

Student Club Policies

Only clubs and organizations recognized by Mitchell's Student Government Association and registered with the College may use SGA and campus resources. Active clubs must meet the following requirements:

- Limit membership to currently-enrolled students, although there may be provisions for non-students per the club's constitution
- Register with the student activities coordinator each year
- Have a club representative present at SGA meetings
- Turn in an End-of-Year Financial Report and Club Registration each spring
- Sponsor at least two activities on campus each semester. Typical activities could include, but are not limited to participating in the annual club fair, hosting a fundraiser, coordinating a service project, sponsoring a program or attending a conference.

Establishing a New Student Organization

Anyone interested in starting a new student organization must:

- Meet with the student activities coordinator to discuss starting a new club
- Establish the name of the organization and define the purpose
- Identify a full-time faculty or staff member to serve as advisor
- Have at least five currently-enrolled students sign a petition indicating their intent to become a member of the proposed organization
- Develop a constitution and bylaws outlining the purpose, goals, officers, elections, etc. (Templates are available from the student activities coordinator)
- Submit a proposal outlining the club purpose, goals and objectives with the constitution and bylaws and petition to the SGA president
- Attend an SGA meeting and present the club proposal for approval.

The SGA and the administration of Mitchell Community College approve all new clubs and organizations.

SGA Attendance/Club Reward Policy

The SGA provides funding of \$25 per club for each meeting attended with a bonus of \$75 if all meetings are attended by a representative. The club representative must stay for at least two-thirds of the meeting to be counted present. The money may be used for any legitimate club activity that benefits Mitchell students. It cannot be used to make donations to organizations or individuals outside Mitchell. The money is made available at the end of each fall semester and at the end of each spring semester. Organizations with fewer than five members are ineligible for club reward funds.

SGA Club Funding Policy

Each semester, various clubs on campus have reasons to request a fund disbursement from the SGA. Here are the SGA grants available to recognized clubs:

Matching Grant

Clubs may request up to \$500 per semester to be matched for money that they have earned through fund raising efforts. The matching grant can be used for any purpose that the club chooses.

Major Event Grant

Clubs may request up to \$500 per semester for a major event that they will host on campus provided that it is open to the student body. Any money that is not used for the event will be returned to the SGA's general fund.

Leadership Grant

The SGA will pay up to \$300 per club per semester for registration fees for conferences that members will attend. Each club must provide proof of registration and provide the appropriate paperwork signed by a club advisor. The grant will be awarded after a General Body vote. After the conference, the club will be asked to either submit a paper on what was learned or provide a leadership lesson from the conference to the General Body SGA. If more money is given than used, the club is responsible for returning the extra money. Failure to return excess funds will cause the club to be placed on probation and the club will not be allowed to request any money for the next semester. Any club in good standing may request any of these grants from the SGA after the first General Body meeting with the understanding that the club will attend at least four General Body meetings in that semester. Failure to attend those meetings will result in the club being placed on probation and not allowed to receive any money for the next semester.

A club must still take their request to the SGA General Body meeting for a vote of the General Body.

The club must:

- be a recognized student organization.
- in good standing.
- have at least five members.

New clubs may apply for a grant after attending four General Body meetings following their recognition as a student club.

SGA Co-Curricular Funding

The SGA can provide funding for co-curricular activities if the funding request meets the following criteria:

- It is an academic project that clearly connects Life to Learning
- It is sponsored by a department at Mitchell Community College
- A full time faculty or staff member is responsible for accepting and reporting on the funds
- Students who participate are currently enrolled at Mitchell Community College

Requests made for co-curricular funding need to be made to the SGA advisor two weeks before financial resources are needed and will be contingent upon an SGA General Body vote. The SGA General Body could require some type of follow up activity to report on the project and how participants benefit.

The funding breakdown is as follows:

- Each project can request up to \$300 to cover costs.
- If individual students are participating in an event or field trip, the limit is up to \$50 per student participating for registration fees and travel costs not to exceed \$300.

Any questions need to be directed to the SGA Advisor.

Receiving a Check from SGA

Clubs need to deposit checks issued from the SGA as soon as possible. Report lost or misplaced checks immediately to the SGA advisor. Checks that expire or are lost will not be reissued after the end of the fiscal year, which occurs on June 30.

Financial Matters

Any club that does not have a bank account will be ineligible to receive club reward money or funding from the SGA. Account verification must be completed only once and should be submitted prior to any checks being dispersed to the club. Documentation verifying the club's bank account should be submitted to the student activities coordinator. Clubs must submit an End-of-Year Financial Report to the student activities coordinator before the end of the spring semester. The report should include a summary of financial activities for the year showing a detailed description of income and expenditures. This report must be signed by an officer in the club, preferably the treasurer and the advisor.

Inactive Clubs

If a club goes inactive and it has money in the bank, the club has two semesters to reactivate. If not, the SGA will assume control of the club's bank account. If the club remains inactive for an additional two semesters, the SGA will close the account and redistribute the funds towards other student programs. If a club chooses to go inactive, the club members/advisor

needs to close their bank account immediately and forward all remaining funds to the SGA for reallocation. Checks should be written to "Mitchell Community College SGA."

Procedures for Scheduling Events and Fundraising Activities

Any organization that plans to have an event or fundraising activity must use the following procedures:

- Call the receptionist at Cherry Street 704-878-4367 to see if the date you wish to hold an event is available.
- Complete the *Space Request/Fundraising Form* and submit it to the club advisor for approval. Include information about security, facility needs, and audio-visual requirements. The form is available online or from the student activities coordinator.
- Return the form to the Student Activities Office for review and signature of the student activities coordinator who will then route the form to the vice president for student services for approval. After the form is returned to Cherry Street for processing and distribution to Campus Facilities and Security, you will be notified.
- Allow at least one week for final approval.

