



Handbook for
Student Clubs and Organizations

2018-2019

Preface

The purpose of this manual is to provide a resource for you and your organization at Glen Oaks Community College (GOCC). This reference will provide guidance in developing and maintaining student organizations.

Though academics is the primary focus of GOCC, we also want to provide students with an opportunity to develop and engage in student activities, leadership opportunities, and governance of the college.

The information contained in this packet is based on past experiences and established policies and procedures. The policies and procedures are designed to protect you and your organization. Whether you are a new or returning student organization, GOCC wants to provide you with information and give you access to people who can assist you in meeting and exceeding your club's goals and objectives.

This guide is not, however, meant to be your sole source of information. If you have any questions that are not answered in this publication, feel free to contact any of the offices listed in the Contact List on the following page. We look forward to working together and making your student club/organization a productive and successful group on campus.

Contact List

Department	Name of Contact	Phone	Email
Dean of Student Services	Tonya Howden	269-294-4230	thowden@glenoaks.edu
Director of Buildings & Grounds/Campus Security	Larry Diekman	269-294-4312	ldiekman@glenoaks.edu
Dean of Finance and Campus Facilities	Bruce Zakrzewski	269-294-4237	bzakrzewski@glenoaks.edu
Executive Director of Marketing and Communications	Val Juergens	269-294-4329	vjuergens@glenoaks.edu
Student Activities Coordinator	Courtney Ivan	269-294-4213	civan@glenoaks.edu
Student Government Sponsor	TBD: Contact Dean of Student Services	269-294-4230	thowden@glenoaks.edu
Director of Student Housing	April Yost	269-294-4224	ayost@glenoaks.edu
Administrative Assistant to the Dean of Academics and Extended Learning <i>(to reserve classrooms or Nora Hagen Theatre)</i>	Cindy Batten	269-294-4308	cbatten@glenoaks.edu
Administrative Assistant to the President <i>(to reserve the Administrative Conference Room, Board Room, or Dresser Business Development Center)</i>	Diane Zinsmaster	269-294-4233	dzinsmaster@glenoaks.edu

Forming a Student Club/Organization

In order to form any student club/organization, you must have student interest. The process to set up a new student organization is simple.

1. Retrieve a Student Club Application Form from <https://www.glenoaks.edu/student-services/student-clubs-organizations/> or print a copy of the application from this handbook.
2. Find at least six (6) students who are currently enrolled at GOCC and who are interested in participating in your club. Secure their names and signatures on the Student Club/Organization Roster. (This is a good time to collect email and phone numbers.)
3. Select an advisor/sponsor. The selected sponsor must be a full-time member of the GOCC faculty or staff.*
4. Turn in the completed application and roster to the Dean of Student Services.
5. All new student organizations must be approved by the Dean of Student Services. When notified of approval, schedule your first meeting (and meeting space) and develop by-laws for the organization. Your by-laws are the guidelines by which your organization operates. This document should contain the following:
 - a. Name of the organization
 - b. Purpose of the organization
 - c. Criteria for membership
 - d. Officers of the organization and their responsibilities
 - e. Officer election process (Officers must have a minimum grade point average of 2.0).
 - f. Meeting requirements
 - g. *Faculty/staff advisor(s)
 - h. Parliamentary rules (if applicable)
 - i. Membership fees (local, regional, state and national, if applicable)
 - j. Process by which the by-laws may be amended
6. Meet with interested students and elect/appoint officers.
7. Appoint 1-2 officers of your organization to be a representatives on Student Government.
8. Submit a Status Update Form and by-laws to the Student Government Sponsor.

**You may include part-time faculty or staff in your organization to co-advise. The lead advisor, however, must be a full-time faculty or staff member at the college.*

Maintaining a Student Club/Organization

Every fall:

1. Submit a Student Club Application or Renewal Form to the Dean of Student Services.
2. Elect officers. (Officers must have a grade point average of 2.0 or better.)
3. Submit Status Update Form and roster to Student Government. Resubmit this form any time there is a change of an advisor or club officers.
4. Update and submit bylaws to the Student Government Sponsor.

