



Big Bend Community College

Student Organization Handbook

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Introduction

The Office of Student Activities at Big Bend Community College is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to their goals. The following procedures contribute to the implementation of this policy.

This Student Organization Handbook is designed to assist your student organization in becoming familiar with college policies and procedures related to student organizations and to provide suggestions and helpful hints for productive activities. Make use of the resources identified in this handbook. If the handbook does not answer your questions, either call (509-793-2066) or drop by the Office of Student Activities in room 1428 of the Administration Building for clarification or assistance.

Although this organization handbook was prepared on the basis of the best information available at the time of publication, all information included herein is subject to change. Any additions, deletions, or corrections to this handbook, once approved, will be available in the Office of Student Activities.

Purpose

The purpose of a student organization is to give students an opportunity to combine various aspects of their academic and/or vocational learning into personal action. In a student organization, students have the chance to apply their skills and knowledge in a Community environment. They work together to set goals, develop plans for achieving those goals, carry out their plans, and build and maintain working relationships in the process. Student organizations deal with real challenges, make real decisions, and solve real problems. Through their participation in the organization, students learn to apply the skills and responsibilities of leadership, to

motivate themselves and others, to use their talents, and to become involved in the Community.

Recognizing the value of a co-curricular experience, which enhances the learning and development of the individual student and helps to create a sense of belonging to the college, the following policies for the registration and governance of student organizations, has been established. Student organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. Big Bend Community College allows a wide range of student groups to exist on its campus and has established the following levels of organizational structure to more clearly define the status and benefits for various organizations, to develop a system of governance for student organizations, and to develop unity among various organizations and a sense of loyalty to BBCC.

The College grants recognized status to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the College. Some recognized organizations may be smaller in nature and organized to meet specific interests, while others are larger and established to fulfill a long-term role with the campus. The current list of recognized student organizations at BBCC can be obtained from the Office of Student Activities or within the Big Bend Student Clubs and Communities website.

Student Clubs and Communities Mission Statement

The mission of the BBCC Student Clubs and Communities is to complement the college's academic programs and enhance the overall educational experiences of students through development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, community service, and campus leadership programs.

Campus Clubs and Communities provide environments in which students and student organizations are afforded opportunities and are offered assistance to:

- Participate in co-curricular activities
- Develop healthy interpersonal relationships and use leisure time productively
- Explore activities in individual and group settings for self-understanding and growth
- Learn about varied cultures and experiences; ideas and issues; art and musical forums; and styles of life

Student Programs Mission Statement

The Association of Student Body of Big Bend Community College Strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success.

Club vs Community

The chart below shows the differences between a recognized student Club and a recognized student Community. While student Clubs are allowed additional privileges, they are also required to fulfill requirements not expected of Communities. If your group is still uncertain, please contact the Office of Student Activities for assistance in determining which group type is best for your needs.

<i>These groups can...</i>	CLUBS	COMMUNITIES
Use BBCC Facilities	X	X
Hold events on campus	X	X
Post flyers/adverts on campus	X	X
Use BBCC name and logo	X	X
Raise Funds	X	
Apply for S&A funding	X	
Travel as a BBCC organization	X	

Process to Become a Recognized Student Club or Community

- A. Student groups desiring status as a recognized student organization must complete the application procedures and submit the required paperwork to the Student Activities Office.
- B. Big Bend Community College provides equal opportunity to student Clubs and Communities and does not discriminate on the basis of race, color, national origin, age, disability, pregnancy, genetic status, sex, sexual orientation, gender identity, marital status, creed, religion, status as a veteran of war, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.
- C. In order to start a new recognized student organization, a representative of the group must make an appointment with representatives of the Office of Student Activities to discuss the application process.
- D. The Office of Student Activities will provide the student representative with a sample outline for a student organization constitution (clubs only) as well as the following forms to be completed and returned:
 - 1. Student organization registration form
 - 2. Membership roster (a Club must have at least 10 members, Communities must have at least 5)

- E. The petitioning organization will be granted “**Pending**” status once the application and paperwork is received. While under pending status, the group will be granted a thirty-day permit to use campus facilities for the purpose of holding organizational meetings and recruiting new members. This permit **does not** include the right to sponsor an all-campus event, to solicit (raising funds on campus) or to use the name of the college.
- F. The application is reviewed by the representatives of the Office of Student Activities. It is then brought before the Associated Student Body (ASB). Final approval is through the Director of Student Programs. This process can take up to two weeks.
- G. The Office of Student Activities and the ASB will consider the following criteria for approval or denial of the application:
1. Possible duplication of another student organization on campus.
 2. Possible attributes that the new organization may bring to campus life.
 3. Probability of growth and continual good standing of the new organization.
 4. Activities which are consistent with the college policy and city, state, and federal laws.
- H. Once all requirements have been met and approval has been granted, the group will be classified as a “recognized” student organization. In order to maintain registered status, the advisor or mentor of the organization must annually register their organization and maintain accurate and up-to-date records of officers, members and programs with the Office of Student Activities.

Getting Started

The first step in starting a student organization is to make the decision that you are willing to put forth the effort required to be a good member of the organization. Without your enthusiasm, hard work, support, and dedication, the organization will have little chance of success. Once you have made the decision, here are some additional steps to follow:

- Get approval from the Director of Student Programs to establish the organization.
- Motivate other students to join the organization (at least 10 for Clubs, 5 for Communities).
- Conduct a meeting to organize.
- Inform students of what is involved and what is expected if they belong to the organization.
- Complete the Student Organization Application for Recognition Form (including statement of purpose, Constitution & By-laws if applying for Club status).
- Seek out an advisor or mentor (this person must be a full-time faculty/administrative exempt employee, or an associate faculty member, who teaches at least 50% FTEF and has worked at BBCC for a minimum of two years).
- Get in touch with the state or national organization, if appropriate, for the particular student organization you want to establish.

1. Get Approval to Establish the Organization

Arrange for a meeting with the Director of Student Programs to discuss the purposes and benefits of the organization. Emphasize opportunities for student growth and development. Be prepared to present a brief outline of the steps to be taken in establishing the organization, including:

- Time that will be required of the advisor

- Scope of organized activities
- Campus facilities to be used
- Amount of involvement of other college faculty/staff
- Budget requirements

2. Motivate Students to Join

This aspect is perhaps the most challenging of all. Involved and knowledgeable members are essential to a successful organization. As new students come into the organization each quarter, the responsibility of fostering interest is a continuous one. Students must be made aware of the organization, and that a positive attitude can be the first step toward "getting the word out." The following suggestions may be useful:

- Participate in Viking Orientation at the beginning of the fall, winter, and spring quarters.
- Meet with students who are potential members and ask them to attend meetings to get them interested.
- Encourage members to conduct an interest poll among other students – see if the organization might be a good connection for other interested students.
- Contact other student organization leaders to ask for advice on recruitment.
- Request promotional materials from affiliated state or national organizations to show students.

The best motivational device is the organization itself. Begin your activities as soon as the organization receives official recognition – encourage students to participate!

