

# Yavapai College Student Club and Organization Handbook

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Yavapai College recognizes that student clubs and organizations contribute to the educational, social, recreational and personal development of students. The College further recognizes that students are free to organize and participate in voluntary clubs and organizations of their own choosing, subject to the provisions of the Yavapai College [Student Code of Conduct](#), general [college policies](#) and local, state and federal law.

Yavapai College does not sponsor or assume responsibility for voluntary student organizations that are not formally registered with the college, in accordance with the terms and conditions described herein.

It is the responsibility of the officers, members and advisors of student organizations to familiarize themselves with the contents of this manual. Copies of this manual are available in the student activities office. Questions concerning procedures or interpretation should be directed to the Coordinator of Student Engagement and Activities.

## **General Responsibilities of Student Clubs and Organizations**

- Student organizations are responsible for conducting their affairs in a manner consistent with district rules and regulations.
- Student organizations are responsible for ensuring that non-district individuals or groups, invited as an incidental part of a club or organization's program, comply with district regulations, policies and procedures while on district property.
- Each student organization, its officers or designated representatives shall budget, provide for, and promptly meet its legitimate financial obligations.
- All persons on district property are required to abide by district policies, college campus regulations and shall identify themselves upon request to district officials acting in the performance of their duties.
- Each student organization is accountable for the actions of its members, on behalf of the group, anytime during the academic year in which the club or organization has been authorized.
- The functioning of registered student organizations shall be confined to and controlled by their active membership.
- Clubs and organizations may invite other members of faculty, staff, and other guests to participate in activities/events as appropriate.
- All officers and designated representatives of the registered student club or organizations, must be students of the college for the length of their term in office.

- It is the responsibility of the student club or organization to keep the registration information designating officers and/or representatives up-to-date, at all times, with the Office of Student Engagement.
- Violation of any regulation pertaining to the proper conduct of the student club or organization may result in disciplinary action in accordance with district Board of Trustees Policies and the Student Code of Conduct.

## **College Policies**

A full list of college policies can be found at [www.yc.edu/policies](http://www.yc.edu/policies). The entire college Student Code of Conduct can be found at [www.yc.edu/conduct](http://www.yc.edu/conduct).

Included here are college policies of particular relevance to student club and organizations. Although certain policies are included here, student clubs and organizations must adhere to all college policies. College policies are periodically updated as necessary.

## **Student Club and Organization Disciplinary Actions**

All student club and organization members are expected to adhere to the Yavapai College Student Code of Conduct, as well as all policies and procedures of the college at all times.

A student club or organization that violates college policy may be suspended by the Dean of Student Development while their case is being reviewed. Suspended clubs or organizations receive none of the rights or privileges of active student clubs or organizations, and may have their funds frozen until their case is resolved.

Any club or organization found to have violated any provision herein, may be subject to disciplinary action, including an extended period on probationary status or have their recognition permanently revoked.

## **Prohibited Conduct**

All clubs/organizations must operate in accordance with the Yavapai College Student Code of Conduct. Detailed information about the Code of Conduct can be found at: [www.yc.edu/conduct](http://www.yc.edu/conduct)

## **Social Media Policy**

Use of social media by student clubs and organizations solely represents the views of the student, faculty or staff involved and does not represent the policies or views of Yavapai College.

# **Forming Student Clubs or Organizations**

## **General Requirements for Starting a Student Club or Organization**

New clubs and organizations may be initiated by a current student, staff or faculty member or administrator. General requirements for starting a student club/organization are:

- The club/organization must have a central purpose related to the mission of the college and serve academic, professional, social or physical development of the members.
- The club/organization must be open to all Yavapai College students, with no barrier or unequal treatment based on race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin which inhibits or prevents any person's full participation in any activities which utilize district facilities.
- A minimum of five members is required to form a student club or organization.
- All registered members of a student club or organization must be current students, staff or faculty members. Student organization activities may be open to members of the broader community.
- The club/organization must have at least one advisor, and that advisor must be employed by Yavapai College. The advisor may be a full-time faculty or staff member.

## **Submitting a New Club or Organization Application**

To propose the creation of a new club or organization, the members and advisor(s) must submit a New Organization Application including:

- At least one designated student leader.
- At least one advisor.
- A list of members.
- Acknowledgement signed by the student leader(s) and advisor(s), stating that the college's anti-hazing and sexual misconduct policies have been reviewed and understood.
- A statement of nondiscrimination signed by student leader(s) and advisor(s), stating that there shall be no barrier or unequal treatment based on race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin, which inhibits or prevents any person's full participation in any activities which utilize district facilities.

