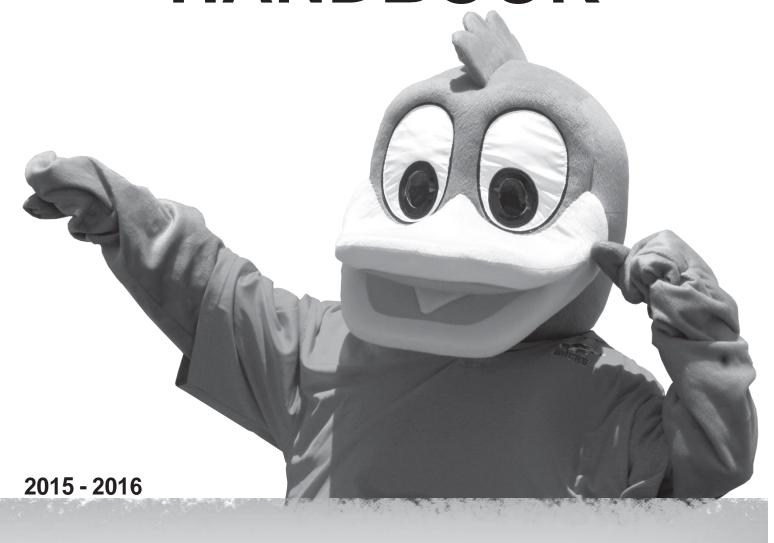


# Clubs and Organizations HANDBOOK



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#### 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 provides 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.

The student handbook was designed with the success of your group in mind. I encourage you to read through this information 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



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#### DEPARTMENT CONTACT INFORMATION

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

Student Recreation room Ext. 8660

#### 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 your 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. 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. The office staff will either make copies on the department copier or turn your request in to the Marketing Department. Please allow up to 15 business days for items sent to Marketing because they must be approved and sent off campus to be printed.
- **Group e-mails** Student Life has the capability to send an e-mail to all of the clubs 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 or member. 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 your advisor 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 currently enrolled College of the Mainland 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 organization 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 geared towards clubs but the most of the content within this handbook also apply to the 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 here; 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.

#### Procedures 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.

- 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 employee.
- 3. Complete and submit a club recognition packet **no later than September 29, 2015** in order for a club to be approved for the fall semester, and no later than **January 29, 2016** 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 www.com.edu/student-life/forms*. 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
  - e. Club Budget Request form
- 4. Each proposed club must have a representative speak at the meeting during which the club charter will be voted.

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 webpage at <a href="http://www.com.edu/student-government-association">http://www.com.edu/student-government-association</a>. Once completed these may be turned in to the Student Life Office, Student Center, Room 116. Any proposals turned in after the deadline will not be considered.

After all requirements have been completed, club charters may be approved by a majority vote of the Club 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 Club Council meetings to announce upcoming activities and give a budget report. It is important that your treasurer track the club's expenses so that an accurate report may be given. The club advisor may contact the Student Life Office to check the balance on their SGA allotted funds (also called your 22 account) and the business office to check the balance on their fundraising account (also called your 61 account).
- 2. Host or Co-host a minimum of 2 Student Life approved events. No more than one fundraising event per month is allowed.
- 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 <a href="mailedtostudentact@com.edu">studentact@com.edu</a> and <a href="mailedtostudentact@com.edu">sga@com.edu</a>. 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. You 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 your club 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 Risk Management workshops which are held once during each semester and are available online at <a href="www.com.edu/student-life">www.com.edu/student-life</a>. This is required by law and is your responsibility to disseminate this information to your students. You must do this once an academic year.
- 5. Club advisors are responsible for the club's funds. You will receive a quarterly e-mail from the business office with your balance for your fundraising account and may ask for your balance at any time from the business office. This account does not include any amount allotted to you by COMSGA. This balance may be obtained from the SGA treasurer or the Student Life Office.
- 6. Club advisors must provide leadership and supervision during any 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. Be available and have a concern for the ongoing success of the club. Provide continuity from year to year.
- 8. Certify eligibility of all club members and monitor compliance with guidelines of a 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.

**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.

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; Provide a current total for both the fundraising account and the SGA allotted amount at SGA General Meetings; 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
- Attend or complete online the Risk Management Workshop once an academic year. It is then your duty as an officer to disseminate that information to the other club members\*\*.
- Complete Campus Clarity encourage all club members to complete it. To complete Campus Clarity contact the Student Life Office.

<sup>\*</sup>Organizations must also 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.

<sup>\*\*</sup>No student will be allowed to travel until they have completed the Risk Management Workshop and Campus Clarity.

#### 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 –FKC (local).

#### SUSPENSION OF A CLUB OR ORGANIZATION

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

The Office 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 and Campus Clarity requirements
- No longer meets eligibility requirements
- Fails to comply with fiscal procedures

All student clubs and organizations must be approved by the administration and the Student Government Association. 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

The Vice President of Student Services' written decision on revocation is final.

#### 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 and not spending the night 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 early. Please, suggest a back-up location on your activity approval form, if your preferred room is taken.
- 2. The advisor or a club officer should complete and submit to the Student Life Office an Activity Approval form with a Proposed Activity Budget worksheet attached at least ten business days (fifteen business days for fundraisers) prior to the activity. Both forms may be found in the back of this handbook or at www.com.edu/student-life. If your paperwork is received less than ten business days before your event, it will not be approved. Be sure that you identify which budget you would like your expenses to be charged to on your budget worksheet. If there are absolutely no expenses associated with your event, then you do not need to attach the budget worksheet. 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. The club or organization advisor and the club e-mail will receive an e-mail with a copy of the signed approval attached once approved.
- 4. **Never sign a contractual agreement**. Submit your agreement to the Student Life Office and they will obtain the appropriate signatures. You may however request quotes from vendors. If the vendor does not require a contract, contact the Travel and Event specialist 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. Make sure you have included a special event notice for large events in the paperwork that you have turned in to the Student Life Office. The special event form can be found at www.com.edu/student-life/forms.
- 6. Any funds spent from the fundraising account need signatures from the Director of Student Life and the club advisor (direct pay form or professional request for advance form). 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 studentact@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 good 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. 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, close to Valentine's Day that 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/student-life. 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 they may be attached to your 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 descriptions of the events including dates, names and purposes. 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.

