Aims Community College
Student Clubs and Organizations Handbook

Revised 11-2017
Preface

This Student Clubs and Organizations Handbook has been prepared for your convenience. The handbook contains valuable information on student organization operations and refers to forms that need to be completed and returned to the Program Coordinator for Student Leadership & Development, College Center, Room 131. **PLEASE READ THIS MANUAL CAREFULLY.**

The Student Organization Recognition Packet for continued recognition last day for submission to Program Coordinator for Student Leadership & Development is no later than the fourth Friday of every fall semester. If you have any questions regarding this request please feel free to stop in the Student Leadership & Development office or call (970) 339-6450.

The staff in the Student Leadership & Development office look forward to working with you and making your student club or organization the best it can be. Please remember we are here as a resource, we are always a good place to start. Have a great year and we wish you many successes.

Sincerely,

The Staff in the Student Leadership & Development Office
# Table of Contents

Student Leadership & Development Office’s Commitment to Student Organizations ..... 5

Student Leadership & Development Office Information ............................................. 5

Continued Recognition of Student Organizations at Aims Community College .......... 6

Policies and Procedures Relating to Student Organizations ..................................... 8

Student Organization Funding Plan ........................................................................ 15

Centralized Expenditure and Revenue Process ...................................................... 16
  Preauthorized Expenditure Form .......................................................................... 16
  Procurement Card ("P" Card) .............................................................................. 17
  Student Organization Deposits ............................................................................. 18
  Student Organization Expenditures ..................................................................... 19

Student Organizations Event Guidelines ................................................................. 21
  Requirements for Student Organization Events ................................................. 21
  Approval for Events ......................................................................................... 21
  Advertising Events (Posting Guidelines) ........................................................... 22
  Cancellation of an Event ................................................................................... 24
  Damage at Events ............................................................................................. 24
  General Information on Events ........................................................................ 24

Student Organization Travel Code of Conduct ....................................................... 25

Student Organization Handbook Revisions ............................................................ 26

Student Organization Forms .................................................................................. 26

Student Organization Management ....................................................................... 26
  Elements of Organization Management ............................................................ 27
  Student Organization Officers .......................................................................... 28
  Master Program Planning Committee ............................................................... 30
  Student Organization Activities ....................................................................... 30
  Types of Student Organization Activities ......................................................... 32
  Guidelines for Student Organizations Activities .............................................. 32
  Basic Principles of Parliamentary Procedures ................................................. 32
  Constitution and By-laws .................................................................................. 34
I. Student Leadership & Development’s Commitment to Student Organizations

The Student Leadership & Development office in cooperation with the Student Government Association (SGA) provides students on all campuses the opportunity to participate in activities outside of the normal classroom environment. Extracurricular activities provide a basis for professional, technical, civic, and social experiences, which students may encounter outside of the classroom and on campus while attending Aims Community College. To this end, the staff in the Student Leadership & Development office is committed to the success of your organization. The Student Leadership and Development office will assist your organization by providing necessary information relating to student clubs and organization development and more specifically functioning as your primary contact regarding all your fiscal needs.

II. Student Leadership and Development Office Information

Location: 5401 West 20th Street
Greeley, CO 80634
College Center, Room 131
Phone: (970) 339-6450

Office Hours: 8:00 a.m. - 6:00 p.m. (Monday)
8:00 a.m. - 5:00 p.m. (Tuesday - Thursday)
8:00 a.m. - 3:00 p.m. (Friday)
Summer Office Hours: 7:30 a.m. – 5:30 p.m. (Monday – Thursday)

Student Leadership & Development Contacts:

Patrick Call (PC) – Executive Director
Becca Herman – Assistant Director
Tiffany Brickley – Staff Executive
Vacant – Program Coordinator
Patty Schulz – Media Specialist
Ann Zarezadegan – Staff Executive Assistant
Erika Lovato – Staff Executive Assistant

Services: The Student Leadership & Development office provides several critical services relating to successful student clubs and organizations. The following are examples of services that your club / organization can use:

- Advisor and officer training
- Room scheduling
- Graphic design assistance - design and printing
- Centralized funding assistance
- Program planning assistance
- Purchasing items on-campus and off-campus
- Travel procedures in-state and out-of-state
- Fundraising assistance
- College policies and procedures
III. Continued Recognition of a Student Organization at Aims Community College

To continue as a recognized student organization, the following items must be considered or acted upon as a yearly requirement.

A. Read all information thoroughly and carefully. Questions may be directed to the Program Coordinator for Student Leadership & Development, see Section II. Student Leadership & Development Office Information.

B. The annual club and organizations recognition request needs to be completed with appropriate approvals before submitting the request to the Program Coordinator for Student Leadership & Development. There are financial incentives associated with early submission; however, all requests need to be submitted prior to the fourth Friday of each fall semester in order to have continuous recognition as a student club and organization at Aims Community College. This is an annual requirement for all student clubs and organizations. New clubs need to submit their request via Campus Connect under the forms section. The following are documents of information needed to submit a returning or new request student clubs and organizations recognition request:

- Advisor/Officer Information Sheet
- Affirmation of Compliance
- Advisor Agreement
- Advisor and Supervisor Agreement
- Membership Roster

C. If constitution/bylaws/working papers have been modified or changed, the revised document must be submitted at time of re-recognition. If this document is modified or changed during the year, the revised document must be uploaded / updated on Campus Connect under the document section of the organization.

D. The advisor(s) must approve the Advisor agreement electronically each year, and the advisor supervisor will receive an e-mail notification letting them know their supervisee is serving in an advisor role capacity.

E. Membership Roster (identifying officers by position) must be submitted by the submission deadline and all members need to be added into the club organization roster section via campus connect.

F. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. None compliant clubs and organizations are not eligible to receive benefits or funding until after final approval by Student Government Association (SGA). Activities, events, programs, and attendance at the General Assembly of Student Organizations meetings prior to approval will not count towards qualifying for funding or meeting other potential requirement stipulated for student clubs and organizations.

G. Upon submission of a completed annual registration packet the following will occur:
1. All materials will be reviewed for completeness by the Program Coordinator for Student Leadership & Development.

2. Recommendations for approval/denial will be submitted to the Student Government Association.

3. Upon approval, recognized student organizations will receive official notification.

4. If an organization is denied recognition, the organization will receive in writing an explanation and reasoning for this decision.

H. A list will be published of all currently recognized student organizations. As new organizations become recognized, supplemental lists will be published.

I. Denial of a student organization’s petition for recognition by the Student Government Association may be appealed to the Executive Director of Student Leadership & Development and subsequently to the Dean of students.

J. Upon recognition, all student organizations are required to obtain and follow all policies and procedures associated with the operation of student clubs and organizations at Aims Community College.

K. Organizations are not eligible to receive any funds through the funding plan until all of the appropriate paperwork is received and approved by the Program Coordinator for Student Leadership & Development.

L. Recognition is official and complete only after the above-mentioned documents have been processes and approved by the Program Coordinator of Student Leadership & Development, the Executive Director of Student Leadership & Development, and a majority vote of the executive council of SGA. Where national policies of a student club or organization prohibit the filing of constitution/bylaws/working papers, a statement from the recognized national office may be submitted in place of the constitution/bylaws/working papers.

