected to follow the guidelines listed below for posting information on campus. Aims and the Associated Students of Aims Community College provide several multipurpose bulletin boards for informational purposes. These bulletin boards are maintained by the Associated Students through the Student Life Office and are intended for legal, ethical, and moral informational material. Material not meeting these criteria will be removed promptly.
  - a. To help control the timeliness of information, all material must have the date of posting in the lower right hand corner and **may remain on the bulletin board for three (3) weeks**. Under special circumstances information may be posted up to one semester when prior approval has been obtained through the Student Life Office. Material considered special circumstance includes: academic calendars, registration information, lists of new classes, safety information, etc.
  - b. Posted material without a date in the lower right hand corner will be removed without notice.

- c. Any material written in a foreign language is required to have a verbatim English translation attached to assure the legal, ethical, and moral substance of the material. Material without this translation will be removed without notice.
  - d. Material exceeding 11”x 17” must be approved by the Student Life Office before posting.
6. The above guidelines are specific to the multipurpose bulletin boards located across our campuses. In addition to these guidelines, specific conditions have also been established for other areas where inappropriate posting of information has occurred. The Associated Students through the Student Life Office maintain and enforce the established regulations described below:
- a. Material may be posted in any lavatory where poster strips have been provided. These poster strips will be the only acceptable location for posting information. Any material posted to other surfaces will be removed. **Material must have the date of posting in the lower right hand corner and will be removed after one (1) week.**
  - b. Material may be posted to divisional/departmental bulletin boards only with the permission of the divisional/department head prior to posting.
  - c. Material may not be posted to any painted surface, on any campus, internal or external.
  - d. Material may not be posted to any existing sign, internal or external.
  - e. Material may not be posted to any door (this includes internal and external doors, painted, glass, or varnished doors and any adjoining panels) unless prior approval from the Student Life Office has been obtained. Acceptable requests for posting material to doors include information about registration, class cancellations, polling place notices, classroom changes, etc. **These materials will be short-term in nature and must be taken down within 72 hours.** It is the responsibility of the individual posting the approved material to remove it after 72 hours.
  - f. Material may not be posted to any vehicle parked at Aims Community College, this includes posting by means of adhesive items or non-adhesive items, such as windshield wipers.
  - g. Material may not be posted to any external surface of any building without prior approval from Physical Plant.
  - h. Any external agency wishing to post information should be directed to the Student Life Office.

7. Posting guidelines for the Ft. Lupton Campus and Loveland Campus follow the same basic procedures as those outlined for the Greeley Campus. If any questions should arise, contact Diane Seeley at the Ft. Lupton Campus (970)-339-4316, or Karen Hankey at the Loveland Campus (970) 667-4611 ext. 3336.
8. These guidelines have been formalized to prevent unwanted materials from being posted in unauthorized areas, to prevent damage to college property, and to prevent injury. Questions regarding posting informational material should be directed to the Student Life Office, ext.6450.

#### D. Cancellation of an Event

Cancellation of an event already approved and advertised requires posting, at least 24-hours prior to the designated start time, notices about the cancellation on all campus bulletin boards.

#### E. Damage at Events

Student organizations sponsoring an event will be held responsible for any and all damage to property and facilities. It is the responsibility of the organization to return the event site to its original condition at the completion of the event.

#### F. General Information on Events

1. No more than two food events/bake sales will be allowed per organization, per month.
2. Two organizations requesting the same event or holding an event at the same time is discouraged. Consideration for holding an event under these situations will favor the organization that made the earlier request.
4. The Student Life Office and Student Government Association reserve the right to alter any student organization guidelines, if circumstances warrant reassessment. Recognized student organizations will be notified in writing of any and all revisions.
5. Any function/event that is not registered in the Student Life Office as an official sanctioned event will be the sole responsibility of the student organization advisor.
6. Student organizations not complying with College policies and procedures, ASACC/SGA/SPC/SPEC policies and procedures, or the guideline and procedures in the Student Organization Handbook will be subject to probation and/or suspension as a recognized student organization at Aims Community College.

