

Handbook for Student Clubs & Organizations



Glen Oaks
COMMUNITY COLLEGE

2023-2024

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
Vice President of Student Services <i>(Approves and oversees all clubs/organizations)</i>	Tonya Howden	269-294-4230	thowden@glenoaks.edu
Director of Buildings & Grounds/Campus Security <i>(Assists with facility and maintenance needs)</i>	Larry Diekman	269-294-4312	ldiekman@glenoaks.edu
Executive Director of Marketing and Communications <i>(Approves marketing and promotional materials)</i>	Val Juergens	269-294-4329	vjuergens@glenoaks.edu
Student Activities Coordinators <i>(Approves funding; provides resources for clubs)</i>	Ayla Wilder Danielle Easterday	269-294-4252 269-294-4246	awilder@glenoaks.edu deasterday@glenoaks.edu
Student Government Sponsor <i>(Approves events; maintains rosters and by-laws)</i>	*Position is currently vacant.		
Administrative Assistant to the Vice President of Academics <i>(Approves reservations for classrooms or Nora Hagen Theatre)</i>	Dawn Wood	269-294-4220	dwood@glenoaks.edu
Administrative Assistant to the President <i>(Reserves the Administrative Conference Room, Board Room, or Dresser Business Development Center)</i>	Diane Zinsmaster	269-294-4233	dzinsmaster@glenoaks.edu
Exec. Asst. to the VP of Student Services <i>(Assists VP of Student Services with club/org management)</i>	Kylie Southworth	269-294-4259	ksouthworth@glenoaks.edu
GO Café <i>(On-campus catering)</i>	Dan Scott	269-294-4370	foodservice@glenoaks.edu

Forming a Student Club/Organization

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

1. 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. (Form can be found in this handbook.)
2. Select an advisor/sponsor. The selected sponsor must be a full-time member of the GOCC faculty or staff. 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.
3. The club sponsor will log into Etrieve to complete and submit the [Club Application Form](#) to the Vice President of Student Services for approval.
4. When notified of approval, schedule your first meeting and meeting space, and develop by-laws for the organization (Sample is provided at the end of this handbook). 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
5. Meet with interested students
 - a. Elect officers.
 - b. Appoint 1-2 officers of your organization to be representatives on Student Government.
6. The club sponsor will submit the [Officers and Bylaws Form](#) for approval through Etrieve (Go to glenoaks.edu, select Online Services, and Etrieve). Please note: the club sponsor will need all officers' student ID numbers to complete the form.

Maintaining a Student Club/Organization

Every fall:

1. Submit a Student Club Application or Club Reinstatement Form to the Vice President of Student Services via Etrieve. The Etrieve login page can be found under the Services tab at www.glenoaks.edu.
2. Elect officers.
3. Submit the Officers and Bylaws form and a roster through Etrieve. Resubmit this form any time there is a change of an advisor or club officers or a change to the club's bylaws.

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 (if applicable).
 - 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, or events 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 (if applicable).
 - c. Continued infractions of the above mentioned after having been both on the Warning, Probation, and Suspension status in a current academic year

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. Using Etrieve, the club sponsor will need to submit an [Event Planning Form](#) at least two weeks prior to the proposed event.
2. Club sponsors will reserve meeting or event spaces by completing a room reservation form at reservations.glenoaks.edu. The Administrative Assistant to the Vice President of Academics (concourse, classrooms, or theatre) or the Administrative Assistant to the President (Dresser Business Development Center, Board Room, or Administrative Conference Room) will approve room requests.
3. Once your activity has been approved, your club advisor/sponsor will be notified by the Student Government Sponsor or the Vice President of Student Services.
4. Club sponsors will create helpdesk tickets for any maintenance or technology needs by sending an email request to helpdesk@glenoaks.edu.
5. Notify food service or other college personnel if your activity may impact their particular area.

Fundraising

Any fundraising activities must be approved by the club advisor and Vice President of Student Services prior to the on-campus event.

1. The club sponsor must complete and submit the Event Planning Form through Etrieve.
2. The club sponsor must obtain and submit any other required forms or requests, 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 Vice President 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 Vice President of Student Services.

Advertisements/Media Releases

All approved clubs will be listed with a brief description on the Student Clubs and Organizations web page on the Glen Oaks web site.

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.

The club advisor (or selected officer) may request an announcement be posted on TV monitors or social media by submitting the announcement to the Executive Director of Marketing and Communications at least two (2) weeks prior to the event.

Club advisors may announce an activity through the campus email. The Vice President of Student Services, Student Government Sponsor, or the Campus Activities Coordinators have access to the AllStudents email group and may send messages for you. This email will go to any students with a Viking email regardless of whether the students are currently enrolled. Please send the verbiage or any attachments for the email to the appropriate person at least three days before you want the email sent.

The college reserves the right to deny material deemed inappropriate or material provided after the stated deadlines.

