



St. Louis Community College
Campus Life



**ACTIVE STUDENT
CLUBS AND ORGANIZATIONS
HANDBOOK**

Dear Student Organization Members:

Thank you for your interest in being involved on campus! Participating with student organizations can be both a rewarding and educational experience. STLCC welcomes and encourages the formation of student clubs, especially when they are well-matched with our mission, vision, and core values.

Student organizations at STLCC provide students with leadership opportunities, world-of-work experience, and a chance to enhance their interpersonal, organizational, and decision-making skills. By becoming a recognized student organization at STLCC, you are meeting the social, cultural, recreational, educational, political, and spiritual needs of our student body; thereby enriching the academic environment and cementing the educational experience.

The Office of Campus Life (CL) serves as the primary resource for campus student organizations. CL staff are available to assist you with general event planning, budget requests, publicity strategies, space requests, and community service opportunities. Throughout the year, we facilitate workshops and offer training that will assist you with functioning as a recognized student organization at STLCC.

This handbook outlines the roles and responsibilities of student clubs and their advisors, policies and procedures established by the Office of Campus Life, and techniques to enhance your effectiveness as a student organization.

Again, we thank you for your dedication to being an active part of this community and a vital part of the educational process. We look forward to collaborating with you and your organization.

Good luck with a successful academic year!

Sincerely,

Campus Life Staff

The Office of Campus Life

Part One

Student Organization

Requirements and Responsibilities

DEFINITION OF A “STUDENT ORGANIZATION”

A student organization is defined as any recognized group/organization at STLCC which is directed and controlled by students and whose programs and activities are well-matched with the college’s mission, vision, and core values. The relationship between the institution and recognized student organizations generates neither a contractual relationship between the college and the organization, nor a property right or expectancy in the organization of any sort.

Please note: The name, logo or symbol of student organizations cannot duplicate that of an existing organization or college department.

MEMBERSHIP

All STLCC student organizations shall be open to all STLCC students regardless of race, creed, disability, sexual orientation, age, and sex. All student organizations must adhere to the rules and procedures set forth in the organization’s constitution, including the non-discrimination requirements for membership. Active membership in recognized student organizations shall be limited to currently enrolled, full-time, and part-time STLCC students. STLCC faculty and staff are not eligible for membership, nor can they hold an office in student organizations.

STUDENT ORGANIZATION RECOGNITION

Recognition is the process through which a student club/organization receives an “active” status within the Campus Life department and the college. Only recognized student clubs/organizations will be able to utilize the college facilities and receive college funds. Recognition is a privilege given to student organizations that successfully complete the registration process and always comply with college guidelines.

- Organizations apply to be recognized each semester. The Campus Life department reviews all applications and determines recognition.
- Each organization must always have and maintain a minimum of five (5) currently enrolled STLCC students, to be considered “active.” Organizations that fall below the minimum of five (5) members will be considered “inactive” and will lose all programming and funding privileges.
- Registration of student organizations shall not be construed as agreement, support, or approval by the college, but only as recognition of the rights of the organization to exist at the college, subject to the conditions established herein.
- No organization shall obtain or maintain recognition that discriminates based on race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status with respect to its membership, programming, or operations.

SERVICES AVAILABLE TO RECOGNIZED ORGANIZATIONS

Registered Organization List: The student organization list is a record of all the current registered student organizations. This list can be found on the Campus Life website and is updated every semester as changes in student organizations occur.

Student Organization Guides: The Office of Campus Life provides valuable resources for student organizations and their advisors. We offer several handouts, brochures, and guides that contain detailed information regarding facilities scheduling, advertising policies, fundraising guidelines, community service projects, event planning, and vendor purchasing policies.

Publicity/Advertising: Recognized student organizations have the benefit of free publicity and advertising of their activities and events through college mediums. All flyers or other forms of advertisements/announcements must be approved and stamped by the Office of Campus Life before it can be posted on campus.

Events Management: CL staff members are available to assist and advise organizations and advisors on methods to manage, sponsor, advertise, sell tickets, and plan events.

Funding: Although limited, recognized student organizations may request financial assistance from the Student Activity Board Committee (SABC).

