

What is this manual all about?

The Student Life Office (SLO) Staff encourages students to form or join Registered Student Organization (RSOs). Involvement in campus activities can be fun, rewarding, and educational. RSOs at Muskegon Community College (hereinafter called the “College”) are those RSOs officially registered by the SLO, and as such, have certain responsibilities and privileges. This reference manual gives you detailed guidelines and information regarding resources for success.

Services provided by the Student Life Office:

The SLO offers services for Registered Student Organizations (RSOs). These include the following:

- ◆ Communications and Graphics Assistance
- ◆ Fax Machine
- ◆ Check Requests
- ◆ Club and Organization Budget Summaries
- ◆ Direct Mailing
- ◆ Room Reservations for the campus meeting and activity spaces
- ◆ Information and Forms for College Services, Policies, and Procedures

Student Life Staff.

The SLO is a department within the Division of Student Services, under the direction of the Vice President of Students.

Please contact the SLO Staff if you have any questions concerning operations, policies, or procedures. Just call us at 777-0216 or stop by the office located in room 204.

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Part One - Official Recognition

It is the responsibility of each Registered Student Organization to adhere to and comply with the mission of this College, and its policy manual, bylaws, rules and regulations. Copies of these will be furnished to each Registered Organization. An organization's goals, objectives, and activities must not deviate from these. RSO are accorded special privileges and benefits. These privileges include:

1. Use of College name in the title of the organization.
2. Access to College facilities and services for meetings and activities, when available and upon application and approval.
3. To apply for funding from the Student Activities Finance Committee (funds not available to religious or political affiliated organizations).
4. Access to a RSO account to manage RSO funds.
5. The opportunity to conduct approved fund-raising projects on campus.
6. The chance to participate in new student orientations and the annual RSO recruitment day **the second (2nd) Wednesday in September.**
7. Campus advertising privileges: Post publications around campus according to college posting policies.

Definition of Registered Student Organization (RSO)

A RSO at the College is: any organized student group who's formed in order to contribute to the student's educational growth, social, recreational needs, or personal development; and which meets the requirements set forth below.

Steps to become registered:

- ◆ Each group must have at least a minimum of seven (7) students who are currently enrolled at Muskegon Community College
- ◆ Each group will have an advisor who is a full-time faculty or staff member at the College.
- ◆ Each group must submit a constitution for the organization and that contains the required information. Constitution guidelines are available in the SLO. If the organization is linked to a national affiliate, a copy of the national constitution and bylaws must also be submitted to the SLO.
- ◆ Each group must submit a completed Student Organization Application (See Section 6).
- ◆ Officers for registered student organizations must be in good academic and social standing (not on academic or social probation).

Obligations of Recognition of an RSO

1. Conduct activities according to College policies, bylaws, rules and regulations.
2. Each RSO will have one full-time staff or faculty member serve as an advisor.
3. All RSOs must develop bookkeeping and budgeting procedures to assure fiscal responsibility. All expenditures of funds require the Student Activities Coordinator's signature. Financial statements from the RSO funded by the College must be presented to the SLO upon its request. All RSOs funded by the College must comply with any additional restrictions as required by the the Student Organizations Committee, Student Activities Finance Committee, and the SLO.

4. All RSOs will be reviewed during each semester of the academic year. Such review will be concerned with determination of whether material submitted for original recognition still matches the activities and structure of the organization. To assist in this review, each RSO will be required to submit the following materials to the Student Activities Office by **the third (3rd) Friday of December**.
 - a. A list of officers of the organization with addressed, e-mail, and telephone numbers.
 - b. The names of students who are ACTIVE members of the organization.
 - c. Name, phone number, and e-mail of advisor.
 - d. Indication of any changes in Constitution/Bylaws.
 - e. A summary of all first semester activities (including attendance) and a schedule of upcoming events.
5. Failure to meet any of the above obligations may result in loss of recognition of the RSO-recognized status.

