



CLUBS AND ORGANIZATIONS HANDBOOK

UPDATED NOVEMBER 2019



TABLE OF CONTENTS

Welcome Letter	3
Meet the Student Life Staff	3
Department Contact Information	3
Student Life Services.....	4
Definition of an organization vs. club	4
Starting and Running a Club	5
Student Government Association (SGA)	5
Process for starting a Club.....	5
Role of the Club Advisor	5
Role of the Student Club Officer.....	6
Suspension of a Club	7
Organizing an Event	7
Process for Planning an Event	7
Organizing a Fundraiser or Collection Drive.....	8
Process for planning a Fundraising	8
Cash Handling Process	9
Purchasing Items	10
Purchasing Promotional Items and T-shirts.....	10
Ordering and Purchasing Printing.....	10
Social Media Guidelines	11
Taking a Trip Travel vs. Off-campus Activity	12
Traveling with CHS Students.....	13
Travel Guidelines.....	14
Risk Management/Emergencies.....	14

Appendices

A. Policies Governing Clubs	15
B. Quick Reference Guide to Forms	16
C. Robert's Rules of Order	17
D. SGA Constitution	18
E. Club Recognition Form.....	21
F. Constitution Instructions	22
G. List of Proposed Club Activities	23
H. Activity Approval Form.....	24
I. Proposed Activity Budget Worksheet	25
J. Additional Funding Request.....	26
K. Fundraising Application	27
L. Fundraising Budget Worksheet.....	28
M. Apparel Request Form.....	29
N. Request and Authorization for Travel with Students Form	30
O. Travel Planning Worksheet	31
P. Emergency Contact Form	33
Q. Waiver of Liability and Hold Harmless Agreement	34

LETTER FROM THE DIRECTOR OF STUDENT LIFE

Dear Student Club and Organization Leaders,

Thank you for your investment in student clubs and organizations at College of the Mainland. Your involvement and participation with COM’s co-curricular activities provide limitless opportunities for developing your leadership skills and enhancing campus life at College of the Mainland.

Student Life appreciates and celebrates your achievements in developing yourself and the broader community through your student group’s programs and initiatives.

As we approach this next semester, we are looking forward to working with you to provide educational, social, cultural and recreational activities to College of the Mainland students.

This club and organization handbook was designed with the success of your group in mind. I encourage you to read this handbook carefully, as it details important information about policies, procedures, and requirements for registered student clubs and organizations. The student handbook also serves as a reference for your club or organization’s structural development, event planning and all forms needed to be active on and off campus.

The Office of Student Life’s Mission is to enhance the overall educational experience of students through the development of, exposure to, and participation in, programs and activities that improve student cooperation and leadership while preparing students to be responsible citizens and complementing the institution’s academic programs.

Should you have any questions or need further assistance on understanding the content of this handbook, please contact or visit the Student Life Office.

On behalf of Student Life, best wishes for a successful year and thank you for your important contribution to the College of the Mainland community!

Sincerely,
Tige Cornelius,
Director of Student Life

STUDENT LIFE STAFF



Tige Cornelius
Director of Student Life
(409) 933-8421
tcornelius@com.edu



Kari Starz
Travel and Events Specialist
(409) 933-8180
kdrake@com.edu or studentact@com.edu



Santiago Guerrero
Student Life Specialist
(409) 933-8190
sguerrero@com.edu



Greg Benefield
Academic Advisor /Retention Specialist
(409) 933-8641
gbenefield1@com.edu

DEPARTMENT CONTACT INFORMATION

Campus Police	Ext. 8403
Marketing and Public Affairs	Ext. 8437
Student Conduct	Ext. 8131
Vehicle Rental	Ext. 8401
VP for Student Services	Ext. 8619
Room Scheduling	Ext. 8528

STUDENT LIFE SERVICES

The Office of Student Life operates as a Student Resource Center for clubs and organizations. Below are some of the services that we provide for your group.

- E-mail boxes – All clubs and organizations are issued an e-mail address. Designate an officer or member to check the club e-mail every day. This will be our primary way of communicating with you. This e-mail box is also the way that prospective members will contact you. For instructions on how to access this e-mail, contact Kari Starz in the Student Life Office. Be sure to check it during the summer as well and to clean it out regularly.
- Photocopying – Bring any club or organization related copy requests to the Student Life Office in the gym. The office staff will either make copies or turn your request in to the Marketing Department. Allow up to 15 business days for items sent to Marketing because they must be sent off campus to be printed.
- Group e-mails – Student Life has the capability to send an e-mail to all of the clubs, organizations and advisors. If you need help with an event or project, your advisor may send an e-mail to the Student Life Office and ask that it be sent to all clubs. This e-mail must be composed by the club advisor. Once approved by the Director of Student Life, it will be sent to all clubs.
- Supplies – The Office of Student Life has a variety of supplies to help your club or organization succeed. Check with Student Life to see what is available to you.

DEFINITION OF A STUDENT CLUB

College of the Mainland policy refers to all approved clubs and organizations as registered student organizations.

What is a student club?

A student club is defined for our purposes as a group of College of the Mainland currently enrolled students, staff and faculty who unite to promote a common interest. Only currently enrolled credit students may be club members, serve as officers or vote on club matters.

In order for a club to exist, it must consist of 7 members and a faculty/staff advisor. Clubs may only be formed at the beginning of the Fall semester and the beginning of the Spring semester. Existing clubs must be re-established during these same time frames. Instructions on how to become a recognized club are on the next page of this handbook. If a club chooses not to go through the recognition process at the beginning of the Fall semester, then it will be changed to a status of INACTIVE.

DEFINITION OF A STUDENT ORGANIZATION

What is a student organization?

A student organization is considered to be critical to the mission and culture of the college and is inherently linked to the college due to their role as college representatives; thus a recognized organization is an integral part of the institution and routinely represents College of the Mainland in the community.

Characteristics of an organization

- A sponsored organization has an advisor that is paid by the institution to specifically advise the organization.
- Most student organizations are chapters of national organizations.
- Organizations have an approved budget and are allowed to collect dues which are typically split between the national organization and the local chapter.

Membership (FKC local)

Both clubs and organizations must follow policy FKC local.

- Membership is open to all COM students, who are in good standing with the institution.
- Membership and leadership positions may not be denied on the basis of race, religion, gender, age, sexual orientation, nationality, marital status, or physical ability.
- Academic or vocational groups may restrict membership only on the basis of a student's GPA and/or program enrollment.
- Any organization found violating the membership policy will lose club/organization benefits and status.

This handbook is aimed towards clubs, but most of the content within this handbook also applies to COM's organizations. If you have a question about whether or not your organization follows the same process or procedure, contact the Student Life Office at 409-933-8180.

College of the Mainland recognizes the vital contributions that student clubs and organizations make to the quality of student life on campus, however, recognition as a College of the Mainland club or organization is not to be interpreted as an endorsement or approval of the purpose and /or activities of any club or organization by College of the Mainland.

STARTING AND RUNNING A CLUB

What is College of the Mainland Student Government Association (COMSGA)?

All clubs are approved and governed by the College of the Mainland Student Government Association (COMSGA). COMSGA consists of two divisions, the COMSGA Executive Board and the COMSGA Club Council. As a whole, COMSGA is the official student governance body at College of the Mainland. Its main responsibilities are to help facilitate student/faculty relations, to ensure that student concerns and needs are met and to oversee student clubs and other activities. The COMSGA Executive board consists of the COMSGA President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian. The COMSGA Club Council consists of the Executive Board and the designated representative from each chartered campus club as well as PTK and PKD.

Process for starting a club and expectations

Any group of students may be recognized as a club as long as their purpose is within existing federal, state and local laws and college policies. Groups interested in forming a club must meet/complete the following requirements. This process only needs to be done once an academic year not every semester.

1. Have a minimum of 7 club members. Club membership is limited to currently enrolled students of the college district. The group may not deny membership to anyone on the basis of sex, disability, age, color, race, nationality or religion. FKC (LOCAL)
2. Have at least one advisor who is a full-time, benefits eligible college employee.
3. Complete and submit a club recognition packet no later than September 28, 2019 in order for a club to be approved for the fall semester, and no later than February 1, 2020 for a club to be approved for the spring semester. All forms and samples may be found in the appendix of this handbook. Fillable forms may be found at <https://www.com.edu/clubs-organizations/resources>. The packet consists of:
 - a. The Club Recognition Form - List your club officers and members on this form. The list of members may be attached, if too long to list on form.
 - b. Club Purpose and Goals
 - c. A Constitution
 - d. A list of proposed activities
4. Each proposed club must have a representative speak at the meeting during which the club charter will be voted on.

For help with any of these forms or what to say at the meeting please, contact a student government officer or advisor through an e-mail listed on their web page at <http://www.com.edu/sga>. Once completed these should be turned in to the SGA president or may be left at the gym with the Travel and Events Specialist, Kari Starz.

After all requirements have been completed, club charters may be approved by a majority vote of the SGA Council and will remain active for one year. Approval of the club charter does not constitute endorsement of its program or purpose by the college. This charter may be revoked at any time by a vote of the COMSGA for any of the reasons listed in section V of the COMSGA constitution.

After charter approval, clubs must meet the following requirements to remain active.

1. Designate a club representative to attend all regularly scheduled SGA Council meetings to announce upcoming activities.
2. Host or Co-host a minimum of two Student Life approved events/activities. No more than one fundraising event per month will be allowed except with the approval of the Director of Student Life.
3. Follow all provisions of the COMSGA constitution

Your club is responsible for notifying SGA and the Student Life Office of any changes in their club (change in officers or advisors, disbandment, etc.). The information may be e-mailed to kdrake@com.edu and sga@com.edu. For more information, please review the COMSGA Constitution or contact one of the COMSGA Advisors.

