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# Student Organization Handbook



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The information in this document has been compiled to assist you in your role as a student leader or advisor of a student organization at Snead State Community College. We encourage you to use this material as a reference throughout the year and share it with other officers and/or members of your organization. If you have any questions about student organizations or the information in this handbook, please contact the Director of Campus Engagement at [bgoble@snead.edu](mailto:bgoble@snead.edu) or stop by the Student Success and Career Center.

Snead State  
Community  
College

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## Introduction

### Letter from the Director of Campus Engagement



Dear Students and Advisors,

I am delighted that you have chosen to volunteer your time to a Snead State student organization. The first sign of a true leader is having the desire to serve. Whether you are an advisor, officer or member of your organization, we appreciate you! This handbook has been designed to help guide your organization from the beginning of the fall semester to the end of the spring semester. You will find information regarding the definition of a student organization, the importance of being registered with an approved constitution and forms to allow fundraising, field trips and more. I encourage all student organization officers to take some time to go over this handbook in its entirety before beginning your semester of service. The responsibility to fill out all forms and manage your organization lies within the student leaders – not the advisors. An advisor's role is to guide and direct the organization's path and to make sure your organization is headed in the right direction. The Office of Campus Engagement is here to help your organization succeed as well. Please don't hesitate to drop by the office any time if you need advice, suggestions or help in any way.

Looking forward to another great year at SSCC,

A handwritten signature in black ink that reads "Brittany Goble".

Brittany Goble  
Director of Campus Engagement



### Welcome from Student Services

Snead State offers a complete college experience. We seek to challenge you academically, socially, physically, and emotionally by providing new experiences. At Snead State, we want our students to appreciate the quality education available through the curriculum but also to experience new opportunities to create memories and friendships. It is important for you to know that you are a critical part of the Snead State tradition, and we want you to use your talents and skills to make a difference on our campus and in the community.

The Office of Campus Engagement is here to help you succeed as a student leader. Whether you need assistance in starting a new organization, event planning, financial planning, or any other organization need, we are here to assist you.

Go Parsons!

A handwritten signature in black ink that reads "Jason S. Cannon".

Jason S. Cannon  
Vice President for Student Services

## Location

The Office of Campus Engagement is located in the Student Success and Career Center which is in the McCain Building.

## Website & Social Media Sites

[www.snead.edu](http://www.snead.edu)

[www.facebook.com/sneadstatecc](https://www.facebook.com/sneadstatecc)

[www.twitter.com/sneadstatecc](https://www.twitter.com/sneadstatecc)

## Staff

Brittany Goble, Director of Campus Engagement  
bgoble@snead.edu  
256.840.4208

Jason Cannon, Vice President for Student Services  
jcannon@snead.edu  
256.840.4150

## What Constitutes a Student Organization?

A student organization is a group of students joined together by a common cause or interest and whose purpose is to foster learning through leadership, service, education, recreation and community involvement. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of a student organization must reside with the students.

The criteria that must be met to be considered a registered student organization are as follows:

- Current and complete Registration Information must be on file in the Office of Campus Engagement.
- The student organization's officers are required to attend the Officer Training Workshop.
- The organization must maintain a minimum of eight (8) full-time student members in order to be registered.
- Membership must be registered and on file in the Office of Campus Engagement.
- The organization must uphold its responsibilities as outlined in this document as well as other applicable college policies including, but not limited to, the Student Code of Conduct.
- A current organization constitution (not more than 4 years old) must be on file in the Office of Campus Engagement.
- An organization must identify officers for the group and must submit a current roster of officers with the Office of Campus Engagement. These officers must be full-time students.
- An organization must identify a faculty/staff advisor for its group.
- Unless noted otherwise, membership in all student organizations must be open to all Snead State students.
- Organizations must submit minutes of meetings to the Dir. of Campus Engagement.