M. All recognized student clubs and organizations should have a representative at the General Assembly of Student Organizations (GASO) meetings, which will be conducted one time per month, excluding months when classes do not meet the entire month. Meeting times will be determined by the current SGA Executive Council and posted in the Student Leadership & Development office. Advisors of previously recognized clubs and organizations will be notified via email of the proposed schedule. This will provide clubs and organizations an opportunity to report on past and future events, personal and professional development opportunities, as well as taking part in the student decision making process at Aims Community College.
IV. Policies and Procedures Relating to Student Clubs and Organizations

Student Leadership & Development policies and procedures have been established in cooperation with the Associated Students of Aims Community College (ASACC), specifically the Student Government Association (SGA). Procedures may change during the academic year, in this case each organization will be notified, and written procedures will be sent to each advisor. Following are critical criteria essential for student organization continued recognition. The Student Clubs and Organization Handbook and Student Clubs and Organization Advisor Guide are extensions of SGA/ASACC policies and procedures, as such will be adhered to by all student clubs and organizations and held accountable for lack of compliance.

A. All clubs and organizations must agree and follow the Affirmation of Compliance, which specifies compliance with federal, state, and local laws; compliance with college policies and procedures; and compliance with acceptance of members based on gender, age, creed, religion, race, color, physical ability, sexual orientation, sex and gender expression, genetic makeup, and ethnic/racial origin.

B. All clubs and organizations must submit a petition for recognition, which includes the organization’s purpose statement. The organization’s purpose should not adversely affect the common goal of other student clubs and organizations at Aims or be contrary to the morals, beliefs, and values of students at Aims Community College. The club or organization’s purpose should advance the common goal of the members within the organization.

C. Student clubs and organization Advisor

1. Each student organization must select an advisor who is an employee (full-time or part-time) of Aims Community College and possesses the knowledge and willingness to serve in an advisory role. The advisor must have approval by their supervisor to serve in the capacity as an advisor. The Executive Director of Student Leadership & Development, on behalf of the Student Government Association will review the advisor’s credentials to verify qualifications.

2. The role of the advisor is to:

   a. Meet with organization officers and members on a regular basis;
   b. Be present at all functions such as social events, and meetings where the use of club or organization funds and the name of the college are used;
   c. Work with the club or organization’s treasurer in budget development, record keeping, and insure the organization’s treasury balances with the Student Leadership & Development office;
d. Be responsible for the care and storage of the club or organization’s materials;

e. Provide leadership development experiences for student members;

f. Assist organization members in developing an action plan of meaningful activities;

g. Abide by the Aims Community College Alcohol and Student Extracurricular Travel Policies;

h. Keep the membership informed of activities promoted by Aims, state and national originations (where applicable).

i. Provide assistance in the decision making process and in attaining organizational goals;

j. Encourage open lines of communication among students, faculty, staff, and administration; and

k. Provide continuity to the organization from year-to-year.

3. If an advisor is going on a semester or year sabbatical or takes a leave of absence for 3 months or longer, it is the advisor’s responsibility to appoint a temporary advisor.

4. It is the advisor’s responsibility to ensure the organization’s compliance with all laws, policies, and procedures; maintain and direct the mission of the organization; and ensure sound fiscal practices by endorsing best practices established by the Financial Services Office at Aims Community College.

D. Student Clubs and Organization Recognition

1. Once a student organization has submitted all required forms and is recognized by the Student Government Association, the student club or organization is eligible to receive funding as outlined in the Student Club and Organization Allocation Plan, conduct fundraisers, and represent themselves as an official student club and organization at Aims Community College.

2. Petitions for new clubs and organizations recognition will be accepted at any time during the academic year; however, the fourth Friday of the fall semester is the last deadline for continuous recognition. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. **Clubs and organizations submitting the recognition request after this deadline are not eligible to receive benefits or funding until after final approval by Student Government Association. Activities, events, programs, etc. conducted prior to approval will not count towards qualifying for funding or meeting other requirement stipulated for student organizations.** New clubs and organizations will need to wait until the Student Government Association has recognized them.
3. Membership of each recognized student organization must consist of a minimum of five (5) currently enrolled Aims student. In addition, three of those members need to hold an executive board position and be an Aims student enrolled in at least 1 student fee paying class. Members must maintain a minimum GPA of 2.00 and be in good standing as a student at Aims. Provisions for membership must be stated in the organization’s constitution/bylaws/working papers. Qualifications for membership must not conflict with the Affirmation of Compliance Statement.

4. New organizations are required to attend a Student Organization Training Session, facilitated by the Program Coordinator of Student Leadership & Development as a requirement for recognition. All student clubs and organization Presidents and Treasurers, are required to attend training at the beginning of fall semester in order to be in compliance. If the President or Treasurer of any student clubs changes throughout the academic year and that person has not attend an student clubs and orgs annual compliance training, the organization will be place out of compliance until that person goes through training.

5. Election or selection of leadership personnel must be conducted a minimum of once each year. Results of such election or selection must be filed by reflecting those changes via Campus Connect within five (5) school days of the completed selection/election process.

6. All student clubs and organizations have one vote on the Student Government Association’s General Assembly of Student Organizations. Attendance at the General Assembly of Student Organizations meetings is not required but all funding and voting privileges are based on attendance by representatives of student organizations. A student organization officer or another organization member, selected by the advisor or the President is expected to attend the General Assembly of Student Organizations (GASO). Advisors may attend GASO meetings but may not represent the organization in regard to voting or attendance for the purpose of the attendance requirement for funding purposes.

7. Student clubs and organizations must have agendas and minutes of all their official meetings maintained and available for review by the Student Leadership & Development office and the students at Aims Community College.

8. Student clubs and organizations that are compliant are eligible for a series of funding opportunities outline in addendum 1 located at the end of this handbook.

9. Clubs and organizations conducting activities are required to meet the following criteria:

   a. Submit an Event/Activity Planning Request (EPR) Form via Campus Connect (aims.presence.io) at least two (2) weeks before
the event / activity on campus, for on-campus event/activities at least six (6) weeks. For on-going activities/fundraisers make sure to include the duration of the activity/fundraiser (starting and ending dates). No event arrangements or expenditures can be made until all documentation has been submitted and approved via Campus Connect.

b. If the submission deadline is not met, SGA and Student Leadership & Development are under no obligation to approve the request. If more than one student club or organization submits a request with conflicting dates, times, or methods of fundraising the club or organization with earliest submission date will have priority.

c. If any organization needs tables, chairs, location permission, etc., for an activity/event, a facilities room request needs to be submitted via Campus Connect under the forms section.

d. If an organization needs assistance in completing the statements or has questions about fundraisers, should contact the Program Coordinator for Student Leadership and Development, College Center, Room 131.

e. Recognized student clubs and organizations may conduct event / activities during the summer semester, in anticipation of continued recognition the following fall term.

f. All clubs and organizations are encouraged to conduct one (1) co-sponsored fundraiser/activity with SGA per academic year. Co-sponsorship is an agreement in which the organization and SGA provide a joint activity for students at Aims Community College. The co-sponsored fundraiser/event should be planned at least 30 days in advance and all net profits will go to the organization unless other arrangements have been made. Co-sponsorship should include the following:

- A minimum of 3 club members assisting with the implementation of an activity;
- Submitting an EPR at least two weeks prior to an on-campus event or six weeks prior to an off-campus event;
- Attending specific program planning committee meetings;
- Participants in decision making process
- Set-up and clean-up;
- Other necessary tasks required for a successful activity/fundraiser.

11. Expenditures with student clubs and organization funds are subject to following conditions:
a. All expenditures must conform to existing Aims Community College and Student Leadership & Development policies and procedures.

b. All revenue and expenditures may be audited and reviewed by the Student Government Association (SGA) and the Student Leadership & Development office.