Club SGA representatives must make every effort possible to be on time to the monthly SGA meetings. Anyone arriving after roll call will be allowed to enter the meeting room but their club will be counted as absent. Club SGA representatives are to dress appropriate for the meeting. If you have any questions about what is appropriate, contact your SGA Parliamentarian. Reference the SGA bylaws for more information.

CLUB ADVISOR GUIDELINES

For the purposes of this handbook, organization advisors are also referred to as club advisors.

1. Club advisors should be knowledgeable or willing to learn about the club's main interest. Club advisors should also be willing to help their club members find resources for their interest.
2. Club advisors should meet with their officers at the beginning of each semester to discuss expectations, roles and responsibilities. An SGA representative should be chosen. The club/organization may also want to designate who will be working with the Student Life office to fill out activity approvals, get a financial report or report any club changes. This may be the same person.
3. It is the club advisor's responsibility to be familiar with the college policies and procedures. The club advisor is also responsible for ensuring that the club/organization officers and members know where these policies and procedures are published and what the consequences are for not following them. The procedures may be

found throughout this handbook and the policies are listed at the back of this handbook. Policies may be found through the College of the Mainland website at <http://www.com.edu/bot>.

4. All Club advisors must complete the Safe Colleges online training modules which are available by e-mailing Kari Starz at kdrake@com.edu. This is required by law and is the advisor's responsibility to disseminate this information to the students involved in their club/organization. This must do this once an academic year for each club and organization.
5. Club advisors are responsible for the club's funds. Club and Organization advisors will be given access to view their account through webadvisor and may ask for the balance at any time from the business office. This account does not include any amounts allotted by COMSGA. This balance may be obtained from the SGA Treasurer or designee.
6. Club advisors must provide leadership and supervision during all activities of the club/organization when it is operating at College of the Mainland and/or in the name of College of the Mainland.
7. Advisors should be available and have a concern for the ongoing success of the club. As well as, provide continuity from year to year.
8. It is the responsibility of the advisor to certify eligibility of all club members. This includes making sure that the members are currently enrolled students. Organization advisors are responsible for monitoring compliance with the guidelines of their national organization when the student organization is a member of a national charter.

ROLE OF THE STUDENT OFFICER

Each club is required to have an officer to fill the following positions: President, Secretary, and Treasurer. Each club is required to have an SGA representative. This responsibility may be written into the description of your president, secretary, treasurer or may be a separate office. This is the minimum amount of club officers required; your club may have more officers if it is written into your constitution.

President: The President shall be responsible for representing the club or organization to the college administration, faculty and/or Board of Trustees; Preside over all club or organization general and executive meetings; Approve General and Executive Board meeting agendas; Vote only in case of a tie; Create committees as needed; Call for special meetings, closed or open.

Vice President: The Vice President position is optional. The officer would take the place of the president, if he/she cannot perform their duties or need a meeting proxy.

Secretary: The Secretary shall be responsible for recording official General and Executive Board meeting minutes; Record attendance for General and Executive Board meetings; Maintain accurate records for the club or organization in conjunction with their Advisor(s); Prepare and disseminate General and Executive Board meeting agendas

Treasurer: The Treasurer shall be responsible for maintaining financial records; collecting, verifying and depositing any funds collected during a fundraiser; working with the Student Life Office in financial matters such as reimbursements. This officer must have a cash handling form on file with the Accounts Receivable Department. This form may be obtained from the cashiers or the Student Life office.

SGA Representative*: Must meet the requirements for section VI of the Student Government Association Constitution. SGA Club Representatives shall be responsible for reporting their respective club's activities during COMSGA General Meetings and disseminating information from SGA to their club membership; Present supplemental club funding requests to the Executive Board; Vote as required by the COMSGA Constitution and bylaws.

In addition to your role above, all Student Club and Organization Officers must:

- Understand your role and responsibilities as written in your constitution.
- Complete the Safe Colleges online training modules once an academic year. It is then their duty as an officer to disseminate that information to the other club members. No student will be allowed to travel until they have completed the Safe Colleges online training modules.

*Organizations, including but not limited to Phi Theta Kappa, Pi Kappa Delta, MM4E, American Society of Safety Professionals, Club Sports (each team), must have a representative attend the COMSGA general meetings who shall be responsible for reporting their organization's activities and disseminating information from COMSGA to their club membership. This person shall also vote on behalf of the organization when the general meeting calls for it. Organizations do not have to provide financial information unless requesting supplemental funding.

RECOGNIZED STATUS OF A CLUB OR ORGANIZATION

POLICY STATEMENT

If an organization is charged with violating any federal, state and local laws or college regulation or policy, their charter will immediately be suspended by the Vice President of Student Services. If found guilty, the club's charter will immediately be revoked by the Vice President of Student Services.

A student organization whose registered status has been revoked may appeal to the College President, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. –FKC (local).

SUSPENSION OF A CLUB OR ORGANIZATION

Failure to comply with the Student Government and/or Student Life Department requirements may affect recognized status. In extreme circumstances, clubs and organizations with recognized status may be suspended or revoked.

The Student Government Association and/or the Director of Student Life may recommend that the Vice President of Student Services withdraw recognition whenever a group:

- Violates COM policies, administrative rules or institutional guidelines
- Fails to comply with Risk Management requirements (Safe Colleges online training modules)
- No longer meets eligibility requirements
- Fails to comply with fiscal procedures

All student clubs and organizations must be approved by the Student Government Association and the Director of Student Life. Each student club and organization must meet and adhere to the guidelines established by the SGA and follow all COM policies and procedures. Any student club or organization failing to observe such rules may have its charter suspended by the Vice President of Student Services, or other restrictions including but not limited to:

- Limit or withdraw facility scheduling privileges
- Limit or withdraw access to funds previously awarded by SGA
- Limit or withdraw the capability to ask for additional SGA funding
- Refer the club or organization to the Office of Student Conduct

ORGANIZING AN EVENT OR ON CAMPUS ACTIVITY

PROCEDURES FOR PLANNING AN EVENT/ACTIVITY (NON-FUNDRAISER)

A significant part of leadership development in a student club/organization is learning to plan and organize activities to ensure a successful event. These guidelines are designed to assist you in creating a well-planned and successful activity. If students are traveling in their own vehicles, not spending the night and the advisor is not receiving a per diem, then it is considered an "Activity" and the Activity Approval form must be filled out.

1. Always plan ahead. Rooms tend to fill up quickly at the beginning of the semester. If you would like to use a specific room such as LRC 131, then it is best to put your request in to Student Life early. Remember it is a facilities requirement that if you are reserving a space in the conference center, you must be having an attendance of at least 30 people. List a back-up location on your activity approval form, in case your preferred room is already reserved for a different event.
2. An Activity Approval form must be submitted to the Student Life Office at least ten business days prior to the activity. If there are any expenses associated with the activity, a budget worksheet and/or a copy of an additional funding request form must be attached. All forms may be found at www.com.edu/clubs-organizations/resources. If your paperwork is received less than ten business days before your event, it will not be approved. If there are absolutely no expenses associated with your event, then you do not need to attach the budget worksheet or funding request. Always look over the worksheet to make sure you are not forgetting any expenses, even if you think you do not have any.
3. Do not publicize, purchase event supplies, etc. until the Director of Student Life has approved the activity. If you make purchases before you receive approval and the event is not approved, you will not be reimbursed for these expenses. Once the activity has been approved, the club/organization advisor will receive an e-mail with a copy of the signed approval.
4. Never sign a contractual agreement. Submit your agreement to the Student Life Office, and they will obtain the appropriate signatures. You may request quotes from vendors. If the vendor does not require a contract, contact the Travel and Event specialist (kdrake@com.edu) in the Student Life Office for instructions.
5. Once the activity has been approved, meet with the Travel and Event specialist to make appropriate arrangements for using campus facilities, placing a work order for tables and chairs, arranging media services for audiovisual needs or ordering food, if necessary.

6. Any funds spent from the fundraising account need signatures from the Director of Student. In addition to your Activity Approval form, documentation verifying that the club has agreed to the funds being spent on these expenses must be attached, for example: minutes from club meeting, e-mail, memo, flyers to advertise the event, sign in sheet, etc.
7. If you cancel your activity, you are required to inform the Student Life Office and COMSGA by sending an e-mail to kdrake@com.edu and sga@com.edu, as well as all necessary departments (i.e. facilities, campus police, maintenance, media services, etc.). The Student Life Office makes every effort to notify the necessary departments but it is your club's responsibility to make sure all departments are notified.

The Travel and Event Specialist in the Student Life Office is a valuable resource in helping you plan your event. Do not hesitate to set up an appointment to go over the details of your event.

FUNDRAISING AND COLLECTION DRIVES

POLICY STATEMENT

College of the Mainland recognizes the need for student groups to raise funds for extracurricular activities. Because the College's name and logo is used for the fundraising activity and often the activity is done on College premises, the College should maintain control of the activity.