Publications: Free copies of various publications, booklets, brochures, and magazines relating to student leadership, community service, career exploration, and organizational development are provided to recognized organizations.

RESPONSIBILITIES OF STUDENT ORGANIZATIONS

- Maintain active and up-to-date files with the Office of Campus Life (e.g., membership list, constitution, advisor consent, calendar of events).
- Participate in mandatory activities and events sponsored by the Office of Campus Life, including, but not limited to, leadership workshops, retreats, and Club Council meetings.
- Accept responsibility for the supervision and safe operation of all sponsored programs and events.
- Assure that all promotions and advertisements for events involving the use of college property or facilities shall identify the group sponsoring the event.
- Accept responsibility for costs associated with hosting events (e.g., security, facilities, damaged property, and cleanup), or other contingencies related to the utilization of college-owned property and facilities.
- Refrain from conducting activities or events, in which the purpose or result is financial gain for individual members or associates of the organization.
- Abide by all state financial guidelines when receiving funds from the college.

- Comply with University policies and regulations as defined in the STLCC Student Code of Conduct, and the Office of Campus Life policies and procedures, as well as local, state, and national laws.

Please Be Advised:

Nothing in this document shall prohibit the Chancellor, Vice Chancellor, Campus President, Chief Student Affairs Officer, or designee from taking immediate emergency action concerning all organizations whenever the interest and public image of the college is at stake. In addition, individual members of organizations are subject to all judicial policies relating to student misconduct.

The college's policy on HAZING applies to all student groups and organizations. Missouri statutes prohibit students from engaging in any kind of hazing action or situation on or off campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization. The hazing policy can be found at [Student Conduct Rights and Responsibilities \(stlcc.edu\)](http://stlcc.edu).

The Campus Life department may suspend or revoke an organization's recognition at any time for violating any of these regulations. Campus Life can also bring charges against organizations and/or their members through the judicial system for violations of the Student Code of Conduct. Sanctions for violations of the Student Code of Conduct may result in suspension or termination of an organizations' existence at the college.

Part Two

Student Organization Advisor's Roles and Responsibilities

Roles & Responsibilities of the Advisor

The advisor is an integral part of every student club/organization. As a member of the faculty/staff of the college, the primary functions of the advisor are to actively advise, to counsel and to serve as a resource person. By asking appropriate questions or making insightful, informed suggestions, the advisor will assist in the personal development of students while aiding in the growth of the organization. The advisor should encourage mature thinking and responsible action that will strengthen the organization while contributing to the quality of the campus community.

General Advising

1. Effective advisors are those who render advice, offer counsel, and serve as a resource person. Advisors should offer ideas and suggestions that students can consider. Advisors should realize that, on occasions, students might not accept his/her advice and should expect to be respectfully challenged; however, this should not be interpreted as an indication that his/her services are no longer desired.
2. Advisors should refrain from taking charge of the group, and making decisions for the group without student involvement, feedback, and agreement.
3. Advisors should attend workshops, meetings, and social events to become acquainted with members of the organization, its mission, and operations. These opportunities are designed to bring members of the group together.
4. Advisors should provide input when organizations are planning events. They should point out the difficulties inherent in the plan, suggest other ideas, and ensure that the group is following college policies. Advisors should always seek clarification from appropriate members of the Campus Life department when needed.
5. Advisors should provide constructive criticism when it is deemed necessary; however, positive organizational accomplishments should be appropriately acknowledged as well.
6. Advisors should not hesitate to contact the Campus Life staff to discuss organizational problems, changes in organizational membership, or any other concerns that may be of interest or importance to the college.

Attendance at Events

1. Advisors must approve all events hosted and facilitated by the student organization. Advisor's signature of approval must appear on ALL appropriate documents related to that prospective student organizations requested activity.
2. Advisors are required to attend all approved student club activities (i.e., social events, workshops, parties, retreats, information tables, community service events). For parties, retreats and some social events, advisors are expected to attend for the ENTIRE duration of the event.
3. If an advisor cannot be present at an approved activity, he/she must submit the Event Substitute Chaperone form to the Campus Life department. This form must be submitted at least two (2) business days prior to the date of the approved activity.
4. Failure of the advisor or substitute chaperone to attend for the duration of the event, could result

in cancellation of that activity by authorized college personnel (i.e., Campus Police, the Campus Life Manager, and/or the Vice President of Student Engagement) and suspension of the student organization for the remainder of the academic year.

