

# **Darton College Club Advisors Handbook**



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\* Can also be found in Outlook, Public Folders

## **Introduction**

This Student Organization Handbook is created primarily for faculty and staff advisors, but also for student leaders of campus clubs and organizations to use as a resource for helping your organization achieve success. This handbook will provide information you need to know to appropriately lead and guide your campus group. Your role as advisor is greatly appreciated by the Office of Student Activities as well as by all students who benefit from your hard work, caring and involvement.

### **Why do we have student clubs and organizations on campus?**

Research confirms that involvement on campus promotes a number of desirable outcomes such as: increase in the likelihood of a student continuing his/her education, improvement of student academic performance, promotion and development of leadership skills, and enhancement of one's appreciation of diversity. Indeed, student activities can be a rewarding component of each student's education. Through participation in activities and clubs, students can compliment the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, etc.

Student organizations also help to create a sense of community on campus. We want students to think of Darton College as their home away from home, since the healthiest collegiate environments are characterized by a sense of community and caring. Such an environment is best suited to support academic and personal development.

### **How is an advisor selected and what are the qualifications to serve as an advisor?**

Every student club or organization must have an advisor. Advisors must be a member of the faculty or staff employed on campus. The students should ask the faculty/staff member if he/she would be willing to serve as an advisor. The advisor must agree to serve in this capacity. The voluntary association between the advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill the expectations. An advisor may not serve as an advisor to more than two (2) clubs at one time.

### **What is the role of the advisor?**

The advisor plays a critical role in helping a student organization achieve success. Student leaders are fairly transitory (especially at two year institutions), so the advisor is in a unique position of providing continuity for the organization to make transitions seamless. The advisor should be thoroughly familiar with all institutional policies and practices related to student organizations. He or she should make sure that the student leaders have appropriate information so that they will abide by all policies and procedures and be as effective as possible.

## Responsibilities of an Advisor

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of general responsibilities.

- **Communication Link** – The faculty/staff advisor is the primary link between the student group and the College administration. The advisor must be familiar with institutional policies and procedures in order to convey accurate information to the club. The Office of Student Activities communicates with student organizations via the advisors about such important things as how to apply for and access funding, leadership training, Club Fairs, etc. Therefore, the advisor should be sure to respond to all communication from Student Activities and relay the information to the organization's leadership. The Office of Student Activities will also communicate directly with student leaders, but often advisors are more readily available, especially during transition between semesters.
- **Financial Supervision** – The advisor should monitor the organization's budget. All organizations have a Student Activities club account. Advisors must sign all paperwork concerning this account. The organization may also set up an Agency Account in the Business Office. No off-campus accounts are allowed.
- **Organization Meetings** – The advisor should attend all regular and special meetings of the organization (when not in class conflict) in order to stay informed, be available for consultation and/or to introduce ideas and suggestions. Meetings should be held as often as necessary. Most clubs meet either weekly or monthly.
- **Operational Guidelines** – Become familiar with the contents of the organization's constitution. The Student Handbook and this document ensure the organization's actions are in line with Darton College goals and guidelines and those of the specific organization.
- **Leadership Development** – Through personal interaction and program development, the advisor can play a significant role in furthering leadership development, personal growth of members, and identifying new leaders for the organization. Some organizations choose to have a formal leadership building retreat or workshop during the year. This affords the advisor a great opportunity to provide the resources for success. It can also serve to motivate members!
- **Clerical** – Be sure that all requirements for an organization's registration are met in a timely manner. Verify student eligibility and ensure that officers meet academic requirements.
- **Events** – Be aware of and consult on all activities of the group and participate when possible. Ensure that all events, activities and programs scheduled by the organization follow proper planning procedures as specified by the Office of Student Activities. This is particularly important when an event involves travel.
- **Continuity** – The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members. The advisors walk a fine line in maintaining history while allowing new leadership to develop the organization in new and different

directions. The key to success is remembering that the organization belongs to the students, and part of student development may include allowing for mistakes or organizational and programming experiments.