PLANNING YOUR FUNDRAISER

Some questions that your club should ask are:

- **Why are you doing this event?** First, it is important to know why you are having a fundraiser. All fundraiser at College of the Mainland must have a specific purpose and must cease once you have raised the funds. What are some reasons for you to raise funds? What do you hope to accomplish with additional funds this year?
- **Who is your target group?** Who has the money? Answering these questions will lead you on the right track toward raising money. List different potential sources (ex. individual departments, students, or community). Target your fundraiser to reach them. Are you going to focus on one group or several at the same time? If more than one group, what do they have in common?
- **How are you going to reach these groups?** This is when you decide what your product or service is going to be. It can be anything from specific items (ex. t-shirts, bake sale) to a service (carwash). What is something they need? Whatever you decide, make sure it fits with your target group.
- **When should this happen?** Choose a date for your fundraiser; think about how the day can benefit your target group. For example, if you want to sell candy bars picking a date close to Valentine's Day would be a good idea. Try to be as detailed as you can about choosing a time that

will expose your fundraiser to the most people in your target area. This date will also serve as a deadline for you to finish the planning process of the fundraiser. Start early; the sooner you begin planning and accomplishing tasks, the more organized and successful your fundraiser is likely to be.

- **Where is a good place for your fundraiser?** This should fit with where your target group is found. For example, if your target group is PTEC students and faculty, then the student center is not the best place to have your event. If your target group is the community then maybe an off-campus location for a carwash is better. Start early and reserve your space as soon as the fundraiser has been approved.
- **What needs to happen in order to make this idea become reality?** Make a list of what needs to be completed in order to accomplish your fundraising goal. Assign a deadline for every item and delegate tasks for members in your club to complete. Get your club involved and give them plenty of time to finish their task. Follow-up with those assigned tasks so that items do not become forgotten and use other people in the club to help hold members accountable. Keep your club focused by reminding them of the fundraiser's purpose.

FUNDRAISING APPROVAL

- All fundraisers require a Fundraiser Application which must be completed and submitted for approval 15 business days prior to an off-campus fundraiser and 10 business days prior to an on-campus fundraiser to ensure that there is enough time to evaluate the request. Application forms are available at www.com.edu/clubs-organizations/resources. Please submit these applications to the Student Life Office for review by the Director of Student Life. Off-campus fundraisers require further approval by the Vice President of Institutional Advancement or designee.
- If there are expenses, a Proposed Activity Budget Worksheet that lists all sources of revenue and expenditures for the proposed fundraiser must be attached to the Fundraiser Application.
- If the activity involves selling in a public place, such as in front of a retail store, etc. the manager of the facility must be informed and appropriate approvals secured. Please forward a copy of this approval to the Student Life Office so that it may be attached to the original application.

CASH HANDLING PROCEDURES

Accountability for Cash Receipts

The Club or Organization will be responsible for maintaining related documentation in order to validate the cash collection efforts. The following steps are suggested to help your club/organization treasurer:

1. Prepare a separate folder or tab in a binder for each cash collection activity.
2. Prepare a reasonable description of the event including date, name and purpose. A copy of the approved fundraising application may be used for this.
3. Include all related evidence of cash collection such as receipts, bake sale tally sheets, etc.
4. Include a reconciliation of cash collected to receipts, etc. Include the name(s) of the persons performing the reconciliation and the date.

Receiving and recording cash

For fundraising events, cash is defined as currency or checks.

1. Prepare the pre-numbered receipt book, bake sale tally sheet or tickets to be used for the event. A tally sheet may be downloaded from the Student Life web page at www.com.edu/clubs-organizations/resources. Whether you decide to use a receipt book, bake sale tally sheet or tickets will be decided by what type of event you are having. For example, a raffle would be tickets and a bake sale would be a tally sheet. Other events may require a receipt book.
2. As cash or checks are received, a receipt or a ticket with a duplicate must be retained for reconciliation purposes unless you are using a bake sale tally sheet.
3. All checks should be made payable to the College of the Mainland. The fundraising account where the check should be deposited should be written on the face of the check. The driver's license number and phone number of the payee should be on the check as well.

Reconciliation

1. Cash reconciliation involves two people. Two advisors or an advisor and the club treasurer or designee must perform the reconciliation together. It is preferred that the people performing the reconciliation not be those involved in the cash collection process. All individuals performing the cash reconciliation must have a cash handling form on file with the Accounts Receivable department.
2. Cash received should be balanced to the receipts, tickets or tally sheet.
3. Any overage or shortage of funds should be included in your documentation of the event. The advisor will deal with this accordingly and make the proper corrections.

Depositing Cash

- The cash must be deposited the first business day after the event or preferably the same day. If it is an ongoing or semester long fundraiser, the funds must be deposited once a week.
- NO OUTSIDE ACCOUNTS MAY BE USED. This is for accountability purposes. All funds must be deposited into your 61 fundraiser account.
- The cash receipts must be deposited intact. Cash receipts should not be offset against miscellaneous expenditures. Contact the Student Life Office before you make purchases to find out how to pay for expenditures.
- The deposit may be made by a club member or the advisor and must be accompanied by the Deposit Transmittal Form located at I:\Campus Forms. Retain a copy of this form and your deposit receipt for club records. Anyone handling cash must have a cash handling form on file with the Accounts Receivable Department. This form may be obtained from the cashiers or from the Student Life office.

Safeguarding Cash

- While funds are being collected, they must be kept in a lock box or money bag that may be checked out from the Student Life Office. This must remain with the advisor or a club officer at all times.
- Once fundraising has ceased, deposit cash immediately.

HELPFUL INFORMATION ABOUT COM FUNDRAISING

- College policies must be observed at all times.
- The use of the College's name and logo will be limited to acceptable activities and to the sort of activities that will take into consideration the institutional values of the College and the promotion of a healthy lifestyle.
- There will be no alteration of the College's letterhead or logo on fund-raising materials or letters. Proposed letters or other material that will be mailed or e-mailed internally or externally must be sent to the Student Life Office to attach to your application.
- Literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty or staff. -FLA (local)
- Student groups are not allowed to solicit donations or gifts from local merchants or corporations without the Vice President of Institutional Advancement or designee's approval by their signature on the original fundraiser application.

- Funds raised must be expended as per the application. Once the funds have been raised, fundraising will cease.
- Student clubs and organizations may organize clothing drives and other similar activities for off-campus charities. This is considered a type of fundraising. A fundraising application must be submitted and proceeds/items from the activity must be sent to the charity within three business days after the drive has ended.
- If a club or organization has been inactive for a period of three years or more, any money in the fundraiser account will be reallocated to the Student Activity Fund per the auditor.

Clubs and organizations that fail to abide by the above guidelines or college policies may lose College fundraising privileges and recognized club or organization membership status.

PURCHASING

Procedures for Purchasing T-Shirts, Pens, etc.

1. Make sure that you have money to make your purchases before getting quotes and creating artwork.
2. Meet with the Travel and Event Specialist in the Student Life Office to discuss the type of item you would like to order, to pick a vendor, and to discuss your design and the time frame.
3. Before a quote can be done, the Student Life Office will have you fill out an apparel request form. It will ask you the following:
 - a. Which account you are using
 - b. When you need the shirts
 - c. Details such as color of item, color of imprint, sizes, quantity, etc.
 - d. The imprint size and the vendor's contact information
4. If an item requires a purchase order, the Travel and Events Specialist will set up a purchase order for you, once you submit the details to her.
5. Once the purchase order has been set up, the Travel and Event Specialist will submit a Marketing request
6. The Marketing Department will send her an e-mail asking for approval on the artwork. She will forward this to the club advisor for approval. If a proof comes directly to the club, please forward it to the Student Life Office at kdrake@com.edu.
7. Your items will be shipped to the Student Life Office. If they end up in your office without going through the Student Life Office, please e-mail a copy of the packing slip to kdrake@com.edu. If there is no packing slip, an e-mail letting the Student Life Office know that you received the merchandise will suffice.

PROCEDURES FOR PRINTING

Your club or organization has two options when it comes to printing. Option number one is to use the templates that are found at www.com.edu/marketing-communications/templates and the second option is to put in a Marketing request. The second option requires money from your budget. Below are the instructions for the second option (putting in a Marketing request).

Print items have a different budget code than promotional items. Verify the account number with the Student Life Office before submitting a printing request to the Marketing Department.

1. Please, make sure that you have money to order print items before submitting a Marketing request. Printing may be charged against your SGA allotment or your fundraising account. Contact the Student Life office for the correct budget number. You do not need to meet with the Student Life office before ordering print items.
2. The advisor will submit a marketing publications request online at the marketing page, <https://www.com.edu/marketing> by clicking on request forms.
3. Your print job will be delivered directly to the club advisor that placed the request. Please e-mail a copy of the packing slip to kdrake@com.edu. This is needed for verifying payment.

It is very important to remember that when ordering items the Student Life Office must be notified either by copying them on the e-mail orders or scanning a packing slip to them. They are responsible for reconciling these college accounts and must be kept informed about what is being spent from them.

POLICY FOR POSTING SIGNS – FLA (LOCAL)

- Poster or sign must include date posted and disclaimer. Date posted may be added after printing.
- Sign (poster or flyer) must be removed after 14 days, if not related to a specific event or 24 hours after the event has ended.
- Signs larger than 22 x 28 inches must be authorized by the Vice President of Student Services

SOCIAL MEDIA GUIDELINES

You are responsible for content on your personal social media accounts; however, these guidelines address professional social media accounts, such as the Japanese Culture Club Facebook page or the COM Student Life Instagram page. The Club or Organization social media account is not to be used as your personal account and must adhere to the following guidelines. If you do not feel that your group will have time to upkeep a social media page, you may send photos and updates to the Student Life office at sguerrero@com.edu, and they may be posted to the Student Life Facebook page. These items will be edited.

Checklist before creating a Social Media Page

Before you create a new social media page, make sure the time will be well spent by answering the follow questions:

- Goals – What do you hope to achieve through social media? Who will be your audience? What are your plans for reaching those people?
- Responsibility – Who will handle the day-to-day maintaining and monitoring of a social media profile? Will staff have the skills and time needed?
- Content – What is your strategy for developing meaningful, dynamic content that gets the conversation going? Do you know how often to post and when to post?
- Listening – Social media isn't just about producing content, be responsive to your followers. Answer questions in a timely manner.
- Tools – Have you chosen which social media platforms you will use and why?