Withdrawing from Being an Advisor

1. If at any time a student organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Student Activities Assistant to seek mutual understanding. The final decision rests with the Campus Life department.
2. If for any reason an advisor is unable to continue to serve, they must verbally notify the student organization and submit a written resignation to the Student Activities Assistant, indicating the reason(s) why they are stepping down and the effective date.

What the College Expects from Advisors

The following are provided as basic and obvious areas of responsibility. It is assumed that one who accepts the role of advisor:

- Is a current employee of St. Louis Community College and must retain this status to continue to serve as an official advisor.
- Will not accept an invitation to serve as an advisor (or continue to serve) if he/she is not prepared to fulfil the expectations of such an appointment.
- Assumes the advisor's role voluntarily and is expected to uphold the best interest of the college and student organization.
- Is interested in the organization and is knowledgeable about its purpose, programs, and constituency.
- Serves as a consultant and a resource to the members of the organization.
- Assists the organization in developing and achieving performance objectives and facilitating programs that will provide educational and leadership experiences for members.
- Understands the financial procedures of the organization and the college.
- Assures that the organization takes reasonable precautions in its activities to ensure that college policies and federal laws are not violated, nor the welfare of members are jeopardized.

What Student Organizations Expect from Advisors

The members of student organizations need the services of the advisor. The decisions that must be made and the planning that must be done often require advice from someone with experience. Members will expect the advisor to:

1. Know them by name and show interest in them as individuals. Encourage and motivate them.
2. Believe in the organization and manifest the enthusiasm necessary to help the organization work towards its potential.
3. Understand the organization, be aware of its constitution and assist them in formulating goals, planning activities and programs, and improving their leadership skills.
4. Assist them with developing procedures and methods for maintaining an effective organization.
5. Guide the organization in maintaining records, facilitating, and managing meetings, adhering to established college financial procedures, as well as evaluating group projects and individual performance.
6. Encourage and support them during challenging situations. Be available when emergencies arise and when necessary, serve as a conflict management mediator.
7. Attend/participate in regularly scheduled meetings, programs, and activities of the organization to the greatest extent possible. Encourage members to attend these activities as well.
- 8. Sign all required forms and paperwork. The advisor's signature must be on all appropriate documents. No activity will be scheduled without prior approval of the advisor.**
9. Be in attendance for the duration of organizational events, both on and off campus. Arrive 30 minutes before the start of the event to help with set-up, meet with club members, and review event responsibilities.
10. Refrain from taking charge of the group, and making decisions for the group without their involvement, feedback, and consent.
11. Be aware of resources at the college and within the surrounding community.

What Advisors Expect from Members

For the advisor to serve effectively, the members must also meet certain expectations. The advisor should expect members to:

1. Keep them informed of all organizational activities, meeting times, event locations, and agendas. Provide them with copies of meeting minutes, as well as any other materials that are sent to the membership.
2. Meet regularly with the advisor to discuss all plans, potential problems, and changes in membership.
3. Develop and use good records and sound financial procedures. Adhere to all college policies and guidelines.

4. Do not commit the advisor to any event, meeting, etc. without his/her consent. An organization must not assume an advisor will attend all events or continue to serve as their advisor unless the advisor has agreed to.

Part Three

Policies and Procedures

ADVERTISING

ORGANIZATION PUBLICITY

Student organizations are permitted to place promotional materials on bulletin boards on the campus of STLCC.

- Fliers and posters may be hung throughout campus in approved areas only.
- All materials for posting must first be approved and stamped prior to distribution.
- An “Approved” stamp is administered by the Office of Campus Life only. This stamp is required for all materials to be posted on campus.
- Fliers for parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage.
- Materials of an explicit sexual, demeaning, or degrading nature are prohibited.
- The sponsoring organization must be clearly indicated on the flier. When withholding the organization’s name is a part of the promotional strategy, the Office of Campus Life must be informed.
- No more than one sign concerning the same event or containing the same information may be posted at any one time on any one bulletin board by a person/organization.
- Signs, announcements, bulletins, and any other types of material must not be affixed to trees, pillars, doors, walls, windows, or any other area or surface.
- Fliers and/or posters with adhesive, including but not limited to, duct tape and glue, which may damage surfaces, is prohibited.
- Postings not approved by the appropriate college personnel will be removed and discarded immediately (STLCC is not responsible for any postings that are removed due to violation of these guidelines).