Student organizations who fail to follow the above requirement each year will be considered inactive, and, therefore, have no funding or institutional resources available to them.

Disciplinary Sanctions

Disciplinary sanctions may be imposed if student organizations fail to follow policies and procedures and/or if they violate campus or other regulations.

1. WARNING = official reprimand
2. PROBATION = Privileges limited for any of the following reasons:
 - a. Fewer than six members
 - b. Insufficient funds or a deficit balance in the organization's account.
 - c. Ineligible elected officers
3. SUSPENSION = Privileges/meetings suspended for 30 days for any of the following reasons:
 - a. Insufficient funds in the organization's account for more than 60 days.
 - b. Violation of the College policies and procedures.
 - c. Destruction of public or private property.
4. REVOCATION = No privileges/meetings for the remainder of the year for any of the following reasons:
 - a. Violation of state or federal laws.
 - b. Insufficient funds in the organization's account for more than 90 days.
 - c. Continued infractions of the above mentioned after having been both on the Warning, Probation, and Suspension status in a current academic year.

Revocation of Privileges

Activity Restriction

1. No elections, recruitment, membership drives or campus posts.

2. No use of college space or equipment.
3. No sponsorship of events or receiving/retaining of funds.
4. No meetings or activities.

Campus Procedures for Events

The following guidelines were developed to encourage timely communication between event planners and college officials charged with approving events and activities on college property. Adherence to the guidelines promotes safety at events, may serve to avoid conflicts with other similar events, and promotes proper planning.

Event Planning Form

1. Submit an Event Planning Form to the Student Government Sponsor at least two weeks prior to the proposed event.
2. Schedule the use of a classroom, concourse, or other space for meetings for your organization and for the event through the Administrative Assistant to the Dean of Academics and Extended Learning (concourse, classrooms, or theatre) or the Administrative Assistant to the President (Dresser Business Development Center, Board Room, or Administrative Conference Room).
3. Once your activity has been approved, your club advisor/sponsor will be notified by the Student Government Sponsor.
4. Notify maintenance, security, or food service if your activity may impact that area.

Fundraising

Any fundraising activities must be approved by the club advisor and Student Government prior to the on-campus event.

1. Complete the Event Planning Form.
2. Have your club sponsor sign the form.
3. Submit it to Student Government for approval.
4. Obtain and submit any other required forms, including requests for facilities, maintenance needs, purchases, etc. Sponsors, please follow standard college procedures.

We encourage you to limit your fundraising activities to the GOCC campus. However, your organization may determine that you need to extend your efforts to the community. You are required to discuss any community fundraisers with the Dean of Student Services to prevent the possibility of oversaturating the community with requests for donations. The Glen Oaks Foundation is the organization responsible for all major fundraising efforts on behalf of the college.

Some fundraising activities have legal restrictions (i.e. raffles, lotteries). If you have questions regarding the legalities of your activity, contact the Dean of Student Services.

Advertising on Campus/Press Releases

Press releases are to go through the Executive Director of Marketing and Communications Office only. Press releases should include the day, date, and time of the activity, the sponsoring organization's name and a short description of the purpose of the event.

Posting of flyers, notices on the web page and on campus TVs must be approved prior to posting by Student Government or the Dean of Student Services.

Use of College Name, Logo, or Emblem

Officially recognized clubs and organizations may use the GOCC leaf logo to promote activities and events that are open to the public. Obtain permission from the college's Executive Director of Communications and Marketing.

Organizational Trips

Your club/organization may wish to schedule a field trip or to attend a conference or workshop.

1. Complete a Student Activities Travel Request Form and submit to the Dean of Student Services for approval. Attach a list of students participating in the trip to the form.
2. Submit Travel Release Forms, which must be completed by each person participating in the trip, to the Dean of Student Services. This protects the organization, its officers, and the college in case of an accident.
3. Carry copies of the Travel Release Forms for each student on the trip.
4. Schedule a driver. Anyone scheduled to drive any college-owned vehicle must be a current employee of the college. Anyone scheduled to drive the college bus must also have a valid Commercial Driver's License (CDL). A copy of the license must be on file in the Human Resources Office.