3. Conduct a Meeting to Organize

Hold an informational meeting for the organization. Make sure that this meeting is held after there has been significant publicity for the organization (flyers, posters, announcements on the Big Bend

Facebook and Instagram accounts, etc.). As the meeting draws near, keep the following in mind to ensure success:

- Involve as many students as possible at every stage of organizing.
- Form a committee of students to help plan and conduct the organizational meeting.
- Allow the committee to determine who should serve as the representatives until official nominations and elections are held.
- Work with the committee to develop an agenda (please refer to “Conducting Effective Meetings>Agenda”). Include items on the agenda such as an explanation of the purposes of the organization, the organizational structure, and the responsibilities of the officers.
- Determine who will be responsible at the meeting for presenting items of business such as adopting a constitution, by-laws, selecting and nominating committees, establishing meeting dates and times, and planning the next meeting.

After assignments have been made, be available to help each other to successfully complete the tasks. The success of the first meeting will affect the involvement of students in future activities.

4. Inform Students of What Is Involved

Students need to know about the organization, how it functions, and what role they can play with the organization. Promotion of the organization through information and individual contacts can help better acquaint students with the opportunities and benefits available to them. Involvement is the most effective means of motivation. After the organization has been established, it is important to remember the following:

- Make sure that each member is actively involved in some phase of the organization.
- Develop and foster a sense of team effort.

- Get involved in regional, state, and national activities, if applicable.

5. Application for Recognition Form, Constitution and By-Laws

A statement of purpose, Constitution and By-laws (if applying for Club status) should be developed by the organization and submitted along with the Student Organization Application for Recognition Form to the Office of Student Activities for approval. Once the application has been approved by the Director of Student Programs and the Associated Student Body, the group is officially chartered and functions under the jurisdiction of the Associated Student Body.

A constitution deals with fundamental laws of the organization; it defines the limits of authority of the organization and gives it a sense of order and purpose. The constitution of an organization can only be changed by following a well-defined process. By-laws, on the other hand, deal with operational procedures and can be more easily amended. If your Club is affiliated with a state and/or national organization, the official handbook or manual usually contains the organization's constitution and by-laws.

A suggested model for a constitution includes the following:

Article I	Statement of the name of the organization for which the constitution will function.
Article II	General Purpose of the organization.
Article III	Powers vested in the organization.
Article IV	Definition of the membership within the organization.
Article V	Establishment of the time, methods, and procedures of nomination and election, if not in the by-laws.

Article VI	Frequency of meetings and provision for special sessions.
Article VII	Duties and responsibilities of the organization, officers, members, and committee chairpersons (if not in the by-laws).
Article VIII	Method and procedure for ratification of the constitution.
Article IX	Method and procedure by which the constitution may be amended.

A suggested model for by-laws includes the following:

Article I	Description of the number of members needed to constitute a quorum.
Article II	Establishment of standing committees and provision for formulation of other committees as needed.
Article III	Regulations for conducting elections, if not covered in the constitution.
Article IV	Procedure for filling an office that has been vacated during the term of office.
Article V	Procedure for amending the by-laws.
Article VI	Definition of the rules of order used in conducting business.

6. Selection of an Advisor or Mentor

The relationship between the advisor/mentor and the organization will vary, not only with each organization, but also from time to time, within the group. If you, as a student, are aware of a particular faculty or staff person who has the same interests as the organization and is a full-time faculty/administrative exempt employee of BBCC, or an associate faculty member, who teaches at least 50% FTEF and has worked at BBCC for a minimum of two years. You may approach this person to see if they have an interest in becoming the advisor. If, however, you do not have anyone in mind for the position, or the person you had in mind turns you down, your next step would be to contact the Director of Student Programs for assistance.

7. Get In Touch With the State or National Organization

If the organization you are starting is affiliated with a state or national organization, contact the director(s) of the state and/or national organization(s) to request an informational packet. Such a packet usually contains:

- An official manual
- The state and national constitutions and bylaws of the organization
- A suggested program of work
- Materials to be used in teaching leadership skills
- Membership forms for the state and national organizations

Benefits of Recognized Student Organizations

Recognized student organizations have many benefits at Big Bend Community College. Aside from funding that is offered through the ASB for student organizations, other benefits include the following:

- **Recruitment**: recognized student organizations shall have the privilege of recruiting new members from the BBCC student body, whether through times established through the Office of Student Activities or on their own. Student organizations must adhere to the following:
 - Functions sponsored by the organization or any person acting on behalf of the organization for the purpose of recruitment must be enrolled students at BBCC.
 - The practice of recruiting students for organizations by using inaccurate information is strictly prohibited.
 - Recognized student organizations must verify that students who are potential new members are currently enrolled with at least 1 enrolled credit.
- **Utilization of Campus Facilities**: recognized student organizations will have the privilege of utilizing campus facilities for meetings, functions, events, and other appropriate activities provided that proper reservations are completed through a representative of the Student Activities Office and that all policies of the facility are followed. Failure to comply with facility use guidelines may restrict an organization from future use of campus facilities.
- **Solicitation and Posting**: recognized student organizations will have the privilege of posting flyers or other advertisements for functions, meetings, programs, and other appropriate activities. See the section on Posting on Campus in this handbook.
- **College Sponsored Activities and Programs**: recognized student organizations have the privilege of participating as a group in all

college sponsored activities and programs. Members of recognized student organizations are expected to abide by the BBCC Student Code of Conduct.

- Social Activities/Parties: recognized student organizations have the privilege of sponsoring and hosting social functions, parties and other similar events.
 - Social activities, parties and similar events must comply with the facilities agreement.
 - The sponsoring organization will be held accountable for the actions of all members and guests to any social function, party, or similar event.
- Seminars, Campus Displays, Speakers, and Similar Programs: recognized student organizations have the privilege of sponsoring and hosting the aforementioned events, or similar educational or developmental programs on the campus provided that:
 - All appropriate reservations have been completed and confirmed.
 - Necessary security has been arranged and paid for by the organization.
 - The Office of Student Activities is notified at least two weeks in advance of the planned activity.
- Fundraising: recognized student **Clubs** may raise funds on and off the campus of BBCC. If raising funds on campus, they must follow all solicitation, posting, and reservation policies. The Director of Student Programs must approve fundraising events.
- Funding: recognized student **Clubs** may apply for funds in the Office of Student Activities. Funding is allotted during the spring quarter for the coming fiscal year through the S&A Budget Committee. See the section on Student Organization Funding in this handbook.

The Office of Student Activities can be considered as a resource for community service and fundraising ideas; as well as being available to answer any questions concerning student organization processes and procedures.

Recognized Student Communities

If your group does not meet all the requirements to form a new Club, you can still form a Community. Communities provide more flexibility for membership, have no monetary responsibilities, and allow a greater ability to focus on topics of interest and interpersonal relationships instead of event planning and fundraising.

When students inquire about starting a group, they will be given the choice of a Club or Community. It is also possible that this decision will be made for them depending upon membership numbers or ability to meet at the time of application or charter. Just as with Clubs, an application is required to start a Community.

When it comes to yearly compliancy for Communities, each group is required to turn in an updated Renewal of Recognition, a current member roster and a Facility Use Form if they plan on having meetings for the next quarter.

In lieu of an advisor, Communities must find a mentor. This can be a part-time or full-time faculty or administrative exempt employee of BBCC. The mentor must attend all meetings and events hosted by the Community.

Limitations & Requirements (as compared to Clubs)

Communities are NOT:

- Given an annual budget/funds for events, travel, or Club-related expenses.
- Required to attend monthly Club Council meetings (attendance is optional).
- To collect dues from members or fundraise in any manner.

