

**IVY TECH COMMUNITY COLLEGE,
BLOOMINGTON, INDIANA**

**Guidelines for setting up a
Club or Organization**



Student Clubs and Organization Guidelines

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Forming a Student Club or Organization

Step One—Initial Meeting

You are required to meet with the Assistant Director of Student Life & Leadership to discuss basic information about your proposed student organization, receive an overview of the ‘*how to form a new student organization*’ process, answer any questions you may have, and provide you with the Student Club and Organization Form of Intent.

Step Two—Find an Advisor

Identify and obtain an advisor from full-time faculty or staff.

Step Three—Form of Intent

Next, complete the required *Student Club and Organization Form of Intent* and return it to the Assistant Director of Student Life & Leadership. Be sure to fill out the form thoroughly and correctly to avoid delays in the process.

Step Four—Application and Constitution

Once your completed Student Club and Organization Form of Intent is returned, you will be given the *Student Organization Application for Recognition* by the Assistant Director of Student Life & Leadership. This packet will take more time to complete than the Student Club and Organization Form of Intent because you will need to draft a proposed constitution for the organization (you will receive a detailed guide to help with these documents). The application and constitution will then need to be submitted to the Assistant Director of Student Life & Leadership who will seek final approval and recognition from the Dean of Enrollment Services and Student Development.

Step Five—Initial Funding from Student Government Association

After being approved by the Dean of Enrollment Services and Student Development, the application and constitution can be forwarded to the Student Government Association (SGA) for review and presentation for initial funding. It is best to have at least one member from the proposed group present at an SGA meeting to address any questions the officers, directors or representatives may have. If approved by SGA, the club or organization may be eligible to receive initial funding of up to \$250.

Note: Funding by SGA is not required in order to form a student club or organization

Step Six—Remaining in Good Standing

In order to remain a recognized Ivy Tech Community College - Bloomington student organization or club in good standing from year to year, you must complete and document the following activities annually:

- Two fundraisers (waiver can be granted by Dean of Enrollment Services and Student Development)
- Two college service projects
- Attend annual student club and organization workshop (September)
- Two community service projects (documented at a minimum of 20 hours)
- Completion of the Student Organization Update Form (October)
- As every activity is completed, a *Student Activities Event Approval Form* should be completed, in a timely manner, which allows the Office of Student Life to properly track your organization's progress and credit your organization for fulfilling its responsibilities. Forms can be picked up and returned to the Office of Student Life.

Every student organization is required to provide up-to-date information to the Assistant Director of Student Life & Leadership each fall semester on current officers, members, and advisors, and is expected to keep that information updated throughout the year. A *Student Club or Organization Update Form* is distributed each fall semester at the annual student club and organization workshop and should be completed and returned by the specified deadline.

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Student Club or Organization Annual Update Form

Name of Student Club or Organization: _____

Mission/Purpose: _____

Number of Members: _____ Academic Year: _____ Date: October, ____ 20____

Executive Board Officers

Title	Name	Phone #	E-mail
President			
Vice President			
Secretary			
Treasurer			
Other ()			
Other ()			
Other ()			
Other ()			

Advisors

Title	Name	Phone #	E-mail
Full-time Faculty/Staff Advisor			
Faculty/Staff Advisor			
Faculty/Staff Advisor			
Faculty/Staff Advisor			

Regular Meeting Time and Location: _____

Please remember to update this information with the Office of Student Life & Leadership as it changes.

<input type="checkbox"/> Fundraiser 1:
<input type="checkbox"/> Fundraiser 2:
<input type="checkbox"/> College Service Project 1:
<input type="checkbox"/> College Service Project 2:
<input type="checkbox"/> Annual Student Club and Organization Workshop Attendance
<input type="checkbox"/> Two Community Service Projects (20 Hours Minimum Documented on Additional Sheet)

Privileges of Officially Recognized Student Clubs and Organizations

Recognized, active Ivy Tech Community College - Bloomington organizations have the right to:

- use the College's name;
- solicit and sponsor approved activities on campus;
- collect dues and raise funds in accordance with College policy;
- apply for initial funding from the Student Government Association;
- reserve and use vehicles with a full-time employee driver;
- use the student club and organization office in accordance with College policy;
- use a mailbox located in the student club and organization office.
- request services through the Office of Student Life, including security, custodial, facilities usage, printing/duplicating, etc. **These requests must be submitted to the Office of Student Life two weeks prior to any activity or event.**

Advisors for Student Clubs and Organizations

Ivy Tech Community College - Bloomington requires that all student organizations and clubs have a primary advisor who is a full-time faculty or staff member. Co-advisors may be part-time faculty and staff of the College. At least one advisor must be present at each club or organization meeting.