- **Personal Assistance** – The interaction between advisor and organizations and their members provides a unique opportunity to assist individuals. Knowledge of campus/community resources enables the advisor to make appropriate referrals. Always remember to maintain appropriate confidentiality when students disclose personal information, but also know when to seek guidance. If issues arise, notify the Director of Student Activities, who in turn may involve the Counseling Center or other appropriate resources.
- **Interpretation of Policy** – As a representative of the College to the group, the advisor is constantly in a position to interpret Darton College policies and regulations relevant to the student organization. Advisors should confirm interpretation of policies with the Director of Student Activities.

## Tips for Club Advising

### Do

Allow the group to succeed  
Allow the group to fail, within reason  
Know your limits  
Know your group's limits  
Be visible  
Be consistent with your actions  
Teach Leadership  
Keep your sense of humor  
Learn when to speak/when not to  
Inform group of policies  
Note your work on your annual report

### Don't

Control the group  
Manipulate the group  
Miss group meetings or functions  
Take ownership of the group  
Close communications  
Be afraid to let your group try new ideas  
Know it all  
Take everything so seriously  
Say "I told you so...."  
Act as the President  
Believe you are insignificant

## Organization Policies

### Purpose of Student Organizations at Darton College

In supporting a "free marketplace of ideas," Darton College provides the opportunity for students to freely associate in formal organizations around common interests. In a community of learners, dedicated to diversity and democracy, student organizations offer educational and personal growth for students, faculty, staff and the larger community. Student organizations, whose purposes are consistent with the mission of the College, are encouraged to be full and active participants in the life of the College.

### Registration Process

All Darton College student organizations must be officially chartered through the Office of Student Activities. The initial procedure for an organization seeking recognition includes submitting an Application for Club Recognition (Appendix 1) to the Director of Student Activities. A constitution and bylaws must be submitted with the application

(Appendix 2). Recognition is contingent upon an active membership of at least five (5) currently enrolled students.

The Director of Student Activities shall examine each application and reject those not submitted in proper form. The Director may request a hearing on the proposed recognition and may request that the hearing be held before the Student Services Committee. He may request oral or documentary evidence and will preserve a record of the hearing for use in event of appeals.

If the Student Government Association endorses the application, and if the Director of Student Activities recommends approval, the application is submitted to the Vice President for Student Affairs for approval.

### **Criteria for Recognition and Review Procedure**

Recognition shall be granted to those organizations whose purpose and proposed activities are clearly related to the education, goals and mission of the College.

Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:

1. The regular and orderly operation of the College
2. The requirements of appropriate discipline within the College community.
3. The academic pursuits of teaching, learning and other campus activities.
4. The laws or public policies of the State of Georgia and the United States.
5. The statutes and regulations of the College and the policies of the Board of Regents.

If the Vice President of Student Affairs does not approve recognition, the organization may appeal the decision to the President of the College, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such a form as the President may require.

### **Rights of Student Organizations**

Recognition authorizes an organization:

1. To use college facilities and equipment, subject to the policies of the Board of Regents and to college regulations governing allocation of student activity fees.
2. To be eligible to receive student activities monies subject to the Board of Regents policies and to college regulations governing student activities fees.

### **Rules and Regulations Governing Student Organizations**

#### **Financial Responsibility**

1. Use of allocated student activities monies must conform to the purposes and practices approved by the allocating authority.
2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

#### **Conformance with Organization Purpose**

Activities of organizations must be in conformance with their applications' stated purposes.

### Campus Displays

Displays, such as posters, notices, or banners, which litter the campus or damage the property of the College or of other persons or entities, which are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited.

### Property Damages

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited and the student organization shall be responsible for all damages.

### Disorderly Conduct

Organization activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the college, are prohibited.

### Parades, Student Rallies and Gatherings

Parades, student rallies and other such gatherings either on or off campus must be cleared with the Vice President for Student Affairs through the Office of Student Activities before they may be undertaken.