Communities WILL:

- Have a minimum of five student members.
- Have an administrative exempt, full-time staff or faculty member, or an associate faculty member, who teaches at

least 50% FTEF and has worked at BBCC for a minimum of two years, who is willing to take on the role of “mentor.”

The mentor should be willing to meet with the Community to provide guidance or support around their focal area.

- Allow and expect at least one yearly visit from a representative of the ASB office during a meeting.
- Have the ability to re-evaluate the group’s Community status and petition to be a Club once during the academic year (if desired).
- Have access to a \$400 joint Community Account (see further explanation below).

Community Funding

Students in a Community who would like to do an event to promote their group may request a meeting with the Office of Student Activities to go over ideas, event planning, and marketing strategies. If approved, the Community will have access to a small amount of funding (up to \$100) to utilize for advertisement/recruitment, or to have a FREE event on campus. The event must be open to all interested students.

Organizing the Years Activities

Goals and Objectives

Goals and objectives of an organization are essential to success. Establishing goals and objectives includes outlining specific activities planned to accomplish those goals. The goals are generally developed by the executive committee (officers) with input from various standing committees. It is important that your organization adopts a program that meets the needs of its members. Once the goals and objectives have been developed, they should be presented to the total membership at a scheduled meeting for approval. Goals should contribute to the overall focus of the organization and provide opportunities for participation by every member.

The following are some additional guidelines to keep in mind during the process of selecting activities:

- Do not set an unrealistic number of goals. It is more important to successfully achieve a few goals than to attempt too many. Some experts say that an effective organization focuses on only two goals: one external goal focusing outside the organization and one internal goal focusing on strengthening the internal functions of the organization.
- Make sure that all activities in the program of work are balanced among the basic types of activities: service, social, fundraising and, for vocational student organizations, professional. A good program of work will contain several of each type of activity.
- Be sure that all activities are focused on the ability and interest level of students. Activities should present a challenge to students yet should not be so difficult as to frustrate them.
- Be sure that the activities planned are within the confines of the organization's budgetary restrictions.

Remember that the organization exists for the students. It is important that the goals and objectives be planned by the members,

not the advisor. Students' interest and involvement in the activities are directly related to the input they have in planning those activities. An advisor should therefore guide students in selecting reasonable projects, but should avoid making the selections for them. It may be helpful to pose questions as those listed below during discussions concerning the program of work.

- How will this activity help further the organization's goals?
- Will this activity benefit the majority of members?
- What will each activity require of members in terms of time and effort?
- What organization resources (money, materials, etc.) will be required?
- Will the activity generate energy and enthusiasm among members?
- Will the activity attract potential members to the organization?

The goals and objectives should adhere to and include the following:

- Goals – broad statements of what the organization hopes to accomplish.
- Objectives – statement of purpose for the task at hand.
- Activities – statements of the activities the organization plans to undertake to fulfill each goal.
- Tasks - the detailed tasks, which must be accomplished in order to make sure the activity is successful.
- Contact Person - The name of an individual who will take responsibility for making sure the task is accomplished; this individual may form a committee or delegate the task, but he/she is still responsible for making sure it is accomplished.
- Deadline - a specific date by which the task will be accomplished.
- Evaluation Plan - a statement of the procedure to be used by the organization in evaluating the success of each activity in the program of work

Planning Activities

Organization activities may be divided into four broad categories:

- Philanthropies or community service
- Social
- Fundraising
- Professional (for vocational student organizations)

Philanthropic activities help students to become more involved in the community and provide a valuable service for the community as well. Some suggestions include:

- Visiting hospitals, homes for the elderly
- Providing holiday baskets to needy families
- Sponsoring a "get out and vote" project
- Sponsoring clean-up campaigns
- Collecting toys for needy children
- Establishing a scholarship

Social activities provide opportunities for members to develop skills in interpersonal relationships and to have fun together in the process. Often, a social and fundraising activities may be combined, as in a dance for which admission is charged. Some possible social activities include:

- Dances
- Guest speakers/lecturers
- Bowling party
- Picnic
- Skating party

Fundraising activities bring revenues into the organization. There are many expenses involved in operating a student organization. Goals set forth by the organization will usually involve spending some money. Some of the money could come from membership

dues, but your entire budget should not depend on this one source of funding, or membership dues could become exorbitant. In order to prevent deficit spending, some fundraising will probably be necessary; a fundraising committee, along with the advisor, should recommend activities to the membership that will return a profit to the organization. When selecting a fundraising activity be sure to consider the following:

- The moneymaking aspect of the activity - Will the activity provide a profit?
- College policies/legal regulations - Is the activity in conflict with campus policy or law?
- Goal accomplishment - Will the activity help the organization accomplish its goals?

The following is a list of possible fundraising activities:

- Recycling drive
- Car wash
- Sales of baked good, candy, valentines, etc.
- Themed basket raffles or auctions
- Dance

Fundraising activities also carry the added responsibility of financial management and accountability. Although members (especially the treasurer) should be involved in keeping organization records, it is the advisor who is ultimately responsible for accounting for organization funds. An accurate record must be kept of all funds received and spent by the organization. This record must be reported to the Office of Student Activities. The treasurer has great responsibility in the area of financial management, and the advisor should make certain that the treasurer fully understands his/her duties. It is always important to keep accurate records; the fact that organization records are considered public record makes this even more important.

Before any fundraising event, students from any Club need to stop by the Office of Student Activities and pick up a Fundraising Request Form. This form is to be filled out by the Club members and signed by the advisor. After the advisor signs the form it should then be taken to the Student Activities Office for final approval. No fundraising can be done on campus unless this form is completed, signed, and approved.

Professional activities relate primarily to vocational student organizations and help students to develop career skills and an awareness of the expectations which business and industry personnel have of employees. Activities should be planned which help students learn these skills. Such activities can include:

- Sponsoring business/industry tours
- Establishing an occupational library
- Inviting guest speakers from business/industry to organization meetings
- Receiving professional training

Conducting Effective Meetings

Effective Meetings

Generally, the only time that members of an organization all get together is at their meetings. This makes it extremely important that the organization run meetings correctly so those members feel they have been productive and used their time wisely by participating in the meeting. An effective meeting is one that has a clear purpose, follows an agenda, moves quickly and efficiently, and provides an opportunity for all members to participate. An effective meeting does not automatically happen; it takes work on the part of all members. The following chart shows the responsibilities of officers and members:

Officer Responsibilities	Member Responsibilities
<ul style="list-style-type: none">• Know the organization's goals• Serve those they represent• Provide leadership	<ul style="list-style-type: none">• Know the organization's goals• Help choose the goals• Share ideas at meetings
Before Meetings <ul style="list-style-type: none">• Choose meeting goals• Choose the best meeting style based on meeting goals• Plan the agenda and distribute copies• Arrange the meeting room to be conducive to sharing ideas. (Check temperature, lighting, seating etc.)• Be sure all needed material is ready• Arrive on time• Begin the meeting on time	Before Meetings <ul style="list-style-type: none">• Review the agenda• Arrive on time
During Meetings <ul style="list-style-type: none">• Get started on time• Follow the agenda• Help with discussion, participate	During Meetings <ul style="list-style-type: none">• Listen attentively• Share ideas• Help keep the group on track