Steps to running your account

1. Creating the account: For all COM professional accounts (for a department, lab, service, etc.), the club advisor creating the account must either make the COM Marketing Specialist, Amanda Garza (agarza@com.edu) an administrator (Facebook) or give the username and password to the COM Marketing Specialist (Instagram, Twitter, etc.). This ensures that accounts can continue in the event you leave the college or an issue arises.
2. Monitoring: The club advisor must monitor accounts/pages regularly (recommended daily) and respond to questions and concerns. If you have questions about how to respond to a comment or question, contact the COM Marketing Specialist, Amanda Garza at agarza@com.edu. The COM Marketing Specialist will be happy to meet with the club advisor and club member managing a current social media account; however, if a page is abandoned or not regularly monitored, COM has the right to request its removal.
3. Posting: Post regularly (at least twice a week) to the page. Know your audience – students, community members, staff – and ask questions, post photos or offer tips. Remember that everything online is public and anyone, not just the COM community, can view it.

CONTENT DEVELOPMENT

All content (text, photos, videos, etc.) should:

- Be accurate
- Be professional
- Be active, up-to-date and posted frequently
- Be grammatically correct
- Be appropriate for a general audience
- Relate directly to COM, the College's mission, postsecondary education, campus activities, or other matters pertaining to education or life as a COM student, faculty member, staff member or alumnus
- Have a clear, concise and authentic voice

Content may not:

- Promote individual opinions or causes that are not directly related to the College
- Infringe on any copyright laws or be posted without permission from the owner
- Contain anything obscene, explicit, threatening or offensive
- Contain student information protected by FERPA

Comments: In the event of an issue or negative comment arising, please contact the COM Marketing Specialist as soon as possible so that she can help you with an appropriate response. (Example: After a negative comment was posted on COM's Facebook page dealing with Student Services, the Vice President of Student Services gave the Marketing Department permission to offer her email and extension to help solve the problem.)

Social Media Best Practices

1. Ask questions and invite responses. The more people like your posts and links, comment on your photographs, answer your polls, participate in discussions and post their own photos, the more people will pay attention to what's going on in your group.
2. Link to other COM pages and groups. Comment on their posts. Share their posts. The bigger our network is, the more people will hear about us.
3. Be authentic. Be willing to post interesting or funny things. Have the voice of a person and not an institution. Be willing to spend some time on your page and online community.

College of the Mainland's accounts:

Facebook: www.facebook.com/collegeofthemainland

Instagram: <https://instagram.com/collegeofthemainland>

Twitter: [@comducks](https://twitter.com/COMDucks)

YouTube: www.youtube.com/user/COMFightingDucks

LinkedIn: College of the Mainland

Student Government Association account:

Facebook: www.facebook.com/comsga

Instagram: <https://instagram.com/comsga>

COM Student Life's accounts:

Facebook: www.facebook.com/COMStudentLife

Instagram: <https://instagram.com/comstudentlife>

Snapchat: @comstudentlife

TRAVEL

PLANNING FOR TRAVEL

An activity is considered travel if a rental vehicle is used or it is an overnight trip. If an activity is off-campus and everyone is riding in personal vehicles and it does not involve an overnight stay, it is considered an off-campus activity. Contact the Student Life office if you have any questions and they will be glad to walk you through it. All Trips need the Request and Authorization for Travel with Students form, the Emergency Contact form and liability waivers.

1. To help you plan your trip, it is suggested that you complete the Travel Planning Worksheet found at www.com.edu/clubs-organizations/resources. This will help you plan your budget for the trip.
2. When planning your budget, the travel worksheet will help you project costs for:
 - a. Registration
 - This can usually be found on the event website. You may have to go to the registration page before a cost is shown. Print this page for future reference, but do not register at this time.
 - b. Food
 - The food costs should be calculated by using www.gsa.gov rates. Print the Meals and Incidental Expenses (M&IE) Breakdown for future reference.
 - Student expenses should be calculated at 50% of the GSA rate. Do not use travel day rates for students.
 - The advisor(s) must take a per diem of 100% of the GSA rate. Use travel day rates for the first

and last days. The advisor per diem will be paid after the trip by the advisor filling out the Travel Expense Reimbursement form and submitting it to the Student Life Office. Please, get this to the Student Life as soon as possible because the completed Travel-Expense Reimbursement Form must be sent to Accounts Payable within 20 business days of the final day of travel.

- It is important to remember the following when calculating food costs:
 1. Advisors will be given 100% of the GSA recommended per diem. Their first and last days of travel are calculated at a different rate.
 2. Subtract any meals provided by the conference.
 3. These are estimates and student costs will be reconciled at actual cost from itemized receipts.
 4. Tips are calculated into the per diem and must be included on the receipt. Tips must not exceed 15%. Sometimes the suggested tip is more than 15%. DO NOT FALL FOR THIS.
- c. Hotel
 - For estimating purposes, use your hotel of first choice.
 - Never use a third party for reserving your hotel or to get an estimated cost. Go directly to the hotel's website.
- d. Transportation
 - There is not usually a mileage charge on vehicle rentals. If you are traveling out of state or going to be gone for an extended amount of time with a rental vehicle, contact the facilities department for help calculating the cost.
 - If you are traveling outside of the Houston area, calculate how much will be spent on gas.
 - There are times when an additional paid qualified driver may be needed. Do not forget to budget for this, if necessary.
 - If flying, attach a web page showing the estimated cost of flights.
- e. Any other expenditures for your travel (i.e. airport shuttles, parking, tolls, etc.).
 - At this point, you are only estimating costs, so this portion may not be accurate. Add charges if you are aware of any miscellaneous charges such as parking.

If you have determined that you do not have enough money, stop at this point. If you do have the funds, continue to the step 3.

3. Compile a travel packet. The travel packet must be completed in its entirety and submitted to the Student Life Office at least 20 business days* before the date of travel. This will include the following:
 - a. Travel planning worksheet and attached materials that you collected in step 2 above.
 - b. Request and Authorization for Travel with Students form which may be found on the I Drive (I:\Campus Forms). This form includes a list of student names and ID numbers. It is understood that the list of students' names may change. See step 8 on page 18.
 - Identify clearly where the funding for the travel is coming from: Student Government Association allotment (22 account) or your Fundraising account (61 account). Money cannot be transferred between these two accounts but a trip may be split between the 2 accounts.
 - The advisor will sign as employee. It is the advisors' responsibility to let their supervisor know that they will be gone. Student Life will obtain the rest of the signatures.
 - All full time employees going either as advisors or drivers need to be listed on the travel approval form. This must be typed not written in. If you are added after all approval signatures have been signed, you will be asked to do a separate travel approval.
 - c. Release and Waiver of Liability. Waivers can be obtained on the Student Life webpage.
 - All students traveling off campus on a college-sponsored trip must complete a Release and Waiver of Liability Agreement.
 - A new agreement must be completed by every student traveling before each trip.
 - For frequent seasonal travel, see the Director of Student Life for more information.

COLLEGIATE HIGH SCHOOL STUDENTS

If Collegiate High School students are traveling, contact the Collegiate High School Office for more information. The club advisor must take the waivers on the trip or be able to access them electronically. This serves as consent to get the student medical attention.

- d. A conference agenda. If the conference agenda is not available at the time, the packet needs to be turned in. The previous year's agenda may be used to project costs. As soon as the new one is available, it must be sent to the department of Student Life to be kept in the Travel Packet.
- e. Registration information
- f. Hotel preferences – List first, second and third.
- g. Flight preferences
4. The club advisor or student officer must meet with the Travel and Event Specialist or designee when dropping off the paperwork to make sure that the Student Life Office has everything they need to process the packet.
5. The Travel and Event Specialist will help you with your travel arrangements once the paperwork has all of the appropriate signatures.

*PLEASE, NOTE: If there is early bird registration, you must make every effort to get all of your documentation turned in to the Student Life Department in time to make this deadline.
6. Prior to leaving, the authorized driver should contact facilities at 409-933-8401 to pick up the keys to the rental vehicle and if needed, to check out the Shell gas card. Keep in mind that the Facilities Department office is open 8:00 a.m. to 5:00 p.m., Monday – Friday. If you are leaving early in the morning, you may need to pick up these items the night before.
7. If a p-card is needed for travel expenses, contact the Student Life Office at 409-933-8180. This card must be returned the first business day you return to campus with the itemized receipts that were charged to it.
8. On the day of travel, the club advisor MUST give a copy of the emergency contact form to the COM Police. This is done on the day of travel in case there are last minute cancellations.
9. It is the club/organization advisor's responsibility to assure that every student traveling with them is a currently enrolled student. This is a requirement as of August 2015 that has been handed down by the College of the Mainland Board of Trustees.

10. The advisor along with the Student Life Travel and Events Specialist will reconcile the trip once the group has returned. Make sure that you turn in all receipts as soon as you return to campus.

- a. All receipts must be itemized to show taxes, tips and specific items purchased. Ask your server for a printed receipt after you write the tip in. The tip must not be more than 15%. If your receipts are not itemized, you are expected to contact the vendor and obtain an itemized one.
- b. College of the Mainland does not pay Texas State tax. If there is Texas State tax on your hotel bill, you will be asked to contact the hotel to get these charges reimbursed or to pay that amount to the college.