E. Funding Criteria

1. All funded student clubs and organizations shall have their accounts through the Aims' Financial Services Office. Proper authorization for purchases and expenditures from the organization account must be obtained through the current college procedure prior to commitment of funds. The Student Government Association, the Student Leadership & Development office, and the Financial Services Office will not accept responsibility for financial obligations incurred by recognized student clubs and organizations that do not comply with appropriate college policies and procedures.

2. Failure to meet financial obligations within thirty (30) days of the initial billing may constitute sufficient cause to withhold or withdraw further use of such benefits until payment is satisfied or a payment schedule is established. Any payment schedule or agreement must be acceptable to the Financial Services Office. If an agreement outlining a payment schedule is not made within two (2) weeks following the thirty (30) day period, the Student Government Association may revoke the club or organization’s recognition and benefits.

3. Student Organization monies will carry over from year to year until the club or organization is officially terminated by choice, suspension, or by non-renewal of the recognition process for 3 consecutive years.

4. Student clubs and organizations banking must be done through the Student Leadership & Development office, NO outside checking accounts are allowed.

5. Student clubs and organizations that do not apply for continued recognition will transfer the balance in the organization’s treasury to the SGA account.

6. When a student club or organization's recognition is terminated or placed on suspension for failing to abide by the policies and procedures of Aims Community College and/or SGA or by the actions of the organization’s officers, advisor, or SGA, the advisor shall insure that all debts have been paid and proper forms filed to close the account. Any balance remaining in the organization's treasury will be transferred to the SGA account. Organizations placed on suspension may after a period of 1 full academic year apply for recognition as a new club or organization and is eligible to receive startup money.
7. Action to terminate recognition may be initiated by the advisor, organization members, or SGA. Recognized student clubs and organizations should voluntarily request that recognition be terminated if insufficient interest exists for the organization to function. The club and organization with a 2/3 member quorum vote can move to vote to disband. Recognized student clubs and organizations wishing to take such action should contact the Program Coordinator or Executive Director for Student Leadership & Development. In the absence of membership the advisor can initiate termination of a club or organization. If an organization is not recognized for more than one year, SGA may terminate the existence of the club. If severe policy procedure violations Aims College or ASACC are violated SGA can terminate a clubs’ recognition.

F. Non-compliance or infractions

1. All allegations or complaints regarding the actions of student organizations must be filed in writing with the Program Coordinator and the Executive Director of Student Leadership & Development. Recognized student clubs and organizations may be given the opportunity to correct non-compliance or infractions before beginning the termination process. Recognition may not be terminated without the approval of the Student Government Association Board and the Executive Director of Student Leadership & Development.

2. Probation - Any violation of policies and procedures could result in sanctions as determined by the Student Government Association or Program Coordinator for Student Leadership & Development. Violations may result in a probationary period for the remainder of the academic year and the following academic year. The student organization must comply with all policies and procedures during the probationary period and failure to comply with policies and procedures may result in suspension.

Suspension - If violations result in sanctions of suspension determined by the Student Government Association, the organization will lose all current funds and their recognition will be suspended for the remainder of the academic year and the following academic year. After the suspension period, the student club or organization may apply for recognition. Clubs and organizations will be eligible to receive startup funding. The startup funding must be paid back to SGA before other funding awards will be given. The startup funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

G. Additional Policies and Procedures

1. At any meeting, event, or project in which club participation is compensated a club or organization representative(s) must attend 80% of the set time in order to qualify as having participated.

2. To be an SGA co-sponsor activity/event, the interested club or organization is expected to contribute to all aspects of organization and implementation of the project. Funding for the project will be a shared venture, negotiated with SGA. The project request needs to be approved by the Vice President of SGA, who will review the project on behalf of the SGA. An interested
club or organization must ensure that all aspects of the co-sponsor event comply with SGA and College policies and procedures

3. Should a club or organization facilitates an off-campus volunteer project the event will count as an off-campus volunteer event and will be eligible for any funding associated with off-campus volunteer projects

4. To fulfill the off-campus volunteer project an Event/Activity Planning Request needs to be submitted for the Program Coordinator of Student Leadership & Development to review and approve at least six (6) weeks prior to the event. Upon approval and facilitation of the service a report needs to be submitted via Campus Connect before credit will be given and approve for the funds transfer incentive.

5. At any SGA funded event participants are not allowed to conduct any business or activities other than those prescribed by ASACC. This includes but is not limited to fund raising activities.

6. Any club or organization member or advisor may be reimbursed for approved expenses incurred to advance the mission of the club. An individual cannot financially profit from being involved in a club activity or sale. Individuals include current members, past members, advisors, and non-members

A club or organization has the right to appeal any of the tenants laid out in these policies. The SGA Executive Council will hear and make decisions on an appeal. A second and final appeal may be made to the Executive Director of Student Leadership & Development.

H. General Assembly of Student Organizations (GASO)

1. Representative Authority

The General Assembly of Student Organizations (GASO), under the authority of the Student Government Association (SGA) and Associated Students of Aims Community College (ASACC), shall be a forum for the presentation of club activities and other matters pertaining to the student body. The General Assembly of Student Organizations is a recommending body only, whose recommendations are passed to the SGA Executive Council for consideration.

2. Policies and Procedures
   a. The Chairperson of the General Assembly of Student Organizations, the Vice President of SGA, shall post agendas 48 hours prior to any meeting of the General Assembly of Student Organizations.

   b. The position of Secretary will be filled by an active member of a recognized student club or organization.
c. Approved minutes must be publicly available within (48) hours of being approved.

V. Student Organization Funding Plan

Recognized student clubs and organizations may receive funding through attendance at General Assembly of Student Organizations meetings, advisor’s involvement, and by applying for assistance on a case-by-case basis through the Student Government Association’s Special Projects Funding Awards.

A. Each student organization is entitled to receive a specified per meeting funding award for at least one member in attendance at the monthly GASO meetings. At the monthly GASO meetings, each student organization member may represent only one club. The per meeting GASO funding award amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

B. Each organization’s advisor has the opportunity to receive additional funds for their organization by meeting certain advisor criterion as outlined in the Advisor Guide. These criterions range from submitting paperwork before deadlines to assisting the organization in increasing membership and completing an end of the year report/assessment.

C. Each organization has the opportunity to apply for assistance through the Student Government Association Special Projects. Assistance may be granted on a case-by-case basis in the form of advertising, volunteering to help at the event, financial awards, and/or other forms of assistance. The per event Special Projects funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

D. Student organizations and members who qualify to attend a national level conference, convention, or competition may request from SGA funding assistance one time per fiscal year. Funding requests must be presented to SGA at least 2 months in advance. In the event the semester has ended and SGA is no longer in session, the organization’s advisor may approach the SGA Advisor for funds. All distribution of funds is subjective to the balance of the budget and the vote of the SGA Executive Council. The per national event funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

E. The Student Club and Organization Funding Plan is established to provide fair and equitable funding through SGA. The attendance at Student General Assembly of Student Organizations meetings will provide student clubs and organizations the opportunity to share in student centered initiatives and to take part in the decision making process at Aims Community College. By student clubs and organizations being involved, they have an opportunity to meet with representatives from other student clubs and organizations as well as obtaining pertinent information relating to current College issues.
F. Student club and organizations upon receiving initial recognition may receive startup funding from SGA. The startup funding must be paid back to SGA before other funding awards will be given. The startup funding amount for the current year shall be addressed in Addendum I of the Aims Student Organization Handbook.