- 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 webpage at <a href="www.com.edu/student-life/forms">www.com.edu/student-life/forms</a>. 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 retained for reconciliation purposes, unless you are only 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** and **phone number** of the payee should be on the check, as well.

#### Reconciliation

- 1. An advisor and a club officer preferably the treasurer must perform the reconciliation together. It is preferred that the people performing the reconciliation be other than those involved in the cash collection process.
- 2. Cash received will 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 it right."

#### **Depositing Cash**

- The cash must be deposited no later than 3 days after the events but as soon as possible, 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 monies must be deposited into your 61 fundraiser account.
- The cash receipts must be deposited intact. Cash receipts should not be offset against miscellaneous
  expenditures. Expenditure will be reimbursed through petty cash or direct pay. Contact the Student Life
  Office, if you have questions on how to do this.
- The deposit may be made by a club officer 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.

#### 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. These must remain with a club officer at all times.
- Try not to hold cash overnight. If you do, the advisor or designee is responsible for it.

#### HELPFUL INFORMATION ABOUT COM FUNDRAISING

- College policies must be observed at all times.
- > The use of the College's good 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 internally or externally must be sent to the Student Life Office to attach to your application.
- > 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 application.
- Direct solicitation of funds via campus mail or email is prohibited.
- 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 event.

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

# **PURCHASING**

#### PROCEDURES FOR PURCHASING T-SHIRTS, PENS, ETC.

- 1. Please, 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, to discuss your design and the time frame.
- 3. Before a Purchase Order or Marketing request can be done, the Student Life Office will need to know:
  - a. Which account you are using
  - b. Details such as color of item, color of imprint, sizes, quantity, etc.
  - c. The imprint size
  - d. The vendor's artwork e-mail address
- 4. Most items will require a purchase order. Once the Travel and Event Specialist has these details, she will set up a purchase order for you.
- 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 to the Student Life Office.
- 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 <a href="mailto:studentact@com.edu">studentact@com.edu</a> or kdrake@com.edu. This is needed for verifying payment and reconciling the budget. 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 <a href="www.com.edu/marketing-communications/templates">www.com.edu/marketing-communications/templates</a> and the second option is to put in a Marketing request and have them printed at an off-site facility. 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. Submit a marketing publications request online at www.com.edu/marketing-communications/pubrequest.php.
- 3. Do not forget to print your request. Once printed scan or interoffice a copy to the Student Life Office.
- 4. 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 studentact@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.

Once you have your items, please follow the posting policy below.

#### POLICY FOR POSTING SIGNS - FLA (LOCAL)

- Date posted must be on the sign (poster or flyer)
- 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 <a href="mailto:studentact@com.edu">studentact@com.edu</a> 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 communications coordinator an administrator (Facebook) or give the username and password to the communications coordinator (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 communications coordinator. The communications coordinator 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:** If a specific negative comment is left, address it and offer answers. (Example: After a negative comment was posted on COM's Facebook page dealing with Student Services, Dr. Stanfield gave the Marketing Department permission to offer her email and extension to help solve the problem.) In the event of an issue or negative comment arising, please contact the communications coordinator as soon as possible so we can be prepared to respond as well if necessary.



#### **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.

4.

#### College of the Mainland's social media accounts:

Facebook: www.facebook.com/collegeofthemainland Instagram: https://instagram.com/collegeofthemainland Twitter: https://twitter.com/COMDucks @comducks YouTube: www.youtube.com/user/COMFightingDucks

LinkedIn: College of the Mainland

#### **COM Student Life's social media accounts:**

Facebook: www.facebook.com/COMStudentLife Instagram: https://instagram.com/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 (see page 11). Some travel is very simple for example a van rental and venue entrance fee only, while other trips may be more complicated. Not every step is needed for every trip. Please, contact the Student Life office if you have any questions and they will be glad to walk you through it. All Trips need the Travel Planning worksheet, Request and Authorization for Travel with Students form and the Emergency Contact form.

- 1. First, complete the Travel Planning Worksheet found at www.com.edu/student-life/forms. This will help you plan your budget for the trip and help your group decide whether or not it has the money needed to take the trip.
- 2. When planning your budget you will need to 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.
  - b. Food
    - The food costs should be calculated by using <a href="www.gsa.gov">www.gsa.gov</a> rates. Print the Meals and Incidental Expenses (M&IE) Breakdown for future reference.
    - Student expenses should be calculated at 50% of the GSA rate
    - Employees may be calculated at 100%. The advisor can choose whether or not to use the established rate for themselves but cannot exceed 100% of the GSA rate.
    - It is important to remember when calculating food costs
      - 1. the 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. Advisors will be given 100% per diem unless the advisor informs Student Life that would like to use a different rate.
      - 5. Tips are calculated into the per diem and must be included on the receipt.
  - c. Transportation
    - The cost and size of vehicle rentals may be obtained from the facilities department at 409-933-8401.
    - 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 webpage showing the estimated cost of flights
  - d. Hotel
    - For estimating purposes use your hotel of first choice
  - 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, you will stop at this point. If you do have the funds, continue to the step 3.



**NOTE**: The Request for Authorization for Travel with Students from must have all signatures before any travel expenditures can be made. Hotel reservations may be made in advance only if they are <u>100%</u> **refundable**. Vehicle rentals made through the facilities department may be made prior to all signatures.

Also, note that ALL travel forms have been updated this year (2015). Please, delete any old copies and use the ones at the links provided on page 21 of this handbook. All Student Life specific forms may be found on the Student Life webpage at www.com.edu/student-life/forms.