Please Note: Student organizations that do not adhere to this policy will be subject to the following disciplinary actions:

- 1st offense Written warning
- 2nd offense Loss of posting privileges
- 3rd offense Loss of recognition

DISTRIBUTION OF RELIGIOUS AND POLITICAL MATERIALS

Distribution of religious and political materials by student organizations on the STLCC campus is permitted if approval has been obtained from the Office of Campus Life. However, at no time will the distribution of religious and political material interrupt the academic process.

BANNERS

Registered student organizations can reserve space on campus to hang banners. Reservations must be approved by the Office of Student Life.

CHANGE OF OFFICERS DURING THE ACADEMIC YEAR

When new officers are elected or there is a change mid-year, organizations must complete a new *Organization Officer and Membership Form* and submit it to Campus Life. If a new officer is selected after the mandatory Student Organization Summit, it is the responsibility of the new officer to thoroughly review the Student Club Handbook to learn important regulations related to successfully running an organization. New officers are also encouraged to visit Campus Life if there are any questions or concerns, and to work closely with the organization's advisor, who is knowledgeable about the organization and college policies.

OFF CAMPUS ACTIVITIES & PROGRAMS

Clubs/Organizations must get approval from Campus Life to host an event, program, trip, or attend a conference off campus. All requests are to follow the same process as on-campus events.

DUES

Student organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. All guidelines related to dues must be clearly stated in the organization's constitution and all monies collected must adhere to the policies and procedures outlined by Campus Life.

FINANCIAL REQUESTS

All financial requests must be submitted via the online SABC form, which can be found on the Student Clubs and Organizations webpage.

MONTHLY REPORTS

All student organizations are required to submit a monthly report. Reports are due the first Friday of every month by 4:00pm. Reports must be submitted electronically by completing the Club and Organization Monthly Report form, which can be found on the Student Clubs and Organizations website.

USE OF THE COLLEGE NAME AND LOGO

The STLCC logo and colors may be used by student organizations on promotional materials, provided that the following guidelines are followed:

- The college logo and colors must not be rekeyed, redrawn, re-proportioned or modified in any form.
- Individuals should not deviate from the established visual standard by attempting to design their own logo.
- Logos and colors must always be in accordance with college guidelines.
- The college logo and colors cannot be used in conjunction with the promotion of alcohol, tobacco, or drug products.

Detailed guidelines can be found at [Marketing and Communications \(stlcc.edu\)](http://Marketing and Communications (stlcc.edu))

FUNDRAISING

Student Organizations are only permitted to fundraise on behalf of 501 (c)(3) organizations (example: Stray Rescue, Children's Miracle Network, Shriners, etc.). All fundraising activities must adhere to the policies outlined in the *Student Club/Organization Fundraiser Guidelines*. Raffles and contests for fundraising purposes are permitted on a case-by-case basis.

ETHICS IN FUNDRAISING & SOLICITATION

If a student organization makes a commitment to raise funds on behalf of a charitable organization, the organization is obligated to uphold its commitment. When fundraising on behalf of a specific charity, the organization is required to disclose what percentage of the proceeds will be donated to charity and where the rest will be distributed.

PRIZES FOR FUNDRAISING

In many cases, students winning prizes may incur tax obligations. Student organizations wishing to purchase prizes, gift cards, etc., must gain approval from Campus Life. Upon receiving such prizes, the winner may be required to provide personal information, which may be reported to the IRS.

GIFTS IN KIND FOR FUNDRAISING

Student organizations are permitted to receive donated gifts (separate from cash donations) from non-STLCC organizations. This is a wonderful way to solicit companies or organizations to donate items to be raffled off, used as prizes, etc. However, prior approval must be granted from Campus Life.