G. Student clubs and organizations placed on suspension by SGA may apply for recognition after a period of one full academic year and are eligible to receive startup funding from SGA. Startup funding must be paid back to SGA before other funding awards will be given.

VI. Centralized Expenditure and Revenue Process

A. The Program Coordinator for Student Leadership & Development will maintain a list of all recognized student organizations at Aims Community College. The approved Student Organization roster in Campus Connect will indicate the names of students and advisors authorized to initiate and approve the various expenditure forms for their respective club or organization. Each student club and organization will be assigned account numbers, which must be used on all deposit and expenditure paperwork. Each student club and organization is assigned an account number for revenues and an account number for expenditures; these numbers will be provided by the Student Leadership & Development office, and must be used on all financial transactions.

B. Financial transactions are initiated by completing the appropriate form(s) and submitting the complete form(s) to the Student Leadership & Development office, College Center, Room 131. Forms may be submitted Monday through Friday between 8:00 a.m. to 5:00 p.m. The Student Leadership & Development office will maintain a record of all student organization transactions. Each student organization is expected to have one of their officers (usually the treasurer) maintain a record of all transactions (deposits and expenditures).

C. The organization’s meeting minutes detailing an expenditure motion and vote for approval, the amount approved, and the members present at the organization’s meeting must be submitted with the appropriate form(s) and the Event/Activity Planning Request or Travel Request to initiate a financial transaction.

D. Student Organization Preauthorized Expenditure Procedures

1. **All requests for expenditures by student organizations must be submitted at least two weeks before an event by submitting an EPR via Campus Connect.** To use the Procurement Card (P-card), student organizations can pick the card by coming to the Student Leadership & Development office after the request has been approved via Campus Connect.

2. Procurement Card (“P” Card)
a. The Procurement Card has very specific guideline for use. The following **types of merchandise or services cannot** be purchased with the “P” Card:

- Alcohol
- Services (labor)
- Capital purchases
- Computers/computer hardware
- Computer software
- Travel & entertainment
- Personal purchases
- Cash advances
- Hazardous materials (fuel, propane, etc.)
- Furniture
- Toiletries
- No gift cards
- No gifts over $25

b. The “P” Card **cannot** be used at the following **types of merchants**:

- Banks, ATMs, financial institutions
- Travel related merchants – airlines, auto rental, hotels, motels, travel agencies *(Expenditures exceptions on pre-approved travel expenses)*
- Dining places – restaurants, bars, cocktail lounges, nightclubs, fast food restaurants *(no dining in – clubs and organizations may utilize take out or delivery with no setup at appropriate activities)*
- Betting, lottery, wagers, beer, wine, packaged liquor stores
- Dating & escort services, counseling, massage parlors, health & beauty spas, computer dating

c. **The “P” Card must be picked up and returned the same day.** The card is available in the Student Leadership & Development office during open office hours.

d. At time of purchase, let the cashier know before they begin the checkout process, that you are using a tax exempt credit card. The tax exempt number is printed on the credit card. **The college does not pay tax, we are tax exempt.** Individuals and/or organizations will be held responsible for any tax that is charge to the College. If tax is on the receipt, you must go to the Aims Cashier’s Office and pay the tax amount.
e. **Return the “P” Card and original cash receipt to the Student Leadership and Development office the same day as purchase.**

f. The receipt must give a description of the product(s) that were purchased. It usually prints on the receipt. If the receipt is illegible or does not specify this information, you need to provide additional documentation to support your purchases.

3. **Student Clubs and Organizations Deposits**

   a. Checks and cash must be submitted to the Student Leadership & Development office for deposit.

   b. The club or organization will need to fill out the Student Organization Deposit Form with all pertinent information before submitted the money for deposit. The organization’s representative delivering the money for deposit and one of the Student Leadership & Development office staff members will mutually verify the amount of money to be deposited.

   c. Submit currency grouped by like denominations. Excessive amounts of coins should be changed into paper money before this deposit process begins.

   d. A receipt will be issued by the Financial Service Office that will indicate organization account number and amount of deposit. This receipt will be forward to organization after the deposit is made.

   e. When accepting a check as payment by any student club or organization, **have the check made out to the name of the club / organization as it appears in recognition paperwork submissions.**

   f. All funds acquired by the student club or organization must be deposited through the Student Leadership & Development office in a timely manner. Do not keep cash or checks in unsecured areas. The Student Leadership & Development office can either accept funds for deposit or hold funds for a future deposit in a secured area. All funds received by the organizations are subject to audit. Funds are accessible to the club or organization treasurer and/or club advisor through the expenditure process.

D. **Student Club and Organization Expenditures**
1. Expenditures of Student Club and Organization Funds must meet following criteria:

   a. All merchandise expenditures must conform to existing Aims Community College policies and procedures, as directed through the Student Leadership & Development office. Clarification of procedures can be directed to the Program Coordinator of Student Leadership & Development.

   b. Expenditures relating to travel (in-state and out of state), are comprised of registration fee, lodging, meals, and travel expenses. Student club and organizations must conform to current college procedures.

   c. All expenditures must be reviewed and approved by the club / organization advisor.

   d. Student clubs and organizations will make available to the representatives of the Student Leadership & Development office all information upon request for audit purposes.

2. The following criteria are considered **appropriate** for use of student clubs and organizations funds:

   o Local, state, and national conferences
   o Expenditures that would not violate any Aims Community College policy
   o Field Trips (educational and co-curricular)
   o Providing scholarships (through the Aims Foundation)
   o Awards banquets
   o Intramural events
   o Civic/social functions
   o Contributions to charitable organizations (funds used for donations must be specifically fundraised. GASO funding awards may be used to help with fundraising supplies, but may not be given as donations.)
   o Student clubs and organizations publications
   o Lecturers
   o Purchase of organization supplies and equipment
   o Transportation costs of field trips, conferences, entertainers, or lecturers
   o Community service projects supplies
   o Club funds to buy food, refreshment, and catering services are allowed with the stipulation the club meeting or event is open to all club and organization members and recruitment events. In addition; club funds may be used to purchase food for two executive board meeting per semester.

3. The following are **inappropriate** Student Club and Organization Expenditures:
Expenditures that would violate Aims Community College policies or procedures.

- Monetary awards to any Aims employee, advisor, or club / organization members
- Contributions to political organizations or political candidates
- Official functions at which beer or alcoholic beverages are consumed.

4. The following are limitations to Student Clubs and Organization Expenditures:

- Meals for members shall not exceed the amount stipulated in the Addendum.
- At the end of the academic year, clubs and organizations should leave startup funds for the next year’s members in the organization’s account.

E. There are several services offered through the Office of Student Leadership & Development and Program Coordinator to assist student clubs and organizations in planning and implementing programs, activities, and events.

1. Photo copier accessibility, each organization has a copier access code that can only be used in the Student Leadership & Development office.

2. The assistance of a Media Specialist. The Student Leadership & Development office employees a Media Specialist who can assist organizations with posters, flyers, web sites, and other marketing materials. Organizations will be charged for materials, not graphic assistance.

3. Scheduling rooms on campus. Scheduling of rooms can be requested and the Student Leadership & Development staff will assist in reserving space for events / activities.

4. Other services, such as vehicle requests, Physical Plant or work order requests, and Media Services requests can be initiated through the Student Leadership & Development office.