Glen Oaks Web Site and TV Monitors

All approved clubs may create a web page on the Glen Oaks web site with assistance from the GOCC Webmaster. All clubs may also publicize events on the TV monitors around campus.

1. The club advisor (or selected officer) will be responsible for creating or updating an organization's page. The club advisor will submit an IT work order to the Webmaster.

2. The club advisor (or selected officer) may request an announcement be posted on TV monitors by submitting the announcement to the Executive Director of Marketing and Communications at least two (2) weeks prior to the event.
3. Club advisors may announce an activity through the campus email.
4. The college reserves the right to deny or remove any material deemed inappropriate.

Signage

1. All flyers must be approved (with a stamp) by the Administrative Assistant to the President or by Student Services.
2. Do not post flyers on entrance doors or on classroom walls.
3. Signs may be posted on the bulletin boards at the end of the main entrance hallway or on the Student Club bulletin boards on the concourse.
4. Remove posted materials after the event is complete.

Distribution of Flyers

1. Handouts or flyers may not be placed in classroom seats, posted in random classrooms, or placed on cars in the college parking lots.
2. Handouts or flyers may be distributed to individuals only on the Concourse. Materials must be removed after the event.

Operational Guidelines

It is recommended that your club meet weekly or biweekly. One to two representatives from each club/organization will represent the club/organization at Student Government meetings to keep in touch with other activities and scheduled events.

Finances for Clubs/Organizations

The Student Activities Coordinator maintains the budget for all student clubs and organizations. Clubs may request funding from Student Activities by completing a Request for Funding form and submitting it to the Student Activities Coordinator or Student Government Sponsor. Full or partial funding is not guaranteed and will be handled on a case-by-case basis.

If the club/organization plans to generate revenue through fundraising, the club sponsor must request an account number/organization code from the Dean of Student Services. The Dean will then notify the Business Office to create an organization code. Any balances raised through fundraising activities that remain in the account at the end of the fiscal year (June 30) will be

carried over as an opening balance for the next fiscal year. Failure to comply with the college's regulations shall result in the college initiating disciplinary action against the organization.

Accessing Organizational Funds

1. Clubs may access their account balances by contacting the Business Office.
2. If a check or payment is needed, club advisors must complete the appropriate college forms (i.e. Travel Authorization form, Check Request form, Internal Requisition Form, etc.), obtain approval from the Dean of Student Services, and submit the forms to the Business Office.

Reimbursements

To be reimbursed for the use of personal funds (not travel related), you must submit the following on the GOCC Expense Reimbursement Form:

1. Name
2. Address
3. Student or Employee ID number
4. All original receipts, which must include the vendor, amount, date, and an itemized list of purchases.

Note: Club Sponsors are the only people authorized to approve any business transactions on behalf of the organization.

Budgeting

A budget is a tool used for planning and controlling an organization's financial resources. When preparing your budget, it helps to know the organization's priorities, objectives, and goals.

Preparing Your Budget

1. Review previous year's expenditures for insight.
2. Prepare an outline of the organization's planned activities.
3. Determine and record available funds (previous balances, allocated funds, etc.)
4. Estimate and record expected income and when it will be available (sales, fundraisers, etc.)
5. Define and record expenses (supplies, food, etc.)
6. Review, revise, and prepare the final budget.
7. Have members approve the budget.

Managing the Budget

1. Set and maintain a minimum balance.
2. Develop general financial policies and procedures.
3. Keep accurate written records of all financial transactions including income and expenditures. Organizations are encouraged to use a receipt book.

4. Periodically compare the budget to expenditures.
5. Regularly report the financial status to the organization and provide a copy to Student Government during meetings.

Hosting Events

When hosting an event, it is your responsibility to consider all possibilities in order to provide a safe environment for all attendees. Please take into account the following during your planning process.

Contracts

A contract is a mutual agreement to reach a goal with benefits for both parties. It should contain as much information as possible and be as straightforward as possible. What follows is not a complete guide to contracts but a brief checklist. Remember, all contracts are negotiable. You never have to accept a contract the way it was sent to you.