Officer Responsibilities	Member Responsibilities
<ul style="list-style-type: none"> •Encourage members; give each a chance •Listen to each person •Record meeting minutes •Make positive suggestions •Help to summarize •Keep on track •Use the last few minutes to summarize and highlight important decisions 	<ul style="list-style-type: none"> •Make positive suggestions •Participate
<p>After Meetings</p> <ul style="list-style-type: none"> •Evaluate the meeting effectiveness •Prepare and distribute minutes •Read the distributes copy of the minutes •Check committee work and reports 	<p>After Meetings</p> <ul style="list-style-type: none"> •Write down important ideas and reactions to bring to the next meeting •Read the distributed copy of the minutes

Agenda

An agenda is a list of items or topics to be covered in a meeting. In meetings run using the parliamentary procedure, the agenda uses the following format:

- I. Call to Order
- II. Roll Call (may be deleted)
- III. Minutes of Last Meeting
- IV. Guest Introductions
- V. Officer Reports (particularly the Treasurer)
- VI. Committee Reports
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

Meeting Styles

There are two primary styles for running meetings: parliamentary procedure and open discussion (forum). Each has advantages and disadvantages. Parliamentary procedure is more commonly utilized and has several advantages:

- Justice and courtesy are extended to all members.
- The system is based on respect for the rights of all members.
- The majority opinion is maintained.
- The system maintains order.
- There is a clear process for making decisions.

There are also some disadvantages to using parliamentary procedure:

- It can be a complex system that can be difficult to understand.
- It may not be the best system for solving problems.
- The system may be confusing to people who don't understand it and some people may feel reluctant to participate in the meeting.

Another style for running meetings is called open discussion (or forum). This style involves direct, easy exchange in which members speak up without waiting for recognition by the leader and can build on each other's ideas. Open discussion has several advantages:

- It is useful for solving problems.
- Participants are able to build on other's ideas.
- New/unfamiliar members are more likely to engage.

There are also some disadvantages to using open discussion:

- The meeting may stray from the topic.
- The system may not ensure courtesy to all members, guests and the advisor.
- It is difficult to make decisions.

Generally, parliamentary procedure is a good meeting style to use for official meetings, for making decisions, and for maintaining order. Open discussion is a good style to use for solving problems and creatively generating options. It is important to analyze the purpose of your meetings and then determine which style will be most effective in achieving that purpose. It is also possible to combine the two styles by, for example, starting a meeting using parliamentary procedure, and then using the motion to suspend the rules to deal with an item or problem for which interactional discussion would be more appropriate.

Parliamentary Procedure

Parliamentary Procedure is a system for running meetings to make decisions and get things done. It follows three main principles:

- A. Only one item of business is dealt with at a time.
- B. The rights of the minority are upheld.
- C. The majority rules.

These principles are used in the following process:

- A. A member makes a **MOTION**. This ensures that only one item of business is dealt with at a time because no other main motion can be made until members have dealt with the first motion.
- B. The motion is **DISCUSSED**. This ensures that the rights of the minority are upheld, because each member has the right to voice their opinion.
- C. A **VOTE** is taken on the motion. This ensures that the majority rules, because the majority vote determines whether the motion passes or fails.

Votes can be taken using any of the following methods:

- Voice
- Show of hands
- Standing/rising

- Roll call
- Secret ballot

The results of a vote can be determined by:

Majority - at least one more than half the total votes cast

Plurality - the largest number of votes cast

Two Thirds - at least 2/3 of the total votes cast

The process of discussing and voting on a main motion is as follows:

- A. A member raises his/her hand and is recognized by the chair.
- B. The member states his/her motion: "I move that ..."
- C. Another member seconds the motion, ensuring that at least one other person is interested in the motion: "I second the motion."
- D. The chair restates the motion: "It has been moved and seconded that ..."
- E. The chair asks for discussion: "Is there any discussion?"
- F. Members may raise their hands, be recognized by the chair, and, one at a time, state their opinions regarding the motion. The maker of the motion should have the first option at stating his/her opinion, and no person may speak twice unless everyone else who wishes to speak has had a chance.
- G. The chair asks for further discussion: "Is there any further discussion?" If there is no further discussion, the chair calls for a vote: "Hearing no further discussion, we'll take a vote."
- H. The chair takes a vote. "All those in favor of (restate motion), please signify by saying 'aye' (or by raising your hand, etc.). All those opposed, say 'no' (or raise your hand, etc.)."
- I. The chair and secretary count the votes and make sure they agree on the numbers for and against the motion.
- J. The chair announces the result of the vote: "The motion passes."
OR "The motion fails."

Motions

Motions and the order of precedence of motions are briefly described below. Further information may be obtained from the recognized authority used, Robert's Rules of Order.

Main motions introduce business before the organization. All main motions are of equal rank. They have zero precedence since they may not be considered when any other motion is before the group.

Main Motion: This motion refers to the main business or question before the membership. A main motion requires a second, is debatable and amendable, and requires a majority vote to pass.

Reconsider: A motion to reconsider is a way to change previous action by initiating further discussion about it. If the motion to reconsider carries, the original motion is put back on the floor for discussion and vote. The motion to reconsider requires a second, is debatable but not amendable, and requires a majority vote to pass.

Rescind: A motion to rescind cancels an entire action previously taken. This motion is used when someone feels a mistake has been made in a previous action and wishes to cancel the action. A motion to rescind previous action requires a second, is debatable and amendable, and requires a 2/3 majority to pass.

Subsidiary motions assist the group in disposing of a main motion. They are listed below in reverse order, starting with the lowest rank, since this is the order in which they would be moved when a main motion is pending.

- A. Postpone indefinitely: Adoption of this motion rejects the main motion for the duration of the meeting and avoids a direct vote on the question. A motion to postpone indefinitely requires a second, is debatable but not amendable, and requires a majority vote to pass.

- B. Amend: This motion is used to add to, delete from, or otherwise change the wording and sometimes the meaning of a main motion before it is voted on. The motion to amend requires a second, is debatable and amendable, and requires a majority vote to pass.
- C. Commit or Refer: This motion refers the pending question to committee. When proposed, the motion should be as complete as possible. Example: "I move that the question be referred to a committee of three to be appointed by the chair, and that the committee report at the next regular meeting." The motion to refer to a committee requires a second, is debatable and amendable, and requires a majority vote to pass.
- D. Postpone to a Certain Time: This motion is used to defer action on a pending question, within limits, to a definite day, meeting, hour, or until after a certain event. Example: "I move that the question be postponed to the next meeting." The motion to postpone to a certain time requires a second, is debatable and amendable, and requires a majority vote to pass.
- E. Limit or Extend Limits of Debate: This motion is used more often in convention or large assemblies to control debate than in small organization. It requires a two-thirds vote because it takes away the basic right of a member to full discussion. Example: "I move that debate be limited to one minute per speaker." The motion to limit or extend debate requires a second, is amendable but not debatable, and requires a 2/3-majority vote to pass.
- F. Previous Question: This motion closes debate immediately and prevents the making of subsidiary motions except the motion to Lay on the Table, which outranks it. The motion to vote immediately requires a second, is neither debatable nor amendable, and requires a 2/3-majority vote to pass. If this motion passes, the vote on the motion or motions must be taken without further debate.

G. Lay on the Table: This motion defers action on the motion until a later time. Once tabled, the motion must be taken from the table or the motion ceases to exist. It should not be used to suppress a question. The motion to table requires a second, is neither debatable nor amendable, and requires a majority vote to pass.