### **VIII. Student Extracurricular Travel Conduct Code**

Rationale: Extracurricular events of student groups/organizations offer opportunities for learning beyond the classroom and gives particular attention to community and social awareness, as well as personal leadership, maturity, and competencies. Both student members and advisors have an opportunity to demonstrate these competencies at local, state, and national event programs. To insure the smooth operation of these events and the rights of individuals who are participating, this extracurricular travel conduct code has been adopted by the Student Life Office and the Student Government Association.

The following rules and regulations apply to all Aims Community College students participating in extracurricular travel which is either sponsored/co-sponsored by a recognized student organization, or in which the name of the institution is used in conjunction with the event.

#### A. Specific Rules and Regulations

1. Participants' behavior traveling to or from, or during an event should be such that it reflects credit to the student's organization, Aims Community College, and the individual at all times.
2. The participants are expected to act in the best interests of the group/organization they represent, as well as Aims Community College.
3. Participants are expected to refrain from taking positions that are:
  - a. contrary to or in conflict with the interests and/or positions of the group or organization,
  - b. detrimental to the organization's purpose and mission.
4. In the absence of the student organization's advisor, the head student delegate will, at all times act as the official representative and spokesperson for the organization. This person will be identified by the organization's advisor.
5. Conference identification badges will be worn at all times by each participant.
6. Participants will dress appropriately for each situation (e.g., no grubbies at formal gathering or banquets).
7. Participants are expected to attend all business meetings, workshops, and other scheduled event programs. Please be prompt and prepared for each session.
8. Participants are to immediately report an accident, injury, or illness to the advisor or head delegate.
9. Alcoholic beverage consumption will not be tolerated at any official event program unless it is offered by the event organizers as part of a specific program. All students under the age of 21 must abide by the State of Colorado laws for drinking. The definition of official event program, as stated

refers to the time students depart Aims Community College for the event, during the entire event, and travel back to Aims Community College Campus.

10. The use and/or possession of illegal drugs will **NOT** be tolerated.
11. Smoking is allowed only in designated areas.
12. Individuals responsible for theft and/or vandalism to any property during the course of an event will be held financially liable and will be subject to the Student Code of Conduct at Aims Community College.
13. Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant. Each participant having expenses covered by the group/organization must keep all receipts and turn these receipts over to the advisor or student finance officer of the organization upon returning to in the College; these are used for the purpose of verification and reimbursement.
14. The advisor(s) to the student organization or the group leader, who accompanies a group participating in extracurricular travel, shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor/group leader decisions and judgments, and accord him/her the common courtesy and respect due by the virtue of being an official representative of the Aims Community College.
15. Participants who disregard/violate these rules/regulations are subject to disciplinary sanctions through the Student Life Office including but not limited to repayment of any and all fees, registrations, travel expenses, materials, and food costs by the Aims Community College and/or the student organization sponsoring the student.

## **IX. Handbook Revisions**

The Student Organization Handbook is considered a living document, to which adjustments, revisions, additions, and deletions may occur during an academic year. Therefore, if any modifications take place all student organizations will be notified, in writing before implementation of the changes take affect.

## **X. Forms**

The following forms are critical to the student organization and are the forms that will most likely use during the year. Not all forms that could be used are included, only those forms which are most likely to be used. In the event your organization requires additional or different forms to complete for activities or events, the Coordinator of Student Organizations and Activities and the student life staff will assist in acquiring the form(s) and filling them out completely and appropriately. The following forms are attached in Appendix I, for your convenience. Please feel free to make copies.

