

GUIDELINES FOR STUDENT GROUPS AND ACTIVITIES

Regulations Governing College-Sponsored Events

1. Each activity or event must be scheduled through the Central Campus Calendar.
2. Application to schedule an event must be made on forms supplied specifically for that purpose and within the time limits established jointly by College Administration and Student Government.

Any student organization desiring to conduct any activity that pertains to the sale of goods or services must first complete the form on page four of these procedures.

3. A. Advisers to Student Organizations

Each College organization must have one adviser who is a member of the adjunct faculty, full-time faculty, full-time support staff or administration of the College. The adviser is appointed by the Vice President of Student and Information Services upon nomination by the organization. Club advisers are paid for their services provided there is sufficient club activity throughout the academic year. Advisers shall be restricted to the equivalent of one adviser pay per year regardless of the number of clubs supervised.

Advisers and student officers have a joint responsibility for the organization's programs and financial affairs. Clubs must submit a "Student Organization Renewal Form" (located in the MCCC Club Handbook) each year by October 15 to the Coordinator of Student Activities. Failure to complete and submit the form shall result in club decertification.

Adviser's responsibilities include:

1. Working with students in developing problem-solving skills.
2. Helping students develop techniques for program development, implementation and evaluation.
3. Helping students learn the means to bring about change in a constructive and creative manner.
4. Helping students develop financial responsibility.
5. Helping students integrate the purpose of the organization with those of the College.

Sufficient Club Activity:

1. Clubs must meet a minimum of four times per semester.
2. Meetings must be attended by a minimum of five members.
3. Appropriate documentation must be provided with the annual report as dictated in the MCCC Club Handbook (including but not limited to: attendance sign-in sheet and meeting minutes).
4. Clubs must sponsor or participate in a minimum of two activities per semester. Documentation must be submitted in the club's annual report as dictated in the MCCC Club Handbook. Activities are required to include either non-member MCCC students, faculty, community members or representatives from other institutions. Club meetings that occur on the day of an activity shall not count as an official meeting.
5. Failure to submit appropriate documentation of sufficient activity shall result in non-approval of adviser yearly stipend.
6. Failure to submit appropriate documentation of sufficient activity shall result in club decertification.

B. Advisers for Social Functions

The nature of the activity will determine the extent of involvement of faculty and administration. In some types of activities, it will be advisable for the students to work closely with faculty and administration who will act as liaisons with outside groups and facilitate the planning done by the students. The Student Activities Coordinator and the Vice President of Student and Information Services will work with the students in determining when this is necessary.

In cases where it is determined that an adviser is not a requirement, there must be assurance that:

1. The student sponsors talk to security.
2. The student sponsors are responsible for the conduct of all students attending the event.
3. The student sponsors have considered that it is highly advisable to have a faculty member present at the event to serve as a facilitator.
4. No alcoholic beverages will be permitted on campus or sold or provided by the District at any College-sponsored event off campus. (See Policy 6.21, Alcoholic Beverages.)
5. All meetings of student organizations and all social events held on weeknights, Sunday through Thursday, should close at a reasonable time consistent and appropriate with the function purpose of the group. Dances and other social events held on Friday or Saturday nights, or on nights preceding official College holidays must close by 1:00 a.m. Exceptions must secure prior approval from faculty sponsors or the Vice President of Student and Information Services.
6. The College has no legal responsibility for action of students off campus at events not sponsored by the College. A regular College function is defined to include any College-sponsored student activity cleared through the Central College Calendar and conforming to the regulations outlined above.

College Standards and Group Responsibilities Pertaining to Student Organizations

Student groups are urged to recognize and follow the criteria listed below in order to provide maximum educational opportunities to its members and the student body at large. The privileges conferred through recognition may be withdrawn for cause. Reasons for such action shall include willful violation of College standards or guidelines, willful flouting of commonly accepted standards, irresponsible conduct inconsistent with the purposes of the College as well as below the standards of good taste and maturity ascribed to responsible citizenship in College and community.

1. Maintain activities in the best interests of their students and the student body at large, consistent with the educational objectives of the College.
2. Observe all College policies and guidelines pertaining to the operation of student groups and sponsorship of student activities.
3. Observe any special regulations, limitations or recommendations imposed upon or suggested to the student group at the time of its approval to organize and function.
4. Demonstrate willingness and enthusiasm to participate in the overall life of the College, and to share, encourage, and actively participate in cooperative leadership ventures that may be established to integrate and enhance student activities in general as well as to stimulate an enlightened and spirited student body at large.
5. Maintain fiscal integrity. Clubs are not permitted to maintain, initiate or engage in outside financial activity. All financial activity shall

occur via internal college accounts.

6. Maintain purposes consistent with its constitution.
7. Adhere to College-required procedures for the approval and conduct of student-initiated activities including clearance by the Central College Calendar and the placement of the event or activity on it.
8. Maintain a minimum student enrollment necessary to accomplish its objectives. Students must be academically eligible to participate in a student group and executives of said organizations must meet any and all minimum academic standards established by the College as necessary for the holding of social executive position.
9. Monroe County Community College supports student organizations and activities to the extent that the programs contribute to the overall intellectual, social and emotional development of the student. Responsible student participation in campus-sponsored activities can be a source of opportunity for (1) leadership development, (2) cultivation of broader interests, (3) recognition of worthwhile achievements, (4) encouragement of wholesome social skills, and (5) practice in the skills of citizenship. With the student lies the decision and the responsibility to participate to the fullest extent reasonable and possible and to contribute his/her individual talents to a dynamic and constructive program while at Monroe County Community College. Every opportunity is made available for individuals to participate in extracurricular student organizations and activities, and to help organize new or direct existing programs. Much of the responsibility for the types of student affairs and their management rests with the student body. The guidance of a faculty member is available to each organization and activity. The following sample list represents some of the extracurricular, student-administered activities that will be available at Monroe County Community College.

- |                           |                              |
|---------------------------|------------------------------|
| 1. Student Government     | 5. Dramatics                 |
| 2. Service to the College | 6. Publications              |
| 3. Social Activities      | 7. Intramural Athletics      |
| 4. Student Clubs          | 8. Intercollegiate Athletics |
- academic interest groups
  - interfaith association
  - hobby group

Sales by Student Organizations

Any student organization desiring to conduct the sale of goods or services must first receive approval from their adviser. In cases where there is no adviser, approval from the area Vice President or his/her designee must be received.

Name of student organization: \_\_\_\_\_  
\_\_\_\_\_

Club contact person(s) submitting request: \_\_\_\_\_  
\_\_\_\_\_

What will be sold? \_\_\_\_\_  
\_\_\_\_\_

How will it be sold? \_\_\_\_\_  
\_\_\_\_\_

Date(s) and location(s) of sale(s): \_\_\_\_\_  
\_\_\_\_\_

How will profit from sales be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval of Adviser: \_\_\_\_\_  
Signature Date

Approval of Area Vice President:  
O.E.A. and D.E.C.:

\_\_\_\_\_  
Vice President of Instruction Date  
or Designee

All other student organizations:

\_\_\_\_\_  
Vice President of Student and Date  
Information Services or Designee