11. A Travel Expense Reimbursement form (along with back up paperwork) must be turned in to Accounts Payable within 20 business days of the end date of your trip. The advisor(s) listed on the Travel approval form(s) will be responsible for getting this to the Student Life office in a enough time to get the rest of the signatures.

Non-reimbursable expenses/items include: drinks and snacks outside of meals (ex. chips and candy, personal items such as phone chargers, toothpaste or deodorant). No medications of any kind shall be purchased, over the counter or prescription. No reimbursement for entertainment or hotel in-room services. Contact the Student Life Office if you have questions about what is a reimbursable expense. If any of these charges have incurred, the advisor will be responsible for the charges.

Eligibility to Drive for COM

- Any employee driving must complete the College-wide van safety training and fill out a driving record application. These are both available through the campus police department.
- The employee must provide a copy of their driver's license to the Campus Police when they return the driving record application.
- This process may take up to three weeks. It is recommended that if an employee plans to drive during the year, they complete this process in August.

Travel Guidelines

- Students are not permitted to travel in an employee's personal vehicle.
- Students are not permitted to travel on a college-sponsored trip without an advisor present, any exceptions must be approved by the appropriate vice president.
- No student will be allowed to travel until they have completed the Safe Colleges online modules.

Risk Management

Risk Management is a state mandated training that is required yearly for advisors and members of registered student organizations. This training is required to address the following subjects: possession and use of alcoholic beverages and illegal drugs; hazing; sexual abuse and harassment; fire and other safety issues; travel; behavior at parties and other events held by a student organization; adoption by a student organization of a risk management policy (House Bill 2639).

These risk management subjects are covered in the Safe Colleges online module. Contact the Travel and Events Specialist in the Student Life office for access to the online modules.

Emergencies

An Emergency Contact Form must be completed on the date of travel to ensure that emergency information is obtained for all students and staff who are actually traveling. All completed forms must be submitted to COM Police before leaving campus. The Emergency Contact Form can be found at www.com.edu/clubs-organizations/resources. Only COM students or employees are permitted to travel in the reserved vehicle. If a life threatening emergency occurs while on a trip, call 911 before contacting COM Police. If a non-life threatening emergency occurs, contact COM Police at (409) 933-8599. All employees traveling are required to program COM Police contact numbers into their cell phones.

APPENDIX A

COLLEGE OF THE MAINLAND POLICIES GOVERNING CLUBS

College of the Mainland employees and students must adhere to all college policies. The ones listed below pertain specifically to recognized student organizations or items mentioned in this handbook. All college policies may be found through a link posted at www.com.edu/bot.

- Compensation and benefits
 - Expense Reimbursement – DEE (LOCAL)
- Transportation Management
 - Student Travel – CJ (LEGAL)
 - Safety Standards - CJ (LOCAL)
 - Driver Fatigue – CJ (LOCAL)
- Activity Funds Management – FKB (LOCAL)
- Student Activities
 - Discrimination – FK (LEGAL)
 - On the Basis of Disability
 - On the Basis of Sex
 - Registered Student Organizations – FKC (LOCAL)
 - Eligibility
 - Rejection of Application
 - Rights and Duties
 - Required submissions
 - Loss of Registration
 - Disciplinary Violations
 - Risk Management Programs for Student Organizations – FKC (LEGAL)
 - Mandatory Attendance
 - Report at Meeting
 - Program Content
 - Notice and Attendance
 - Recognition of Student Groups – FKC (LEGAL)
 - Discrimination on Basis of Disability – FKC (LEGAL)
 - Sales Tax Exemption – FKC (LEGAL)
 - Raffles – FKC (LEGAL)
- Student Rights and Responsibilities
 - Student Expression – FLA (LOCAL)
 - Distribution of Literature
 - Limitations on Content
 - Time, Place and Manner Restrictions
 - Identification
 - Violations of Policy
 - Appeals
- Student Conduct
 - Notice Regarding Steroids – FLBE (EXHIBIT)
 - Alcohol and Drug Use – FLBE (LOCAL)
 - Alcohol
 - Controlled Substances
 - Exception
 - Violation
 - Notice
 - Prohibited Organizations and Hazing – FLBC (LEGAL)
 - Hazing Offense – Personal
 - Hazing Offense – Organization
 - Definitions of “Hazing”
 - Publication
 - Information Regarding Gang-free Zones
 - Weapons – CHF (LOCAL)
 - Definitions of Weapons – CHF (LEGAL)

APPENDIX B

QUICK REFERENCE GUIDE

NAME	PURPOSE/EXPLANATION	LOCATION
College Policies	A list of College of the Mainland Policies pertaining to clubs and organizations can be found in this handbook. Alcohol/drug use and hazing plus other policies are covered in the Safe Colleges online module.	www.com.edu Appendix A – pg. 20
Club Recognition Form	This is needed to become an officially recognized club/organization and needs to be turned in with your Constitution, Purpose/Goals and list of Proposed Activities. This needs to be done once a year for each club. www.com.edu/clubs-organizations/resources.	Appendix E – pg. 27
Proposed Activities Form	This form is to be turned in at the beginning of the year with your Club Recognition Form. This gives SGA an idea of what you have planned for the year. They understand that everything on this form is subject to change. www.com.edu/clubs-organizations/resources	Appendix F – pg. 29
Activity Approval Form	This form is used for any non-fundraising club activity or event with the exception of trips. Turn in to the Student Life Office at least 10 business days prior to the activity/event. www.com.edu/clubs-organizations/resources	Appendix H – pg. 30
Activity/Event Budget Worksheet	This form is attached to the Activity Approval Form when there are expenses involved.	www.com.edu/ clubs-organizations/ resources Appendix I – pg. 31
Additional Funding Proposal	This form is necessary only if requesting additional funding from SGA. Turn this form in to the SGA president and give a copy to the Student Life Office. www.com.edu/clubs-organizations/resources	Appendix J – pg. 32
Fundraising Application	This form is needed, if the club is soliciting donations from non-College of the Mainland entities, having a fundraiser on campus or doing a clothing/food drive. Turn in to the Student Life Office at least 10 - 15 business days prior to the activity. www.com.edu/clubs-organizations/resources	Appendix K – pg. 33
Apparel Request Form	This form is used to submit a request for help with ordering apparel (ex. t-shirts, polos, hats). It includes all the information that is needed to request a quote and order the merchandise.	www.com.edu/ clubs-organizations/ resources Appendix M – pg. 35
Request and Authorization for Travel with Students	This form requires the Club Advisors' signature, Director of Student Life's signature, AVP of Student Services signature and the VP of Student Services signature. Remember to turn this form in plenty of time to acquire all these signatures.	I:\campus forms Appendix N – pg. 36
Travel Budget Worksheet	This form helps you figure out what your trip expenses will be. Amounts calculated on this form will also be used when you fill out the Request and Authorization to travel.	www.com.edu/ clubs-organizations/ resources Appendix O – pg. 37
Emergency Contact Form	This must be completed upon day of departure and submitted to Campus Police the day of travel.	www.com.edu/ clubs-organizations/ resources Appendix P – pg. 39
Waiver of Liability and Hold Harmless Form	Every student participating in any college sponsored activity including travel must complete this form.	www.com.edu/ clubs-organizations/ resources Appendix Q – pg. 40

APPENDIX C

INTRODUCTION TO ROBERT'S RULES OF ORDER

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order, newly revised, is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of making motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are Four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively.
Say, "I move that we..." rather than, "I move that we do not..."
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "It has been moved and seconded that we ..."
Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property," and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice** – The Chairman asks those in favor to say, "Aye," those opposed to say "no." Any member may move for an exact count.
2. **By Roll Call** – Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent** – When a motion is not likely to be opposed, the Chairman says, "If there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** – Taken when the result of a voice vote is challenged or when a 2/3 vote is required.
5. **By Ballot** – Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** – This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table," for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** – this is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings but, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, be courteous.

APPENDIX D - CONSTITUTION

Mission Statement

We, the College of the Mainland Student Government Association, in order to foster the recognition of the rights and responsibilities to the students in such a capacity as to further their interest and educational goals, to facilitate a greater participation in the democratic process, to instill leadership among the student body, to promote good will and unity among other colleges as well as our faculty, staff, diverse student body, community, state, and nation, do hereby establish this Constitution of the College of the Mainland Student Government Association.

Section I – VII can be found online at www.com.edu/student-government-association

Section VII.

Membership Qualifications for COMSGA Club Council

Members of the Club Council shall be currently enrolled in six (6) or more college hours at College of the Mainland; Shall maintain a grade point average of 2.25 or better; Students in their first semester are exempted from the GPA requirement, but must meet satisfy the requirements upon completion of their first semester; Shall be in good standing with College of the Mainland; Shall not be on academic probation.

Section VIII. Student Senators Qualifications

Student Senators shall be currently enrolled in six (6) or more college hours at College of the Mainland; Shall maintain a grade point average of 2.75 or better; Students in their first semester are exempted from the GPA requirement, but must meet satisfy the requirements upon completion of their first semester; Shall be in good standing with College of the Mainland; Shall not be on academic probation.

Article III

Powers and Responsibilities

Section I – II can be found online at www.com.edu/student-government-association

Section III. Responsibilities of COMSGA Club Council

The COMSGA Club Council shall be charged with disseminating information to their respective student organizations from COMSGA; Reporting to COMSGA any events and/or activities sponsored by their respective student club/organization; Provide volunteers for service on committees and to assist in COMSGA events;

Section IV. Powers of COMSGA Club Council

The COMSGA Club Council shall have the power to approve and revoke Club Charters; Function as the jury during impeachment proceedings; Propose and ratify amendments to the COMSGA Constitution;

Section V. Powers and Responsibilities of COMSGA Student Senators

COMSGA Student Senators shall be charged with aiding in the dissemination of information to the student body; Assist COMSGA by serving on committees and working as needed to administer SGA policies.