## Benefits of Being a Registered Student Organization

The Office of Campus Engagement facilitates the registration of student organizations in order to best serve the needs of organizations and our students. Student organizations are required to be registered. Benefits include:

Ability to:

- Reserve facility space on campus for free
- Request an email address for your organization
- Apply for an agency (financial) account

Access to:

- Campus Engagement support through Presidential Scholars and the Student Activities Board
- Leadership development programs offered by the Office of Campus Engagement
- Transportation via SSCC state vehicles when going on registered and approved trips

## Student Organization Policies

### How to Register Your Organization

In order to register as a student organization, your group must:

- Have at least 8 members
- Have the majority of its members as SSCC students (although faculty, staff and community members are welcome to participate in student groups)
- Have officers (President, Vice President, Treasurer, Secretary, etc.) who are SSCC students
- Have a faculty or staff member of SSCC as the group's advisor

### *First-time Organizations*

For new organizations registering for the first time, the process consists of:

- Filling out and submitting the Student Organization Registration form (Appendix B) and
- Filing an Organization Constitution with the Office of Campus Engagement. A sample constitution may be found in Appendix A.

*\*All organization registration information and constitutions for new organizations must be approved by the Student Government Association, the Director of Campus Engagement, the Vice President for Student Services, and the Snead State Community College President.*

### *Annual Re-registration Process*

Once organizations have been approved, they must re-register every fall semester in order to receive student organization benefits. The annual re-registration process consists of:

- Submitting an updated roster and Student Organization Registration form to the Office of Campus Engagement (see Appendix B) and
- Updating and submitting a revised constitution, if changes have been made, to the Office of Campus Engagement and
- Reviewing and attesting that the organization's information on the Snead State website is current and accurate

### *Affiliating With a 'Parent' Organization*

Student organizations may choose to be affiliated with local/state/national/international organizations, such as a charity, faith community, political party or honor society. In these instances:

- The student organization constitution must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model).
- The campus organization must obtain in writing a statement from the parent organization that the SSCC chapter has permission to use the name and represent the organization. A copy of an official charter may be substituted.
- Control of the student organization must reside with the SSCC students, with all operating decisions made by the students.

### *Updating Organization Information*

Upon a change of officers, advisor, or other key organization information during the academic year, a registered organization must submit a Student Organization Information Update form to the Office of Campus Engagement (see Appendix C).

If your organization's constitution is older than 4 years, you will need to review, revise and submit an updated version to the Office of Campus Engagement for consideration of revision. This is to help ensure that the organization is as current as possible and that officers are familiar with their constitution.

In order for a student organization to change the name of its group, the student organization President must submit the following documents to the Office of Campus Engagement:

- The Student Organization Information Update form (see Appendix C).
- A new copy of the organizations constitution including the organization's new formal name.
- A copy of the student organization's meeting minutes that document any related discussion and the vote to change the organization's name where 51% of the votes cast of the members are in favor of the name change. The minutes must include the new formal name of the organization.
- Step 2 will be superseded if an organization's constitution addresses the procedure by which the group can change its name. All supporting documentation related to this procedure will need to be submitted to the Office of Campus Engagement along with the request for name change and meeting minutes.

## **Constitutions**

All student organizations must create and maintain a constitution. A constitution contains the fundamental principles which govern an organization's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will also allow members and potential members to have a better understanding of what the organization is all about.

A sample organization constitution is provided to all student groups as a guide for creating or updating a document (see Appendix A). Some sections may not be relevant to all organizations. When creating the constitution, try to make it representative of your organization's goals, purposes, and practices. The constitution will help the organization function in the future, prevent miscommunication within the group and lay the groundwork to handle a number of issues. Be

advised that each student group is unique and should have a constitution that reflects this point. The Sample Constitution is merely a guide to help you get started and to highlight important ideas to consider.

*\*Individual students may not receive money from a student organization event for personal gain.*

*\*A date must be included on all revised constitutions (rev: mm/dd/yyyy).*

## How to Dissolve a Student Organization

Occasionally student organizations dissolve operations. This can be desirable for a number of reasons including, but not limited to, low membership or merging with another student organization. To dissolve an organization:

1. A student organization that would like to officially dissolve itself as a group should submit the Student Organization Dissolution form to the Office of Campus Engagement (see Appendix D).
2. This form must be signed by the organization's President, Secretary, and Advisor indicating agreement with the dissolution of the organization.
3. If the student group holds an agency (financial) account with the Business Office, the organization's President and Treasurer must notify a Business Office staff person of the group's intention to dissolve. The organization must then close its business account according to Business Office policy. Business Office Staff will then sign the Dissolution Form indicating that the organization's account(s) has been closed.
4. The completed Dissolution Form must be accompanied by meeting minutes where the organization's dissolution is voted upon and receives 75% of the votes of the members present. This will be superseded if an organization's constitution addresses the procedure by which the group can dissolve. Any supporting documentation related to this procedure will need to be submitted along with the Student Organization Dissolution Form.