F. Financial Transactions

1. All student clubs and organizations are subject to audit by college auditors and Student Leadership & Development Staff. The Program Coordinator or Director of Student Leadership & Development may request any or all organization books for audit purposes. Ledgers may be checked for accuracy on a semester basis.
2. The student clubs and organization advisor and authorized organization officer must complete and sign all organization requests. All transactions are handled through the Student Leadership & Development office, College Center, Room 131, during open office hours.

VII. Student Club and Organization Event Guidelines

For the purpose of maintaining a proper college atmosphere and for regulating student club and organization activities, the following guidelines have been established.

A. Requirements for Student Clubs and Organization Events

1. As appropriate, all students should have the opportunity to participate in the events conducted by a student club or organization.

2. An advisor, or designated Aims representative, must attend all official student club and organization events and meetings.

3. If a student club or organization member is not currently enrolled in summer classes but enrolled in fall classes, the student may participate in summer organization events.

B. Approval for Events

1. Student club and organization activities for **ALL ON-CAMPUS AND OFF-CAMPUS EVENTS** must be approved by the Program Coordinator for Student Leadership & Development by submitting your request via Campus Connect.

   a. For on-campus events complete and submit an Event/Activity Planning Request (EPR).

   b. For off-campus events submit an EPR, and you will received further paperwork if needed. No travel arrangements or conference fees can be made until all forms and accompanying documentation has been submitted and all appropriate signatures have been secured.

   c. Submit your EPR request via Campus Connect to Program Coordinator for Student Leadership & Development for preliminary approval at least two (2) weeks prior to the event for **on-campus** events and six (6) weeks prior for **off-campus** events.

2. **Alcoholic beverages are not allowed as any part of student clubs and organization functions, on or off-campus.**
C. Advertising Events

1. All signs/posters/flyers and other advertising methods must be approved by the Program Coordinator for Student Leadership & Development, College Center, Room 131, prior to posting.

2. After approval, organizations are responsible for the posting of their own posters/flyers.

3. After an event, student clubs and organizations are responsible for removing posters/flyers, in a timely manner.

4. Any student club or organization advertising activities off-campus, using either the student club / organization’s name and/or the College’s name must have the advertising approved by Program Coordinator for Student Leadership & Development and the College & Community Relations office at least 2 weeks in advance of the event.

5. All clubs and organizations are expected to follow the guidelines listed below for posting information on campus. Aims and the Associated Students of Aims Community College provide several multipurpose bulletin boards for informational purposes. These bulletin boards are maintained by the Associated Students through the Student Leadership & Development office and are intended for legal, ethical, and moral informational material. Material not meeting these criteria will be removed.

   a. To help control the timeliness of information, all material must have the date of posting in the lower right hand corner and **may remain on the bulletin board for three (3) weeks**. Under special circumstances information may be posted up to one semester when prior approval has been obtained through the Student Leadership & Development office. Material considered special circumstance includes: academic calendars, registration information, lists of new classes, safety information, etc.

   b. Posted material without a date in the lower right hand corner will be removed without notice.

   c. Any material written in a foreign language is required to have a verbatim English translation attached to assure the legal, ethical, and moral substance of the material. Material without this translation will be removed without notice.

   d. Material exceeding 11”x 17” must be approved by the Student Leadership & Development office before posting.
6. The above guidelines are specific to the multipurpose bulletin boards located across our campuses. In addition to these guidelines, specific conditions have also been established for other areas where inappropriate posting of information has occurred. The Associated Students through the Student Leadership & Development office maintain and enforce the established regulations described below:

a. Material may be posted in any lavatory where poster strips have been provided. These poster strips will be the only acceptable location for posting information. Any material posted to other surfaces will be removed. **Material must have the date of posting in the lower right hand corner and will be removed after one (1) week.**

b. Material may be posted to divisional/departmental bulletin boards only with the permission of the divisional/department head prior to posting.

c. Material may not be posted to any painted surface, on any campus, internal or external.

d. Material may not be posted to any existing sign, internal or external.

e. Material may not be posted to any door (this includes internal and external doors, painted, glass, or varnished doors and any adjoining panels) unless prior approval from the Student Leadership & Development office has been obtained. Acceptable requests for posting material to doors include information about registration, class cancellations, polling place notices, classroom changes, etc. **These materials will be short-term in nature and must be taken down within 72 hours.** It is the responsibility of the individual posting the approved material to remove it after 72 hours.

f. Material may not be posted to any vehicle parked at Aims Community College, this includes posting by means of adhesive items or non-adhesive items, such as windshield wipers.

g. Material may not be posted to any external surface of any building without prior approval from Physical Plant.

h. Any external agency wishing to post information should be directed to the Student Leadership & Development office.

7. Posting guidelines for the Fort Lupton, Windsor, and Loveland Campuses follow the same basic procedures as those outlined for the Greeley
Campus. If any questions should arise, contact the Staff Specialist at the Fort Lupton Campus (303) 857-4022 ext. 6268, Margaret Carleton - AUTO (970) 339-6286 or Lori McEachron - PSI (970) 339-6233 at the Windsor Campus, or Karen Hankey at the Loveland Campus (970) 667-4611 ext. 3336.

8. These guidelines have been formalized to prevent unwanted materials from being posted in unauthorized areas, to prevent damage to college property, and to prevent injury. Questions regarding posting informational material should be directed to the Student Leadership & Development office, (970) 339-6450.

D. Cancellation of an Event

Cancellation of an event already approved and advertised requires posting, at least 24-hours prior to the designated start time, notices about the cancellation on all campus bulletin boards.

E. Damage at Events

Student clubs and organizations sponsoring an event will be held responsible for any and all damage to property and facilities. It is the responsibility of the organization to return the event site to its original condition at the competition of the event.

F. General Information on Events

1. No more than two food events will be allowed per organization, per month.

2. Two organizations requesting the same event or holding an event at the same time is discouraged. Consideration for holding an event under these situations will favor the organization that made the earlier request.

4. The Student Leadership & Development office and Student Government Association reserve the right to alter any student organization guidelines, if circumstances warrant reassessment. Recognized student organizations will be notified in writing of any and all revisions.

5. Any function/event that is not registered in the Student Leadership & Development office, an official sanctioned of the unapproved event will be the sole responsibility of the student club / organization advisor.

6. Student club and organizations not complying with College policies and procedures, ASACC/SGA policies and procedures, or the guideline and procedures in the Student Club and Organization Handbook will be subject to probation and/or suspension as a recognized student club or organization at Aims Community College.
VIII. Student Travel Conduct Code

Rationale: Extracurricular events of student clubs / organizations offer opportunities for learning beyond the classroom and gives particular attention to community and social awareness, as well as personal leadership, maturity, and competencies. Both student members and advisors have an opportunity to demonstrate these competencies at local, state, and national event programs. To insure the smooth operation of these events and the rights of individuals who are participating, this extracurricular travel conduct code has been adopted by the Student Leadership & Development office and the Student Government Association.

Often times, Student Clubs and Organizations find themselves planning trips locally, regionally, or nationally. It is important to consider the following factors before going to Student Leadership & Development for an initial travel consultation:

- Where is the organization going?
- What are the travel dates?
- How is the group planning to reach its destination?
- How will the travel expenses be paid?
- How many advisors and members will be traveling?
- Information on lodging costs, registration fees, parking fees, shuttle fees, airline costs, per diem for meals, schedule of events, etc.