Students cannot sign a contract on behalf of the club or advisor. Only the club advisor can sign contracts with the approval of the organization.

1. Know your artist and their representatives, and deal only with reliable companies.
2. Clearly specify the artist/performance/activity.
3. Clearly specify the club is the contracting party, not you or the college. Make sure you are NOT taking personal liability by signing a contract or being named in one. Make sure all signed contracts or your events are on behalf your club.
4. Clearly specify all locations. Make sure the day and date match; otherwise, you are stuck with the date of the contract.
5. Clearly specify the duration, frequency, and length of the performance or activity.
6. Cover any extras: Do you have to provide stagehands or any form of assistance? Does the performer need special equipment or a dressing room? Read all riders before signing the contract.
7. Check with the College Business Office to determine vendor needs. Make sure this information is provided with the contract.
8. Beware of a verbal contract. A verbal contract with a performer/company can still be a binding contract. Therefore, be sure to tell the agent/performer/company that, until you sign a contract, you are in the negotiation stage.
9. Make sure both parties get a signed copy of the contract. If you need to make alterations, send a letter stating the changes and have both parties sign, noting the changes. Provide a copy of the contract to the Business Office.

10. If your contracted party requires payment prior to, or on the day of, the event, please complete a Check Request Form at least a week in advance and submit it to the Business Office.
11. If, for some reason, you choose not to hold the event, contact the artist's/company's representative immediately and inform them of your intention. Follow up with a letter and provide a copy to Student Government and the Business Office.

Activities Involving Food/Refreshments

It is strongly recommended that you purchase food from the food service on campus or have it catered from an outside business/restaurant.

If you serve food prepared by your club, or another non-business entity, then you must disclose that the food was cooked by you to all consumers. An individual certified by the Board of Health and Safety in food safety must be in attendance to satisfy Health Department requirements.

When serving food, you are required to wear disposable gloves and hats.

The college will not share liability.

Field Trips or Off-Campus Events

If a club or organization plans to take a field trip or participate in an off-campus event, the following forms must be submitted: a Travel Authorization Form, Event Planning Form, and Request for Funding (if applicable). Field trip waivers must be completed prior to the event, and the club sponsor must have a copy of all waivers on the day of the trip. Again, it is your responsibility to consider all possibilities in order to provide a safe environment for all attendees.

Field trips or off-campus events should be educational and/or serve the mission or purpose of your club or organization. Clubs are not guaranteed the amount of funding requested from Student Activities. Please plan ahead in case fundraising is needed to cover any remaining costs of your trip.



Student Club Application Form

Please check one: New Club
 Club Reinstatement

Name of Club _____

Purpose of Club _____

How often will the club meet (days and times)? _____

Where will the club meet? _____

Who can be a member of the club? _____

Club Advisor Name(s) *(Advisors must be full-time Glen Oaks faculty or administration.)*

_____ Phone Ext. _____ Email: _____

Club Spokesperson or Officer *(Spokesperson must be a current Glen Oaks student.)*

_____ Student ID # _____

Phone _____ Email _____

Number of initial members _____

A new application must be filed each academic year. Please return this application form with signature to Tonya Howden, Dean of Student Services, in the Student Services Office. Please contact thowden@glenoaks.edu or 269-294-4230 with questions or concerns.

Signature of Advisor _____ Date _____

Approved _____ Not approved _____

Dean's Signature _____ Date _____



Club Advisor's Responsibilities

An advisor should:

- Be knowledgeable of all college policies and procedures.
- Be present at all meetings and club functions.
- Sign all purchase requisitions and Expense Reimbursement Forms.
- Sign all Event Planning Forms.
- Sign all Student Activity Travel Request Forms.
- Sign as the Witness on all Student Activity Travel Release Forms.
- Order or obtain any supplies needed for club events/activities.
- Attend, or have a designee attend, all club meetings.
- Submit club meeting times to the Student Activities Coordinator so they may be included in the Campus Activity Board monthly calendar.

Basic Expectations

- Genuine interest in the purpose of the club/organization.
- Time to devote the extra hours required in developing and implementing any student organization.
- Encourage leadership development.
- Make a calendar of events and meetings as early as possible.