All related dissolution material should be submitted to the Campus Engagement Office. Once it is reviewed and approved, the group's status will be changed to 'unregistered' as a student organization on the SSCC Campus.

## Student Organization Categories

As a part of the student organization registration, organizations are asked to self-select one category for their organization. These categories help us communicate with organizations and focus information that would be of specific interest to each group. The categories are:

Academic	Honor Society
Activism	Political
Arts & Theatre	Programming & Support Services
Business	Recreation & Sport
Ethnic, Cultural & International	Service & Volunteerism
Faith & Spirituality	Special Interest

## Compliance with Campus Policy

All student organizations are expected to comply with all SSCC policies and regulations. To view a copy of the handbook, visit [www.snead.edu](http://www.snead.edu).



## Student Organization Advisors

Every student organization must have a faculty or staff advisor. Advisors do not have voting rights within the organization.

The primary function of the advisor is to serve as a resource person for the organization. Advisors will counsel and advise student organizations by asking questions and challenging the organization to go beyond the status quo. Advisors also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and past accomplishments.

An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students.

*What an advisor should do:*

- To help with the growth and development of students within the organization.
- Serve as a source of continuity to the organization as members graduate.
- Serve as a liaison between the College and the organization when/if appropriate.
- To advise the organization regarding program/event content and purpose.

The exact role of the advisor should be determined by the student organization and the advisor. This role may vary from organization to organization based on the organization's needs and goals. Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

*What an advisor should NOT do:*

- Advisors of an organization do not have the authority to represent the views of the organization. This remains the responsibility of the students.
- Advisors are NOT responsible for submitting paperwork to the Office of Campus Engagement. This is the responsibility of the organization's officers.
- Advisors do not have to attend every meeting as long as minutes are being taken, are signed by the organization's President and Secretary, and are submitted to the Office of Campus Engagement.

### *If An Advisor Leaves*

If a student organization advisor resigns, the organization must find a new advisor. Organizations will have 45 days after a resignation to find a new advisor. If it is unable to designate an advisor after 45 days, the organization will become unregistered. Don't wait ... if you lose an advisor the Office of Campus Engagement will be glad to give you pointers and/or suggestions on the best way to find a new Advisor. It is the organization's responsibility to notify the Office of Campus Engagement if/when their advisor resigns. Once you designate a new advisor, please notify the Department of Campus Engagement by completing the Student Organization Information Update form (see Appendix C).

### *Community Support*

In addition to the organization's officially recognized advisor, organizations may have community support (e.g., alumni). It is not uncommon for student organizations affiliated with a national organization to have alumni support. However, only the properly registered advisor noted on the organization's registration material will be recognized by the College for official contact and work with the organization.

## Welcome Week & Club Rush

Welcome Week is hosted by the Student Government Association and will occur the first two weeks of the fall and spring semesters every year. If your organization would like to participate (host an activity, give away food or prizes, etc.), you will need to contact the Office of Campus Engagement one month prior to the first day of school.

Club Rush will be held the second Wednesday and Thursday of each Welcome Week. These two days will allow each organization the opportunity to reach students who only have classes two days per week (Monday/Wednesday or Tuesday/Thursday). Each organization is requested to participate as this is the best way to recruit new members and promote your organization's purpose. To participate, you will need to contact the Director of Campus Engagement at [bgoble@snead.edu](mailto:bgoble@snead.edu) one week prior to the event.

## S-Day

S-Day is a tradition at Snead State and is hosted by the Student Government Association. It is held annually in April prior to final exams. The SGA is responsible for organizing the event, supplying food, developing a theme, working with the Ambassadors on the t-shirt design, and supplying all necessary equipment and water coolers. Student organizations provide t-shirts for students based on ad sales. In addition, student organizations are required to sponsor at least one event during S-Day, including advertisement on campus, recruitment of participants, and facilitating the activity. There will be a required S-Day planning meeting in March for all student organizations to begin the planning process. At least one representative, not including the advisor, must be present at the planning meeting.