Use of facilities, equipment and other college property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

### Law Violations

No organization shall commit, encourage, condone or contribute to violations of college statutes and regulation, the policies of the Board of Regents, the laws of Georgia or the United States.

### Eligibility for Membership and Officer Status

Active membership shall be confined to currently enrolled students.

One hour per semester is the minimum academic load for a student participating in a student organization.

A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.

### Organization Publications

Student organization publications shall not contain material which is in violation of the Georgia Code of Law (Sections 16-11-39, 16-11-40, 16-12-80, 16-21-81), or which may create a substantial likelihood of material interference with the regular and orderly operation of the college.

Student organization publications shall abide by the guidelines and policies recommended by the Office of College Relations.

### Budget Requests and Rechartering of Clubs and Organizations

All recognized (chartered) organizations will submit a Club Budget Request and Recharter Form (Appendix 3) each spring semester. The form will:

1. be an indication of the organization's interest in continuation,
2. provide the Director of Student Activities with the name of the sponsor for the following year,
3. provide the Director of Student Activities with a total number of members,
4. provide the Director of Student Activities with the purpose and goals of the organization,
5. provide the Director of Student Activities with the organization's requested budget for the upcoming year.

Criteria for recharter:

1. Clubs must have held or participated in at least one visible campus activity per academic year and one community activity per year as determined by the Darton College Report of Student Activity Form, S65 (Appendix 4).
2. Subjective evaluation by the Student Services Committee. The advisor and club president may be asked to appear before the committee.

A copy of each organization's constitution and bylaws and all subsequent amendments thereto must be submitted to the Director of Student Activities within seven days of enactment.

A list of officers must be submitted to the Director of Student Activities by October 31 each year.

### **Review and Enforcement of Regulations**

The Director of Student Activities shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President for Student Affairs, or at his discretion, by the Student Services Committee. The Vice President or the Committee may request the presentation of oral and documentary evidence presented at the hearing. The Vice President or the hearing committee shall have a recording or transcript of the hearing prepared. The Vice President or the Committee may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization
2. Monetary fines, withholding or withdrawal of allocated student activity monies
3. Restitution for damages
4. Probation of recognized status
5. Suspension of recognized status
6. Withdrawal of recognition

An organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad hoc committee in determining the issues involved.

### **Final Review Powers of the President**

Upon notice and hearing, the President of the College may review at any time the recognition of any student organization, and make whatever final disposition of the matter deemed necessary for the best interest of the College.

### **Funding for Student Organizations**

1. Student organizations and activities are mainly financed by the Student Activities Fund. The main source of income for the Student Activities Fund is the student activities fee paid by students taking four or more hours.
2. In order for any club or organization to receive funds from Student Activities, they must submit a budget request to the Student Services Committee each spring semester. Clubs will be eligible for a minimum of \$300 to a maximum of \$3000. All clubs/organizations must complete Appendix 3. Clubs submitting a request for the minimum amount of funding will not be required to submit an itemized budget. Clubs submitting a request for more than the minimum amount of funding will be required to complete an itemized budget.

Itemized budget requests must be submitted by the deadline otherwise the club/organization will receive the minimum amount of funding.

#### **Allocation Guidelines**

- Club or organization must be recognized as an approved Darton College organization.
- Club or organization must submit a request for funds in writing and must include an itemized budget for the upcoming year.

Written request must include: use of previous year's funds, plans for the upcoming budget year, club officers, club advisor, meeting dates and times, total membership, and average membership at events and meetings, purpose of club or organization.

Itemized budget should include: how funds will be used, amount requested for each project/item, description of project/item, justification for project/item, and any supplemental funding that the club will receive for this project/item (i.e. raised funds).