When Advisors Should Step In

Student clubs and organizations should primarily be managed by the club's officers. However, these are examples of when an advisor should get involved:

- A student's safety is in jeopardy.
- When the club's ideas or actions may not align with the college's policies, procedures expectations, or code of conduct.
- Financial issues arise.
- When the group's or the college's reputation could be damaged within the campus or the community.



Student Club/Organization Roster

Name of Club/Organization _____

By signing your name, you indicate that you are interested in being an active member of the organization named above. This list will be presented to Student Government as part of the application for approval of your club/organization.

Print Name	Signature	Phone Number(s)	Preferred Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

**A club/organization must have a minimum of six (6) members. You may make copies of this roster if additional space is needed.*



Status Update Form for Approved Student Clubs/Organizations

Complete and submit this form to Student Government.

Name of Club/Organization _____

Organization Officers:

President _____ Student ID _____

Vice President _____ Student ID _____

Secretary _____ Student ID _____

Treasurer _____ Student ID _____

Student Gov't Rep. _____ Student ID _____

All organizations are required to have a full-time faculty/staff advisor.

Name of Advisor _____ Advisor's Phone _____

Advisor's Email _____

Proposed number of meetings per month _____

Day of the week meetings will be held _____

Location of meetings _____

Time of meetings _____

Please attach the club bylaws to this form.

Check this box if the attachment denotes any changes to the previous bylaws.

Club President's Signature _____ Date _____

Club Advisor's Signature _____ Date _____

Student Gov't Advisor's Signature _____ Date _____



Student Club/Organization Event Planning Form

Note: This form must be completed and submitted to Student Government at least two weeks prior to the proposed event. It is the responsibility of the club officers or advisor to reserve rooms and equipment for the event.

Club Name _____

Club Advisor _____ Club President _____

Event Description _____

Date of Event _____ Time of Event _____

Location(s) of Event _____

Purpose (Community Service, club awareness, fundraiser, social event, or educational event)

Event Activities _____

Equipment Needed _____

If applicable, complete and submit a Request for Funding Form with this document.

Club President Signature _____ Date _____

Club Advisor Signature _____ Date _____

Student Gov't Signature _____ Date _____

Dean of Student Services Signature _____ Date _____



Student Club Request for Funding

Please submit Event Planning Form with the Request for Funding to Student Government.

Name of Spokesperson and/or Club Advisor _____

Club/Organization _____

Amount Requested _____ Date Fund Is Needed ____ / ____ / ____

Reason for Funding

Itemization of Funds

Admission/Tickets _____

Transportation/Fuel _____

Lodging _____

Meals/Refreshments _____

Other (Please list and provide amount.) _____

Approved _____ Not Approved _____

Coordinator(s) of Student Activities _____ Date _____

Dean of Student Services _____ Date _____



Student Activities Travel Request Form

1. Each student traveling in a college-owned vehicle must sign a release form, which must be returned to the appropriate supervisor prior to the trip. No student will be allowed to travel without a signed release form.
2. Use of college-owned vehicles must be scheduled at least two weeks prior to the trip. Drivers of the college-owned car or van must be college employees. Drivers of the college-owned bus must have a valid Commercial Driver's License (CDL) and must be college employees. A copy of the driver's license must be on file in Human Resources.
3. If the trip requires an overnight stay, tickets, meals, etc., the requestor must meet with the appropriate Business Office staff prior to the trip to complete any necessary paperwork.
4. If club funds are used for the trip, all receipts (hotel, registration, tickets, etc.) are collected and submitted with the appropriate forms to the Dean of Student Services immediately after the trip. No reimbursements will occur without receipts and appropriate forms/documentation.
5. Requestors should submit this form to the Dean of Student Services with a list of participating students.