When Student Clubs and Organizations have answered all of these questions, a travel consultation with the Program Coordinator of Student Leadership & Development needs to be scheduled to obtain all necessary paperwork to begin the travel process. This meeting should take place at least six weeks before out-of-state travel, and at least three weeks before in-state travel. All Student Travel forms must be completed, appropriate signatures and approvals obtained and submitted to the Program Coordinator of Student Leadership & Development for final approval.

The following rules and regulations apply to all Aims Community College students participating in extracurricular travel which is either sponsored/co-sponsored by a recognized student club or organization, or in which the name of the institution / department is used in conjunction with the event.

A. Specific Rules and Regulations

1. The use of alcoholic beverages, marijuana, and/or possession of illegal substance will NOT be tolerated at any time during the college sponsored event including travel to/from event.
2. Participants are expected to attend all meetings, workshops, and other scheduled event programs.
3. The advisor or appointed delegate must be informed of club member’s whereabouts at all times.
4. Individuals responsible for theft and/or vandalism to any property during the course of an event will be held financially liable and will
be subject to the Student Code of Conduct at Aims Community College.

5. The advisor(s) to the student club / organization or the group leader, who accompanies a group participating in extracurricular travel, shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor/group leader decisions and judgments, and accord them the common courtesy and respect due by the virtue of being an official representative of the Aims Community College.

6. It is expected for all students and advisors traveling on college-sponsored events to abide by the Student Travel Agreement and the Aims Student Code of Conduct. (http://www.aims.edu/student/conduct/code-of-conduct). Participants who disregard/violate these rules/regulations are subject to disciplinary sanctions including but not limited to repayment of any and all fees, registrations, travel expenses, materials, and food costs by the Aims Community College and/or the student club or organization sponsoring the student as well as potential suspension or dismissal from Aims.

IX. Handbook Revisions

The Student Club Organization Handbook is considered a living document, to which adjustments, revisions, additions, and deletions may occur during an academic year. Therefore, if any modifications take place all student club and organizations will be notified, in writing before implementation of the changes take effect.

X. Forms

The first step to facilitate and activity / event request is by submitting an Event / Activity Planning Request (EPR) via Campus Connect by visiting aims.presence.io, and clicking on the “forms’ tab. After submission, additional forms might be needed depending on the nature of your request. All forms will be located under the forms section of Campus Connect.

XI. Student Club and Organization Management

The growth and development of any student club and organization activity does not just happen. The most essential elements underlying successful clubs and organizations and successful activities are planning and organizational management. There are certain techniques of management which stimulate effective and efficient student growth. To ensure a comprehensive and meaningful program during the school year, step-by-step coordination and planning is a must.

Just what is management, anyway? One definition of management is putting into action the five functions of management: planning, organizing, staffing, directing, and controlling; all of which revolve around the relationship between the advisor and the student club and organization members. The use of these functions increases the effectiveness of the organization by increasing membership involvement. In order to
accomplish established goals, student organizations must plan effectively, provide direction through leadership, establish a control mechanism, and evaluate outcomes to establish best practices for future leadership teams and activities.

A. Elements of Organization Management

In order for a student club organization to progress through the year in a smooth and effective manner, a master program plan and action plan of activities must be developed. This cannot be left to haphazard or spur-of-the-moment planning and decision making. It must be carefully thought out with insight, experience, and knowledge of the organization and its’ established goals. The following items should be considered when designing the master program plan and action plan:

- **Educational Objectives** - Activities that appear on the action plan or master program plan should contribute to the overall educational objectives of the club or organization.

- **Organizational Goals** - Any activity carried out during the year should be directed toward achieving the long-range goals of the club or organization. Since the advisor is the main link in the organization that can provide continuity from year-to-year, it is up to the advisor to steer short-range activities toward long-range goals.

- **Public Relations** - Every club or organization should develop a comprehensive public relations plan for advertising, informing populations’ on-campus and off-campus, and maintaining historical archives for future reference.

- **Group Thinking** - At times the advisor must use caution to assure that activities reflect the thinking of the entire group and avoid situations where activities are the wishes of small cliques or an individual within the organization.

- **Group Involvement** - The advisor must see that all members have the opportunity to participate and that each member has an active part in carrying out a project or activity.

- **The Advisor’s Role** - To achieve full respect and involvement from active members in a student organization, the advisor must act only in an advisory capacity. This does not mean that the advisor does not work on activities; rather advisor should let it be known that they are willing to contribute, but that the activity is student-centered not advisor-centered.

- **Planning** - The advisor and officers or committee chairpersons must be knowledgeable of the action or master program planning status and direct activities to assure that all phases of the program are well planned and evaluated upon completion. Because of their lack of experiences, students are prone to overlook small details that could make or break the success of an activity.

- **Instruction and Success** – Instruction in programming and small group communication and student organization success are inseparable. It is the advisor’s
obligation to see that adequate instruction is given to provide students with the necessary skills to conduct successful activities.

- ** Committees - Committees are an essential element of the planning process. The group activities associated with functioning committees contributes to overall program development, hence more successful and meaningful programs.

- ** Enthusiasm - The advisor’s attitude will set the pace for the organization. Creating enthusiasm is the advisor’s responsibility, so remember lead by example, and demonstrate enthusiasm, energy, and optimism.

- ** Leadership Development - The value of student club organization activities, from an educational point of view, is measured by its potential opportunity for personal leadership development. The advisor should evaluate the program frequently to ensure that maximum leadership opportunities are present.

- ** Commitment to the College - Student Club Organization activities should complement the general philosophy of the college. The advisor should provide direction to assist the student planners to consider college mission, goals, objectives, and philosophy. An understanding of current college policies and procedures by the advisor will assist in facilitating more meaningful and less controversial activities.

**B. Student Club and Organization Officers**

Any club or organization designed to be of lasting value to its members must have competent and dynamic leadership. Duly elected officers provide the leadership for the student club or organization. Therefore, if the organization is to have competent and dynamic leadership, it must consider and encourage the most capable and motivated members to serve as officers.

Below are listed some of the duties and responsibilities for elected officers. These duties are to be used as a guideline or a starting point for determining officer’s responsibilities.

**PRESIDENT**

- Preside over and conduct meetings in accordance with accepted parliamentary procedure.
- Keep discussions orderly.
- See that time limits are observed.
- Select and appoint members to serve on committees.
- Represent the organization at special college events and local community events.
- Coordinate and guide the efforts of all organization officers and committees.
- Serve as an ex-official member on organization committees.
- Consult regularly with the advisor on the organization’s progress.
- Determine the need for and call special meetings.
- Promote all organization activities with enthusiasm.
- Conduct yourself in a professional manner.
VICE-PRESIDENT
- Assist the president in the discharge of their duties and responsibilities.
- Preside over organization and executive committee meetings in the absence of the president.
- Assume full duties and responsibilities of the president’s position during a long term absence or an official vacancy.
- Serve as an ex-official member on organization committees.

TREASURER
- Receive and account for all funds which come into the organization’s treasury.
- Assist in the preparation of a statement of estimated receipts and expenditures for the year.
- Keep financial records neat, accurate, and up to date.
- Collect and record member dues.
- Work with Student Leadership and Development office personnel dealing with fiscal procedures specifically relating to revenue and expenditures.
- Protect the financial reputation of the organization by seeing that its obligations are promptly met.
- Help plan and execute revenue activities.

SECRETARY
- Take notes and prepare adequate minutes of all official meetings.
- Answer all incoming organization correspondence.
- Keep a proper file of copies of all outgoing and incoming correspondence.
- Prepare all necessary organization reports.
- Protect any and all permanent records of the organization.
- Be responsible for the posting of information.
- Communicate appropriate correspondence at official meetings.
- Be prepared at every regular meeting to provide information about unfinished business or new business which needs to come before the organization.
- Have available at each regular meeting: minutes of previous organization meetings, a record of organization committees and their past reports, the organization’s action plan, and the copy of the organization’s Constitution and By-laws.