In addition, each RSO will receive an Exit Interview form to be completed by the end of the academic year. **Failure to complete and submit this form will result in loss of official recognition for the following year. The Exit Interview will be presented to the Student Services Council. This document will be used to determine budget allocations for the next year.**

Registration Deadlines

RSO applications must be submitted no later than *the 6th week of the current semester to be considered for recognition for that semester.*

NOTE: RSOs not meeting the established deadlines will NOT become recognized organizations for the current semester. However, an organization, with all proper materials, can be approved by the Student Life Office for temporary recognition until the new semester commences.

Organization Constitution Requirements

All RSOs must submit to the SLO for review and filing an up-to-date constitution and by-laws. If affiliated with a national organization, the national constitution and by-laws must be submitted as well. The document must state the organization's name, purpose(s), requirements for membership, method of officer selection, impeachment proceedings, a nondiscrimination clause, and any other relative guidelines.

In case of constitutional questions or concerns in which the SLO is involved, the constitution on file may be used as a reference. It is critical that each member of the organization has a copy of this important document, and is familiar with its contents. The constitution sets the fundamental principles on which the organization is to operate; the by-laws are concerned with procedural methods.

Within the by-laws provisions should be specified for the alteration of the constitution and by-laws so that the organization may adapt to meet the changing needs and interests of the organization and its members. By-laws are usually more easily amended and these amendments need not affect the main purpose of the organization.

Significant changes that redirect or alter the organization's constitution and by-laws must be reported to the SLO within two weeks of the change. A handout on the preparation and required format for student organization constitutions is available at the SLO (See Section 6).

Part Two - Advisors

Purpose

Student involvement in campus organizations provides an opportunity for students to develop leadership and organizational development skills, as well as complementing their educational objectives with important out-of-class activity. In support of these objectives, it is important that people with experience in organizations be available to assist students in their organizational endeavors.

All RSOs must have a least one (1) full-time faculty or staff advisor.

Responsibilities of Advisors to Registered Student Organizations

1. Provide overall guidance and assistance to the RSO regarding its activities and serve as a resource person at regular meetings. This guidance will include assistance in compliance with the College's policies, bylaws, rules, regulations and procedures that govern the use of College facilities and the College's name and logos and advise of potential violations of the College policies, bylaws, rules and regulations.
2. Assist with the formulation and/or revision of the organization's constitution and bylaws.
3. Encourage and assist the organization to carry out an active and significant program. Work with the officers and promote efficient and effective administration of the organization.
4. Insure that meetings are properly scheduled.
5. Assist the treasurer in maintaining accurate accounting procedures and formulating an annual budget, and review monthly receipts and expenditures.
6. Alert the registered student organizations to the risks of injury and liability in connection with their activities.
7. Meet with the club or its officers at least twice each semester.
8. If it is necessary for an advisor to resign his/her position as advisor, he/she should notify the organization and the Student Activities Coordinator within two (2) weeks of resignation.

Responsibilities of Advisor to the College

1. The advisor to a RSO must be familiar with College policies, bylaws, rules and regulations and the particular organization that he/she advises and its procedures.
2. The advisor should make sure that all members have receipts for monies given for payment and that members have weekly/monthly reports on expenditures on appropriate forms. All monetary deposits must be recorded on appropriate forms with advisors' signature and delivered to the college's cashier.
3. On travel related activities, complete the appropriate Overnight Trip Form. Forms are available in the SLO.
4. Make certain that all activities and events are registered with the SLO.

Responsibilities of Members to their Advisors

1. The RSO is responsible for recruiting potential advisors.
2. RSO must plan their meetings at a time when the advisor is able to attend.
3. Check all dates with your advisor before scheduling special meetings or social activities.
4. Ask the advisor for his/her opinion and advice when problems come up in the RSO.
5. Officers must keep the advisor fully informed of the programs and activities of the RSO.
6. An updated copy of the RSO's constitution must be given to the advisor.

Part Three ~ Student Leader Responsibilities

The following responsibilities represent an outline of many of the specific duties about which an officer in a RSO should be concerned. This outline will not be all inclusive of everything that must be addressed; however, it will give you a good head start.