## Leadership and Service

### Outside the Classroom Leadership Resources

The Office of Campus Engagement is more than willing to offer assistance to you and your organization. Whether you need advice on a certain topic, are looking for an engaging workshop, or you want to improve your own leadership abilities, all you have to do is ask! Workshops can be tailored to suit your organization's needs. To schedule a workshop, contact the Director of Campus Engagement at [bgoble@snead.edu](mailto:bgoble@snead.edu). Pre-scheduled workshops are as follows:

#### *Student Organization Officer Training*

This workshop focuses on student organization officers. It's a great forum to exchange ideas and offer suggestions on best practices for each organization. Topics may include faculty/student relations, publicity, recruiting and retaining new members, event planning, teamwork, leaving a legacy on campus and leadership styles, etc. This workshop is required for all student organization officers and will be held each fall semester.

#### *Spring Leadership Workshop*

A half-day leadership workshop will be held mid-semester every spring and will be open to all students. Topics may include resume enhancement, interview skills, public speaking, how to get involved, teamwork, maintaining life balance, or other critical areas.

## Service and Civic Engagement Resources

Are you or your organization looking for ways to make a difference on campus and in the community? The Office of Campus Engagement can help guide individuals and organizations towards opportunities for meaningful service and engagement.

### Collaboration

Collaboration is working with another group of people with whom your organization has a shared mission and vision. It is unique to each partnership and should be determined by all of the organizations involved. SSCC promotes students working together to enhance each other's ideas. Collaborating with other student organizations can help the organization you work with plan and fund programming. It is an easy way to learn about other student organizations, access new resources, and work together toward a common goal. You may also partner with a community group to promote community engagement on campus.

## Space/Vehicle Reservations and Logistics

### Requesting Student Organization Office Space

There are offices located on the second floor of the Student Union Building that are designated as office space for student organizations. If your organization would like to apply to use this space, contact [bgoble@sned.edu](mailto:bgoble@sned.edu). Priority will be given on a first come – first serve basis.

### Reserving Campus Facilities

To reserve facilities (indoor or outdoor) for events, fundraisers, meetings, etc., you must fill out the Event Registration form (see Appendix E). The form must be submitted to the Office of Campus Engagement at least two weeks prior to the activity date and must be approved by the Director of Campus Engagement and the Vice President for Student Services.

### Guidelines for Planning an Event

The Office of Campus Engagement expects compliance by a registered student organization with the following guidelines. The ability of a registered student organization to sponsor an event and the continuing registration of the organization by the College is contingent upon compliance. The Office of the Vice President for Student Services is responsible for any disciplinary action resulting from a violation of these guidelines.

#### *To Sponsor an Event:*

- A student organization must be registered with the Office of Campus Engagement and must submit an Event Registration form to the Office of Campus Engagement. The event form must be approved by the Director of Campus Engagement and the Vice President for Student Services before scheduling or publicizing the event (Appendix E).
- If a campus facility is to be used, a Facilities Reservation form must be approved by the Director of Campus Engagement.

- The sponsoring organization(s) is responsible for control of admissions and for the conduct/behavior of persons attending events. Admissions for some student events may be limited to SSCC students, faculty and staff. SSCC identification cards may be checked prior to admission.

#### *Time*

- Events shall end by 11:00 p.m. on Sunday through Thursday and by 12:00 a.m. on Friday and Saturday.

#### *Noise*

- Sponsoring organizations are held responsible for the noise level at events. Noise levels may be dictated by Campus officials, local ordinances, and/or state laws.
- Organizations sponsoring outdoor events with amplified music must adhere to the local noise ordinance.

#### *Alcohol*

- Alcohol is not permitted at any SSCC Student Organization event or activity.

#### *Miscellaneous*

- Sponsoring organizations may be required to provide security measures or security personnel for events, if deemed necessary by the Chief Financial Officer, Director of Security or Director of Campus Engagement.
- Sponsoring organizations are responsible for arranging the cleaning and restoring of premises and adjacent areas to original condition immediately following the event.