- Complete and submit a [Constitution](#), via the application, for the proposed club or organization. [Sample completed club constitution](#).

New club/organization applications, including model constitutions, can be downloaded from the student clubs and organizations page on the college website. [Clubs and Organizations page](#)

Applications to form a new student club or organization will be reviewed by the Dean for Student Development or a designee. The Dean will review applications within 30 days of submission. Applications can be approved, denied, or require the submission of additional information.

### **Recruiting Activities Before Being Approved as a club or Organization**

Students, faculty or staff interested in starting a new student club or organization may engage in activities to recruit members of the proposed club or organization with the permission of the Student Development division. Those interested in recruiting members for a new student club or organizations should contact the Office of Student Engagement.

### **Maintaining Active Student Organization Status**

In order to maintain their status as an active student club or organization, groups must:

- Have one or more designated student leaders.
- Have one or more advisors employed by Yavapai College.
- Have three or more members (which can include the designated student leaders), who are current students.
- Hold or participate in at least one event that benefits the campus community per semester.
- Maintain their financial accounts in good status.
- Comply with all College policies.
- Have at least one designated student organization representative attend at least one leadership training offered by the Student Development division, per academic year.
- Report any turnover in student leadership or advisors immediately to the Office of Student Engagement.

# **Reporting**

## **Reporting Requirements**

Within the first three weeks of the fall semester, student clubs and organizations must submit signed statements that student leaders and advisors have reviewed their financial accounts and student organization policies, including those related to financial management, hazing, non-discrimination and sexual misconduct. The forms are available on the Clubs and Organizations page.

## **Reporting for Each Semester**

Student clubs and organizations must, within the first three weeks of fall and spring semesters, submit a semester update form. This includes:

- Name and contact information for the student leader(s).
- Name and contact information for the advisor.
- A current club roster.

If there is turnover in student leaders or advisors during an academic year, new student leaders or advisors must submit forms acknowledging that they have reviewed relevant college policies, including those related to financial management, hazing, non-discrimination and sexual misconduct. The forms are available on the student activities page.

## **Probationary, Inactive, and Suspended Status**

### **Probationary Status**

Student clubs and organizations that no longer meet all of the requirements for active organization status, may be placed in probationary status by the Dean of Student Development. Student clubs and organizations in probationary status will have one semester to meet the standards required for active club and organizations. If, at the end of that semester, the student club or organization still does not meet the requirements for an active organization, it may be declared inactive.

## **Inactive Status**

If a student club or organization is declared inactive, it no longer qualifies for the rights and privileges of a registered student club or organization. Any items of the inactive club or organization stored in the student engagement area may be disposed of after two semesters. After two years of inactive status, any funds that remain in the club or organization's accounts may be redistributed.

Students or advisors wishing to revive inactive clubs or organizations may do so by following the procedure listed under Reviving Inactive Clubs or Organizations below.

## **Reviving Inactive Student Clubs or Organizations**

Student clubs/organizations that have become inactive, may be revived by students, faculty or staff. Club/Organizations that are being revived must submit a New Student Club/Organization packet, but may use the previously established constitution. The Dean of Student Development or designee will review applications to revive inactive student clubs/organizations.

Applications to revive an inactive student club/organization will be reviewed by the Dean for Student development or designee. The Dean will review applications within 30 days of submission. Applications can be approved, denied, or require the submission of additional information.

Revived student clubs/organizations may be able to access funds previously set aside for the student club or organization, depending on the original purposes of the funding and the goals/activities of the revived organization.

## **Suspended Status**

A student club or organization that violates college policy may be suspended by the Dean of Student Development while their case is being reviewed. Suspended organizations receive none of the rights or privileges of active student club or organization, and may have their funds frozen until their case is resolved.

Any club or organization found to have violated any provision herein, may be subject to disciplinary action, including an extended period on probationary status or have their recognition permanently revoked.

## **The Advisor Role and Responsibilities**

All clubs and organizations must operate with an advisor identified by the student group and employed by the college.

It is the responsibility of the student group, in consultation with the Coordinator, student engagement and activities, to identify an organization advisor in accordance with college guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.

### **Responsibilities**

- The advisor(s) has a unique role with the club or organization, which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
- The advisor(s) must be a full-time employee of the college.
- The advisor(s) provides leadership and supervises all activities of the club or organization.
- The advisor(s) is responsible for implementation of all policies and procedures prescribed by the college.
- The advisor(s) serves as a role model, a facilitator, and a resource for college/campus procedures, policies and business processes.
- The advisor(s) should promote good planning, organization and interpersonal relationships.
- The advisor(s) is responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in connection with use of facilities.
- In the event an advisor(s) cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified.
- The advisor(s) must travel to and from all events more than 120 miles from the Yavapai College site at which the student club or organization is based. Please see the travel policies section for more details.
- The advisor(s) is responsible for all club or organization expenditures.
- The advisor(s) ensures that purchases are appropriate and that receipts and documentation is submitted to the appropriate office.
- The club or organization advisor(s) will assist the designated student leader(s) in monitoring organization expenditures.
- The Dean of Student Development may relieve an advisor(s) of their role if they prove unable to meet the required standards.