- ★ Petition for Recognition (completed annually)
- ★ Information Sheet (completed annually)
- ★ Affirmation of Compliance (completed annually)
- ★ Advisor Agreement (completed annually)
- ★ Officer Code of Conduct (completed annually)
- ★ Advisor/Officer Signature Sheet (completed annually)
- ★ Membership Roster (completed annually)
- ★ Annual Action Plan (completed annually)
  
- ◆ Activity/Event Request Form (per event)
- ◆ Preauthorized Event Expenditure Form (per event)
- ◆ Deposit Form (per event)
- ◆ Official Functions Request Form (per event)
- ◆ Procurement Card Checkout Form (per event)
- ◆ Catering Request Form (per event)
  
- Pre Conference Information Sheet (travel only)
- Conference Worksheet (travel only)
- Student Travel Agreement Form (travel only)
- Post Conference Report Form (travel only)
  
- Annual Award Report (end of year form)

## **XI. Student Organization Officers**

Any organization designed to be of lasting value to its members must have competent and dynamic leadership. Duly elected officers provide the leadership for the student organization. Therefore, if the organization is to have competent and dynamic leadership, it must consider and encourage the most capable and motivated members to serve as officers.

Below are listed some of the duties and responsibilities for elected officers. These duties are to be used as a guideline or a starting point for determining your officer's responsibilities.

### **PRESIDENT**

- Preside over and conduct meetings in accordance with accepted parliamentary procedure.
- Keep discussions orderly.
- See that time limits are observed.
- Select and appoint members to serve on committees.
- Represent the organization at special college events and local community events.
- Coordinate and guide the efforts of all organization officers and committees.
- Serve as an ex-official member on organization committees.
- Consult regularly with the advisor on the organization's progress.
- Determine the need for and call special meetings.
- Promote all organization activities with enthusiasm.
- Conduct yourself in a professional manner.

### **VICE-PRESIDENT**

- Assist the president in the discharge of his/her duties and responsibilities.
- Preside over organization and executive committee meetings in the absence of the president.
- Assume full duties and responsibilities of the president's position during a long term absence or an official vacancy.
- Serve as an ex-official member on organization committees.

### **TREASURER**

- Receive and account for all funds which come into the organization's treasury.
- Assist in the preparation of a statement of estimated receipts and expenditures for the year.
- Keep financial records neat, accurate, and up to date.
- Collect and record member dues.
- Work with student life office personnel dealing with fiscal procedures specifically relating to revenue and expenditures.
- Protect the financial reputation of the organization by seeing that its obligations are promptly met.
- Help plan and execute revenue activities.



## **SECRETARY**

- Take notes and prepare adequate minutes of all official meetings.
- Answer all incoming organization correspondence.
- Keep a proper file of copies of all outgoing and incoming correspondence.
- Prepare all necessary organization reports.
- Protect any and all permanent records of the organization
- Be responsible for the posting of information.
- Communicate appropriate correspondence at official meetings.
- Be prepared at every regular meeting to provide information about unfinished business or new business which needs to come before the organization.
- Have available at each regular meeting: minutes of previous organization meetings, a record of organization committees and their past reports, the organization's action plan, and the copy of the organization's Constitution and By-laws.

## **PARLIAMENTARIAN**

- Be interested in and willing to help other organization members understand the fundamental purposes of parliamentary procedure.
- Be prepared to advise the presiding officer and other organization members on points of parliamentary procedure.
- Have reference material pertaining to acceptable parliamentary procedure on hand at all official meetings for points of order.
- Be ever alert and call the chairperson's attention to significant irregularities in procedure.
- Be prepared to explain any irregularity and its effect on the fair and equal rights of all organization members.

## **XII. Master Program Planning Committee**

Each student organization should establish a Master Program Planning Committee consisting of a chairperson, secretary, and organization members. This committee should be assembled as early as possible, even during the summer term, if possible. This will enhance proper consideration and development of the projects identified.