Incidental Motions do not have any rank. They take precedence over the pending question or business out of which they arise. Because of their privilege to interrupt business, they are not debatable, except for appeal in certain cases. Usually, they are related to the main question in such a way that they must be decided immediately, before business can proceed. The following incidental motions are most commonly used.

Withdraw: A motion to withdraw cancels whatever the motion is referred to. Until the chair restates a motion, it is the option of the person who made the motion to withdraw it. If no one objects, the motion is withdrawn and ceases to exist. The motion to withdraw another motion requires no second, is neither debatable nor amendable, and requires a majority vote to pass.

Point of Information: A call for a point of information is made when issues become obscure or involved. The call does not require a second, is not open to debate or amendment, and does not require a vote. The chair simply provides the requested information.

Suspend the Rules: A motion to suspend the rules changes the regular order of business, e.g., to allow an individual to speak early in the meeting or to enter into an informal discussion. The motion requires a second, is neither debatable nor amendable, and requires a 2/3-majority vote to pass.

Point of Order: A call of point of order is made to correct a breach of order or an error in procedure; a member simply says, "I call for a point of order." This call does not require a second,

is not open to debate or amendment, and does not require a vote. The chair acts to correct the error in procedure.

Object to Consideration of the Question: This motion prevents consideration of a question that a member feels is controversial. It may apply only to the original main motion and must be made before any debate has begun. The motion to object to consideration does not require a second, is neither debatable nor amendable, and requires a 2/3-majority vote to pass.

Division of the House: A call for a division of the house is a way in which members can request a vote that can be accurately counted. This motion is used in cases in which a voice vote is very close and members wish a rising, roll call, or secret ballot vote. A call for a division of the house does not require a second, is neither debatable nor amendable, and does not require a vote. The chair simply conducts another vote of the previous motion.

Appeal: An appeal from the decision of the chair is a request to reverse the decision that the chair has made. Any member can require the chair to submit the matter to a vote of the assembly. The motion to appeal the decision of the chair requires a second, is debatable but not amendable, and requires a majority vote to pass.

Privileged motions do not relate to the pending business, but are of such importance that they should be allowed to interrupt the consideration of anything else. They are not debatable. There are five privileged motions and each has an order of precedence. They are listed below, starting with the lowest in rank.

- A. Call for the Orders of the Day: A single member can require that the adopted program or order of business be followed. It is in order at the time, it may be made when another has the floor without securing recognition. The motion for orders of the day does not require a second, is neither debatable nor amendable, and is simply ruled on by the chair.

- B. Question of Privilege: A member can interrupt pending business to state an urgent request or motion. Any situation affecting the right or privilege of the member (noise, inadequate ventilation, or introduction of a confidential subject in the presence of guests, etc.) should be brought to the attention of the chair at the time it happens. A question of privilege does not require a second, is neither debatable nor amendable, and is simply ruled on by the chair.
- C. Recess: This motion is used to provide for a short intermission for a specified time. The motion to recess requires a second, is amendable but not debatable, and requires a majority vote to pass.
- D. Adjourn: A member can propose to close the meeting by moving to adjourn. It takes precedence over any motion on the floor except the motion to fix the time of the next meeting. The motion can be made and the group can adjourn even while business is pending. In this case, unfinished business would be carried over to the next meeting. The motion to adjourn requires a second, is neither debatable nor amendable, and requires a majority vote to pass.
- E. To Fix the Time of the Next Meeting: This is the highest priority of all motions. It is used to fix a date and hour, and sometimes the place, for another meeting, before the next regular meeting. It does not affect the meeting at which the motion is adopted. It takes precedence over all pending questions. Example: "I move that when we adjourn, we adjourn to meet at 8 p.m. on Tuesday, April 1, at the ASB conference room." The motion to fix the time of the next meeting requires a second, is amendable but not debatable, and requires a majority vote to pass.

The following are other important items of information concerning parliamentary procedure:

- A motion is not in order unless it is made by someone who has properly secured the floor.

- A motion can be debated only after it has been seconded by some member and stated by the chair. This ensures that at least two members wish to consider each proposal placed before the group.
- No other business may be discussed while a motion is on the floor.
- Motions are voted on in the reverse order in which they are made; that is, first one votes on amendments to the motion, then on the main motion.
- The vote is not complete until the result has been announced by the chair.

Public Relations

For those organizations who wish to increase their visibility, whether throughout the college campus, or in the surrounding community, a valuable resource to utilize is the Big Bend Office of Communications, located on the second floor in the 1400 building.

Clubs and Communities are required to contact the Office of Communications prior to the following:

- Creating and/or hanging flyers, posters, advertisements on campus.
- Creating any social media accounts, the Office of Communications must have the administrative access to all accounts.
- Creating any promotional material that will be distributed to the campus community, or the public.
- Contacting the media for any promotion of Club or Community events.

Responsibilities of Recognized Student Clubs and Communities

- A. Recognized student Clubs and Communities must renew their Big Bend Community College charter on an annual basis and keep a current officer and member list on file in the Office of Student Activities. **Recognized student organizations will be required to re-apply for recognized status if they fail to file the proper forms.**
- B. Recognized student organizations must update their recognized status within 30 days of the start of Fall Quarter each year.
- C. Recognized student organizations must have at least one advisor or mentor who is employed by the college as either administrative exempt or full-time faculty, or an associate faculty member, who teaches at least 50% FTEF and has worked at BBCC for a minimum of two years.
- D. The following officers (or their equivalent) of recognized **Student Clubs** must have and maintain a 2.0 BBCC cumulative grade point average: President, Vice President and Treasurer.
- E. The following officers (or their equivalent) of recognized **Student Communities** must have and maintain a 2.0 BBCC cumulative grade point average: President and Secretary.
- F. Each student organization is responsible for the conduct, safety and general welfare of its members and their guests whenever they represent the Club or are participating in Club activities.
- G. Big Bend Community College provides equal opportunity to student Clubs and Communities and does not discriminate on the basis of race, color, national origin, age, disability, pregnancy, genetic status, sex, sexual orientation, gender identity, marital status, creed, religion, status as a veteran of war, or use of a

trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

H. Recognized student organizations must adhere to all college policies and all local, state, and federal laws, and must adhere to their own approved constitutions (copy must be filed with the Office of Student Activities). Depending on the severity of the infraction, the Vice President of Student Affairs or a designee may place an organization on probation or suspension until the infraction has been resolved.

I. Recognized student organizations must have a student emphasis.

1. Recognized student organizations may offer membership only to currently enrolled students of BBCC.
2. Voting members of student Clubs must be enrolled students at BBCC.
3. The treasury of the student Clubs will be under the control of the Office of Student Activities. Updates will be given to the advisor of each student Club on a monthly basis. Dues and membership fees of affiliated national associations must be utilized for the express benefit of the Club and in fulfillment of its purpose.
4. **In order to receive annual S&A funding, recognized student Clubs must:**
 - a. Facilitate or participate in at least one community service project per year and verify their project with the Clubs advisor and the Director of Student Programs.
Communities are not required, but are encouraged to participate with Clubs in these events.
 - b. Provide their group with a minimum of one activity or training per year with regard to student health issues. The

workshops can include; drug and alcohol related issues, AIDS, disability services, addictions, sex education, depression, counseling, etc. Communities are not required, but are encouraged to participate with Clubs in these events.