#### **TRAVEL**

- Compile a travel packet. The travel packet must be completed in its entirety and submitted to the Student Life
   Office at least <u>20 business days</u>\* before the date of travel. This will include:
  - 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) or at www.com.edu/student-life/forms. This form has been updated to include a list of student names and ID numbers. It is understood that the list of students' names may change. See step 8 below.
    - 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 and get their supervisor's signature. Student Life will obtain the rest of the signatures.
  - c. **Professional Request for Advance form\*\*** which may be found on the I Drive in the campus forms folder (I:\Campus Forms).
    - The advisor or advisors' per diem will be given as a check generated by this form.
    - The advisor that signs this form is responsible for reconciling the trip expenses by signing the Travel Expense Reimbursement Form.
  - 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 one is available, it must the sent to the department of Student Life to be kept in the Travel Packet.
  - e. Registration information
  - f. Hotel preferences please, list 1st, 2nd and 3rd.
  - 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 the paperwork doesn't get lost and to be assured 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. If you have been issued a JP Morgan card, you will make your travel arrangements. You may always contact the Travel and Events Specialist for help with this process.

\*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.

\*\*A Professional Request for Advance form may not be needed if you are checking out the Student Life P-card.



#### **TRAVEL**

- 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. The hours for this office are 9:00 a.m. 6:00 p.m. on Monday through Tuesday and 8:00 a.m. 5:00 p.m. Wednesday through Friday. 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 new requirement as of August 2015 that has been handed down by the College of the Mainland Board of Trustees. Students should not be allowed to board the van unless they give a current printout of their schedule to the advisor. Upon returning from the trip these printouts must be sent to Student Life to be kept in the trip folder.
- 10. The Student Life Office will reconcile your trip once you have returned. Please, make sure that you turn in all receipts or copies of 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.
  - 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 must be turned in to Accounts Payable by the Student Life Office within 10 business days of the end date of your trip. All receipts must be itemized and turned in to the Student Life Office the first business day you return to the college. The trip will then be reconciled and the advisor who signed the Travel Approval form will be contacted to sign the Travel Expense Reimbursement form.
  - a. If your receipts are not itemized, you are expected to contact the vendor and obtain an itemized one.
  - b. 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, hotel in-room services. Contact the Student Life Office if you have questions about what is a reimbursable expense. If any of these charges are incurred, the advisor will be responsible for the charges.
  - c. If you took an advance you cannot be given any other money until the previous advance has been reconciled.
  - d. **If you are returning money**, please deposit it with the cashier, once you have a copy of the Travel Expense Reimbursement Form. This form does not need to have all the signatures at the time of the deposit. A copy of your deposit form must be given to the Travel and Events specialist.
  - e. If the college owes you money, the cashier will call you when your check is ready for pick up.

#### **Travel Waivers**

- All students traveling off campus on a college sponsored trip must complete a Release and Waiver of Liability Agreement. This agreement can be found on the Student Life webpage or at P:\clubs and organizations.
- 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.
- Completed agreements will be kept by the club advisor.



#### **TRAVEL**

#### **Collegiate High School Students**

If Collegiate High School students are traveling, a different waiver/permission slip is required before underage students can travel. Contact the Collegiate High School Office for more information. The club advisor must take this permission slip on the trip.

#### **Eligibility to Drive for COM**

- Any employee driving must complete the College wide van safety training available through the campus police department A driving record application must be obtained from the Campus Police department and must be completed at least three weeks prior to departure.
- The employee must provide a copy of their driver's license to the Campus Police so the department can obtain their driving record from the Texas Department of Public Safety.
- It is recommended that if an employee plans to drive during the year to go ahead and complete the online training and safety check in August. At a minimum it takes three weeks to process so please take this into account when making plans.

#### **Travel Guidelines**

- Non-COM students may travel in their own vehicle at their own risk.
- Drivers may also be available to assist. Contact the Student Life Office for more information.
- 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 Risk Management Workshop and Campus Clarity.

#### **Campus Clarity**

Once the Request and Authorization for Travel with Students form has been approved. The students listed on the form will be sent an e-mail from the Student Success Center with instructions on how to complete Campus Clarity. This only needs to be completed once. If they have completed it previously, they will not be contacted. If you add a student to your trip please, contact the Student Life Office at 409-933-8180 so that this student may receive instructions on how to complete Campus Clarity. For questions concerning this program call the Student Success Center at 409-933-8379.

#### **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).

The College of the Mainland Risk Management workshops are held once a semester and are available online through a power point. Your club may show the power point that is located online at www.com.edu/student-life/risk-management and fill out the sign in sheet located on the same page. This must be done once an academic year. The College of the Mainland policies that cover these subjects are listed on page 22 of this handbook.

#### **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 on the Student Life webpage. 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.

- 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
  - Athletics FK (LOCAL)
  - 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)
  - o 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
  - o Weapons FLBF (LOCAL)
  - Definitions of Weapons FLBF (LEGAL)
- Student Rights and Responsibilities
  - Involvement in Decision Making FLE (LEGAL)