Advertising and Publicity

Bulletin boards are located throughout campus for displaying flyers and posters. Postings are not permitted in elevators or on wood or painted surfaces.

Resources Available to SGA Clubs

The SGA Office has the following items and equipment available for use by registered clubs and organizations. These are located in the Montgomery Student Union and must be signed-out and returned. To reserve, contact the student activities coordinator at 704-978-5426.

- *Grill and Grill Cleaning Supplies* A gas grill is available to use for club events at no charge. Clubs are required to clean the grill immediately following use. The grill cannot be used for food fundraisers.
- *Cooking utensils* are available to use at club events and fundraisers at no charge.
- *Helium Tank.*
- *Ice Chests and Water Coolers* Two ice chests and two water coolers are available.
- *Portable Sound System* The SGA sound system can be requested when completing the Space Request Form. Clubs are responsible for pick up, set up, break down and return of the system to the SGA. An SGA representative can provide training on how to use the equipment.
- *Printing and Graphic Design Services* This service is located in Friend's House. Clubs that complete a requisition for printing will receive an invoice that must be paid to the Business Office upon receipt of the job. Clubs may request to have information posted on the Events Calendar by submitting a request to the student activities coordinator.
- Leadership workshops topics are presented upon request.
- Mediation services are available to groups who need assistance with conflict resolution involving club members.

- The student activities coordinator can schedule a workshop covering College policies related to clubs.

Food Sales on Campus

Contact the student activities coordinator at 704-978-5426 for information and approval for food sales on campus.

Student Travel Policy

Any individual or group of students from Mitchell Community College traveling in the name of their organization and using club or Student Government Association funds are considered to be participating in a College-sponsored trip. Clubs that plan to travel must follow the guidelines outlined below in the Student Travel Policy. The complete policy is listed in the *Mitchell Community College Policy Manual*.

Clubs and organizations planning to travel must complete the following tasks seven days prior to taking a trip (Allow additional time for out-of-state travel.):

- Complete and submit to the student activities coordinator a *Travel Authorization Form*.
- Complete and submit a *Request for Travel* form to the club advisor's division director.
- Have each student who plans to travel complete a *Travel Liability Waiver* form and turn in to the student activities coordinator.
- Purchase accident insurance through the college. (optional)
- Make arrangements to make up course work with instructors (if classes will be missed).

Student travel should be well planned, expenses should be kept to a minimum, and potential risks should be considered. Liability issues should be discussed with the student activities coordinator before the group's scheduled trip. A *Travel Liability Waiver* form is required for all students and non-students who plan to attend the trip. Exceptions to the Student Travel Policy must be approved by the vice president for student services.

Request Timeline

Authorization for travel must be approved before any College- or club-sponsored field trip departs from Mitchell. Attach as much information about the trip as possible in order to receive a timely response. Incomplete requests may experience a delay in receiving authorization. Questions about the Student Travel Policy can be directed to the student activities coordinator at 704-978-5426.

Out-of-State Travel

An advisor or College designee is required to travel with students during any out-of-state, club-sponsored trip. Student clubs are encouraged to assist with travel expenses for the club advisor. This includes meals, transportation and lodging. Out-of-state travel plans should be shared with the student activities coordinator as soon as there is discussion about taking a

trip. Travel authorization requests should be submitted prior to the trip being taken in order to get the proper permission. Authorization to travel must be approved by the vice president for student services but can be denied by the president of the college.

In-State Travel

An advisor or college designee is required to travel with students during overnight club-sponsored trips. Day trips within an hour of Statesville do not require an advisor to be present, although one is recommended. Trips that are more than a one-hour drive are required to have an advisor present. Clubs are encouraged to assist advisors with travel expenses. Travel authorization requests should be submitted as outlined above.

Student Drivers

Students are welcome to drive themselves on field trips. Any student transporting other students on a field trip must complete a *Release Authorization Form for College-Sponsored Activities* to drive. Only students with no major convictions in the past year will be authorized to drive other students. This form should be submitted to Human Resources and is good for one year.

- A *Release Authorization* form needs to be completed *only* by students driving other students. (NOTE: Students cannot drive Mitchell vehicles.)
- One release authorization form required per semester per driver.
 - Additional trips after first background check need a *Release Authorization Addendum* form signed.
- Clubs need to submit a *Field Trip Authorization* form per Mitchell Policy 02-08 procedures.
- Full-time instructors do not need to complete a release form.
- A copy of the driver's license is necessary to process the release authorization form.
- Submit release authorization forms of all drivers to HR *at least* three days prior to a trip.
- Allow 36 hours for release authorization forms to be processed.
- Provide return information to Human Resources once verification has been completed.

Non-Student Drivers

Full-time staff can drive a school, rented or personal vehicle on College- or club-sponsored field trips. Human Resources will approve them to drive by checking their license when they are first employed. Part-time employees who wish to drive students must have their license checked if it was not done when they were first employed by the College. Individuals not affiliated with the College who are driving Mitchell students must have their license checked by the College before driving for a College- or club-sponsored trip.

Rental Cars

Students, employees and non-employees who choose to drive a rental vehicle should adhere to the rental company policy with regard to who can drive their vehicles.