The chairperson is responsible for giving direction and maintaining the committee's focus. Before the first meeting the chairperson should review the previous year's programs with the organization's officers for suggestions and evaluations relating to past activities or/and suggestions for new programs. It is then the committee's responsibility, under the leadership of the chairperson, to develop the annual master program plan for the organization. After final approval by the organization, usually at the first meeting of the year, the Master Program Plan becomes the official Action Plan for the organization. The intent of the Action Plan should include only those activities that are selected, planned, carried out, and evaluated by organization members. The Action Plan should have measurable goals for each activity. Generally, after the Action Plan is approved and accepted by the organization, separate committees for the various activities should be formed and officers assigned to provide leadership for the committees.

Each committee should use previous year's organization records as a reference in establishing protocol for their specific activity planning process. It should be emphasized that planning is only one responsibility of this committee; they (the committee) are also responsible for the implementation and coordination of the activity.

At each official meeting committees should plan on presenting an update about their specific activity indicating progress, challenges, and if necessary, a call for volunteers. The design, approach, and focus of specific activities should meet with the approval of the general membership; there should be no surprises the day of an activity. Following an activity the committee should report back to the general membership the results of the evaluation.

An organization calendar of activities designating the dates, times, and locations will help facilitate a greater understanding by members about their individual commitments to a specific activity.

### **XIII. Student Organization Activities**

A. Organization activities and projects may be classified in five major areas:

- Civil
- Financial
- Educational
- Service
- Social

When planning activities don't forget to include other student organizations, as well as the Student Government Association, the MyLife Student Peer Education Council, and the Student Programming Council. Co-sponsorships benefit all involved and could provide your organization with a different perspective relating to the specific project development.

#### CIVIC

Civic activities are conducted by organizations to serve the college and the community. Projects range from campus improvement campaigns to participating in fairs, trade shows, schools, and other community-wide events. The activities are frequently conducted in cooperation with local business organizations, other student organizations, and civic groups.

#### FINANCIAL

Financial activities involve raising funds to support the financial obligations for the student organization. These obligations often include expenses for items such as travel, conferences, meetings, publications, and community assistance programs. Individual organizations determine the number and types of financial activities in which they wish to participate. Some organizations assess nominal membership dues, but a major portion of local revenue comes from financial activities and projects.

## EDUCATIONAL

Educational activities are those that contribute to the educational and professional advancement of the students. These activities range from guest speakers to awareness programs expanding academic topics and programs.

## SERVICE

Service activities emphasize the need for sharing with others. Frequently, projects are designed to coincide with holidays such as, Thanksgiving and Christmas. Many of the projects are so conceived that they involve student participation as well as gifts and contributions.

## SOCIAL

Social activities are a major requisite of many organizations. However, there is a tendency to deemphasize social activities, per se, by enriching educational activities with social elements. Social activities become an important finishing touch to educational meetings, particularly when guests are invited to participate in the program. Celebration is seen by some as a social event but in reality celebration is a critical element of leadership development. End of year celebrations can bring a meaningful conclusion for those who have given time and energy to the organization.

### **B. Types of Student Organization Activities**

Films	Sponsor "Clean-up" Project	Field Trips
Regular Meetings	Initiation of New Members	Alumni Activities
Fund Raising	"Good-Citizenship" Project	Social Activities
Fair Exhibits	"Get-Out- The-Vote" Project	Civic Appearances
Fashion Shows	Panel Discussions	National Conferences
Election of Officers	Executive Council Meetings	Guest Speakers
Needy Family Projects	Chapter Newsletter	Award Banquets
Professional Development	Publicity Releases	Grants
State Conferences	Installation of Officers	Needs Survey
New Member Orientation	Appreciation Breakfast	Contest Programs

### **C. Guidelines for Student Organization Activities**

The variety and number of projects and activities sponsored by a student organization depends to a large extent on the ingenuity and vision of the members and advisor. In determining projects or activities, fundamental consideration should be given to the value of the project or activity and should not lend itself to the wants of the individual. Thus, the student is afforded an opportunity to participate. While many projects or activities will be of a group nature, every effort should be made, even in group activities, to allow for individual activities that are in keeping with the individual student's interests and abilities.