# APPENDIX B QUICK REFERENCE GUIDE

NAME	PURPOSE/EXPLANATION	LOCATION
Club Recognition Form	This is needed to become an officially recognized club/organization. Turn the entire packet in to the Student Life Office no later than September 29, 2015, for official recognition in the Fall semester and no later than January 29, 2016, for official recognition in the Spring semester. Packet includes Recognition Form, Purpose/Goals, List of Proposed Activities	Appendix E, P:\Clubs and Organizations\club recognition packet or www.com.edu\student-life\forms
Club Budget Request Form	This form is used to request your initial Student Government Association allotment. This must be turned in with your Club Recognition Form. See Appendices H and I of this handbook.	P:\Clubs and Organizations\club recognition packet or www.com.edu\student-life\forms
Proposed Activities Form	This form is to be turned in at the beginning of the year with your Club Recognition Form. This is just to give SGA an idea of what you have planned for the year. They understand that everything on this form is subject to change. See Appendix G of this handbook.	P:\Clubs and Organizations\club recognition packet <i>or</i> www.com.edu\student-life\forms
Fundraising Application	This form is needed if the club is soliciting donations from non-College of the Mainland entities or having a fundraiser on campus. Turn in to the Student Life Office at least 15 business days prior to the activity/event for off-campus fundraising. See Appendix M of this handbook.	P:\Clubs and Organizations\fundraiser or drive or www.com.edu\student-life\forms
Fundraising Budget Worksheet	This form is needed if your fundraiser requires money to do. It should be turned in with your Fundraising application. See Appendix N of this handbook.	P:\Clubs and Organizations\fundraiser or drive or www.com.edu\student- life\forms
Activity Approval Form	This form is used for any official club/org activity/event with the exception of trips. Turn in to the Student Life Office at least 10 business days prior to the activity/event. The Student Life Office will forward it to SGA and all necessary campus facilities. See Appendix J of this handbook.	P:\Clubs and Organizations\event - Activity or www.com.edu\student-life\forms
Proposed Activity-Budget Worksheet	This form is attached to the Activity Approval Form when there are expenses involved. See Appendix K of this handbook.	P:\Clubs and Organizations\event - Activity or www.com.edu\student-life\forms
Additional Funding Proposal	This form is necessary only if requesting additional funding from SGA. Turn this form in to the Student Life Office at least 15 business days prior to the activity/event. This must be accompanied by a signed Activity Request Form. The office will forward to SGA.	Appendix L, P:\Clubs and Organizations or www.com.edu\student-life\forms
Request and Authorization for Travel	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. It is understood that the names on this list may change. See Appendix O of this handbook.	P:\clubs and organizations\travel packet or I:\campus forms
Emergency Contact Form	This must be completed upon day of departure and submitted to Campus Police the day of travel. See Appendix Q of this handbook.	P:\clubs and organizations\travel packet or www.com.edu\student-life\forms
College Policies	A list of College of the Mainland Policies pertaining to clubs and organizations is in this handbook. Alcohol and drug use and hazing plus other policies are covered in the mandatory Risk Management workshops held once a year and offered online.	Appendix A of this handbook or at www.com.edu

#### 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:

- 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.
- Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- 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.
  - 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
- 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.
  - 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.
  - All comments and debate must be directed to the Chairman.
  - d. Keep to the time limit for speaking that has been established.
  - The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
- 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 it 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 bylaws of policy of your organization. There are five methods used to vote by most organizations, they are:

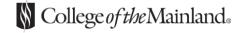
- By Voice The Chairman asks those in favor to say, "Aye," those opposed to say "no." Any member may move for an exact count.
- By Roll Call Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By General Consent When a motion 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.
- By Division This is a slight verification of a voice vote. It does not require a count unless the Chairman so desires. Members raise their hands or stand.
- 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.

- 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.
- 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 is 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.

# Article I Name, Purpose, and Code of Conduct

#### Section I. Name

This organization shall be known as the College of the Mainland Student Government Association, hereafter referred to as COMSGA.

#### Section II. Purpose

The purpose of COMSGA is to serve its constituents, the student body population at College of the Mainland;

Shall represent the student body in all dealings with the Board of Trustees, administration, faculty organizations, student clubs and organizations and the public;

Shall promote participation by students on College committees in the College governance structure, and thereby giving voice to the student body;

Shall receive, consider, and as appropriate, act on expressions of concern by students about college policies or practices;

Shall gather and disseminate information not otherwise available, yet deemed helpful, to the student body at COM;

Shall provide a forum to discuss issues relating to student organizations and clubs;

Shall cultivate improved interaction among College of the Mainland student body and various colleges throughout the State;

Shall actively represent the needs and interests of community college students before the Texas Legislature.

#### Section III. Code of Conduct



Members of COMSGA shall, at all times, respect all students, college employees, members of the community, and the college district's grounds and property;

Bring honor to their office, the college, and the community;

Foster a spirit of openness, understanding, and cooperation among COMSGA and the college at large;

Abide by all provisions of the College of the Mainland Student Code of Conduct as described in the Student Handbook.

## Article II Structure & Membership

#### Section I. Structure of COMSGA

COMSGA shall consist of two divisions: The College of the Mainland Student Government Association Executive Board (hereafter referred to as "Executive Board") and the College of the Mainland Student Government Association Club Council (hereafter referred to as "Club Council").

#### Section II. Structure of COMSGA Executive Board

The Executive Board shall consist of the COMSGA President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.

#### Section III. Structure of COMSGA Club Council

The Club Council shall consist of the Executive Board, Student Senators, and the designated representative from each chartered campus club as well as PTK, PKD & Veteran's Organization.

#### Section IV. Office of COMSGA Student Senator

COMSGA Student Senators shall serve as auxiliary COMSGA officers and/or COMSGA officers in training;

The COMSGA President shall, with the approval of the COMSGA Advisor, determine the number of Student Senator positions available for each fall and spring semester.

#### Section V. Membership Qualifications for COMSGA Executive Board

Members of the Executive Board shall be currently enrolled in six (6) or more college hours at College of the Mainland;

Have attended College of the Mainland for one full semester and have completed six (6) or more college hours (The COMSGA President must have completed twelve (12) or more college hours) at College of the Mainland prior to declaring candidacy for office;

Have achieved a grade point average of 3.0 or better by the end of the spring semester of the year in which regular elections are held (in case of special elections the candidate must have achieved a grade point average of 3.0 when declaring candidacy for office) candidates who fail to achieve the necessary grade point average will be immediately removed from office;

Members removed via the previous provision shall not be disqualified from holding office in the future should they meet all required qualifications;

Shall maintain a 2.75 GPA while in office;

Shall not be a Club Representative to the COMSGA Club Council;

Shall be in good standing with College of the Mainland;

Shall not be on academic probation;



Except for the office of COMSGA President, requirements regarding academic probation & GPA may be suspended in the event COMSGA is unable to fill a vacant position on the Executive Board via special election or appointment;

Appointment to the Executive Board under the conditions described above may occur after COMSGA has attempted to fill a vacant position with a fully qualified student and only with the written approval of the COMSGA Advisor & the Director of Student Life;

Officers appointed under this procedure shall be designated "brevet" officer and will serve with all rights and privileges of the office to which they are appointed;

COMSGA may, at their discretion, appoint a replacement brevet officer's post if that replacement meets all qualifications of office;

If, at any time, a brevet officer meets all qualifications for office the brevet officer will become a regular officer;

Special elections to replace a brevet officer shall be announced and held within one month of the start of the term if a brevet officer sits on the Executive Board.