### **SUB Literature Desk Policy**

To request a table or bulletin board in the Student Union Building to display organization information, please contact the Director of Campus Engagement at [hgoble@snead.edu](mailto:hgoble@snead.edu). This space may be used to promote events, showcase organizations and fundraise. However, approval must be granted prior to displaying information.

### **Liability**

By reserving any space, indoor or outdoor, for an event, the student organization reserving the space must accept responsibility for any problems that may arise regarding the event.

### **Security**

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having security. All decisions regarding security requirements for events will be at the discretion of the CFO and Director of Security in consultation with the Office of Campus Engagement and host facility staff, NOT the student organization. Security requests must be checked on the Event Registration (see Appendix F). SSCC Security presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. SSCC Security officer(s) will assist when needed.

## Transportation

One benefit affiliated with being a registered Student Organization is the use of SSCC vehicles. Student Organizations may use a College vehicle when traveling to conferences, events, and other organization-related travels as long as the driver meets the following regulations:

- Must be an SSCC employee or have approval from the Business Office
- Must be 25 years of age or older
- Must have a copy of driver's license on file with the Business Office

### To Reserve a Vehicle:

The Office of Campus Engagement will be happy to take care of securing your vehicle reservation. To reserve a SSCC vehicle, please send your request to [bgoble@snead.edu](mailto:bgoble@snead.edu). You will need to include the following information:

- Name of Student Organization
- Name of Event
- Date of Travel
- How many Travelers
- Name of Driver

## Financial Information for Student Organizations

### Student Organization Accounts

Any organized College group that collects and expends money must operate through a special "Agency Fund" or an "Auxiliary Fund" established in the Business Office. All expenditures from these funds must be made by check. Payments will not be approved unless the expenditures are covered by requisitions(s) approved by the advisor, the Director of Campus Engagement, and the Vice President for Student Services prior to purchases. The status of these funds may be requested from the Business Office by the advisor of the organization.

#### *Applying for a Student Organization Financial Account*

To apply for a student organization financial account, the group's advisor and treasurer must meet with a representative from the Business Office. The organization's treasurer is responsible for maintaining the budget account and historical data for the account. The advisor must be willing to submit all purchase order requests on behalf of the treasurer and the organization.

## Fundraising by Student Organizations – Policies and Guidelines

All student organizations must obtain approval from the Director of Campus Engagement and Vice President for Student Services for fundraising activities. Please fill out the Event Registration form and submit it to the Director of Campus Engagement (see Appendix E).

Fundraising is defined to include all events and activities through which funds are collected by an organization. Fundraising, by definition, does not exclude solicitation of donations or events or activities, which produce no profits after expenses.

## Raffles

Raffles are considered to be gambling in the state of Alabama; therefore, all types of raffles are prohibited.

## Fundraising Ideas

There are no limits to the possibilities for fundraising ideas. Below are several examples of the ways student organizations have raised funds:

- Auctions
- Candy sale
- Car washes
- Charge Dues
- Product sales (T-shirts, mugs, stickers, etc.)
- Sell flowers for holidays like Valentine's Day
- Talent Shows
- Selling Pizza
- Discount Card Sales EXAMPLE: Student Organizations can purchase discount cards from Domino's Pizza for \$4 and sell the cards for \$10. Simply call and ask each restaurant if they have any deals for student organizations.
- Visit these websites for more ideas:  
<http://www.fundraising.com/>  
<http://www.fundraising-ideas.org/>  
<http://www.americasfundraising.com>  
<http://www.campusfundraiser.com>

## Technology

### Technology Accounts

If your student organization would like to set up an email account, please contact the Director of Campus Engagement by emailing [bgoble@snead.edu](mailto:bgoble@snead.edu). If approved, the email account will be set up to go directly to your advisor's inbox (cannot be sent to student emails). Example: [SGA@snead.edu](mailto:SGA@snead.edu) will go directly to the SGA advisor's email.

### Equipment Available to Borrow

The Office of Information Technology has laptop computers, video cameras, and projectors available for student organizations to check out and use at meetings and other events.

The Office of Campus Engagement has recreational equipment such as pool sticks, ping pong paddles, board games, cards, etc. available for student organizations to check out and use at events.