# **Funding**

## **Funding for Student Clubs and Organizations**

Recognized student clubs and organizations are allocated an account through Yavapai College for managing their finances. Student clubs and organizations are not allowed to maintain off-campus accounts. The Coordinator, Student Engagement and Activities functions as the Purchasing Liaison for student club and organization accounts. All requisitions, check requests, card purchases and petty cash requests are submitted to the Coordinator.

Sources of funding for student clubs and organizations may include the student activities office, fundraising activities, membership dues and donations.

Funding for student club and organizations:

- Shall be exclusively used for programs and purposes which are of benefit and/or in the interest of the student body.
- May not be expended for programs or purposes in violation of the law.
- May not be used, directly or indirectly, for partisan political or religious purposes.
- Shall be subject to normal district business and accounting procedures and practices.
- May not be reallocated, transferred, or utilized for purposes differing from the approved allocation.
- Shall not be expended for personal benefit or gain of any kind.

Student clubs or organizations may be part of larger, national organizations. National organizations that require membership dues shall keep a payment ledger recording dues paid and any terms relevant to student membership.

Registered student clubs and organizations may raise funds through either paid admission or voluntary donations. The funds are to be deposited in the designated student club or organization account with receipts the next business day.

Registered student clubs or organizations may sponsor commercial vending on campus, with prior approval from the Office of Student Engagement.

## **Student Development Mini-Grants**

Student clubs or organizations that are planning an event that support the educational mission of the college may apply for a Student Development mini-grant to support the event. Typical mini-grants range from \$25 to \$200. The mini-grant application form can be found on the student activities web page.



## **Advances**

Advisors may request advances in order to cover reasonable expenses for student club or organization events. Advances can only be issued to student club or organization advisors. Advisors must return any unused funds and receipts for any funds spent. If an advisor does not return the funds and/or receipts for allowable expenses, the advisor is personally liable for repaying the funds advanced, and the student club or organization may face disciplinary action.

Student clubs and organizations must have funds in their accounts in order to request advances.

Advances may be requested through the Office of Student Engagement.

Advances must be requested at least fifteen business days before they are required, and remaining funds and/or receipts must be returned within five business days after the related event.

## **Reimbursements**

Students and advisors may be reimbursed for expenses related to student organization activities. In order to be reimbursed:

- Expenses must be allowable within college policy.
- The student organization must have the funds available in their accounts.
- The student/advisor must submit receipts for the expense.

Students/advisors should allow two to three weeks for reimbursement requests to be reviewed and processed.

## **Annual Account Review**

At the end of the spring semester advisors and student leaders/members are required to review any funds remaining in the student organization account. Unused funds will roll over to the following academic year.

## **Funds Belonging to Inactive Organization**

Funds remaining in accounts for inactive student organizations may be redistributed once an organization has been inactive for two years.

## **Fundraising**

All fund-raising activities must support the purposes of the sponsoring student organization; all promotional materials for the activity must specify the intended use.

Violation of the rules and regulations governing fundraising activities are subject to disciplinary action in accordance with the Yavapai College Student Code of Conduct.

## **The Role of the Yavapai College Foundation**

It has long been the policy of Yavapai College that all fundraising efforts be coordinated through the Yavapai College Foundation (YCF). This enables us to avoid donor confusion and assures that donors receive proper gift documentation. For example, we do not want someone asking a donor for a \$50 donation to cover the cost of supplies on the day before the Director of Development is planning to ask that donor for \$1,000,000 for a new building. If any group you lead or advise is contemplating a fundraising project, campaign, or developing a grant proposal, please review the Fundraising Guidelines below. If you have any questions (or need any advice or guidance with your effort), please contact the Foundation Coordinator (x 2025), who will guide you to the appropriate individual to discuss the particulars about your fundraising project.

## **Fundraising Guidelines**

It is not necessary to seek approval for those fundraising efforts that are totally conducted on campus, and are primarily focused on raising small amounts of money or noncash items from members of the campus community, such as food drives; however, such activities must comply with all applicable Yavapai College policies.