SPRING/SUMMER

1. Review the Club and RSO Manual and make some notes for getting started in the fall.
2. Begin to write some **goal statements** for what you want to see your organization accomplish during the first and second semesters.
3. Keep the other officers updated with any information.
4. Plan for Club Recruitment Day (**usually the 2nd Wednesday of September**)

FALL SEMESTER

1. Reserve a table for Club Recruitment Day.
2. Schedule meeting times & room reservation with the SLO.
3. Check with SLO regarding the **financial status** of your organization. Determine the level of fundraising that is needed.

END OF FIRST SEMESTER

1. Reserve facilities for second semester.
2. Review first semester and turn in first semester review to SLO.
3. Review your goals for the year.
4. Meet with your advisor to discuss needs for second semester.

SECOND SEMESTER

1. Complete any fundraising activities or events scheduled.
2. Hold elections to change officers March/April
3. Review all organization files, information, and financial records with the past officers.
4. Meet with officers and advisor to talk about what direction to head for next year.
5. Make sure all your officers have a copy of the organization constitution to review.
6. Complete and submit the budget request form and **annual exit interview (see Section 6)** report by the end of winter semester. The organization will lose recognition status if the exit interview report is not properly completed and submitted to the SLO by the end of the academic year.

Part Four ~ General Policies & Procedures

Student Overnight Trips

1. College Policies - All overnight trips must have an advisor or college staff person in attendance. Any variation from this policy requires the written permission of the Vice President of Students and must be made **two weeks prior to departure**. *Overnight Trip Information Sheet, Travel Request Forms, and Travel Liability Waivers* (see Section 6) must be submitted to the SLO one-week prior to departure date. These forms may also be obtained in the Student Life Office. A completed *Travel Expense Report Form* must be turned into the SLO within one week of travel.
2. Vehicle Reservation - a college vehicle may be reserved depending on availability. All van requests must be made through the Travel Request Form. Drivers must be registered in the Business Office.
3. Medical Emergencies - All students are responsible for their own health insurance. Participants should bring necessary information to prove their coverage. A photocopy of insurance proof must be attached to the Overnight Trip Information Sheet. Students without proof of health insurance may not attend college sponsored overnight trips.
4. Advisor Responsibility - College staff personnel are responsible for insuring the safety of participants and exercising reasonable precautions to avoid injuries. Participants disregarding the directives of the college staff person, and/or violating the Student Code of Conduct, may be sent home at the participant's expense and/or subject to disciplinary action through the college judicial system.
5. All policies, bylaws, rules, and regulations are in effect during trips. Students and staff can be held liable for violations.

Room Reservations

Requests for facilities for meetings or events can be made through the SLO. Confirmation of your events will be done through e-mail to the club advisor. If you are requesting a room for an event (other than a meeting) please use the *Event Proposal Form* (Section 6). All organizations must follow the MCC facility planning policies and procedures available from the College Services Office.

Posting Policy

1. All flyers and posted materials must be approved by the Vice President of Students. Posted items are taken down following the event date.
2. All posted material must be only posted on designated bulletin boards. The Student Services Office will assist in posting your materials across campus. Please submit 12 copies of your organization's material and allow for two business days to be posted. Space is also provided on the Club Bulletin Board in the Student Union.
3. Materials may not be taped or posted on walls, doors, or windows. These will be taken down immediately.
4. Advertisements in local newspapers are the responsibility of the club, but first must be approved by the Vice President of Students or the Public Information Office.

Fund Raising

All organizations who wish to raise funds, must complete the *Club Activity Proposal Form* (see Section 6) provided by the SLO and present it to the Student Life Office at least two weeks prior to the fundraisers.