5. Recognized student Clubs should provide opportunities for their members to experience issues of diversity (i.e., multicultural campus programs, collaboration with other organizations, lectures, etc.).
6. Recognized student organizations are encouraged to collaborate with other student organizations throughout the year and support the spirit and interest of the college.

J. Affiliation with an external organization in no way implies that BBCC approves of, supervises, sanctions, or takes responsibility for the organization.

1. Any student Club wishing to affiliate with an off-campus national, state or local organization must, prior to the approval by the vice president or designee, submit a copy of the off-campus organization's constitution, by-laws and/or articles of incorporation to the appropriate college office for review.
2. Upon approval for off-campus affiliation by the Vice President of Learning and Student Success, the college will transmit an invitation to the off-campus organization. A student Club may not affiliate with a national/local organization which require a specific position or practice in conflict with the college policy, or any local, state, or federal laws.

Advisor and Mentor Responsibilities for a Student Club/Community

Although an advisor's role or function may be an arbitrary decision, they have certain responsibilities that are expected when assuming the role as an advisor. Depending upon the type of involvement and authorization of the advisor, the following list of responsibilities and expectations may differ. Nonetheless, below is a model that may be used as a guideline in the authorization of your responsibilities as a student organization advisor at Big Bend Community College. This list is not prioritized.

TEACHING AND COACHING: Teaching and coaching is the activity, which should be within the advisor's professional capabilities. They can serve as a resource to introduce new program ideas with greater intellectual content, help the members apply principles and skills learned in the classroom, point out new perspectives and directions to the group, assist group members in the development of insight into their problems, point out additional resources within and outside the college campus, coach individuals in their duties as discussion leaders or officers, assist in the identification and development of new leadership, and ensure high standards of programming and individual performance, worthy of Big Bend Community College.

Throughout their advisory relationship with the organization, the advisor or mentor should be alert to opportunities to create or capitalize upon experiences and situations that will tend to maximize the learning potential of the organization. To teach effectively, not waiting to be called upon, but making a contribution when they feel it is called for by the circumstances.

CONSULTATION: In consultation on programs, the advisor or mentor should expect that they will be consulted regularly by the officers or chairperson concerning their plans for group activities or programs. They should know what projects or events are being

planned and should offer their ideas and suggestions freely, however, should be careful not to dominate the programming.

PROVIDE CONTINUITY: Providing continuity is a very important responsibility. The turnover of officers and members in a student organization is continual and often the only link with the immediate past is through the advisor. The advisor should orient new officers and members to the history of the organization and help them to build on it. Continuity also implies a link with the future and the advisor can play an important role in helping to develop long-term plans for the future of the organization and communicate those plans to succeeding generations of members.

ADVISING: Advising individual students is necessary because they know the member of their group as they interact in an informal setting. The advisor has a unique opportunity to identify the student who is having problems in their personal life that seems to be affecting their effectiveness in the organization. The advisor should find some opportunity to speak with the student privately to see if a problem really exists and what might be done about it.

INTERPRETATION OF POLICY: As a representative of the college administration to the organization, the advisor is constantly in the position of interpreting the institution's policies and regulations pertaining to student organizations. They should, therefore, see that the organization and its officers know what the policies are, why they exist, and the channels to be followed to obtain exceptions to or revisions of these policies. Any questions concerning interpretation of policies should be directed to the Office of Student Activities.

SUPERVISION: Although the majority of responsibility is not regulatory or disciplinary, the advisor, as a member of the college staff, has a responsibility to both the institution and the organization to keep the students best interests in mind. In a well-run organization, the advisors supervisory role may be minimal or non-existent but they may need to remind the group of appropriate

college regulations or, on occasion, actually step in to prevent the organization from violating public or institutional policies.

Whenever possible, the advisor should work with and through the responsible officers of the organization to maintain standards and control individual misbehavior.

EMERGENCIES: Occasionally, emergency situations will occur within the group or involve an individual member and the advisor will be called upon by the college administration or by members of the group to lend their assistance. If emergency situations can be anticipated by the nature of the activity, the advisor should have in mind what they would do to take appropriate steps in each potential situation.

FINANCIAL SUPERVISION: While each organization should elect its own treasurer, the advisor will probably need to spend some time in supervising the financial records of the treasurer's work. The advisor may find it necessary to teach the treasurer the elements of simple bookkeeping or the intricacies of the organization's record system. The advisor should be aware of the nature, extent and pattern of the group's expenditures and income, the accounts receivable, and the current balance of Club accounts. The advisor should expect the Club to comply with all directives of the purchasing office.

SOCIAL ACTIVITIES: Advisors and mentors, or an authorized proxy, must attend all meetings, activities and events put forth by their Club.

ORGANIZATION MEETINGS: The advisor or mentor must attend all regular and special meetings of the organization, in order to keep themselves informed and be available for consultation or to introduce ideas and suggestions. If you are asked to consider becoming an advisor for a student organization, you may want to decline if you cannot attend regular meetings of the organization and be available for organization functions.

SCHOLASTIC ELIGIBILITY: The Big Bend constitution requires that all ASB officers (typically president, vice president, treasurer, and secretary) maintain a minimum 2.5 BBCC Cumulative GPA. Therefore, similar rules shall apply to officers for all student organizations, with the requirement of 2.0 Cumulative GPA for Club and Community student officers. The advisor or mentor shall perform grade verifications following the fall, winter, and spring quarters. If an officer does not maintain minimum satisfactory requirements, that person will not be permitted to continue in his/her functions as an officer for the organization. Advisors should also be familiar with the Federal Education Right to Privacy Act (FERPA). They should make sure that the grades of the student officer in question are not discussed among members of the organization.

Student Club and Community Professional **Volunteer Support**

Non-Big Bend Community College employed volunteers may help counsel or coach a BBCC Club or Community on a continuing basis, but do not take the place of a BBCC staff or faculty advisor. A volunteer is defined as a local community member with expertise in the field or topic of the Club or Community; a volunteer cannot be a currently registered BBCC student. Registered students involved in a Club or Community are considered members.

The BBCC Club or Community advisor should request to add a community volunteer and be prepared to explain how this individual can benefit the Club or Community members and its purpose and goals. The volunteer should not serve as an additional Club member; but must fulfill a defined purpose within the Club structure that assists the Club advisor. The Club advisor will be responsible for communicating with the volunteer and submitting the volunteer's hours on a quarterly basis to the BBCC Human Resources department. BBCC does cover a small fee towards liability insurance for Club volunteers, so accurate and timely submission of volunteer hours is important.

All volunteers must fill out a volunteer packet prior to participation with the Club. Please contact the Office of Student Activities to obtain this packet. This packet should be requested by the BBCC Club or Community advisor and not the volunteer, although the volunteer can be copied into the request. Once the packet is complete, it should be returned to the Club or Community advisor for signature and then submitted to the Office of Student Activities. The volunteer will need to successfully pass a background check and have their packet fully processed before taking on their role of volunteer.

Depending upon the role and responsibilities of the volunteer, a meeting with the Club or Community advisor, the volunteer and the

Director of Student Programs may be requested by the ASB Office prior to the volunteer beginning their role.

Professional Volunteers are not covered by BBCC liability for travel are not authorized to utilize BBCC vehicles in any capacity (whether owned by BBCC or rented).