To reserve any of this equipment, please contact the Director of Campus Engagement by emailing [bgoble@snead.edu](mailto:bgoble@snead.edu).

## Advertising Policies

### Advertising Methods

Student organizations may publicize events in various ways:

- Facebook, Instagram, or Twitter\*
- Student-wide email marketing\*
- Campus-wide tv announcement monitors\*
- SSCC website calendar\*
- Chalking (see chalking policy)
- Flyers (see posting by student organization section below)

*\*To advertise your event in any of the campus engagement or student activities mediums, main college calendar or on your student organization's webpage, please submit your information to [bgoble@snead.edu](mailto:bgoble@snead.edu) no later than Wednesday by 10:00 a.m. every week.*

### Posting by Student Organizations

Posters, signs, announcements, and other displays should be placed only on the bulletin boards or other pre-approved space provided in the College buildings. Nonstudents and off-campus organizations must receive approval from the Director of Marketing and Public Relations before displaying information on campus. Student organizations must receive approval from the Director of Campus Engagement prior to displaying information on campus.

#### *Prohibited Posting Areas*

Exterior walls and doors of campus buildings	Waste receptacles
Trees	Elevators
Telephone poles	Light poles

### Chalking Policies

When pre-approved, student organizations may use chalking in appropriate areas as a cost-efficient and effective way of advertising. You are welcome to chalk on sidewalks and in parking areas. Chalk is only permitted for use on the ground. Please use chalk that will wash away when it rains. Waterproof and spray chalk are prohibited. Before chalking, you must obtain approval from the Director of Campus Engagement. Please submit your message and chalking location to [bgoble@snead.edu](mailto:bgoble@snead.edu).

### Failure to comply

The Office of Campus Engagement will notify organizations failing to comply with the posting/chalking policies of their violation. A first offense will result in a verbal warning, second offence will result in a written warning, and a third offense will result in suspension of the organization and sent before the disciplinary committee.

## Appendix A: SAMPLE CONSTITUTION

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of your organization.

### PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

### ARTICLE I. Name

- Section 1. What is the exact title to be used in addressing this organization? Please note, you may not use Snead State Community College in the title.
- Section 2. Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

### ARTICLE II. Purpose

- Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political aim? Why was the group founded? NOTE: The purpose must relate to back to learning through leadership, service, education, recreation and community involvement
- Section 2. This section should be a statement of the group's willingness to abide by established college policies.

### ARTICLE III. Membership

- Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?
- Section 2. Voluntary withdrawal of membership may be provided for.
- Section 3. Nondiscrimination clause should be provided for and include the following: race, color, creed, sex, or sexual orientation.

### ARTICLE IV. Officers

- Section 1. The officers of this organization shall consist of: (state the number of officers, their titles, and their general duties and responsibilities. Officers must be Snead State Community College students only). Every organization MUST have at least a President, Vice President, Secretary and Treasurer.
- Section 2. Qualifications for each office, if any.
- Section 3. Term of office. (State the period of time that the office will be held).
- Section 4. Provisions for removal of an officer.



### ARTICLE V - Executive Board

Section 1. State the make -up of the Executive Board; the method of selection; terms of office; and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.

### ARTICLE VI – Elections

Section 1. Election of officers shall be held (state the method and frequency of elections; specify who is eligible to vote, all qualifications, requirements, or other conditions that members must meet before becoming candidates for office).

### ARTICLE VII – Meetings

Section 1. Regular meetings of this organization shall be held (state the number of members required to be present at a meeting in order to conduct business; i.e. a quorum, which is usually a simple majority).

Section 2. State by what rules of order or procedure the meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure.

### ARTICLE VIII – Advisors

Section 1. There shall be one or more faculty/staff advisors who shall be members, exofficio with no voting privileges.

Section 2. Method of selecting advisor.

Section 3. Duties or responsibilities of advisor.

### ARTICLE IX. Finances

Section 1. How will the organization finance its activities? NOTE: If money of any sort is exchanged through this organization, it must have an auxiliary account set up through the SSCC Business Office.

### ARTICLE X. Amendments

Section 1. The constitution may be amended by a vote of (include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).