YCF is aware that students and staff often engage in fundraising activities for which Yavapai College is not the intended beneficiary (such as when an athletic team or student club raises money for an outside charity like Susan G. Komen or Big Brothers Big Sisters). When an activity is not intended to benefit Yavapai College, it is not necessary to obtain approval from YCF, but the utmost care must be taken to make that distinction clear, both to YCF staff and the outside community, so that no one is led to believe the activity is a YCF-supported effort. Checks written should not list "Yavapai College Foundation" as payee, and funds received should not be deposited with YCF to be disbursed to other organizations. This could jeopardize YCF's tax-exempt status. Yavapai College Foundation is a tax-exempt organization under IRC Section 501(c) (3), whose only purpose and mission is to support Yavapai College objectives and activities through resource development and to promote community awareness of the College and its programs.

**\*\*Please note: student clubs and organizations may NOT hold raffles.\*\***

Other fundraising events, such as auctions or phonathons, may have special guidelines. Please contact the YCF office to check into the legal considerations for these types of fundraising activities. Although the Yavapai College Foundation sends out a gift acknowledgement for every gift greater than \$25, donors really like knowing how they made a difference. A letter from your

department or a handwritten note from a staff member or student is a great way to thank your donors and ensure future and increased gifts.

## **Planning and Organizing Events**

Student organizations that are planning events must submit an Event Request form to the office of Student Engagement and Activities. Event Request forms should be submitted at least two weeks prior to events.

Student organizations may use district facilities on a space-available basis consistent with district rules and regulations.

### **Student activities area**

In addition to general district facilities, the Prescott and Verde Valley campuses include meeting/event space, lounge space, storage and work areas available for student organizations and activities. Student organizations may use and/or reserve the space as available.

The Student Union on the Verde Valley campus is located in building M, and includes a games area, and meeting/lounge space.

The Roughrider Lounge on the Prescott Campus is located in Building 3, and includes a games area, meeting/lounge space, and storage for student organizations.

Storage available for student organizations is subject to availability and approval by the Office of Student Engagement. Student organizations may not store perishable, unsanitary or hazardous materials. Stored items must be reviewed each semester.

### **Regulations Governing Use of District Facilities**

- District facilities shall be used in accordance with all the regulations stated herein and pursuant to federal, state, and local laws.
- Request for facility use must be processed through the Coordinator, Student Engagement and Activities through an Event Request form. All requests must be submitted at least two weeks before the event.
- An officer or authorized representative of the student organization must be in attendance during the use of district facilities.
- The advisor and designated student leaders are responsible for the proper care of facilities, and the advisor is responsible for ensuring that all of district/college/campus rules and regulations related to the use of district facilities are adhered to.

- No student club or organization may reserve facilities for use by another club or organization.
- Users requiring special facility arrangements, equipment, maintenance or staffing may be charged. The district reserves the right to require an advance deposit.
- A request for use of a district facility may be denied if the request is not in accordance with district/college/campus regulations governing such matters; and shall be denied if circumstances are such that the event will present a clear and present danger to the orderly operation and peace of the district/college/campus.
- Certain spaces on campus require additional approval to reserve. These include the Community Room and the Rider Diner. Organizations interested in using those spaces should consult with the Coordinator, Student Engagement and Activities.
- Academic activities have priority over non-academic activities when reserving classroom space.

## **Emergencies**

If an emergency occurs during a student organization activity, participants should first see to their immediate safety and contact the appropriate authorities (police/fire department/paramedics). As soon as the immediate risk has been addressed participants should inform the Coordinator, student engagement and activities of the situation.

## **Travel**

### **Travel Planning**

All student travel must be approved by the student organization advisor. Student organizations MUST submit a [Travel Form](#) two weeks prior to any travel as a club or organization before traveling, even if they are not using campus vehicles or facilities. This allows the college to keep an accurate record of student activities, and to respond to emergency situations as necessary.

Advisors must accompany members of the student organization on any travel beyond 120 miles from the Prescott campus or the Verde Valley campus.

### **Travel Funding**

Student organizations that have funds available, or are approved for funding from the student activities office, may be reimbursed for travel expenses. In order to be reimbursed, students and

advisors must have submitted an Event Request Form and travel forms at least two weeks before the event, and provide the receipts and appropriate travel forms within a week after the event.

### **Use of College Vehicles**

College vans may be reserved for student organization events. The use of a college van requires a certified driver. In addition, there is a mileage charge for the cost of College vehicles.

Organizations interested in reserving a van or having an advisor or organization member certified to drive should contact the Office of Student Engagement. More information on use of the college vans can be found here: [www.yc.edu/v5content/facilities](http://www.yc.edu/v5content/facilities)