#### Section VI. Term of Office

Members of the COMSGA Executive Board shall serve a one year term that begins the first Wednesday of May and ends at 11:59PM the first Tuesday of May the following year;

No member of the COMSGA Executive Board may hold the same office for more than two terms;

COMSGA Student Senators shall serve a term that begins the first Tuesday of October and ends at 11:59PM the first Tuesday of May the following year;

COMSGA Student Senators elected during the Spring Semester shall serve a term beginning the first Tuesday of March and ending at 11:59PM the first Tuesday of May.

#### 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.



#### Section IX. COMSGA Advisor

COMSGA shall include at least one advisor who shall be a full-time faculty member;

The COMSGA advisor shall be appointed by the College of the Mainland Director of Student Life in consultation with the Vice President of Instruction.

# Article III Powers and Responsibilities

#### Section I. Responsibilities of COMSGA Executive Board

The Executive Board shall serve as the administrative body of COMSGA and is responsible for executing provisions of the COMSGA Constitution and any policies established via the procedures described herein;

Attend quarterly Student Government Association regional meetings;

Attend the annual Student Government Association state conference when budget and circumstances allow;

Maintain accurate records in order to ensure COMSGA members and student clubs are in compliance with this Constitution and all other applicable policies;

Represent the student body by participating in campus functions and/or college organizations including, but not limited to: speaking at College of the Mainland Board of Trustee Meetings, serving on the College of the Mainland President's Advisory Council, and serving on employee hiring committees;

Attend a planning retreat no later than the second week of July to establish an agenda for the upcoming academic year;

Establish a Legislative Calendar during the planning retreat that provides for the resolution of the following pieces of business and whatever other business the Executive Board deems necessary: The establishment of a calendar of COMSGA events, the creation of a budget proposal for COMSGA to present to the Student Fee Allocation Committee, the review and/or establishment of club governance policies and forms;

Collaborate with the college administration, especially the Director of Student Life;

Communicate with the student body in order to effectively represent student concerns and establish policies consistent with the will of the student body.

#### Section II. Powers of COMSGA Executive Board

The Executive Board shall have the power to approve all expenditures made on behalf of COMSGA;

Appoint student representatives to College of the Mainland Committees and Organizations as requested by the college administration;

Vote to approve any temporary appointments to fill vacant positions within COMSGA;

Bring Articles of Impeachment against any member of COMSGA;

#### 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. Powers and Responsibilities of COMSGA President

The COMSGA President shall be responsible for representing COMSGA to the college administration, faculty and/or Board of Trustees;

Attending the President's Advisory Council (PAC) Meetings in order to present student body concerns/issues and to report college administration concerns/issues to COMSGA;

Preside over all COMSGA General and Executive Board 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, of the COMSGA Club Council and COMSGA Executive Board;

Attend all COMSGA sponsored events.

#### Section VII. Powers and Responsibilities of COMSGA Vice President

The COMSGA Vice President shall be responsible for executing the duties of the President in the event of her/his absence;

Shall be responsible for chairing and promoting COMSGA events unless such service would create an undue burden on the office;

Promote all COMSGA events;

Attend all COMSGA sponsored events.

#### Section VIII. Powers and Responsibilities of COMSGA Secretary

The COMSGA Secretary shall be responsible for recording official COMSGA General and Executive Board meeting minutes;

Record attendance for COMSGA General and Executive Board meetings;

Maintain accurate records for COMSGA in conjunction with the SGA Advisor(s);

Prepare and disseminate COMSGA General and Executive Board meeting agendas;

Attend all COMSGA sponsored events.

#### Section IX. Powers and Responsibilities of COMSGA Treasurer



The COMSGA Treasurer shall be responsible for maintaining financial records for the COMSGA Executive Board;

Verify club attendance and activity as it relates to matters of funding;

Prepare an annual COMSGA budget for consideration by the Student Fee Allocation Committee;

Provide a monthly financial report for presentation at COMSGA General Meetings;

Attend all COMSGA sponsored events.

#### Section X. Powers and Responsibilities of COMSGA Parliamentarian

The COMSGA Parliamentarian shall be responsible for ensuring adherence to Robert's Rules of Order and all relevant provisions of the COMSGA Constitution and bylaws during all COMSGA Meetings;

Executing the duties of Secretary in the event of her/his absence;

Provide official COMSGA Constitution to all COMSGA members upon request;

Organize and coordinate all COMSGA elections;

Attend all COMSGA sponsored events.

#### Section XI. Powers and Responsibilities of COMSGA Historian

The COMSGA Historian shall be responsible for documenting (pictures, video record, etc.) all COMSGA sponsored events;

Coordinate with student clubs to collect documentation (pictures, video record, etc.) of sponsored student club events;

Maintain collection of COMSGA Memorabilia such as flyers, awards, publications, pictures, etc.;

Record COMSGA General & Executive Board meeting minutes in the absence of both the Secretary and Parliamentarian;

Attend all COMSGA sponsored events.