## Appendix B: Student Organization Registration

New Organization Registration  
 Annual Re-Registration

Name of Organization: \_\_\_\_\_

Date \_\_\_\_\_ Professional Affiliation (if any): \_\_\_\_\_

Type of Organization (Please circle only one):

- |                                  |                                |
|----------------------------------|--------------------------------|
| Academic                         | Honor Society                  |
| Activism                         | Political                      |
| Arts & Theatre                   | Programming & Support Services |
| Business                         | Recreation & Sport             |
| Ethnic, Cultural & International | Service & Volunteerism         |
| Faith & Spirituality             | Special Interest               |

Officer Position	Name	Email	Phone

InnerClub Council Representative\*

\*The Inner Club Council Representative (ICC) is a committee made up of at least one member of every organization that strives to advance organizational interests and to serve as a voice for organizations. The ICC is also a valuable information resource for organizations and functions as a forum for organizations to collaborate. ICC meeting times and locations will be available on the SGA website at [www.snead.edu](http://www.snead.edu).

Faculty/Staff Advisor:

Name	College Division	Email	Phone

Learning Outcomes Set To Accomplish:

\_\_\_\_\_

\_\_\_\_\_

Documents to be attached to this form:

- Current membership roster
- Updated copy of organization’s Constitution, if applicable

Required Signatures:

Student Organization Representative: _____	Date: _____
Student Organization Advisor: _____	Date: _____
SGA President: _____	Date: _____
Director of Campus Engagement: _____	Date: _____
Vice President for Student Services: _____	Date: _____

## Appendix C: Student Organization Information Update

Name of Organization: \_\_\_\_\_

Date \_\_\_\_\_ Professional Affiliation (if any): \_\_\_\_\_

Officer Position	Name	Email	Phone

InnerClub Council Representative\*

\*The Inner Club Council Representative (ICC) is a committee made up of at least one member of every organization that strives to advance organizational interests and to serve as a voice for organizations. The ICC is also a valuable information resource for organizations and functions as a forum for organizations to collaborate. ICC meeting times and locations will be available on the SGA website at [www.snead.edu](http://www.snead.edu).

Faculty/Staff Advisor:

Name	College Division	Email	Phone

Reason for information change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Documents to be attached to this form:**

- Updated copy of organization’s Constitution, if applicable
- Copy of meeting minutes that document related discussion and vote to change information

**Required Signatures:**

Student Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Campus Engagement: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D: Student Organization Dissolution Form

Complete this form by including all of the information requested below. Please return the completed form to the Director of Campus Engagement.

Organization Name: \_\_\_\_\_

Reason for Organization Dissolution:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby understand that the \_\_\_\_\_ student organization is voluntarily terminating its registration with the Department of Campus Engagement on this date, \_\_\_\_\_, due to the reason(s) stated above.

### **Documents to be attached to this form:**

Copy of meeting minutes that document related discussion and vote to change information

Note: Be sure to contact the Business Office to terminate financial account.

### **Required Signatures:**

Student Organization President: \_\_\_\_\_

Student Organization Secretary: \_\_\_\_\_

Student Organization Advisor: \_\_\_\_\_

Business Office Personnel (if organization had agency account): \_\_\_\_\_

Director of Campus Engagement: \_\_\_\_\_



**APPENDIX E:**

# Events/Fundraising Request Form for Student Organizations

**INSTRUCTIONS**

Events and fundraising activities sponsored by SSCC Student Organizations must receive approval from the Director of Campus Engagement and the Vice President for Student Services before scheduling or publicizing an event/activity.

Completed forms should be submitted to the Director of Campus Engagement.

**REQUEST INFORMATION**

SSCC Student Organization: _____	Today's Date: _____
Email Address: _____	Phone: _____
Date/Time of Event: _____	Facility/Area to be Used: _____
Name of Event: _____	

Provide a narrative describing the event and the purpose of the event:

Will admission be charged? _____	If so, how much? _____
----------------------------------	------------------------

Describe any equipment, set-up needs or publicity that will be needed.

**REQUIRED SIGNATURES**

Student Organization Representative: _____	Date: _____
Student Organization Advisor: _____	Date: _____
Director of Campus Engagement: _____	Date: _____
Vice President for Student Services _____	Date: _____