PARLIAMENTARIAN
- Be interested in and willing to help other organization members understand the fundamental purposes of parliamentary procedure.
- Be prepared to advise the presiding officer and other organization members on points of parliamentary procedure.
- Have reference material pertaining to acceptable parliamentary procedure on hand at all official meetings for points of order.
- Be ever alert and call the chairperson’s attention to significant irregularities in procedure.
• Be prepared to explain any irregularity and its effect on the fair and equal rights of all organization members.

C. Master Program Planning Committee

Each student club and organization should establish a Master Program Planning Committee consisting of a chairperson, secretary, and organization members. This committee should be assembled as early as possible, even during the summer term, if possible. This will enhance proper consideration and development of the projects identified.

The chairperson is responsible for giving direction and maintaining the committee’s focus. Before the first meeting the chairperson should review the previous year’s programs with the club or organization’s officers for suggestions and evaluations relating to past activities or and suggestions for new programs. It is then the committee’s responsibility, under the leadership of the chairperson, to develop the annual master program plan for the organization. After final approval by the club or organization, usually at the first meeting of the year, the Master Program Plan becomes the official Action Plan for the organization.

The intent of the Action Plan should include only those activities that are selected, planned, carried out, and evaluated by club and organization members. The Action Plan should have measurable goals for each activity. Generally, after the Action Plan is approved and accepted by the organization, separate committees for the various activities should be formed and officers assigned to provide leadership for the committees.

Each committee should use previous year’s organization records as a reference in establishing protocol for their specific activity planning process. It should be emphasized that planning is only one responsibility of this committee; they (the committee) are also responsible for the implementation and coordination of the activity.

At each official meeting committees should plan on presenting an update about their specific activity indicating progress, challenges, and if necessary, a call for volunteers. The design, approach, and focus of specific activities should meet with the approval of the general membership; there should be no surprises the day of an activity. Following an activity the committee should report back to the general membership the results of the evaluation.

D. Student Club and Organization Activities

Club and organization activities and projects may be classified in five major areas:

• Civil
• Financial
• Educational
• Service
• Social
When planning activities don’t forget to include other student clubs and organizations, as well as the Student Government Association. Co-sponsorships benefit all involved and could provide your organization with a different perspective relating to the specific project development.

CIVIC

Civic activities are conducted by organizations to serve the college and the community. Projects range from campus improvement campaigns to participating in fairs, trade shows, schools, and other community-wide events. The activities are frequently conducted in cooperation with local business organizations, other student organizations, and civic groups.

FINANCIAL

Financial activities involve raising funds to support the financial obligations for the student organization. These obligations often include expenses for items such as travel, conferences, meetings, publications, and community assistance programs. Individual organizations determine the number and types of financial activities in which they wish to participate. Some organizations access nominal membership dues, but a major portion of local revenue comes from financial activities and projects.

EDUCATIONAL

Educational activities are those that contribute to the educational and professional advancement of the students. These activities range from guest speakers to awareness programs expanding academic topics and programs.

SERVICE

Service activities emphasize the need for sharing with others. Frequently, projects are designed to coincide with holidays such as, Thanksgiving and Christmas. Many of the projects are so conceived that they involve student participation as well as gifts and contributions.

SOCIAL

Social activities are a major requisite of many organizations. However, there is a tendency to deemphasize social activities, per se, by enriching educational activities with social elements. Social activities become an important finishing touch to educational meetings, particularly when guests are invited to participate in the program. Celebration is seen by some as a social event but in reality celebration is a critical element of leadership development. End of year celebrations can bring a meaningful conclusion for those who have given time and energy to the organization.
G. Types of Student Organization Activities

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Films</td>
<td>Sponsor “Clean-up” Project</td>
</tr>
<tr>
<td>Regular Meetings</td>
<td>Initiation of New Members</td>
</tr>
<tr>
<td>Fundraising</td>
<td>“Good-Citizenship” Project</td>
</tr>
<tr>
<td>Fair Exhibits</td>
<td>“Get-Out- The-Vote” Project</td>
</tr>
<tr>
<td>Fashion Shows</td>
<td>Panel Discussions</td>
</tr>
<tr>
<td>Election of Officers</td>
<td>Executive Council Meetings</td>
</tr>
<tr>
<td>Families in need Projects</td>
<td>Chapter Newsletter</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Publicity Releases</td>
</tr>
<tr>
<td>State Conferences</td>
<td>Installation of Officers</td>
</tr>
<tr>
<td>New Member Orientation</td>
<td>Appreciation Breakfast</td>
</tr>
</tbody>
</table>

Field Trips       Alumni Activities
Social Activities Civic Appearances
National Conferences
Guest Speakers
Award Banquets
Grants
Needs Survey
Contest Programs

H. Guidelines for Student Clubs and Organization Activities

The variety and number of projects and activities sponsored by a student club and organization depends to a large extent on the ingenuity and vision of the members and advisor. In determining projects or activities, fundamental consideration should be given to the value of the project or activity and should not lend itself to the wants of the individual. Thus, the student is afforded an opportunity to participate. While many projects or activities will be of a group nature, every effort should be made, even in group activities, to allow for individual activities that are in keeping with the individual student’s interests and abilities.

The club activities or projects should provide an opportunity for:
- The development of cooperation
- Recognition of social values
- An understanding of competition
- An ability to communicate
- Individual recognition
- Realization of the leadership responsibilities
- Participation by members

I. Basic Principles of Parliamentary Procedure

Any system of laws must have a foundation of support. This foundation is composed of specific principles which are termed “fundamental” or “basic”. There are only a few simple fundamental principles upon which parliamentary procedure is based; but there are many rules which are derived from them. If one has reasonably clear knowledge of the principles it will be comparatively easy to learn the rules.

Some of the very important principles underlying parliamentary procedures are:

- Parliamentary Rules to Facilitate Action
  Parliamentary procedure is designed to facilitate and help in the transaction of business rather than hinder or obstruct. There are many rules used in governing parliamentary procedure, some of which are very technical. If properly applied, such technical rules are a valuable asset in expediting business and in protecting the
rights of members. On the other hand, these same rules can be, and often are, applied in such a way as to create confusion, hindering the transaction of business, or defeating an honest expression of the will of the majority.

- **Majority Rules**
  It is generally understood that the final authority of an organization is vested in the majority of its members. The principal of parliamentary procedure is to “ascertain the will of the majority and to see that his will is carried out”. When that will has been determined through proper processes it becomes binding on the organization as a whole and upon each individual member. At the time a person becomes a member of a group they agree by spoken expression or silent consent that they will be governed by the “majority rule”.

- **The Minority Must Be Heard**
  The minority has some basic rights, which should be recognized and respected. They have the right to enter into the discussion of every proposal, to speak in opposition against any measure presented for consideration, and to be heard on any question submitted to the assembly for decision. These valued rights of minority should never be infringed upon. Every member should be vitally concerned in the protection and preservation of those rights.

- **Every Proposition Presented Is Entitled to Full and Free Discussion**
  When a proposition has been presented to the assembly for consideration and decision the proponents of it must be given a fair opportunity to present its merits. The opponents must be given the same kind of opportunity to point out the faults of the measure. Each member of the assembly has the basic right to fully and freely express their opinion so long as they abide by the rules of debate and observes appropriate conduct.