#### 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. Powers and Responsibilities of COMSGA Advisor

The COMSGA Advisor(s) shall provide guidance and counsel to COMSGA;

Ensure all College of the Mainland policies and procedures are adhered to;

Ensure COMSGA members meet all campus obligations, particularly academic obligations;

Provide oversight by approving, in conjunction with the Director of Student Life, event proposals, Club Charters, and all financial expenditures authorized by COMSGA;



Introduce Articles of Impeachment to the Club Council;

Attend all meetings of COMSGA as a non-voting member;

Maintain permanent records of COMSGA;

Identify, recruit, and train students to become active members of COMSGA;

Serve as COMSGA liaison between the advisers of College of the Mainland clubs and organizations and between the Director of Student Life;

Participate in campus functions, such as club adviser orientations, as requested and required by the college administration, especially the Director of Student Life;

Organize the annual COMSGA Executive Board planning retreat;

Serve on the Student Fee Allocation Committee as permitted by college policy.

# 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. Parliamentary Procedure

COMSGA will conduct meetings in accordance with Robert's Rules of Order unless specific deviations are outlined in the COMSGA Constitution or the COMSGA bylaws;

Questions of parliamentary procedure shall be resolved by the COMSGA Parliamentarian.

#### Section II. Meeting Schedule

The COMSGA Club Council shall meet on the first Tuesday of the month from 12:30pm to 1:30pm;

The COMSGA Executive Board shall meet on the third Tuesday of the month from 12:30pm to 1:30pm;

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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday in September from 12:30pm to 1:30pm;

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 effect policy may only take place during a meeting held in open session.

## Section III. Meeting Agenda

The COMSGA Secretary shall prepare an agenda, with approval from the COMSGA President, before each General and Executive Board meeting and will make it available to the student body at least 48 hours in advance;

Agendas must contain the following items: Call to order, roll call (attendance), review and approval of minutes, COMSGA financial report, club report, old business, and new business.

#### Section IV. Quorum and Voting

Quorum shall be defined as having at least fifty percent (50%) plus one of members in good standing present at the call to order of a meeting;

Quorum must be met for all regularly scheduled meetings and any special meetings held in open session;



Proxies shall not be counted towards the attendance requirements to constitute a quorum;

Unless otherwise specified, motions shall be passed via a simple majority vote where majority vote is defined as fifty percent (50%) plus one of the members present and voting;

The presiding officer may only vote in the event of a tie.

Article VI Elections

#### Section I. Logistics

The COMSGA Executive Board shall be elected during the annual COMSGA elections and these elections will be held no later than the fourth Thursday of April;

All College of the Mainland students attending during the semester in which the election is being held shall be eligible to vote;

The COMSGA President shall call for special elections should a position on the Executive Board become vacant;

Should an existing member of the Executive Board choose to declare candidacy for a vacant position, they must resign their current office upon submitting their name for candidacy;

Notice of elections, both the annual and special, must be given at least one month before the date on which elections will be held;

Candidates for office must complete an application created by the COMSGA Advisor;

Applications packets must be available at the time elections are announced;

Election Day may not occur less than two weeks after the application submission deadline;

The COMSGA advisor shall certify the eligibility of all candidates for office and the election results;

Should a vacancy exist following an election, the COMSGA Adviser may offer the vacant position to any candidates that ran, but failed to win office;

The COMSGA Executive Board shall be responsible for determining the process and procedures for conducting the election and is charged with making every effort to ensure that as many students as possible have the opportunity to vote;

Elections may be held on multiple days and in multiple locations;

## Section II. Induction and Orientation

Inductions must be held no later than the last week of the semester in which the election is held;

All officers must be sworn in prior to taking office;

The College of the Mainland President, or an agent designated by that official, shall administer the oath of office;

The logistics of induction shall be determined by the outgoing COMSGA Executive Board and Advisor;

The COMSGA Advisor shall be responsible for planning and administering a summer orientation retreat.

#### 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 2015-16 APPENDIX E NAME OF CLUB: ADVISOR(S): \_\_\_ We understand that we are required to attend the monthly Student Government Association (SGA) general meeting, and we agree to send a representative. Our representative will come to SGA meetings prepared to give a budget report and to inform the group about our club/organization activities, events and ideas. We agree to abide by the requirements in the Clubs and Organizations Handbook, including turning in all required paperwork related to events and activities by the respective required deadlines. We agree to notify the Student Life Office and SGA of any changes in our club members, SGA representative or advisor by emailing sga@com.edu and studentact@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 9/29/15 for the Fall semester and 1/29/16 for the Spring semester. One officer signature is required. Each club must designate at least one officer. Officers **Signatures** President: Vice President: \_\_\_\_\_ Secretary: Treasurer: \_ SGA Representative: Other: Members\* \*If you have additional members, please list them on a separate sheet of paper. Make sure all names are printed neatly. requests recognition from College of the Mainland for the 2015-16 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 does not discriminate against, nor exclude from participation in any of its programs or activities, any person on the basis of sex, race, color, religion, national origin, veterans 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. Ext: E-mail: Advisor (Signature): Advisor (Signature): Ext: E-mail:

Advisor (Signature): \_\_\_\_\_\_ Ext: E-mail:

Advisor (Signature): \_\_\_\_\_\_ Ext: E-mail:

Student Government Association Advisor Date

Director of Student Life Date

# **CLUB RECOGNITION FORM 2015-16**

### APPENDIX F

## **CLUB/ORGANIZATION PURPOSE/GOALS**

Please write below your club/organization's mission statement, including the purpose and goals of your club/organization. If you are affiliated with a national organization, please include documentation of your membership and any requirements of your club with that organization. Include a copy of your constitution and any other supporting document that provide guidelines for your organization. Each club/organization is required to develop a set of its own constitution and bylaws, which govern how your club/organization makes decisions.

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### **SAMPLE CONSTITUTION**

### **PREAMBLE**

State the purposes and goals of the group.

### ARTICLE I - NAME

State the official name of the organization.

### ARTICLE II - MEMBERSHIP

State the requirements for membership. There should also be a provision regarding advisors.