Student Organizations Risk Management Policies

- A. An event will be considered “organization-sponsored” when the organization has a financial commitment to the event and when officers and/or members of the organization have spent time planning or preparing for the event.
- B. Social functions are “organization-sponsored” events for the purpose of entertainment and interaction of organization members and their guests, and include, but are not limited to invite parties, date parties, mixers, road-trips, formals, casuals, events at off-campus sites, and closed, member-only parties.
- C. The practice of hosting open parties is prohibited at BBCC. Open parties are defined as social functions with unrestricted access by nonmembers of BBCC.
- D. Invitation is defined as a printed document and/or name on a guest list that provides tangible evidence of a person’s invitation to an event.
- E. The possession and/or use of alcoholic beverages at organization functions is strictly prohibited.
- F. The possession, sale, and/or use of any illegal drugs or controlled substances at any “organization-sponsored” event is strictly prohibited.
- G. Organizations may not purchase alcoholic beverages with organization funds, nor may they organize the collection of funds for the purpose of purchasing alcohol.
- H. Organizations may not co-sponsor a social function with a tavern or any other establishment making a profit expressly from the sale of alcohol.
- I. Organizations must hire or arrange for a professional security guard or off-duty police officer to assist with any function where security is not already provided (i.e., large gatherings such as dances, parties, carnivals, etc.).

Student Organization Funding Guidelines

- A. To apply for funding from the Office of Student Activities, student organizations must be in good standing with Big Bend Community College and all officers must meet the minimum 2.0 cumulative GPA.
1. Student organization requests for funding must be submitted to the Office of Student Activities two weeks in advance of the event or travel.
 2. All funding requests must be handled by the advisor – **NO EXCEPTIONS.**
 3. The student organization's advisor must sign the funding request and have full knowledge of its contents.
 4. A registered student organization is allowed to request Emergency Funding, up to \$500. Forms for this request are available in the Office of Student Activities, these funds must be approved by the ASB.
 5. New student organizations must wait until the quarter following their official recognition to apply for emergency funding.
 6. If any requests for Club, Community or program expenditures are questionable, the Director of Student Programs will have the final determination on the expenditure.
- B. Funding Amounts: The funding for each recognized student organization and program at BBCC is determined each year by the Services & Activities (S&A) Budget Committee. Student Communities are not eligible for funding through the S&A Committee. Each Club is expected to participate in at least one community service project and sponsor a workshop/activity concerning health issues per school year and must hold at least one fundraising event before requesting funds from the S&A Budget Committee.

- C. As a general rule, student recognized Club sponsored programs or events for fundraising purposes are permitted to receive advanced funding assistance from the Office of Student Activities. Permission for advanced funding must come through the organizations' advisor.
- D. Regulations for Travel. Travel that receives funding assistance from the student related budget must be conducted according to all BBCC policies and procedures, including the following expectations:
1. Each trip participant must submit a signed copy of the Hazard & Risk Form, along with a signed travel contract document.
 2. The student organization must submit the names and student ID numbers of all conference/travel participants.
 3. Accompaniment by advisor/faculty/staff member is mandatory.
- E. Approval of funds will be through the Office of Student Activities to the organization's advisor only – **NO EXCEPTIONS.**
- F. Submitting receipts or invoices for any and all expenditures without the permission of the Director of Student Activities is prohibited. Without prior authorization, the funds will not be reimbursed.
- G. All invoices or receipts for student organization expenditures must be submitted within two weeks of the event/program/travel to the Office of Student Activities.

Donating Funds to Support another Clubs Event

Recognized student Clubs are allowed to receive funds from other recognized Clubs in support of an event. The Club hosting the event shall provide the greatest dollar amount for the event. The purpose

of this is to encourage Club members to put in the work for the events they want, and to stimulate Club fundraising efforts.

Club Accounts

All recognized student Clubs shall be issued an account through the Big Bend Business Office (a 522 account).

The Office of Student Activities shall maintain record of all expenses and revenues created by the Club, and all receipts/invoices from events or purchases must be turned in immediately to facilitate accurate records. Club advisors will be notified on a monthly basis of the most current account balance, as well as a year to date (academic year) reconciliation of Club account transactions.

All uses of Club funds must receive prior approval by the Director of Student Programs.

Authorized uses of Club funds:

- Funding for travel or college events must receive prior approval by the Director of Student Programs. Please allow 2 weeks to process paperwork.
- Funding for travel must not exceed amount for OFM travel regulations.
- Funding for purchases must follow purchase procedures as directed by the Director of Purchasing.
- Light refreshments are appropriate for events established as necessary for continuation of college programs for the benefit of all students. This includes educational and athletic events and meetings. OFM regulations state that the coffee/light refreshments need to be an integral part of the meeting. Coffee and light refreshments is defined as follows: coffee and any non-alcoholic beverage, such as tea, soft drinks, juice or milk; light refreshments is an edible item that may be served between meals, for example, doughnuts, sweet rolls and pieces of fruit or cheese.

- Activities involving non-students are not appropriate to be paid by student body fees.
- BBCC has a contract with Sodexo for food service. Sodexo has first right of refusal regardless of their business hours. Clubs must contact them first before looking into other options. No purchases from outside vendors are allowed on campus. A “Request for Food Services” form must be approved in advance of any refreshments.
- Gifting or entertaining is prohibited. This includes gifts of appreciate unless it is in return for participation or an award for which one has competed and won. Providing free meals or lodging to anyone without donative intent is also prohibited. This means, don’t buy flowers or gifts for your friends.
- Flowers are acceptable as decorations for traditional events. They cannot be purchased as gifts for students.

Foundation Accounts

Recognized student Clubs are authorized to create Big Bend Foundation accounts, separate from their Club account. It is encouraged that Club advisors have a specific purpose for their foundation account, and fully understand the benefits and drawbacks of separating their funds.

Balances of Club Foundation accounts will be reported to the Office of Student Activities on a quarterly (fiscal) basis. The Office of Student Activities shall only pass along this information to Club advisors and will not reconcile accounts or maintain records of accounts. Any questions regarding transactions on a Foundation account can be directed to the Foundation.

Information on Club Foundation Accounts:

- Monies can be used more indiscriminately than that of a regular Club account.

- Funds deposited into a foundation account are ineligible for S&A Matching Funds.
 - Transferring funds back into a 522 club account after the fact does not void this.
- If a Club fundraised using funds as seed monies for their fundraiser (eg. buying soap for a car wash), the resulting revenue from that fundraiser shall be deposited into the same account it was supplied from.

Matching Funds

Clubs may receive up to \$500 in matching funds from fundraising events, as per an annual approval from the S&A Budget Committee. Matching funds are awarded on a quarterly basis, only after all receipts and expenditures have been submitted and deducted from total amount fundraised.

Student Organization Event Processes

Student Clubs and Communities are encouraged to host events. Events are a great way to increase organization membership, bring awareness to special causes, and raise funds for Student Clubs. Please see page 3 to determine what events Communities are authorized to host.

There are a few steps to follow after your Student Organization decides to host an event. All of the forms needed can be found on the Big Bend website, under Student Life > Student Clubs > Frequently Used Forms. **All completed paperwork is due at least 2 weeks before event or travel.** Contact the Student Activities Office for assistance with any of these processes.

Unless stated otherwise, all forms must be turned in to the Office of Student Activities.

General Event Checklist

Much of the General Event Checklist will apply to all events/travel/purchases.