Section VI – XI can be found online at www.com.edu/student-government-association

Section XII. Powers and Responsibilities of COMSGA Club Representatives

COMSGA Club Representatives shall be responsible for reporting their respective club's activities during COMSGA General Meetings and disseminating information from COMSGA to their club membership; Present supplemental club funding requests to the Executive Board;

Vote as required by the COMSGA Constitution and bylaws.

Section XIII can be found online at www.com.edu/student-government-association

Article IV

Club Governance

Section I. Purpose and Definition of Student Clubs

College of the Mainland recognizes the crucial role that active student clubs play in the academic and social lives of students. COM supports the establishment and operation of clubs and has charged COMSGA with management and oversight of the college's club system; Student clubs are defined as campus organizations that are comprised of 1) the minimum number of students established in the COMSGA bylaws, 2) at least one full time, benefits eligible faculty or staff member serving as an advisor and 3) have applied and been approved via the application process described in the COMSGA Constitution and bylaws.

Section II. Establishment of Student Clubs

The COMSGA Executive Board shall be responsible for creating and/or reviewing a process to allow for the creation of student clubs. This process must be established each academic year before Fall Convocation Week and may include criteria deemed necessary by the Executive Board, but must include the following: Student clubs must complete a constitution template to be created and disseminated by the Executive Board; One club member and club advisor complete COM's risk management training; Signature of a minimum number of club members as set in the COMSGA bylaws; Signature of a full time faculty advisor and Director of Student Life; Charter proposals must be submitted no later than two business days before the October general meeting in order for a club to be approved for the fall semester and no later than two business days before the February general meeting if a club is to be approved during the spring semester; Charter proposals shall be turned into the Student Life Office no later than two business days before the monthly general meeting in which

the proposal is to be presented; A representative from the proposed club must speak at the meeting during which the club charter will be voted in order to lay out the club's purpose and advocate for it's creation; Club charters will be approved by a majority vote of the Club Council and will remain active for one year.

Section III. Club Funding

The COMSGA Executive Board shall be responsible for determining all funding policies in relation to student clubs;

The Executive Board shall review, update, and disseminate its bylaws with regards to financial policy before Fall convocation week;

COMSGA's financial policy must establish provisions for initial club funding and a process via which clubs can request additional funds.

Article V Meeting Protocol

Section I can be found online at www.com.edu/student-government-association

Section II. Meeting Schedule

The COMSGA Club Council shall meet on the first Tuesday of the month from 12:30 p.m. to 1:30 p.m.; The COMSGA Executive Board shall meet on the third Tuesday of the month from 12:30 p.m. to 1:30 p.m.; Neither the COMSGA Club Council nor the COMSGA Executive Board shall be required to meet during the months of January, June, July, or August;

The SGA Club Council will not be required to meet in September and the COMSGA Executive Board shall meet on the first and third Tuesday in September from 12:30 p.m. to 1:30 p.m.;

All regularly scheduled meetings of the COMSGA Club Council and the COMSGA Executive Board must be conducted in open session;

Public notice is not required for a closed session meeting of the COMSGA Executive Board, but one week public notice must be given for all open sessions meetings of the COMSGA Club Council or COMSGA Executive Board;

The COMSGA Advisor, Director of Student Life, or a designated full time faculty/staff member must be present for any meeting to take place; Votes that affect policy may only take place during a meeting held in open session.

Section III - IV can be found online at www.com.edu/student-government-association

Article VI Elections

Section I – II can be found online at www.com.edu/student-government-association

Section III. Student Senator Selection

Candidates that run for office and fail to win election may be appointed to the office of Student Senator by the COMSGA President; The COMSGA President may call for election of additional Student Senators during the Fall or Spring semester; The COMSGA President shall determine the number of open positions to be elected when calling for elections; If elections are called for during the Fall semester the COMSGA President must call for Student Senator elections by the first weekday of September and elections must be held no later than the last full week of class in September; If elections are called for during the Spring semester the COMSGA President must call for Student Senator elections by the first weekday of February and elections must be held no later than the last full week of February; Applications packets will be made available by the COMSGA Advisor and can be due as late as the Friday before elections are scheduled to begin; The COMSGA President may appoint Student Senators outside of these designated election periods with the approval of COMSGA Executive Board.

Article VII Removal, Impeachment, Censure, and Charter Revocation Section I. Removal of COMSGA Executive Board Members

Members of COMSGA shall be removed should they fail to satisfy the requirements of office outlined in Article II, Section iv; Executive Board members shall be removed upon their second absence in an academic year from a regularly scheduled COMSGA Club Council Meeting; Executive Board members shall be removed upon their third absence in an academic year from a regularly scheduled COMSGA Executive Board meeting; The COMSGA Executive Board may exempt any officer from removal due to absence by unanimous vote, and subsequent absences require a subsequent vote allowing for exemption; The COMSGA Advisor shall be charged with monitoring and administering the provisions outlined in this section; Executive Board members may be removed at the discretion of the College of the Mainland President and/or Vice President of Student Services.

Section II. Removal of COMSGA Club Representatives and Student Senators

COMSGA Club Representatives and Student Senators shall be removed automatically should they fail to satisfy the requirements of office outlined in Article II, Section vi; COMSGA Club Representatives and Student Senators shall be removed upon their second absence in a semester from a regularly scheduled COMSGA Club Council Meeting; The COMSGA Executive Board may exempt any Club Representative or Student Senator from removal due to absence by unanimous vote, and subsequent absences require a subsequent vote allowing for exemption; The COMSGA Advisor shall be charged with monitoring and administering the provisions outlined in this section; Club Representatives and Student Senators may be removed at the discretion of the College of the Mainland President and/or Vice President of Student Services.

Section III. Impeachment of COMSGA Members

Articles of Impeachment may be brought against any member of COMSGA by a majority vote of the Executive Board, by the SGA Advisor(s) (Co-Advisors must state their agreement), or via a petition stating the reason for impeachment that is signed by 100 College of the Mainland students who are enrolled in at least six (6) college hours; Articles of Impeachment must be presented to the COMSGA Executive Board in writing and must consist of a statement of charges against the accused; Grounds for impeachment shall be a misuse of money, direct violations of this Constitution, failure to carry out assigned responsibilities of office, and a failure to abide by the College of the Mainland Student Code of Conduct; Approved Articles of Impeachment shall be presented to the Club Council and it shall function as a jury. The charges outlined in the Articles of Impeachment must be read to the Club Council. The COMSGA President, or officer presiding over the proceedings, shall select one (1) representative to argue in favor of Articles of Impeachment and the accused shall be permitted to personally speak in their own defense, or to designate a representative to speak on their behalf; Discussion will be held among the Club Council and a 2/3 vote of those present is required to remove the accused from office; Members of COMSGA removed by the policies established in this Constitution shall never again be eligible to hold office in COMSGA; Organizations represented on the COMSGA Club Council are required to designate a new Club Representative should their Representative be removed from office.

Section IV. Censure and Discipline

The COMSGA Executive Board shall have the power to censure members of COMSGA; Censure shall be issued in response to violations of Article I, Section iii or a failure to meet the responsibilities of office. Censure is defined as: “a reprimand, aimed at reformation of the person and prevention of further offending acts.” The COMSGA Executive Board shall, at its discretion, impose the following disciplinary actions in addition to a declaration of censure: the loss of speaking rights at the next regularly scheduled meeting, the member shall not be permitted to attend the next regularly scheduled meeting

(absence for this reason does not constitute absence as defined in Article VII, Sections i & ii); Once passed, a motion of censure must be approved by the COMSGA Advisor.

Section V. Revocation of Club Charters

Club Charters shall be revoked should a club's Representative, or designated proxy, fail to attend three regularly scheduled Club Council meetings in an academic year; A motion to revoke a Club Charter may be brought forward by a member of the COMSGA Club Council; Charters may be revoked should it be demonstrated that a club violated provisions of this Constitution, misused club funds, or has become inactive; Members of a club facing revocation of their charter must be permitted to speak on behalf of their club if they so choose; A motion to revoke a Club Charter must be passed by a 2/3 vote of Club Council members present; Club charters may be revoked at the discretion of the College of the Mainland President and/or Vice President of Student Services; Should a Club Charter be revoked, funds allocated to the club from COMSGA shall be reclaimed and allocated at the discretion of the COMSGA Executive Board; Should a Club Charter fail to be renewed, funds allocated to the club from COMSGA shall be reclaimed and allocated at the discretion of the COMSGA Executive Board.

Article VIII Amendments

Section I. Proposal & Ratification

Amendments may be proposed by a majority vote of the COMSGA Executive Board, via a petition signed by 100 College of the Mainland students who are enrolled in at least six (6) college hours, or by the COMSGA Advisor; Amendments shall be ratified by a 2/3 vote of the COMSGA Club Council.

Article IX Ratification Section I. Ratification

This Constitution shall be ratified by a 2/3 vote of the COMSGA Executive Board (including the COMSGA President), the approval of the COMSGA Advisor(s), and the approval of the College of the Mainland President.

CLUB RECOGNITION FORM 2019-2020

Advisor(s) and Clubs:

- We agree to notify the Student Life Office and SGA of any changes in our club officers, SGA representative, or advisor by emailing sga@com.edu.
- We agree to utilize the College-provided club email to communicate with other clubs/organizations on campus.
- We agree to submit the completed Club Recognition Form by September 28, 2019 for the Fall Semester and February 1, 2020 for the Spring Semester to Student Life Office in the COM Gym or email it to sga@com.edu.
- Your club member list must have at least seven members and one advisor under provisions set by Texas State Law. Each club must designate at least a President, SGA Representative and Treasurer under provisions set by SGA.
- Risk Management Training will now be through Blackboard.