Finding an Advisor:

- Develop a clear statement of group goals.
- Develop a clear statement of expectations of the advisor, both in terms of role and time commitment.
- Outline what the advisor can fairly expect of the group.
- Poll your group members for the names of professors or staff members who they have found helpful and interested in student life. The advisors must have approval from their supervisor before they commit to the club.

With this information in hand, you will be ready to forward the names of potential advisors to the Assistant Director of Student Life & Leadership. The Assistant Director of Student Life & Leadership will seek final approval of the requested advisor from the Dean of Enrollment Services and Student Development and the Chancellor.



Once your advisor begins to serve:

- Keep him/her well-informed.
- Clarify expectations and roles when needed.
- Draw on his/her expertise.
- Occasionally, acknowledgments of appreciation both publicly and in writing are a good idea—if you have organization t-shirts, for example, make sure your advisor has one too! Enjoy what can be an extremely rewarding and mutually beneficial relationship.

Responsibilities of an Organization to the Advisor:

- Be clear about the group's expectations and needs of the advisor.
- Notify advisor well in advance of meetings and activities. (two weeks is the minimum standard)
- Meet with your advisor at least monthly to discuss problems, successes, and future activities.
- Supply the advisor with properly completed forms for signature in a timely manner.
- Take advantage of the knowledge and experiences your advisor has regarding the organization's area of interest and the culture of Ivy Tech Community College - Bloomington.
- Do not ask the advisor to do the work, but to support your work.

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Advisor Role and Responsibilities:

- Serve as a role model.
- Provide continuity for the group from year to year.
- Assist the group in setting realistic and obtainable goals; evaluate their progress.
- Be aware of the group's expectations.
- Encourage student development and collaboration, foster members' leadership, and provide autonomy, while maintaining a supportive presence.
- Be informed of and adhere to the purpose and activities of the organization.
- Attend all organization meetings and activities.
- Be informed of and adhere to College policies and procedures.
- Provide financial and budgetary advice and insure that College and Student Activities policies and procedures are followed.
- Sign or co-sign appropriate College forms when necessary.
- Encourage organization members to assume responsibility for their actions and the effectiveness of their programs.

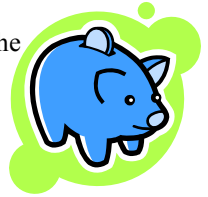
Fundraising or Solicitation on Campus

Fundraising and/or soliciting activities on campus are permitted only when the activities support the mission of the College, or the mission of a recognized College entity or activity. Non-College organizations may not conduct solicitation on campus.

Definitions

“Solicitation Activities” are defined as activities or events, normally of short duration, intended to raise money or other support for a recognized College entity or activity.

“Recognized College entities” include student groups that are chartered and/or recognized under the recognition process for College clubs and organizations.



Approval Procedure

College organizations desiring to conduct solicitation activities must request approval through the Assistant Director of Student Life & Leadership. The requests and recommendations for approval, when applicable, are then forwarded to the Dean of Enrollment Services and Student Development for approval.

The Advisors are responsible for the direction and supervision of their student groups during the approved activity to ensure adherence to College policies, procedures, and guidelines.

If the activity is approved, the Assistant Director of Student Life & Leadership will designate the time, date, and area for the solicitation to take place, and inform the sponsoring student club/organization of the decision and guidelines.

If the activity is disapproved, the Assistant Director of Student Life & Leadership will notify the club/organization of the disposition of the request.

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Approved Solicitation Areas

Solicitation on campus is only permitted in College-approved areas, which include:

- Student Commons
- Back Plaza



Requests for alternate locations must be approved by the Assistant Director of Student Life and Leadership.

Permitted Products/Services

Products permitted for sale on campus as a solicitation activity should not be in direct competition with products offered for sale by the College such as the Bookstore, Café or vending area, in their permanent operational areas or temporary sales areas or concessions, nor be in conflict with special events being supported by the College.