- Funds may be used for travel and expenses to national and state conventions, conferences, and competitive events. All travel funds shall be in accordance with the Student Travel Guidelines (Appendix 6) and travel regulations for the College. Clubs/organizations must submit required paperwork.
- Meeting with the Student Services Committee may be required.
- All Student Activities funds must be spent in accordance with normal College budget and procurement procedures.

#### Criteria for Determining Club/Organization Funding

- Past year's budget usage
- Amount of financial support raised by membership
- Degree to which the program benefits the College community
- How expenditures relate to club/organization's purpose
- Budget request turned in by deadline

Examples of acceptable projects/items to be funded are: Supplies (general office supplies, poster board, paint, paper, etc.), Speakers/lecturers, Conference/Competition Travel, Service Projects (direct donations from allocated funds are not permitted) and Events open to entire campus.

Examples of unacceptable funding requests are: Parties for club members, Material/equipment/supplies for individual use, Alcoholic beverages, Tobacco products and Food (unless it is in conjunction with a special program or event).

#### Budget Procedures for Requesting Student Activities Funds

Each recognized club or organization must submit a budget request for each academic year (July 1 – June 30) no later than the first week of March of the preceding year to the Student Services Committee.

The Student Services Committee shall review all budget requests to see if the allocation guidelines have been met and are in line with anticipated revenues. The Student Services Committee, with the advice from the Director of Student Activities, shall submit recommendations to the Vice President of Student Affairs for approval and recommendation to the Board of Regents.

#### Timeline for Budget Requests

Early February	Budget Request Information Session
Early March	Budget Request Submission Deadline
Late March	Budget Review meeting

Early April	Notification of allocation
Mid-April	Appeals Hearing
Last week of semester	Notification of final allocation

For more information please contact the Office of Student Activities, C-112 or 317-6750.

3. In order for any club or organization to receive funds from Student Activities, the must submit a Club Budget Request and Recharter (Appendix 3) to the Student Services Committee during spring semester. Clubs may elect to request the minimum amount of seed money or they may submit an itemized budget request. The Student Services Committee will allocate funds for each club or organization based on their request. At the beginning of the fiscal year, these funds are placed into an account in the organization's name. Requests for expenditures of these funds originate with the organization's advisor through the S-20 form (Appendix 5). The request is routed through the Director of Student Activities and the Vice President for Student Affairs for approval, and administered by the Vice President for Business and Financial Services. Requests for expenditures should be approved in advance with adequate lead-time for processing.
4. All activities and events, including fund raising activities, must be cleared through the Office of Student Activities by the S-20 form (Appendix 5). Forms should be submitted at least 10 days prior to the event. Information should include a description of the activity, anticipated expenditures and the account from which the expenditures are to be paid.
5. Funds earned or collected by organizations may:
  - a. Be deposited in the respective organization's student activity fee account and be administered as described above, or
  - b. Be deposited in a special agency account in the Vice President for Business and Financial Services' office and be administered as above, but bypass the Vice President for Student Affairs for expenditure authorization.
  - c. Not be deposited in an off-campus account.
6. The College reserves the right to audit all student club accounts.
7. All chartered student organizations may request additional funds through the Student Services Committee. A written request must include details of the activity, amount of funds requested, how funds will be spent, who is involved, when and where the activity will take place.
8. See Paperwork Procedures and Helpful Hints for spending your club funds!

### **Student Travel**

Student Travel funds are available through the Student Services Committee on a first-come basis. Requests will be reviewed on a case by case basis (Appendix 6). Please read and be familiar with the Travel Policy for Student Activities Funded Events

(Appendix 7). This includes the requirements for using SUV/automobiles/minivans, twelve and fifteen passenger vans, buses and airplanes. All clubs and organizations must submit an S-20 (Appendix 5) and an S-11 (Appendix 8) for all student travel. Students must sign a waiver (Appendix 9) before traveling.

## **Paperwork Procedures**

It is the club advisor's responsibility to fill out paperwork for expenditures using club funds and send to the Office of Student Activities for processing. The procedures listed below will help make this process easier. If you have questions, please contact the personnel in the Office of Student Activities.