Officer's Name	Officer's COM Email
President: _____	_____
Vice President: _____	_____
Secretary: _____	_____
Treasurer: _____	_____
SGA Representative: _____	_____
Other: _____	_____

*****PLEASE LIST ALL MEMBERS' NAMES ON A SEPARATE TYPED SHEET OF PAPER*****

Please use your College of the Mainland provided email for all forms of correspondence and sending this document.

_____ requests recognition from College of the Mainland for the 2019-2020 school year.
Name of Club

Club members and advisors agree to comply with all the rules and regulations of the requirements in the Clubs and Organizations Handbook. This club/organization does not discriminate against, nor exclude from participation in any of its programs or activities, any person based on sex, race, color, religion, national origin, veteran's status or disability. Club advisors, by signing, indicate knowledge and understanding that they must provide leadership and supervision at the times of any and all activities of the club/organization when it is operating at College of the Mainland and/or in the name of College of the Mainland.

Advisor Signature: _____ Ext: _____ Email: _____

Advisor Signature: _____ Ext: _____ Email: _____

 Student Government Association President

 Date Signed

 Student Government Association Advisor

 Date Signed

 Director of Student Life

 Date Signed

SAMPLE CONSTITUTION

Please fill out all information of a separate document if your club already has a constitution you may submit it with the paperwork. For an example see the Student Government Association Constitution at <http://www.com.edu/sga>, on the left side look for SGA Constitution (PDF).

Preamble:

In this section state your clubs' purpose and goals. What do you plan to achieve during your time as a club? What do you think you can provide to the College of the Mainland as a whole? State clearly the reason that you want to become a club.

Article I: Name

State the official name of the club.

Article II: Membership

State the requirements that students will need to meet in order to join your club. What is your provision for advisors?

Article III: Officers

State the officer terms of office and what the requirements will be for each of the officers. Clearly outline the work that they will need to complete while in their terms of office. Appropriate procedures should be outlined for their removal or impeachment.

Article IV: Meetings

Designate what times and dates you will hold your regular meetings. You should hold at least one meeting per month and be meeting with your officers on a regular basis to discuss budgetary decisions. The Student Government Association asks that you appoint at least one officer to be the Student Government Association Representative it is important to make sure that you have this position so that they can attend the SGA General Meetings which are held the first Tuesday of every month (please check your club emails for any changes and announcements).

PROPOSED ACTIVITIES

The following is a list of proposed activities and events. This includes all fundraisers. This form is a planning tool that may be changed. You do not have to fill in all 10 events/fundraisers.

1. Proposed Date: _____ Event Name: _____
Event Description: _____
2. Proposed Date: _____ Event Name: _____
Event Description: _____
3. Proposed Date: _____ Event Name: _____
Event Description: _____
4. Proposed Date: _____ Event Name: _____
Event Description: _____
5. Proposed Date: _____ Event Name: _____
Event Description: _____
6. Proposed Date: _____ Event Name: _____
Event Description: _____
7. Proposed Date: _____ Event Name: _____
Event Description: _____
8. Proposed Date: _____ Event Name: _____
Event Description: _____
9. Proposed Date: _____ Event Name: _____
Event Description: _____
10. Proposed Date: _____ Event Name: _____
Event Description: _____

Clubs and Organizations Activity Approval Form

This form must be completed and turned in to the Student Life Office a **minimum of 10 business days prior to the event**. Attach a budget worksheet, if you anticipate any expenses.

Today's Date: _____ Activity Name: _____

Club Name: _____

Club Sponsoring the Activity, if different from your club: _____

Proposed Date/Time: _____

Proposed Location: _____ ☐ On Campus ☐ Off Campus

Activity Type: ☐ Educational ☐ Service ☐ Social

Strategic goal this activity supports:

- ☐ Student Success
- ☐ Employee Success
- ☐ Facility Improvement

Briefly state the purpose of this activity:

If applicable, please attach a list of students participating.

Approvals

Club Officer Signature Date

Club Advisor Signature Date

Director of Student Life Date

Revised 8/23/2019

Activity/Event Budget Worksheet

If there is a cost associated with your activity or event, use this worksheet to provide us with the details and to help figure out your budget. This form is not used for fundraisers or travel.

CONTRACTS

Does this event require a contract? _____ If so, request the information or a quote and attach it to this paperwork. *Never sign a contract.* The Student Life Office will obtain the appropriate signature.

BUDGET DETAILS

Registration/Entry Fee	
Food	
Printing	
Guest speaker/presenter	
Décor/Activity materials	
Off-campus venue	
Miscellaneous (Explain below or attach explanation)	

Total for activity/event	\$ 0.00
---------------------------------	----------------

CLUB FUNDING ON HAND

Fundraiser Account Balance	
SGA Award Balance	
 Total Funds on hand	 \$ 0.00

NOTE: If additional funds are needed, attach a copy of the Additional Club Funding Proposal Form and submit the original to SGA for approval.

Revised 7/24/19



ADDITIONAL FUNDING REQUEST

We, _____, understand and agree that the following procedures will take

Name of Club

place both during and after this form is submitted to the Student Government Association and the Student Life Office.

- A representative may be sent to the SGA meeting to speak on behalf of the request, but it is not required. Please add an additional page explaining what the fund will be used in detail.
- We will submit this form within three days of the SGA General or Executive Board Meeting for consideration of funding proposal.
- For your club's fundraising balance contact the Student Life Office or your Advisor.

Signature of Advisor

Office Extension

Date Signed

Signature of Club Officer

Club Email

Date Signed

HOW WILL THE FUNDS BE UTILIZED?

Name the program or activity, the date if possible, the specific use of funds and the amount.

Name of Event: _____ Latest the money is needed: _____

Item	Cost
Total for the Event:	
Minus (-) Fundraising Balance (Including the amount allotted from SGA):	-
Equals (=) Total Requested:	=

Do you have a Fundraiser Planned to help defer costs: Yes or No

Office Use Only:	
Notes:	
Date Received: _____	
Approved or Denied	Total Amount Approved: _____ (SGA use only)
Approved By: _____ Student Government Association President	Date: _____
Approved By: _____ Student Government Association Treasurer	Date: _____
Approved By: _____ Student Government Association Advisor	Date: _____

COM Fundraising Application Form

This form must be turned in to the Director of Student Life's office located in the gym, 10 - 15 business days prior to the planned event or solicitation.

Student Club/Organization:

Student Club/Organization Advisor:

Extension:

Type of Event (check one) ☐ Fundraiser ☐ Drive ☐ Solicitation

State the purpose of the fundraiser or solicitation (ex. trip or activity that you need money for) including when you expect to spend the money that is raised and how much money is needed. :

Date of Fundraising Event*:

Time of Fundraising Event:

****Fundraising must cease once the funds are raised for the trip or activity.***

Location:

Have you reserved space? ☐ Yes ☐ No ☐ Not Applicable

Describe your fundraiser or solicitation (ex. carwash, coat drive, asking for donation of water, etc.):

Will donations be solicited from off-campus persons, organizations or corporations? ☐ Yes** ☐ No

*****If you will be soliciting donations, attach a list of the people/organizations and items being solicited from them.***

By signing this I agree to abide by the guidelines in the clubs and organizations handbook or my club/organization risks losing College fund-raising privileges and recognized club/organization status.

Student Club/Organization Advisor

Date

A budget worksheet must be attached to this application form detailing what funds are currently available to the club/organization and how the funds will be used.

Office Use Only

Approved: _____
Director of Student Life

Date

Final Approval: _____
Director of Foundation or designee

Date



Fundraising Budget Worksheet

Keep in mind that all funds need to be deposited the same day or the next business day after being collected with the exception of ongoing fundraisers. In the case of ongoing fundraisers a weekly deposit is required. Fundraising must cease when the funds needed for the purpose or activity/event are raised. The dates of the fundraiser and the purpose for fundraising must be stated clearly on the fundraiser application and attached to this sheet.

BUDGET DETAILS

Food	<input type="text"/>
Printing	<input type="text"/>
Supplies/ activity materials	<input type="text"/>
Miscellaneous	<input type="text"/>
Total needed for this fundraising activity	<input type="text"/>
Fundraiser Account Balance	<input type="text"/>
Amount needed for trip or event	<input type="text"/>
Amount needed to earn from this fundraiser	<input type="text"/>

Additional Comments:

Revised 8/5/19

Clubs and Organizations Apparel Request Form

Keep in mind that it will take a minimum of 3 weeks to receive your items.

Today's Date: _____

Club Name: _____

Advisor's Name: _____

Advisor's Email: _____ Ext: _____

Type of Apparel: ☐ T-shirt ☐ Polo
☐ Short Sleeve ☐ Long Sleeve
 Other: _____

Specific quantity and sizes:

Small	_____	Medium	_____	Large	_____	XL	_____
2XL	_____	3XL	_____	4XL	_____	5XL	_____

Total number of shirts/items requesting: _____

It is important to remember that there is an upcharge of several dollars per shirt for sizes 2XL and up. Also, some companies do not carry the larger sizes.