Club Name _____ Date of Trip _____

Destination _____

Purpose of Trip _____

Number of Students Participating _____ Name of Driver _____

Name(s) of Other Staff Members Accompanying Group _____

Means of Transportation _____ College Van _____ College Bus _____ Personal Vehicle

Additional Comments _____

Club Sponsor's Signature _____ Date _____

Dean of Student Services Signature _____ Date _____



Field Trip Waiver of Liability, Assumption of Risk and Hold Harmless Agreement

I, the undersigned participant, am requesting to participate in the Glen Oaks Community College

Name/Description of Activity: _____

that begins on: _____ and ends on: _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** Glen Oaks Community College, its elected and appointed officials, students, agents and volunteers (collectively "College") from any and all claims, **including claims of the College's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to hold the College harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the College incurs any of these types of expenses, I agree to reimburse the College. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the College from all liability, (b) promising not to sue the College, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of Michigan. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant's Signature Date

Print Participant's Name Phone Number

Parent's Signature (if participant is a minor) Date

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the College from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Print Name of Minor Participant's Parent/Guardian

Signature of Minor Participant's Parent/Guardian

Date

Minor Participant's Name



Student Club Fundraiser Form

Please submit this form to Student Government for approval. Any off-campus fundraising must be approved by the Dean of Student Services.

Today's Date _____ Date Requested for Activity _____

Title of Fundraiser _____

Description of Activity

Name of Club/Organization _____

Contact Person _____ Phone _____

Contact Person's Email _____

Hours Requested _____ a.m./p.m. to _____ a.m./p.m.

Expected Number of Attendance _____

Location of Activity _____

Note: Club advisors must complete a Facility Usage Form and submit to the Administrative Assistant to the Dean of Academics and Extended Learning.

____ Approved

Signature: _____

____ Not approved

Date: ____ / ____ / _____



Sample Bylaws for Student Clubs/Organizations

Article I: Name of Club/Organization

Article II: Purpose

The purpose of this club shall be:

- A. To promote professional competency.
- B. To
- C. To

Article III: Membership

Any person enrolled in _____ curriculum may be a member of the club.

Article IV: Officers

The officers of the club shall be a President, Vice-President, Secretary, Treasurer, and Student Government Representative (if applicable).

- A. The President shall be the chief officer of the club and shall preside at all meetings. He/she shall appoint committees as necessary. Vacancies which occur for Vice-President, Secretary, or Treasurer may be filled by appointment of the President.
- B. The Vice-President shall assume the duties of the President in his/her absence. He/she shall succeed to the Presidency upon resignation of the President.
- C. The Secretary shall keep minutes of regular meetings and call meetings of the club. He/she shall maintain a roster of active members and shall record attendance at all meetings.
- D. The Treasurer shall keep the records of the activities of the club. He/she shall deposit all funds of the Club as directed by the Dean of Finance. Purchase requests for expenditures must be submitted as directed by the Dean of Student Services in accordance with standard college procedures.

Each member shall be a member in good standing with a minimum grade point average of 2.0. The President shall have completed at least one semester as a Glen Oaks student.

The term of office shall be one academic year.

Article V: Nominations and Elections

- A. Nominations shall be completed at the first meeting of the semester. Open nominations shall be taken from the floor and shall consist of members eligible to hold office as set forth above.

- B. Elections shall be taken at the first meeting of each semester.
- C. The elections shall be by ballot; a plurality of voice shall elect; tie votes shall be determined by a revote.
- D. Officers shall assume duties immediately following elections.

Article VI: Meetings

- A. Meetings shall be held at least once per month.
- B. Special meetings may be called at the discretion of the President in consultation with the club advisor.
- C. A majority of active members shall constitute a quorum.

Article VII: Advisors

- A. Advisors shall be approved by the Dean of Student Services and shall be full-time faculty or staff members of the college.
- B. The advisor shall:
 - 1. Be responsible for providing the interchange of information between faculty and members.
 - 2. Serve as a resource consulting with college administration and club members.
 - 3. Be present at all club meetings and events.

Article VIII: Dues

- A. Dues shall be _____ per term/academic year.
- B. Dues shall be handle according to college policy.

Article IX: Amendments

- A. Amendments of the Bylaws may be made at any meeting of the club if such amendments are approved by a majority of the members voting. Proposals to amend must be submitted to the President in writing prior to the meeting.
- B. Amendments shall be subject to approval of Student Government.