The club activities or projects should provide and opportunity for:

- The development of cooperation
- Recognition of social values
- An understanding of competition
- An ability to communicate
- Individual recognition
- Realization of the leadership responsibilities
- Participation by members

#### **XIV. Guidelines for Student Organizations Meetings**

##### **A. Basic Principles of Parliamentary Procedure**

Any system of laws must have a foundation of support. This foundation is composed of specific principles which are termed “fundamental” or “basic”. There are only a few simple fundamental principles upon which parliamentary procedure is based; but there are many rules which are derived from them. If one has reasonably clear knowledge of the principles it will be comparatively easy to learn the rules.

Some of the very important principles underlying parliamentary procedures are:

- Parliamentary Rules to Facilitate Action  
Parliamentary procedure is designed to facilitate and help in the transaction of business rather than hinder or obstruct. There are many rules used in governing parliamentary procedure, some of which are very technical. If properly applied, such technical rules are a valuable asset in expediting business and in protecting the rights of members. On the other hand, these same rules can be, and often are, applied in such a way as to create confusion, hindering the transaction of business, or defeating an honest expression of the will of the majority.
- Majority Rules  
It is generally understood that the final authority of an organization is vested in the majority of its members. The principal of parliamentary procedure is to “ascertain the will of the majority and to see that his will is carried out”. When that will has been determined through proper processes it becomes binding on the organization as a whole and upon each individual member. At the time a person becomes a member of a group he/she agrees by spoken expression or silent consent that he/she will be governed by the “majority rule”.
- The Minority Must Be Heard  
The minority has some basic rights, which should be recognized and respected. They have the right to enter into the discussion of every proposal, to speak in opposition against any measure presented for consideration, and to be heard on any question submitted to the assembly for decision. These valued rights of minority should never be infringed upon. Every member should be vitally concerned in the protection and preservation of those rights.

- Every Proposition Presented Is Entitled to Full and Free Discussion  
When a proposition has been presented to the assembly for consideration and decision the proponents of it must be given a fair opportunity to present its merits. The opponents must be given the same kind of opportunity to point out the faults of the measure. Each member of the assembly has the basic right to fully and freely express his/her opinion so long as he/she abides by the rules of debate and observes appropriate conduct.
- Do Only One Thing At a Time  
Experience has proven that it requires mental effort on the part of an individual to concentrate on one idea, or even one thought. In an organization that is composed of a number of people it is often very difficult to center attention upon only one proposition. If several propositions were presented at one time the assembly would be thrown into such confusion that it would be impossible to transact business properly. It is of greatest importance that the presiding officer and the members of an assembly are on the alert to guard against infraction of the principle “one thing at a time.”
- Justice and Courtesy For All  
Upon first thought it might seem that this basic principle of parliamentary procedure could be applied to the conduct of the presiding officer. The officer can exemplify the spirit of courtesy by his/her manner and action. By so doing, he/she becomes an inspiration for the members to always be courteous to him/her and each other. It is the business of the presiding officer to conduct the proceeding of the meeting in a fair and impartial manner, to the end that justice may be obtained for the organization as a whole and for each individual member. “Where sincere courtesy reigns, justice also prevails.”

## **B. Constitution and By-laws**

No matter how old an organization may be, some form of rules and guidelines are needed. However, if a constitution is used; it should describe the purpose, rules, and regulations of the organization. The method of complying with the rules and details of an organization is commonly specified in the by-laws. The articles of the constitution are general in nature, and are not meant to be changed frequently.

The by-laws should be designed to be more flexible than the articles of the constitution. Rules, which need to be changed frequently, should not be included in the constitution or by-laws.

An organization may wish to have the experience of developing a constitution each year, or may choose to develop a constitution that may be carried from year to year. During the planning and the writing of the constitution English instructors may prove to be a valuable resource. A constitution and by-laws may consist of:

# Constitution

## Article I: Name of Organization

(The name of the organization shall be...)