COLLEGE BOOKSTORE

To avoid direct competition with the College Bookstore, student organizations are **not** permitted to sell books or paraphernalia already being sold in the bookstore.

MEDIA OUTLETS

STLCC requires that all contact with the media be arranged through the Marketing and Communications department. They will work with your organization to effectively attract and work with the media.

SOCIAL MEDIA NETWORKS

Student organizations are encouraged to use social networks such as Facebook, Twitter, YouTube, Instagram, etc., to promote their events and programs. In doing so, student organizations should create accounts under the name and likeness of their respective organizations. At no time will organizations be permitted to use social networks in a way deemed derogatory to any on-campus or off-campus entity. Additionally:

- Messages that violate college policy, local, state, and federal statutes are prohibited
- Messages of explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of persons are prohibited
- Use of the network for the solicitation or sale of items is prohibited
- Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage

The above guidelines apply to student organizations collectively and individually. This means the organization will be held responsible for violations committed by individual members of the organization.

VENDOR REQUESTS & PURCHASES

Student organizations are allowed to purchase goods and services from those vendors that have been approved by the college. Campus Life will serve as liaison between the vendor and the student club. Campus Life will assist you with obtaining quotes, approving artwork, sending payment, and receiving shipments. **Students cannot sign contracts on behalf of the college and are not allowed to personally enter into purchasing agreements or receive shipments.**

All quotes must obtain the following:

- Official Company Name
- Company Address and Contact Information
- Quote Number
- Billed to and shipped to, must be to STLCC Campus Life

Please Note! Students and advisors will NOT be reimbursed for purchases made or money spent on items on their own. All purchases MUST be made through the Campus Life Office from college approved vendors. Campus Life must approve all club/org spending and purchases.

RECORD KEEPING

All organizations are encouraged to keep good records. These may include minutes, records relating to programs, scrap books, historical records, financial records, reports, and evaluations. Not only should these be maintained, but they should also be reviewed and catalogued in some fashion.

Finances

Organizations receiving funds from the College must maintain records. All members should be familiar with the procedures and policies related to budget requests.

Constitution

The constitution is the document that maintains the structure and procedures of the organization. All organizations must review their constitutions annually. When changes are made, copies of the revised constitution must be submitted to the Campus Life department.

Part Four

Additional Tools

Keeping Your Members

It is the job of the president of an organization to be aware of member's needs, feelings, and interests. People join groups for a host of reasons, including a sense of belonging, creative outlets for their talents, experience in planning and programming, and service to the community to name a few. If the group's leader is aware of the member's interests, he or she can direct their talents to tasks of the organization that are most rewarding for them. The president must not be afraid to trust members with organizational responsibilities.

Responsibility must be delegated. A president cannot run an organization alone. Committee members have the energy to keep the organization moving forward, therefore, their talents and ideas must be trusted and respected. To keep members motivated, keep the following ideas in mind:

- Delegate committee tasks according to each member's interests and enthusiasm.
- Be honest. Tell everyone what is expected of him or her. If you need to offer criticism to anyone, do it privately, and be sensitive so as not to embarrass anyone.
- Be sure that you offer praise when a job is done correctly, timely, and creatively, etc.
- If you have made a mistake, admit your error. Ask for advice. Your frankness will reflect a positive leadership attitude.
- Reward excellent work. Praise, when used genuinely, will encourage performance. Throw an appreciation party for your members after you have sponsored a successful event.
- When assigning tasks, try to equalize the workload among members. Ask everyone to take turns doing less popular jobs such as set-up and clean-up.
- If you have lost some members, try sending an update about what is going on and what needs to be planned. Invite everyone to your next meeting. You might plan to serve refreshments or whatever you deem appropriate.
- If you need some members with specific talents such as advertising, budgeting, writing, and graphic design, advertise your membership openings in appropriate departments.
- When trying to tell others about your organization, it is to your advantage to have complete and accurate facts so they will not be disappointed after joining. The easiest way to do this is to compile an Organizational Profile or Organization Fact Sheet and give a copy of the information to everyone who will be recruiting for the organization. The answers to the questions should be as accurate as possible, so you may want to check your constitution and by-laws for consistency.