Food sales must be carefully monitored and supervised to ensure the safe preparation and handling of food and beverages sold.

The Assistant Director of Student Life & Leadership is responsible for the direction and supervision of student organizations during food sales.

Use of College Name and/or Logo

Goods proposed for sale, either on-campus or off-campus, that are expected to use the College's name and/or logo(s) must have the proposed design of the name and/or logo reviewed and approved by the Assistant Director of Student Life & Leadership.

Financial Accountability of the Entity

When any resource of the College or use of College offices for the control of money to support a College entity is required, procedures established by the Business Office for the proper safeguard of and accounting for those resources must be followed. The Assistant Director of Student Life & Leadership is responsible for directing student organizations in meeting the procedures established by the Business Office.

Off-Campus Solicitation

College organizations desiring to conduct solicitation activities off-campus must coordinate those activities with the Office of Resource Development through the Office of Student Life prior to commencing the activities. If a club or organization desires to conduct solicitation activities off campus, they must first contact the Asst Director for Student Life and Leadership.

Raffles

In accordance with College policy, raffles and gambling are prohibited.

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Communications and Sign Posting

Communications are an important part of developing and maintaining a healthy student club or organization. For that reason, the College provides a few resources available to officially recognized student clubs and organizations.

Campus Connect

Campus Connect emails are available on a very limited basis to recognized student clubs and organizations for communication of approved announcements. The message must be sent to the Assistant Director of Student Life & Leadership at least one week prior to the desired delivery date for approval. If approved, the message will be delivered. If the message is disapproved, the Assistant Director of Student Life & Leadership will notify the club/organization of the disposition of the request.

Announcements about club meetings and activities can always be posted on Campus Connect, however the posting will not generate an email to all students.

Posting of Signs and Posters – “Free Speech Posting Area”

Ivy Tech Community College – Bloomington provides two areas for anyone to post signs and posters free of hate speech, which include:

- 3 rotary posting columns – Student Commons
- Bulletin boards – Vending Area

Posting of Signs and Posters by Recognized Clubs and Organizations

Posting of signs and posters is available for recognized student clubs and organizations. The finished sign or poster must be presented to the Assistant Director of Student Life & Leadership at least **one week** prior to the desired posting date for approval.

If the sign and/or poster is disapproved, the Assistant Director of Student Life & Leadership will notify the club/organization of the disposition of the request.

- It is the clubs’ responsibility to post signs according to the guidelines
- Clubs and Organizations are permitted to have no more than 15 signs or posters hanging at one time and should be posted no longer than 3 weeks.
- Approved signs and posters should be no larger than 11 inches by 17 inches.
- Approved signs and posters will be posted at the following locations only:
 - 3 rotary posting columns – Student Commons
 - Bulletin boards – Vending Area
 - Glass-encased bulletin boards – Various Locations
 - Office “gripper strips” (with permission of office holder)
 - Classroom “gripper strips”

No one shall remove any college or club posters they are not part of the referenced club in the poster. Such removal is considered vandalism and will be dealt with through application of the Student Code of Conduct.

Student Clubs and Organization Guidelines

Sample Club & Organization Constitution and Bylaws

A good constitution should contain the basic elements of how your organization functions. It should have only fundamental information and should be made very difficult to amend. The items which are subject to frequent revision should be placed in the bylaws. The bylaws contain all the standing rules of the organization, including the Rules of Order, i.e. Robert's Rules of Order.

Sample Constitution for Student Clubs/Organizations

- PREAMBLE: State the purpose and aim of the organization.
- ARTICLE I: State the complete, official name of the organization. If appropriate, specify any other variation of the official name that the organization might use in its contacts with the public.
- ARTICLE II: List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.
- ARTICLE III: List the officers, the terms of office, and their general duties and responsibilities. A provision of filling vacancies may also be included in a section under this article.
- ARTICLE IV: State the makeup of the executive committee, board of directors, or council; the method of selection; term of office and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.
- ARTICLE V: State the method and frequency of elections. Specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office.
- ARTICLE VI: State the number of members required to be present at a meeting in order to conduct the organization's business, i.e., QUORUM. (This number is usually a simple majority.)
- ARTICLE VII: State by what rules of order or procedure meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure.