- Main Form for Club or Community Event
This form lists the general details of the event and must be signed by the Club/Community Advisor/Mentor, a student member, and then approved by the Director of Student Programs. If you expect to purchase anything in support of the event (decorations, prizes, etc.) list these projected expenses on this form. All purchases must be approved by the Director of Student Programs prior to purchase being made. All receipts must be turned in to the Office of Student Activities to facilitate reimbursement.
- Reserve campus facilities via email and complete the Facility Request Contract
Contact the appropriate BBCC representative to reserve the locations you wish to use. Once you have verified you

have the locations reserved, complete the Facilities Request Contract.

- Personal and Client Services Contract
If you are bringing in non-BBCC presenters or entertainers you may need to complete this contract.
- Sodexo Food Services Request Form
Any food served on BBCC property must be either provided by Sodexo, or Sodexo must authorize you in writing to use an outside vendor. To request food service first email Sodexo manager, Jon Spitzli, at jonathan.spitzli@bigbend.edu listing the date and time of your event, what food items you would like and what quantity, and request they give an estimated cost. Complete the food service request form with the information they provide.

Fundraising Event Checklist

- Follow all steps and complete all applicable forms from the General Event Checklist (see above).
- Be aware: Only 1 BBCC Club per academic year is allowed to host a Raffle. Raffles are monitored by the State Lottery Board. Club Raffle privileges are awarded during the annual S&A Budget Committee meetings. If interested, Clubs must make request during S&A Budget Presentation.
- If fundraiser is to be held off campus please fill out the applicable Travel paperwork.
- Cash Balancing (Deposit) Form
All funds raised must be deposited to the business office within 2 business days. Submit copies of your deposit receipts to the Office of Student Activities.
- Seed money, or Fundraiser startup funds: funds raised from an event for which supplies were purchased from a certain account shall have all revenue deposited into that same account after the event. See also page 48.

Travel Checklist

- Follow all steps and complete all applicable forms from the General Event Checklist (see above).
- Student Travel Contract
Each traveling student must complete a travel contract.
- Advance Student Travel Funds
In order to receive advance funds for students, this form must be completed and turned in to the business office prior to the trip. These funds will be given to the Club Advisor to distribute to students. The Club Advisor is responsible for collecting proof of delivery to students (signatures) and is also responsible for returning funds if students do not attend.
- Van-Bus Passenger Manifest
This form must be completed prior to the Club leaving BBCC property. One copy must be turned in to the Office of Student Activities and one copy must stay in each vehicle that is transporting students.
- Consent to Hazards and Risks
Each student must complete this form prior to participating in a potentially hazardous event and/or traveling away from campus with a BBCC Organization.
- Full Packet for Drivers
Every BBCC employee must read and complete this packet BEFORE using a college 12-passenger full size van. Upon completion of this packet return the signed portions to Linda Chadwick.
- Travel Authorization
Complete this form in full prior to travel.

Expenditure Checklist

If your Club would like to make a large purchase with club funds, complete the following forms. This may be an independent expense, or in conjunction with an event (complete applicable event paperwork in addition). Provide adequate time for processing your purchase in addition to shipping.

- Main Form for Club or Community Event
- Purchase order and Purchase Request Forms

Posting on Campus

As a recognized student organization, it is a privilege to post advertisement on campus. Persons or organizations desiring to post on campus must comply with the following rules:

- A. Flyers or posters that reference the sale of goods or services are **SOLICITATION POSTINGS**.
- B. Flyers or posters that do not mention the sale of goods or services are **INFORMATIONAL POSTINGS**.
- C. All posters must be approved and stamped by the Director of Communications. Request approval prior to having your posters printed.
- D. Postings are allowed for a maximum of two weeks. The person or organization who posts a flyer or poster shall remove it no later than fourteen (14) days after the posting, or twenty-four (24) hours after the advertised event, whichever is earlier.
- E. An exception to rule 4 is quarterly meeting announcements. A Club or Community may post notice of quarterly meetings for the duration of that quarter. These must be removed or replaced quarterly.
- F. The date of the posting must appear on each flyer (informational and solicitation).
- G. Posters may not exceed 22" x 28" in size.
- H. No object other than an actual poster may be posted on campus.
- I. Permission must be granted from individual building directors before posting materials.
- J. Flyers cannot "wallpaper" or cover an entire board or wall.
- K. A posting may not be posted if it will interfere with the free flow of vehicular or pedestrian traffic, is obscene or libelous, or advocates the deliberate violation of federal or state law or a published college policy.
- L. The director of residence life must approve any posting/distribution in the residence halls.
- M. Only blue painters tape may be used, affix posters using several small (< 6 inch) loops of blue tape on the back of the poster.

Reservations for Big Bend Facility Use

Masto, Peterson Gallery, Wallenstien, and Other Facilities

A. Reservations

Reservations for priority consideration will be accepted on a first-come, first-served basis. Reservation requests submitted by Registered Student Organizations must have the appropriate advisor or mentor signature and a current list of officers on file.

B. Procedural Guidelines

A reservation for classroom use must be made through Linda Chadwick. For reservations of ATEC or Wallenstien contact 509-793-2370.

C. Equipment and Set-up Requests

Special room set-up requests must be completed at least one week prior to the event; otherwise a room will not be set-up for the organization. Requests for equipment must be received 48 hours in advance of reserved events. Equipment **may not** be taken from the premises.

D. Cancellations

Failure to cancel an event may result in room set-up and rental charges. It is encouraged to cancel reservations at least 48 hours prior to the event.

E. Responsibilities

Groups or individuals are responsible for the behavior of their guests and members. Rooms must be left in the same condition as when the meeting began. Any damages to the room or loss of equipment will be the responsibility of the sponsoring student organization. If the organization fails to clean the room, there will be a fine assessed. A second failure to comply with policy

during the same academic year will result in a loss of privileges for the organization.

F. Alcohol

Alcohol **may not** be brought onto the BBCC campus for any events sponsored by student organizations.

G. Decorating

Decorations must be approved by a representative of the Office of Student Activities prior to being placed in the room. Ceiling decorations are not allowed. Painters tape may be used for hanging decorations. No cellophane tape, masking tape, or tacks (nails) are allowed. Only battery operated candles may be used; no fire! Application of any substance to the floor is strictly prohibited. No liquid of any kind (i.e., glue, paint, etc.) may be used in any of the rooms. No hay or straw may be used indoors for decorations. Groups should contact the Office of Student Activities to ask questions about decorations before the event takes place.

H. Special Requests for Space

Reservations for the 1400 Building table areas or any other areas available for table set-up must be made through Linda Chadwick a minimum of two weeks in advance.

I. Security

Security may be required for such events as dances, and as deemed appropriate by the Director of Student Programs and/or the Vice President of Learning and Student Success. The sponsoring student organization shall assume all financial responsibility.

J. Food and Beverages Policy

A listing of food and beverage policies is available through Sodexo, campus food services, located in building 1800 (ATEC), or by calling 509-793-2380. Organizations may not cater any events or have food delivered to the BBCC campus

without obtaining a waiver or permission from Sodexo for each event.

K. Cleaning

Clubs and Communities are responsible for “leaving it better than they found it”. Facilities must be cleaned after each event. If facilities are not left in acceptable condition the Club or Community will likely incur cleaning charges as well as lose permissions to utilize facilities in the future.



Office of Student Activities
509.793.2066
Administration Building, Room 1428

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