### **ARTICLE III - OFFICERS**

Contain the list of officers, their terms of office and the qualifications and duties for its officers. Each club must have a minimum of one officer.

Appropriate procedures should be outlined for the impeachment and removal of officers.

### **ARTICLE IV - MEETINGS**

Designate the regular meeting dates and times and provisions for calling special meetings.

Each club/organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order, usually stated in the bylaws. See page 13 of this handbook for an Introduction to Robert's Rule of Order. A copy of the booklet, The A-B-C's of Parliamentary Procedure may be obtain at the general SGA meetings or from the SGA Advisor.

# **APPENDIX G**

# **LIST OF PROPOSED CLUB ACTIVITIES FOR 2015-2016**

List any proposed travel dates, clothing/food drives, events or workshops that your club/organization may be involved in this year. It is understood that these are proposed and the information may change. This page is included in your Club Recognition Packet to help you plan your year and to inform SGA and Student Life of your plans for the upcoming year.

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

# **APPENDIX H**



# Club Budget Request Form

 Date Submitted: 9/17/2015

 Club President: John Awesome
 CLUB NAME: Awesome Club

 Advisors: Dr. Awesome
 SGA Representative: Sarah Awesome

Turiboro, Diritirebonie		DOTT Representative. Burun 7 twest	1110			
Event Name	Description of Event	Description of Expenses	Estimated Attendance	Estimated Total cost	Amount paid from Fundraising	Amount requested from SGA
	Campus Wide Water Ballon Fight					
	to help students relax during	Water Balloons, Ice Chests, Water	0.000			
Water Balloon Bonanza	finals week	Bottles	50	\$350.00	\$150.00	\$200.00
Virtue and Vice in Narnia and	Virtue and Vice in Narnia and	Explore virtue and vice as displayed in the choices and				
Middle-earth (September 22)	Middle-earth (September 22)	journeys of the human and	10	\$294.00	\$150.00	\$144.00
Pancake Night - Fall	Free pancake dinner during finals week- open to all students	Plates, Food, Utensils, Drinks	40	\$150.00	\$50.00	\$100.00
Pancake Night - Spring	Free pancake dinner during finals week- open to all students	Plates, Food, Utensils, Drinks	40	\$150.00	\$50.00	\$100.0
			TOTAL	\$944.00	\$400.00	\$544.0

You are expected to use down to \$500 in your fundraiser account. If the remaining balance after you subtract your events for this year is over \$500, attach justification. Your current fundraiser balance can be verified with Giselle Hewitt in Accounts Payable.

Fundraiser Name	Estimated Revenue
SGA Meetings	\$200.00
Fall Bake Sale	\$150.00
Club Dues (\$10/person)	\$100.00
Spring Bake Sale	\$100.00
Anticipated Fundraising Total:	\$550.00

Current Fundraising Account Balance:	\$0
Total amount allotted by SGA for FY 2015-16:	

Please, turn in a hardcopy of this form with your club recognition packet and e-mail the electonic form to sgatreasurer@com.edu.

# ■ College of the Mainland。

Club Budget Request Form

Date Submitted:

Club President:

Advisors:

CLUB NAME:

SGA Representative:

					Amount paid Amount	Amount
			Estimated	Estimated Estimated from	from	requested
Event Name	Description of Event	Description of Expenses	Attendance	Total cost	Attendance Total cost Fundraising	from SGA
			TOTAL	\$0.00	\$0.00	\$0.00

You are expected to use down to \$500 in your fundraiser account. If the remaining balance after you subtract your events for this year is over \$500, attach justification. Your current fundraiser balance can be verified with Giselle Hewitt in Accounts Payable

Tota	\$200.00	Anticipated rundraising Total:
	\$200.00	
	Estimated Revenue	Fundraiser Name

Current Fundraising Account Balance:

al amount allotted by SGA for FY 2015-16:

Please, turn in a hardcopy of this form with your club recognition packet and e-mail the electonic form to sgatreasurer@com.edu.

# **APPENDIX J**

# **ACTIVITY APPROVAL FORM 2015-2016**

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

Today's Date:	Activity Name:		
Club Name:			
Club Sponsoring the Activity, if o	lifferent from yours:		
Proposed Date/Time:			
Proposed Location:		☐ On Campus	☐ Off Campus
Activity Type: ☐ Educational	☐ Service ☐ Social		
□ College of the Mainland will ell □ College of the Mainland will ell □ College of the Mainland will predicted that enhance the quality of the lege of the Mainland will predicted the lege of the Mainland will predicted the lege of the Mainland will predicted the lege of the lege of this lege of this lege of the l	evelop processes and procedures to ensiminate obstacles from the student's pat inhance student engagement, keeping the rovide high-quality instruction and instruc- rovide services/processes that enhance a faculty and staff. rovide services/processes that connect to	the integrity/safety/quality of the institution the College to the community in a mutually	journey. e. n (including physical facilities) and
Club Officer Signature	 Date	Club Advisor Signature	Date
Director of Student Life Signature	 e Date		

# **APPENDIX K**



# **Activity/Event Budget Worksheet**

If there is a cost associated with your activity or event, please 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. See the Student Life Office if you have any questions.