Clues on Being an Effective Group Member

Discussing problems is sometimes difficult. Emotions often become involved to such a degree that our attitudes become biased. Wise group decisions are important but are difficult to make.

Some studies of group behavior suggest the following for effective group leadership and productive membership:

- Speak your mind freely, but always be polite and respectful of others. The monthly meeting is your chance for you to say what you think.
- Say it! Do not fight over the ownership of ideas.
- Once you have given your idea to the group it becomes group property. Do not argue for it, just because it is yours.
- Listen thoughtfully and critically to others. Try hard to get other views.
- Do not accept ideas which seem unsound but remember to respect different points of view.
- Do not monopolize the discussion. Make your point in a few words and then pass the ball to someone else.
- Do not let the discussion get away from you. If you do not understand where it is going, say so.
- Take part in friendly disagreement. When you are on the other side of the fence, say so and tell why. But do it in a friendly way.

Avoiding Liability (Advisor)

It is natural for advisors to be concerned about liability as it relates to advising student organizations. To reduce risk, advisors should promote the “Reasonable Standards of Care” principles within the organization. This requires that those responsible for an event or activity know and adhere to guidelines and standards of safe conduct. Advisors are expected to ensure that they and others behave in such a manner as to reduce risk, thus protecting both the student group and the advisor.

Below are some key considerations to know to limit potential liability issues.

1. Common negligence law states that liability can be established when there is some duty of care to the person or situation; that duty is breached; the breach results in injury, harm, or loss; and the breach is the direct cause of the damage.
2. An advisor can be found responsible for the negligence of the student organization if the advisor does not act as a “responsible competent person” would.
3. No student organization or advisor can bind the university to a contract. To avoid instances of financial liability, advisors should not sign his/her name nor the school's name on agreements or contracts on behalf of their organization. This could lead to individual liability issues.
4. Advisors should pay close attention to nondiscrimination, sexual harassment, and disability laws. Within the campus environment, student organizations must adhere to these laws. Membership practices or activities that could be perceived as discriminatory are prohibited and could result in the suspension of the student organization for the remainder of the academic year.

5. The purpose of faculty/staff attendance at student functions is two-fold. **First**, the presence of faculty/staff members affirms the desire of the college to create a meaningful co-curricular program with full faculty and staff support and participation. **Second**, the presence of faculty/staff members fulfills the requirements of responsible supervision incumbent upon the institution. The faculty/staff advisor assumes the role of official institution representative at the function and has responsibility for making decisions that affect the safety, welfare, and proper conduct of those in attendance.

6. The faculty or staff member who accepts the position of advisor must be aware of the responsibilities inherent in the function. It can be stated that the advisor is a college authority and is responsible for making decisions during the function that affect the safety, welfare and conduct of those attending. ***Such authority extends even to the decision to terminate the event.*** Advisors should consult with Campus Police to make the final determination with regards to the safety and welfare of others.

7. Specific decisions that might arise could relate to such matters as overcrowding, fire hazards, requests to extend or curtail the hours of the event, admission of undesirable person (s), (i.e., obviously impaired individuals) and improper use of college equipment. In these and other similar matters, the Advisor (s) will consult with Campus Police to act in the best interest of those present and the college.

8. Advisors are expected to be present at the location of the event when the scheduled building/room is first opened. Before the start of the event, the advisor should familiarize themselves with any equipment being used.

9. For events where security personnel have been secured, advisors should meet with members of the security team and discuss their duties. The number of security officers required at an event is pre-determined by Campus Police and the Campus Life Manager, with approval by the Vice President of Student Engagement or designee.

10. To ward off any potential problems, it is strongly suggested that advisors remain in frequent communication with the security personnel and the sponsoring student organization during the event. In case of an emergency, such as fire, disorderly conduct or personal injury, the advisor or student group should notify the proper authorities, who will take charge of the situation.

11. If an emergency or incident of a serious nature takes place, such as a personal injury or loss of property, the advisor should prepare a written report and submit it to the Campus Life department and Campus Police the next business day.

12. At the close of the event, security personnel and the advisor should inspect the room/building to ensure that the room is returned to its original state and that all persons have exited the event.

PLEASE NOTE! If neither the advisor nor the substitute chaperone can be present during an approved sponsored event, that event will be canceled.