Sample Bylaws for Student Clubs/Organizations

1. MEETINGS: Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.
2. OFFICERS: List any additional duties or responsibilities assigned to the various officers that have not already been covered in the constitution.
3. COMMITTEES: Name any standing committees and the method to be used for selecting chairpersons and committee members. State the duties and responsibilities of these committees.
4. FINANCIAL: Provide for initiation fees, dues, and other assessments (if any) also, details regarding delinquencies.
5. ELECTIONS: State all election rules and procedures not already covered in the constitution.
6. AMENDMENT: Stipulate method for amending the bylaws. The requirements for amending the bylaws should not be as great as those for amending the constitution.

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Sample Tips for Elected Officers

Usual Duties of the President:

- Preside at all meetings and act as principal host at all club functions.
- Be familiar with the constitution and bylaws of the club, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies affecting club operations.
- Prepare an agenda of a definite plan of things, which need to be done at each meeting. Appoint committees as directed and define their responsibilities. See that committees act and report promptly and fully.
- Soon after assuming duties you should plan programs for the year ahead. This can often be delegated to a planning committee, but the president is responsible for seeing that planning is done.
- Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor.
- Be responsible for seeing that the following materials are filed in the Office of Student Life and Leadership:
 - A copy of the club's constitution, including bylaws.
 - A list of officers for each semester for the particular club, along with a notice of meeting time, place and frequency of scheduled meetings.
 - An annual report of the group's activities.
- Remember that the club is but a part of the college, and that club projects and activities must be considered for their effect on the total operation of the college.

Presiding at the Meeting:

The president presides at all meetings. If he/ she must be absent, notification must be made to the vice president who presides in his/her stead. Allow time for social preliminaries before the meeting so that individuals can get acquainted with each other and visit before the meeting begins.

Usual Duties of the Vice President:

- Conduct meetings in the absence of the president, or upon request.
- Perform other official tasks as assigned. Take a full share of responsibility for helping the club to function effectively.

Usual Duties of the Secretary:

- Record all decisions and promptly prepare, and make available to members, copies of minutes following each meeting.
- Keep an accurate file of minutes and actions. These should be available for ready reference at club meetings.
- Get agenda and a copy of all information into hands of members one week in advance of meeting if possible.
- Arrange for meeting place and other physical facilities necessary.
- Notify members as to the date, time, and place of each meeting.
- Suggestions for writing minutes:
 - Name of club
 - Date and hour of meeting - place of meeting
 - Name of Chairperson/President
 - List members present
 - Summary of meeting agenda

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Usual Duties of the Treasurer:

- Shall be responsible for all club finances and promptly prepare a statement of such finances for each meeting.
- Keep an accurate file of financial statements and club budget.
- Shall participate and help coordinate all student fund raising activities.

Student Awards

Jeanine C. Rae Humanitarian Award (one award)

All students who have completed at least two semesters of coursework are eligible for this award. Award may be based on student qualities including: relating well with peers; doing an unusual amount to help someone else; making contributions to the college that affect the well-being of others; doing volunteer work – perhaps tutoring with no compensation; being a morale booster or motivator – perhaps encouraging another student to complete his/her degree or certificate; befriending someone in need of companionship.

Outstanding New Student Organization (one award)

Awarded to a new student organization that has successfully recruited members, held activities and regular meetings, and is financially responsible.

Outstanding Student Organization (one award)

This award recognizes a student club or organization that has been successful in the following areas; membership retention, meeting attendance, social and educational activities, campus contributions, fundraising and/or community service projects.

Most Improved Student Organization (one award)

Awarded to the organization that has demonstrated the greatest improvement in the past year.

Achievement Award for Student Organizations (as many as qualify)

Awarded to a student organization that meets the following standards: regular scheduled meetings; educational and social programming; recruitment and retention of new members; officers training and financial stability.

Outstanding Program / Activity (numerous awards)

Awarded to student clubs or organizations that sponsored a specific activity or program that exhibited creativity, encouraged student growth and development, and contributed to quality of student life on campus. Numerous awards will be given such as, community focus, campus focus, entertainment focus, cultural focus, etc.

Outstanding Community Service Project (one award)

Awarded to a student club or organization for sponsoring a community service project that benefited someone in need and/or a service organization that supported and encouraged student commitment to volunteering and has a long-lasting value and impact.