Event Registration

RSO events must be registered in the SLO at least 2 weeks in advance of the event date. This registration will allow the SLO to advise your organization of any potential problem with the application or problem with the event which may result in not approving the event. Dances and evening events may require Operations and/or Security coverage. This may require overtime pay to College employees or contractors on behalf of these units. The RSO will be required to incur these costs. It is the club's responsibility to monitor all club events to assure that the Code of Conduct is not being violated. If this policy is violated, the involved club(s) will face disciplinary actions as outlined in the Code of Conduct for Students and Visitors in the Student Handbook. Events not registered two weeks or more with the SLO may not be approved. An ***Event Proposal Form*** (see **Section 6**) is available in the Student Life Office.

Contract Negotiation

Any programs or events, such as a speaker, band, performance artist, or other services, that require a contract that specifies the terms of the agreement must have the terms reviewed by the Student Life Office as to dates and facility use and on file in the College Services Office. The College accepts no responsibility for any of the terms and obligations of the contract and the contract shall be between the program or event provider and the RSO and will not be binding on the College. Contracts must be approved by the Student Life Office and signed by the RSO Advisor.

Food Service Policy

Due to Health Department regulations and Liability issues, food not prepared by the MCC Food Service cannot be served on the campus of the College. The state and local health authorities do not allow individuals to prepare or serve food without proper equipment and training. Any food remaining after a catered event is the property of the MCC Food Service and cannot be taken from an event. MCC facility planning policies and procedures are available from the College Services Office.

Liability

Student organizations involved in a lawsuit or other litigation, and named as a defendant, are not covered by the College insurance.

The College is not responsible for any injury or property loss incurred by participants while involved in any RSO program or activity.

Sport Clubs

1. Each RSO president must submit a copy of the RSO schedule to the SLO before any competition takes place.
2. Each RSO is responsible for securing the appropriate officials.
3. Any RSO that travels and is requesting club funding must file a completed **Travel Request Form** with the SLO at least one week prior to travel. A **Travel Expense Report** including receipts must be filed upon return.
4. Coaches - It is the RSO's option to have a coach. The coach should be involved only with coaching the RSO during practice and is not to be involved in club management. Other responsibilities include:
 - a. Be aware of and follow all sport rules and regulations.
 - b. Help to ensure good sportsmanship at all times.
 - c. Emphasize and maintain safety precautions at all times.

Coaches of sport RSOs participate on a voluntary basis and may not receive compensation of any form. If it is believed that the coach is not working in the best interest of the sport RSO and its members, the Student Life Office has the right to relieve the coach of his/her coaching duties. The Sport RSO coaches are not covered by College insurance and are encouraged to carry adequate medical and liability insurance.

College Event Guidelines

The College regulates and controls the use of its facilities in order to maintain order, avoid disruption of the classes and other educational activities, and promote safety and security. Accordingly:

The College may place reasonable time, place and manner restrictions on RSO activity/facility providing the restrictions are not based on the content of the of the presentation, and serve a significant institutional interest, and leave open ample alternative channels of communication. Such restrictions may relate to advance notice, security, parking, advertising, indemnification, insurance, health and safety, as well as other areas.

Those participating in RSO activities, regardless of the time and place of the activity remain subject to the College policies, bylaws, rules and regulations during the time of the activity or use of such facility.

Copyrighted Media

It is the responsibility of the user to secure prior permission for the use of copyrighted media on MCC's campus.

What is a Raffle

A raffle is a game of chance where raffle tickets are sold, a winner(s) is determined by randomly drawing a ticket stub from a container, and a prize is awarded. Almost all raffles need to be licensed. **Check out Qualification Requirements** at www.michigan.gov/cg or you can request a copy by calling (517) 335-5780.

Who Can Conduct a Raffle

Act 382 only allows certain nonprofit organizations that are qualified to conduct raffles. If your organization has never had a charitable gaming license, you need to submit qualification information to our office first. Check out **Qualification Requirements** on our web site at www.michigan.gov/cg or you can request a copy by calling our office at (517) 335-5780.