## Article II: Organization

Section A: Membership

Section B: Purpose

Section C: Authority

Section D: Finance

## Article III: Organization Structure

Section A: Executive Council

Section B: Standing Committees

Section C: Ad hoc Committees

## Article IV: By-laws

(Granting authority to create the organization's By-laws)

## Article V: Amendments

(Process of voting and approval of all constitutional amendments)

The By-laws are the working papers and will represent your organization from the procedural stand point. An organization's by-laws may consist of:

## By-laws

### Section I Representative Authority

(What authority has approved the creation of this document?)

### Section II Membership

Voting membership

Non-voting membership

Special membership

### Section III Rights of Members

### Section IV General Duties and qualifications

### Section V Positions (organizational officers)

### Section VI Expectations and responsibilities

### Section VII Election Procedure

### Section VIII Term of Office

### Section IX Advisor(s)

### Section X Official Meetings

Regular meetings

Special meetings

Public notice of meetings

Quorum

Rules of Procedure

Presiding over meetings

Attendance at meetings

### Section XI Conduct

### Section XII Amendments

## **C. Meeting Agenda and Minutes**

In order to provide directions and continuity all official meeting should have an agenda. An agenda is merely an outline of schedule topics that will govern the flow of the meeting. The agenda is prepared by the president or chairperson and may be amended before formal approval at the beginning of the meeting. Agenda items may include the following:

### **Agenda**

- I. Call to Order
- II. Introduction of Guests
- III. Quorum (is quorum present)
- IV. Approval of the Agenda
- V. Approval of Past Minutes
- VI. Old Business
- VII. New Business
- VIII. Advisor Report(s)
- IX. Committee Reports
- X. Position Reports
- XI. Special Orders
- XII. Adjourn

Meeting minutes should be a factual report of the important business that transpired at a meeting. It is important to remember that committee meeting minutes are only for the records of the committee and are not to be incorporated into the regular minutes of the organization. Meeting minutes may include:

### **Minutes**

- I. Name of the organization
- II. Time and place of the meeting
- III. Type of meeting- regular or special
- IV. Name of the presiding officer – usually is the president
- V. Name of attendees
- VI. Action on previous meeting's minutes (accepts the minutes, reject the minutes, or accept with corrections)
- VII. All motions (except those withdrawn) exactly as approved:
  - Name of the member making the motion,
  - Name of the member seconding the motion, and
  - The vote count
- VIII. Points of order
- IX. Appeals, whether sustained or lost
- X. Brief summary of committee reports and recommendations
- XI. Brief summary of position reports
- XII. Time of adjournment

## **F. Current Aims Community College Student Organizations**

A list of current student organizations can be obtained by viewing the Campus Life page on our portal.

## **G. Overview of Posting Guidelines for Campus Bulletin Boards**

These bulletin boards are maintained by the Associated Students through the Student Life Office and are intended for legal, ethical, and moral informational material. Material not meeting these criteria will be removed promptly. It is the responsibility of the advisor to ensure compliance of the posting guidelines, in relation to the activities of their organization. The complete posting guideline is located in Section VII of this document.

- All material must have the date of posting in the lower right hand corner and may remain on the bulletin board for three (3) weeks. Posted material without a date in the lower right hand corner will be removed without notice.
- Material exceeding 11”x 17” must be approved by the Student Life Office before posting.
- Materials may not be posted to:
  - Any door, internal or external (including side panels)
  - Any wall surface, regardless of composition
  - Department bulletin boards without the departments permission
  - Any classroom wall or marker board

Questions regarding posting informational material should be directed to Student Life Office, 970-339-6450

## **N. Amendments**

As with any document, there will be changes, revisions, additions, and deletions. The section dedicated to the advisor is a living document. There will be changes, when they occur the student organization advisor will be notified in writing and give advance notice before implementation. Every effort will be made to keep changes and revision to a minimum and the end of the academic year and before the start of the next academic year.