- **Do Only One Thing At a Time**
  Experience has proven that it requires mental effort on the part of an individual to concentrate on one idea, or even one thought. In an organization that is composed of a number of people it is often very difficult to center attention upon only one proposition. If several propositions were presented at one time the assembly would be thrown into such confusion that it would be impossible to transact business properly. It is of greatest importance that the presiding officer and the members of an assembly are on the alert to guard against infraction of the principle “one thing at a time.”

- **Justice and Courtesy For All**
  Upon first thought it might seem that this basic principle of parliamentary procedure could be applied to the conduct of the presiding officer. The officer can exemplify the spirit of courtesy by their manner and action. By so doing, they become an inspiration for the members to always be courteous to him/her and each other. It is the business of the presiding officer to conduct the proceeding of the meeting in a fair and impartial manner, to the end that justice may be obtained for the organization as a whole and for each individual member. “Where sincere courtesy reigns, justice also prevails.”
J. Constitution and By-laws

No matter how old an organization may be, some form of rules and guidelines are needed. However, if a constitution is used; it should describe the purpose, rules, and regulations of the organization. The method of complying with the rules and details of an organization is commonly specified in the by-laws. The articles of the constitution are general in nature, and are not meant to be changed frequently.

The by-laws should be designed to be more flexible than the articles of the constitution. Rules, which need to be changed frequently, should not be included in the constitution or by-laws.

An organization may wish to have the experience of developing a constitution each year, or may choose to develop a constitution that may be carried from year to year. A constitution and by-laws may consist of:

**Constitution**

Article I: Name of Organization

(The name of the organization shall be…)

Article II: Organization

Section A: Membership
Section B: Purpose
Section C: Authority
Section D: Finance

Article III: Organization Structure

Section A: Executive Council
Section B: Standing Committees
Section C: Ad hoc Committees

Article IV: By-laws

(Granting authority to create the organization’s By-laws)

Article V: Amendments

(Process of voting and approval of all constitutional amendments)

The By-laws are the working papers and will represent your organization from the procedural stand point. An organization’s by-laws may consist of:

**By-laws**

Section I Representative Authority

(What authority has approved the creation of this document?)

Section II Membership

Voting membership
Non-voting membership
Special membership

Section III Rights of Members

Section IV General Duties and qualifications
K. Meeting Agenda and Minutes

In order to provide directions and continuity all official meeting should have an agenda. An agenda is merely an outline of schedule topics that will govern the flow of the meeting. The agenda is prepared by the president or chairperson and may be amended before formal approval at the beginning of the meeting. Agenda items may include the following:

**Agenda**

I. Call to Order  
II. Introduction of Guests  
III. Quorum (is quorum present)  
IV. Approval of the Agenda  
V. Approval of Past Minutes  
VI. Old Business  
VII. New Business  
VIII. Advisor Report(s)  
IX. Committee Reports  
X. Position Reports  
XI. Special Orders  
XII. Adjourn

Meeting minutes should be a factual report of the important business that transpired at a meeting. It is important to remember that committee meeting minutes are only for the records of the committee and are not to be incorporated into the regular minutes of the organization. Meeting minutes may include:

**Minutes**

I. Name of the organization  
II. Time and place of the meeting  
III. Type of meeting- regular or special
IV. Name of the presiding officer – usually is the president
V. Name of attendees
VI. Action on previous meeting’s minutes (accepts the minutes, reject the minutes, or accept with corrections)
VII. All motions (except those withdrawn) exactly as approved:
   - Name of the member making the motion,
   - Name of the member seconding the motion, and
   - The vote count
VIII. Points of order
IX. Appeals, whether sustained or lost
X. Brief summary of committee reports and recommendations
XI. Brief summary of position reports
XII. Time of adjournment

L. Current Aims Community College Student Clubs and Organizations

A list of current student organizations can be obtained by visiting aims.presence.io

M. Overview of Posting Guidelines for Campus Bulletin Boards

These bulletin boards are maintained by the Associated Students through the Student Leadership and Development office and are intended for legal, ethical, and moral informational material. Material not meeting these criteria will be removed promptly. It is the responsibility of the advisor to ensure compliance of the posting guidelines, in relation to the activities of their organization. The complete posting guideline is located in Section VII of this document.

- All material must have the date of posting in the lower right hand corner and may remain on the bulletin board for three (3) weeks. Posted material without a date in the lower right hand corner will be removed without notice.
- Material exceeding 11”x 17” must be approved by the Student Leadership & Development office before posting.
- Materials **may** not be posted to:
  - Any door, internal or external (including side panels)
  - Any wall surface, regardless of composition
  - Department bulletin boards without the departments permission
  - Any classroom wall or marker board

Questions regarding posting informational material should be directed to Student Leadership & Development office, (970) 339-6450

N. Amendments

As with any document, there will be changes, revisions, additions, and deletions. The section dedicated to the advisor is a living document. There will be changes, when they
occur the student organization advisor will be notified in writing and given advance notice before implementation. Every effort will be made to keep changes and revision to a minimum and the end of the academic year and before the start of the next academic year.
Addendum I
Aims Student Clubs and Organization Handbook

Student Clubs and Organization Funding Plan

1) Student clubs and organizations upon receiving initial recognition may receive startup funding up to $300 from Student Government Association (SGA). The startup funding must be paid back to SGA before other funding awards will be given.

2) Each student organization is entitled to receive a specified per meeting funding award of $100 for at least one member in attendance to each of the 6 GASO meetings during the academic year up to $600 total. Total GASO funds will be transfer at the end of December and May every year. During the GASO meetings, each student club and organization member may represent only one organization.

3) Student clubs and organizations who submit completed renewal paperwork by the last Friday in April of each spring semester will receive a $100 dollar incentive funds transfer into their account. Club and organizations who do not meet the April priority deadline are still eligible for a $50 dollar funds incentive transfer if completed renewal paperwork is submitted by the last Friday of September or each semester.

4) Student clubs and organizations representatives who attend the Student Club and Organizations Summit every year at the beginning of each fall semester will receive a funds transfer incentive of $50 dollars per member in attendance up to 3 members for a total of $150 dollars total per academic year.

5) Student clubs and organizations members who facilitate off-campus community service events and submit completed pre and post off-campus community service paperwork will receive $150 dollars per each approved off-campus community service for a total of $300 dollars total per academic year.

6) Each club and organization’s Advisor and Presidents have the opportunity to receive additional funds for their club or organization by completing an end of the year report / survey. Submissions will be awarded $50 dollars each for a total of $100 towards their club / organization.

7) Student clubs and organizations placed on suspension by SGA may apply for recognition after the remainder of the current academic year and a period of one full academic year. Startup funding from SGA up to $300 may be given and must be paid back to SGA before other funding awards will be given.

8) Each student club and organization may request a Special Project Funding Award from SGA. Clubs and organizations may request from SGA up to $300 for event funding per academic year, with the stipulation that the club attends at least 66% of GASO meetings.
9) Student clubs and organizations or a member qualifying for a national conference/convention/or competition may request from SGA up to $500 per fiscal year or $300 for in-state opportunities (July 1-June 30). All requests must be made 2 months in advance of the national event. In the event SGA is no longer in session, the club or organization’s Advisor may approach the SGA advisor for the funding award. All distribution of funds is subjective to the balance of the budget and the vote of the SGA Executive Council.

10) Funding awards given by SGA may not be utilized as a cash donation.