Apparel/Shirt Color: _____

Do you have artwork? ☐ If yes, please send via email. ☐ No

Image/Logo Imprint Colors: _____

Placement of Image/Logo: ☐ Chest ☐ Across back ☐ Left sleeve ☐ Right sleeve
☐ Left front pocket ☐ Right front pocket
 Other: _____

Do you have a vendor? ☐ Yes ☐ No

Vendor name and contact person's information: _____

Is it needed for an event? ☐ Yes ☐ No

Is it for a fundraiser? ☐ Yes ☐ No

Date needed by: _____

Funds Available: _____

Office Use Only below this line

Quote requested: _____ SGA additional funding: approved not approved

Items ordered: _____

Items received: _____

Revised 7/31/19

APPENDIX N

Date Rec'd by Accounts Payable (AP):		Important: Employee - Attach all Required Documentation Prior to Submitting.	
COLLEGE OF THE MAINLAND			
REQUEST AND AUTHORIZATION FOR TRAVEL WITH STUDENTS			
Date:	Contact Phone #(s):		Datatel #:
Responsible Employee Name:		Purpose of Trip:	
Department/Club/Organization Name:		Budget Code <i>(if grant, Grant Accountant initials required)</i> :	
Date Departing:	Date Returning:	From:	To:
Travel Accommodations: <i>(Check all the apply)</i>	<input type="checkbox"/> Auto - Rental <input type="checkbox"/> Mileage	<input type="checkbox"/> Auto - Personal <input type="checkbox"/> Hotel	<input type="checkbox"/> Registration <input type="checkbox"/> Tickets/Entry Fees <input type="checkbox"/> Airline Tickets
Estimated Costs			
	Registration:		Tickets/Entry Fees:
	Per Diem:		Auto Rental/Taxi:
	Hotel:		Other(describe in notes section):
Mileage @ .575 /mile:		Estimated Total:	\$ 0.00
Employee Signature/Date:		Supervisor Signature/Date:	
Associate VP Authorization/Date:		VP Signature/Date <i>(required for all travel)</i> :	
President Signature/Date <i>(required for out of country travel)</i> :		Authorized Budget Department Signature/Date:	
List students/ID numbers who are planning to travel below with the understanding that this list may change. Current student enrollment must be verified by the responsible employee prior to leaving on a trip. This verification must be turned in to the appropriate budget department personnel with the trip reconciliation paperwork immediately upon your return.			
Student Name	Student ID Number	Student Name	Student ID Number
Notes:			

adopted: 09-01-2012 | revised: 01-02-13 | revised: 07-09-15

APPENDIX O

Use the excel spreadsheet found online to help you calculate the expenses for your trip. This worksheet works best as a live file not as a printed copy. If the advisor is using money from another source (ex. Professional Development), then put 0 for the number of advisors attending.

Travel Budget Worksheet

[Reset Form](#)

This worksheet is **not** mandatory but helps you calculate the costs needed on the Travel Authorization form. Fill in the light blue cells and all other cells will auto-populate. The orange cells are the amounts you will need to fill out your Travel Authorization form found on the I drive.

Name of Club:	
Name of Event:	
First day of travel:	
Last day of travel:	
Location including state:	

Estimated cost of trip \$0.00

Number of students attending:		Number of advisors attending:	
Number of total days on trip:	1		

Registration		\$0.00
Student reg. cost (each):		Total for all students : \$0.00
Advisor reg. cost (each):		Total for all advisors: \$0.00

Food Cost (Per diem)		\$0.00
GSA per diem from gsa.gov:		
Students' Food Cost (at 50% of GSA)		Total student meals for trip: \$0.00
\$0.00	Total student meals per day	
Advisors' Food Cost		
0.75		
\$0.00	Per Diem for 1 advisor	Total advisors' per diem: \$0.00
	Minus meals provided for 1 advisor	
\$0.00	Subtotal per advisor	

Hotel		\$0.00
Hotel room size:		1st room rate:
Number of rooms this size:		1st room per night:
2nd room size, if more than one room type:		2nd room rate:
Number of rooms this size:		2nd room per night:
Total for all rooms per night		

Transportation		Auto Rental/Taxi: \$0.00
Vehicle type preferred:		Rental amount per day:
If gas or parking is needed, list below. <i>List on Travel Authorization form as other and explain in notes section.</i>		
Gas		\$0.00
Parking		
If Airline Tickets are needed, add cost of one below. The worksheet will multiply by the number of travelers. - <i>List on Travel Authorization form as other and explain in notes section.</i>		
Cost for one Airline Ticket:		Airline Tickets total: \$0.00

Step One:



Emergency Contact Form

(This form must be completed by every person traveling and submitted to COM Police on the date of travel.)

Note: Your signature on this form is required and confirms your status as a currently enrolled credit student at COM. Non-credit (CEQ) students are only able to travel when a fee is associated with the course.

Event: _____ Travel Date: _____ Location Traveling to: _____

	Student ID	Student Name (Print)	Signature	Emergency Contact Name	Relationship to Student	Emergency Contact Phone Number	Personal License Plate Number	Vehicle Description
							This information only needed if vehicles are left on campus overnight.	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Note: Only COM credit students, eligible non-credit (CEQ) students and employees are permitted to travel in the reserved van. Non-COM students may travel in their own vehicle at their own risk. Current student enrollment must be verified by advisor prior to leaving on a trip.

Step Two:

Note: Your signature on this form is required and confirms your status as a currently enrolled credit student at COM. Non-credit (CEQ) students are only able to travel when a fee is associated with the course.

	Student ID	Student Name (Print)	Signature	Emergency Contact Name	Relationship to Student	Emergency Contact Phone Number	Personal License Plate Number	Vehicle Description
							This information only needed if vehicles are left on campus overnight.	
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

	College Employee	Cell Phone Number	Emergency Contact Name	Emergency Contact Phone Number	Personal License Plate Number	Vehicle Description
					This information only needed if vehicles are left on campus overnight.	
1.						
2.						
3.						

Note: Only COM credit students, eligible non-credit (CEQ) students and employees are permitted to travel in the reserved van. Non-COM students may travel in their own vehicle at their own risk. Current student enrollment must be verified by advisor prior to leaving on a trip.

Rev. 7/15/15

APPENDIX Q

Side One of Form



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for participating in _____ and other valuable consideration, I _____ hereby **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE** College of the Mainland, its Board of Trustees, its officers, servants, agents, and employees (hereinafter referred to as **RELEASEES**) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, **WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.**
2. To the best of my knowledge, I can fully participate in this activity. I am fully aware of risks and hazards connected with the activity, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I **VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH,** that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, **WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.**
3. I further hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS** THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my participation in said activity, **WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.**
4. It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a **RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE** the above named **RELEASEES**. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Texas.
5. I **UNDERSTAND THAT THE COLLEGE WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH AN INJURY I MAY SUSTAIN.**
6. I further agree to become familiar with the rules and regulations of the College concerning student conduct and not to violate said rules of any directive or instruction made by the person or persons in charge of said activity and that I will further assume the complete risk of any activity done in violation of any rule or directive or instruction.
7. I also understand that I should and am urged by College of the Mainland to obtain adequate health and accident insurance to cover any personal injury to myself which may be sustained during the activity or the transportation to and from said activity.
8. I **ALSO UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE I CAUSE TO THE FACILITIES.**

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 201__.

Student Signature

Parent (if Participant is under 18 years of age or a dependent on parent's insurance and taxes for the period of the event)

MEDICAL TREATMENT PERMISSION FORM

Student's Name _____
I, _____, hereby give my permission, consent and authorization for any medical treatment deemed necessary by a hospital or physician. I appoint the event coordinator and/or director my lawful agent with power to authorize and consent to the administration of medical treatment during the aforementioned event.

Home Phone : _____ Alternate Phone: _____
Health Carrier: _____ Policy No.: _____
Other Emergency Contacts: _____

Please list all allergies, restrictions or health exceptions: _____

This form should be properly signed and turned in at the time of registration. In case of such accident or illness, I give permission for medical treatment to be given to me as deemed appropriate. I will assume responsibility for any medical treatment as deemed appropriate. I will assume responsibility for any medical bills incurred on my behalf.

Student Signature

Parent (if Participant is under 18 years of age or a dependent on parent's insurance and taxes for the period of the event)

Side Two of Form

Instructions for Completing the Waiver and Hold Harmless Agreement for Students

This form should be completed and signed by any student/parent who is participating in COM sponsored extracurricular activities, including such activities as club sports, field trips, student recreation activities, etc. In addition to reducing risk to COM it also provides the College with authority to obtain medical treatment for student participants in the event of an emergency.

Directions:

1. Either you or the student can fill in the name of the event/activity in which the student is participating as well as the student's name.
2. The student/parent should initial each of the eight numbered clauses signifying their understanding.
3. The student/parent should fill out the date and sign the Waiver.
4. Please have the student complete the Medical Treatment Permission Form with as much specificity as possible. Students will not be denied an opportunity to participate if they do not have health insurance or decline to give medical treatment permission for the reasons of conscience, religion, etc.
5. Please make sure that the student does provide the name and telephone number for at least one emergency contact.
6. The student should list any information on form that might be helpful to health providers in the event medical treatment is necessary.
7. Please make sure the form is properly signed before the commencement of the activities.

**Please note that medical information may be provided on this document. Please ensure the document is properly maintained consistent with FERPA guidelines.

COLLEGE OF THE MAINLAND ACCREDITATION STATEMENT

College of the Mainland is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

College of the Mainland is also accredited by the Texas Higher Education Coordinating Board and the Association of Texas Colleges and Universities.

NONDISCRIMINATION STATEMENT

College of the Mainland is an equal opportunity/affirmative action educational institution and employer. The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Further, as a recipient of Federal financial assistance, College of the Mainland prohibits discrimination against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

Inquiries concerning application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of Education Amendments: Dr. Vicki Stanfield, Title IX Administrator, at TitleIX@com.edu, 1200 Amburn Rd., Texas City, TX 77591, 409-933-8213.