Signage and Flyers

1. All flyers or signage 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, on classroom walls or in seats, or on cars in the parking lots.
3. Signs with the approval stamp may be posted on any of the magnetic bulletin boards across campus or in restrooms.
4. Approved handouts or flyers may be distributed to individuals on the Concourse.
5. Remove posted materials or handouts after the event is complete.

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. The club sponsor completes a [Travel Authorization Form](#) in Etrieve, which submits to the Vice President of Student Services for approval. Attach a list of students participating in the trip to the form. Travel Authorization Forms should be submitted for approval at least 30 days prior to the scheduled event date.
2. Each person participating in the trip must submit the [Student Activity Field Trip Waiver/Contract](#) in Etrieve. Students under the age of 18 must contact the VP of Student Services to request a paper copy of the form to obtain a parent's signature. This waiver protects the organization, its officers, and the college in case of an accident. Contact the VP of Student Services for a copy of the travel waivers.
3. Club Sponsors will carry copies of the waiver/student contracts for each student during the duration of the trip. This waiver contains emergency contact information for the student.
4. Schedule a driver and notify Human Resources. 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.

Operational Guidelines

It is recommended that your club meet monthly at minimum (Many clubs meet weekly or bi-weekly depending on the nature or purpose of the club). One to two representatives from each club/organization will represent the club/organization at Student Government meetings to be aware of other activities and scheduled events and/or to represent the student body.

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 in Etrieve. 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 Vice President of Student Services. The Vice President will then notify the Business Office to create an organization code. Any balances raised through fundraising activities remaining 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. Club sponsors may access their account balances by contacting the Business Office or by logging into MyGOCC.
2. If a check or payment is needed, club sponsors must complete the appropriate college forms (i.e. Travel Authorization form, Check Request form, Internal Requisition Form, etc.), obtain approval from the Vice President 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 (found on the S: drive):

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.
5. Account number for club or organization

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. New clubs and organizations are not given startup funding. Clubs who have either requested and

received funding or have raised money through fundraisers or membership fees will have a budget. Positive remaining balances can be carried over to the next fiscal year.

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 or Excel workbook.
4. Periodically compare the budget to expenditures.
5. Regularly report the financial status to the organization.

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 Vice President of Students.

1. Research your contracted individual and/or their representatives, and deal only with reliable companies.
2. Clearly specify the artist/performance/activity on the contract.
3. Clearly specify the club is the contracting party, not the sponsor or the college. Make sure sponsors 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 any personnel or any other form of assistance? Does the performer need special equipment or a dressing/ready 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 (located on the S: Drive) 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 or email and provide a copy to the Vice President of Student Services and the Business Office. Be aware of any cancellation policies.

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 while food is prepared and served to satisfy Health Department requirements.

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

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 Forms, Event Planning Form (located in Etrieve), and Request for Funding (located in Etrieve). Student Activities Travel Waivers/Contracts 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 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.

Club Advisor's Responsibilities

An advisor should:

- Be knowledgeable of all college policies and procedures.
- Attend, or have a designee attend, all club meetings and functions.
- Submit appropriate forms through Etrieve.
- Receive approval prior to hosting events on or off campus.
- Receive approval for any off-campus student travel.
- Sign all purchase requisitions and Expense Reimbursement Forms.
- Order or obtain any supplies needed for club events/activities.
- Approve any marketing materials for club recruitment or events.
- Submit club meeting times to the Student Activities Coordinator so they may be included in the Campus Activities monthly calendar.
- Be responsible for the supervision of students while traveling to and from the event and during the off-campus activity or event.

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 the Vice President of Student Services 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.*



Field Trip Liability, Assumption of Risk/Hold Harmless Agreement and Student Activity Contract

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

(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.

Student Activity Contract

In order to maximize the student experience and ensure safety of all participants, the following guidelines have been set:

1. I understand that I may be required to pay a deposit to ensure my participation on the trip. If I sign this contract and pay a deposit but do not attend the event, I forfeit all rights to the deposit. The deposited amount will be used to cover the cost of my unused ticket, registration fee, or travel expenses. Refunds of the deposit may be granted for **extenuating circumstances** at the discretion of the sponsor.
2. I understand that I am representing Glen Oaks Community College and must abide by the Student Code of Conduct. This includes refraining from wearing clothing that displays profane, vulgar, or obscene suggestions as well as clothing that is overly revealing or inappropriate in an educational setting.
3. I understand that the possession or use of alcohol or illegal drugs (including medical or recreational marijuana) while traveling to, from, or during the activity may result in the loss of ability to participate in future off campus activities and may lead to dismissal from a program and sanctions per the Student Code of Conduct.
4. I understand that guests may not accompany me on the trip. I am to accompany the sponsor and other GOCC participants while traveling to, from, and during the activity.
5. I understand that this event is being offered for my personal, educational, and/or cultural growth, and I agree to participate fully in order to benefit from this activity.

Emergency Contact Name (Please print): _____

Relationship to Student: _____ Phone Number: _____

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

Student ID

Phone Number

If the participant is a minor, a parent or guardian must read and sign the following section.

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



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 Vice President 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 Vice President 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 or the Vice President of Student Services.