BUDGET BASICS
What is the total cost budgeted for this event?
What is the cost per student for this event? Divide the above total cost by the expected number of participants
CONTRACTS
Does this event require a contract from a non-College of the Mainland entity? If so, request information/quote and send to the Student Life Office. Never sign a contract.
No Continue to Budget Details/Explanation below
Yes Attach documentation for contract and/or include explanation below and send to the Student Life Office.
BUDGET DETAILS
Registration/Entry Fee
Food
Printing
Guest speaker/presenter
Décor
Activity materials
Off-campus venue
Miscellaneous (Explain)
Total for Activity/Event \$ 0.00
CLUB FUNDING ON HAND
Club fundraising balance
SGA Award balance
Total funds on hand \$ 0.00
Remainder (Total funds on hand minus total for activity)
North Mills 17 L Line Lite Holling has the collection of the

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

Revised 10/4/15



APPEN	DIX L
ADDIT	TONAL CLUB FUNDING FORM
То:	Student Government Association
From:	
	(Name of Club/Organization)
lame a	nd date of event:
	e undersigned understand and agree to the following procedures of Student Government iation to receive additional funding:
	student club/organization must be in good standing with Student Government Association to
<ul> <li>This date consthire</li> </ul>	eive funding.  Additional Club Funding Proposal must be submitted at least ten business days prior to the of the monthly executive Student Government Association meeting or it will not be sidered. The monthly executive Student Government Association meeting is held every a Tuesday of the month.  Tuesday of this form does not guarantee approval of additional funds.
	r club/organization will be notified within five business days after the request has been mitted via the club/ organization's official COM email address.
This re	equest has been read and approved by both the advisor and the club/organization's president.
Signat	ure of Advisor Office Extension
Signat	ure of Club/Organization President Phone Number
Attach	the proposed activity budget worksheet, to this request or your request will not be considered.
Amoui	nt requested
Total /	Amount Approved
	Approved By Student Government Association Executive Officer
	Approved By

Date Approved:



Student Government Association Advisor

### APPENDIX M



# COM Fundraising Application Form

This form must be turned in to the director of student life's office located in the Student Center, Room116, 15 business days prior to the planned event or solicitation. Student Club/Organization: Student Club/Organization Advisor: Extension: Fundraiser Type of Event (check one) Drive Solicitation Purpose of the fundraiser or solicitation (ex. trip or activity that you need money for) 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? Not Applicable Description of the fundraiser or solicitation No Will donations be solicited from off-campus persons, organizations or corporations? \*\*If yes, please list names or persons/organizations and items being solicited: (Continue the list on the back or an attached sheet of paper if necessary.) 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: Date Director of Foundation or designee Rev. 9/8/15



# APPENDIX N

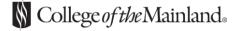


# **Fundraising Budget Worksheet**

Keep in mind that all funds need to be deposited within 3 days of 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 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 Printing Guest speaker/presenter Supplies/ activity materials Off-campus venue Miscellaneous (Explain below)	
Total needed for fundraising activity	\$ 0.00
CLUB FUNDING ON HAND Club fundraising balance SGA award balance Total funds on hand	\$ 0.00
Total for activity from above  Remainder	\$ 0.00
lditional Comments:	

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



Ad

# APPENDIX O

Date Rec'd by Accounts Payable (AP):				lmp	ort	ant: En	nployee - Attach all	Red	quired Documenta	ation Prior to S	Submitting.	
								E MAINLAND		II CTUDENTS		
		KEQ	UES.	I AND AUTH		CONTRACT Phone #(s): Datatel #:			D			
Date:						Lon	tact Pn	one #(s):			Datatel #:	
Responsible Em	ployee Name:							Purpose of Trip:				
Department/Clu	ıb/Organization	Nam	e:					Budget Code (if gran	nt, Gn	ant Accountant initials req	quired) :	
Date Departing:		Date	Retu	rning:	Fro	m:				То:		
Travel Accommo	odations:		П	Auto - Rental			Auto	- Personal		Registration	Ticket	s/Entry Fees
(Check oil the apply) Mileage						Hotel			Airline Tickets		, ,	
						Esti	mated					
Registration:			1:				Tickets/Entry Fees:					
		Per	Dien				Auto Rental/Taxi:					
			Hote	:			Other(describ	e in				
								notes section				
Mileage	@ .575	/mile	2:			Estimated Total:				\$ 0.00		
Employee Signature/Date:					Supervisor Signature/Date:							
Associate VP Authorization/Date:				VP Signature/Date (required for all travel):								
President Signature/Date (required for out of country travel):						Authorized Budge	t De	epartment Signatu	re/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			D Nu	mbe	er	Student Name			Student	ID Number		
Notes:												

College of the Mainland

# **APPENDIX P**

Create a word document similar to the one below to help you calculate the expenses for your trip.

# CLUB NAME - EVENT NAME - DESTINATION - DATE

Estimated amount for trip \$\*\*\*\*\*\*

Food Cost: (at 50%) \$487.00

Total for trip per person \$162 x 6 students

Food Cost: (at 100%) \$324.00

Total for trip per person \$324 x 1 advisor

Day	Breakfast	Lunch	Dinner	Total
Friday	\$12	\$18	Provided	\$30
Saturday	\$12	\$18	\$36	\$66
Sunday	\$12	\$18	\$36	\$66

 Transportation:
 \$282.00

 Van rental
 (1 van x \$94) 3 days = \$282

Hotel: \$916.00

AT&T Hotel (2 queen beds) \$229 per night x 2 nights = \$458 x 2 rooms

Registration: \$300.00

6 registrations x \$50 = \$300

# **APPENDIX Q**

Side one of form

# College of the Mainland

### **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.

Travel Date: Location Traveling to: Event Personal License Plate Number Description Student Name Signature **Emergency Contact** Relationship **Emergency Contact** This information only needed if vehicles ID (Print) Name to Student Phone Number Mother · 2. Mother 3. Mother Mother 5. Mother 6. Mother -Mother 8. Mother Mother 10. Mother 11. Mother 12. Mother Note: Only COM credit students, eligible non-credit (CEQ) students and employees are permitted to travel in the reserved van. Non-COM students

Side two of form

# College of the Mainland

may travel in their own vehicle at their own risk. Current student enrollment must be verified by advisor prior to leaving on a trip.

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

	College Employee	Cell Phone Number	Emergency Contact Name	Emergency Contact Phone Number	Personal License Plate Number	Vehicle Description
					This information only are left on campus or	
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.



### College of the Mainland Accreditation Statement

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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.

### Nondiscrimination Statement

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquiries concerning the 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 the Education Amendments: Lonica Bush, Executive Director of Diversity and Equity, Ibush@com.edu, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8413.