Raffles will be allowed after approval from the Student Life Office only if the following applies: A qualified organization can conduct a raffle without a license if the following three criteria are met:

1. The raffle will be conducted at that organization's single gathering. The Act defines single gathering in Section 3a(14) as: "...1 scheduled assembly or meeting with a specified beginning and ending time that is conducted or sponsored by the qualified organization. Single gathering does not include the regular operating hours of a club or similar facility and does not include a meeting conducted solely for the purpose of conducting a raffle."
2. No tickets for the raffle will be sold before the scheduled beginning time of the gathering.
3. The total value of ALL raffle prizes awarded at the gathering will not exceed \$100.

If all these criteria are not met, then you need a license.

Raffles That Need a License

NOTE: *Almost all raffles conducted in the state of Michigan need to be licensed.*

To obtain an application for a raffle license, raffle rules, or raffle game records, go to our web site at www.michigan.gov/cg or you can request a copy by calling our office at (517) 335-5780. There are two different types of raffle licenses, small and large.

A Small Raffle License is required when the total prize value *of all raffle prizes* will not exceed \$500 in a single day. The cost is \$15 for 1, 2, or 3 drawing dates, then \$5 for each additional drawing date. All drawing locations must be the same.

A Large Raffle License is required when the total prize value *of all raffle prizes* will exceed \$500 in a single day. The cost is \$50 per drawing date.

An organization can apply for as many raffle licenses as they want. We allow you to apply for raffle licenses up to 18 months in advance of the drawing date in order to allow you ample time to sell tickets.

Always plan ahead and submit your application no less than 4 weeks prior to the time you want to print tickets or start advertising the event.

Part Five - Student Organization Funding

Student Organization Allocations

RSO eligible for funding may seek a budget through the student organization allocations process. These organizations must be in good standing with the SLO, and meet all the registration requirements. Returning organizations must complete the year-end **Exit Interview form (See Section 6)**. The allocated award amount will be set by the *Student Services Council* based on availability of funds, the number of active organizations and the organizations ability to raise half of their budget. Under no circumstances should RSO or individuals believe that there will be no out-of-pocket expenses. Self support is an essential (and real) principle of any RSO program. Requiring clubs to earn one half (1/2) of their budgets assures that members take on an active and serious interest in the continued existence of the RSO. There is no guarantee that the balance of the funding will be by the College.

Appropriate Use of Funds

Funds may be used for a variety of purposes. However, monies spent by an organization must be done in accordance with that organization's by-laws. It is the recommendation of the Student Life Office that an organization adopt a provision that will not allow their earned account to be depleted below an agreed upon minimum. This will ensure financial stability and an organization's longterm existence. *Simple math -if you don't have it, you cant spend it!*

Funding Limitations

Funds will not be expended for:

- ◆ Personal benefit of individuals.
- ◆ To finance political campaigns of candidates.
- ◆ Any activities contrary to the policies, bylaws, rules and regulations of the College, the State of Michigan, the Federal Government, or this document.
- ◆ Clubs that do not submit funding requests in advance of events where funds are needed.

Requesting funds

When an organization is requesting funds they should complete the **Check Request Form (Section 6)** also available in the SLO. This form **MUST** be signed by the RSO advisor and returned to the Student Life Office one week prior to the date requested for the funds to be issued. **Please plan ahead for check requests. The SLO is unable to obtain emergency checks from the College.** All appropriate information must be attached (invoice, receipts, other relevant supporting documents).

Deposit of funds

When an organization has a deposit to make into the RSO account they should complete the **Report of Cash Deposit Form (Section 6)** also available in the SLO and the Business Office. This form must be signed by the RSO advisor and turned into the College's Cashier in the Business Office room 114 where they will be issued a receipt for the deposit.

Part Six - Organizational Forms

- Sample constitution/by-laws
- Organization Registration
- Overnight Trip Information Sheet
- Student Liability Release Form
- Travel Request Form
- Travel Expense Report
- Check Request Form
- Cash Deposit Form
- Application to Raise Funds
- Fund Raising Report
- Club Event Proposal Form
- Club Event Report Form
- Exit Interview Form
- Code of Conduct for Students and Visitors