**Purchase Requisitions** are used to order supplies and materials for the club.

Examples of these are the following:

- Food
- Induction supplies
- Stoles
- Medallions
- Tee shirts
- Scrapbook materials
- Anything other than what is listed below under Check Requests

A Purchase Requisition can be found on Outlook in Public Folders under Forms. Every order should have a Purchase Requisition prepared and processed PRIOR to items being ordered or picked up. Make a notation on the Purchase Requisition of who quoted the price for the merchandise.

Please take into consideration that Purchase Requisitions must go through channels for approval, so it is necessary to process your requisitions in a timely manner. If a Purchase Requisition is over \$750, it must have the additional signatures of the VPBA and the President.

**IF A BUSINESS WILL NOT ACCEPT A PURCHASE REQUISITION FROM DARTON COLLEGE, THE ADVISOR MUST FIND AN ALTERNATE VENDOR THAT IS WILLING TO ACCEPT A PURCHASE REQUISITION.**

It is a violation of Board of Regents policy for a student or others not employed by the College to make purchases for the College. This includes refreshments for club meetings, inductions, scrapbook materials, decorations, etc. Purchases must be delivered to the college or picked up by the advisor or an employee of the College. The purchases are Darton College property and must be accounted for by the advisor. Once an item has been received, the signed original invoice must be turned in to the Office of Student Activities. ALL original invoices should be given to the Office of Student Activities.

**Check Requests** are to be used for the following ONLY:

- Memberships, registrations, dues

- Refundable Deposits
- Royalties, copyright, commission and License fee payments
- Teaching and instructional services
- Television cable fees
- Entertainment
- Transportation fares
- Utilities
- Exhibition, entry, conference room fees
- Freight
- Food

Check Requests can be found on Outlook in Public Folders under Forms. All Check Requests should be printed on BLUE paper.

Fill out Check Requests completely. This includes tax ID (FEI) number or social security number, name and address.

Back up is required for all Check Requests stating what is being paid and the exact amount.

- Include the original invoice, order forms or applications.
- If a copy of the invoice or any paperwork needs to be mailed with check, an envelope must be addressed and a copy of the invoice/paperwork put in envelope. This is requested by DC Business Office.

**Purchase Requisitions and Check Requests** are to be sent to the Office of Student Activities for processing:

- (1) Account number is assigned
- (2) Director of Student Activities signs
- (3) Vice President for Student Activities signs
- (4) Purchase Requisitions are sent to Purchasing for PO# to be assigned

NOTE: If over \$750, PR must be signed by VPBA and President

Each year in mid-April, the Business Office sends out an email stating a cut-off date for Purchase Requisitions. Please keep this in mind and make plans to use your club funds before the final date.

**REMINDER: PLAN AHEAD!!**

**Process your paperwork in a timely manner to avoid delays.**

## Helpful Hints

- Vice Presidents from every club or organization will represent their organization in the Student Government Association (SGA). In the absence of a vice president, an official representative shall be selected by the membership of said club or organization.
- Mailboxes for each club or organization are located in the Student Center Lobby. Please check your mailboxes regularly.
- Use of facilities can be reserved in J101 through a P-32 form (Appendix 10).
- Club and organization advisors are eligible for the same benefits as fee paying Darton College students.
- All clubs may participate in competition for the Club of the Year Award. This award is presented at the Honors Ceremony in the Spring. Criteria for selection is based on a scrapbook of the club's activities and projects, a written report of completed club objectives, college and community service, average club membership and members attendance at meetings, interview with club president and/or two club representatives and an exhibition of college spirit through athletics, the arts and/or Student Activities. Selection is made by an ad hoc committee. A cash prize is also awarded.
- Call the Office of Student Activities for various volunteer activities for your club or organization.
- Clubs should contact the Office of Student Activities to find out where to post flyers around campus. Clubs are responsible for the removal of fliers immediately following an activity.

# **Appendix And Forms**