



STUDENT CLUBS & ORGANIZATIONS MANUAL

Hello Everyone!

The Office of Student Activities & Inclusion wants to thank you for taking time to read this manual, which has been prepared to assist you in making this year a successful one for your club or organization. Whether your club is a new one or a seasoned group, we encourage you to read this manual thoroughly. It contains new procedures and updated information that will be used throughout the school year. We know this year has been a challenging year due to COVID, but we are stronger together and we will make it through, together!

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Manual for Student Clubs and Organizations

Table of Contents

		<u>Page Numbers</u>
Section I.	Registration of Clubs and Organizations	4
A.	Starting a Club or Organization	4-5
B.	Your Club's Constitution	5-6
C.	Constitution Template	6-9
D.	Social Media	9
E.	Maintaining Your Charter	9-10
	1. Active Charter	
	2. Inactive Charter	
	3. Revoked Charter	
F.	Inter-Club Council Meetings	10
G.	Membership	10
H.	Advisors	10-11
Section II.	Club Operations	12
A.	Mail	12
B.	Telephone Use	12
C.	Printing Services	12
D.	Scheduling Programs/Meetings/Events	12-13
E.	Requests for Payment	13
F.	Fundraising	14
G.	Contracts	15
H.	Cash Box/CC Squares	15

I.	Ticket Sales	15
J.	Publicity	15-16
K.	Off-Campus Publicity	16
L.	Movies	16
M.	Political Activities	16-17
N.	Alcohol and/or Drug Policy	17
O.	Student Conduct and Behavioral Expectations	17
	Section III. Budgeting and Business Operations	18
A.	Club Budget Guidelines	18
B.	Revenue/Defunct Clubs	18-19
C.	How to Develop a Budget	19-21
	1. Establishing Your Programs and Activities	
	2. Establishing a Travel Budget	
	3. Revising Your Budget	
	4. Writing the Budget	
D.	Business operations	21
E.	Catering	22
F.	Co-Curricular Transcripts	22
G.	Club Graduation Stole Information	22

SECTION I

Registration of Clubs and Organizations

A. STARTING A CLUB OR ORGANIZATION

- The Office of Student Activities & Inclusion encourages students to create and formally establish student groups of interest as officially recognized clubs. The College of Lake County also provides opportunities for official recognition to student “organizations,” the term used at CLC to refer to local chapters of national student organizations. National organizations often have specific guidelines for their chapters on matters such as membership requirements and the contents of local chapter constitutions. The Department of Student Life recognizes student organization chapters as student programs that may receive many of the same services and benefits as recognized student clubs. Although this Manual will use the term “club” throughout, its provisions concerning club operations, and the need for and role of advisors, also pertain to student organizations. Questions as to the scope of Manual’s coverage should be directed to the Student Organization and Multicultural Programs Coordinator
- -A club can be started at the beginning of each semester ***Note* A club/Organization can also become inactive at the discretion of the Student Organization and Multicultural Programs Coordinator.**
- Begin by contacting the Office of Student Activities & Inclusion to arrange a meeting with the Student Organization and Multicultural Programs Coordinator to discuss your group's mission and goals and whether the proposed club would fill an unmet need or interest of students.
- Obtain ten (**10**) chartering members who are currently enrolled in classes and interested in forming the club. You may recruit chartering members by leaving a sign-up form in the Office of Student Activities & Inclusion and/or leaving a flyer. However, keep in mind that Student Activities & Inclusion is not responsible for your recruiting efforts.

- Select an Advisor for your club. The Advisor must be an **active full or part-time Board approved** faculty or staff member **who has been identified as a CSA (Campus Security Authority) trained employee** who is also approved by the Student Organization and Multicultural Programs Coordinator to serve in that capacity. An advisor who is not CSA trained has two weeks to complete.
- Advisors who have an interest in starting a club may do so as well. **Advisor must identify a student to serve as President and work with student to develop club.**
- Complete and submit the Chartering Form -to the Office of Student Activities & Inclusion.
- Meet at least once with your club (**and then weekly thereafter**). Use the first meeting draft the constitution (see template below) and review it with the Advisor and Student Organization and Multicultural Programs Coordinator.
- Meet with your club to approve your constitution and elect officers within the first two meetings of the semester (**if you have 10 members, then at least 6 students representing a quorum must agree on the constitution**). **A quorum is half the members, +1.**
- An inactive club can be reinstated with the Student Activities & Inclusion Director's approval. A club becomes inactive by: **Informing the Student Organization and Multicultural Programs Coordinator that they are inactive**
 - **No programming events for (1) full semester**
 - **Incomplete community service hours**
 - **Disruptive or not following club policies and procedures**
 - **(1) missed ICC meeting.**
- Clubs and/or organizations have the right to dismiss an advisor if they feel the advisor is not a good fit. The club will then have to meet with the Student Organizations and Multicultural Programs Coordinator to discuss how to replace the current advisor with another one.

B. YOUR CLUB'S CONSTITUTION

The Office of Student Activities & Inclusion requires every registered student organization to have an approved organization constitution on file that follows the requirements here. Student Activities & Inclusion reviews all student organization's constitutions based on college, local, state, and federal policies as well as the best practices of student organization management and sustainability. The purpose of the constitution is to define the student organization's purpose and operations, and to demonstrate the organization's agreement to comply with College of Lake County regulations and expectations with the inclusion of specific verbatim language (this language is found below in BLUE).

New student organizations at the College of Lake County must submit to Student Activities & Inclusion a constitution for review and approval upon registering. Failure to include the required language in its submitted constitution will delay the registration process.

Returning registered student organizations may amend their constitutions. However, the amended version of their constitution **MUST** maintain the required language or comply with any updated language required by Student Activities & Inclusion.

Recommendations and requirements for a student organization's constitution are found below. As noted, required language that must be included in the constitution is found below, in BLUE. Other requirements that do not require specific language have been bolded. Recommendations are included in normal font.

When reviewing a newly submitted or amended constitution, Student Activities staff will pay particular attention to Articles I – VII, although Student Activities & Inclusion reserves the right to check additional articles. Failure to comply with these requirements may subject the student organization to corrective action included but not limited to suspension or revocation of its registration status.

To amend the club's constitution:

- Advisor, co-advisors, officers, and interested club members should recommend changes.

- Proposed amendments should be brought before the club in writing to be discussed and voted upon at a regular club meeting.
- An updated constitution including approved amendments can be submitted any time throughout the semester to the Office of Student Activities & Inclusion.

C. CONSTITUTION TEMPLATE

Verbatim Language is indicated in **BLUE**
 Requirements that do not require specific language are indicated in **BOLD**
 Recommendations are indicated in normal font

ARTICLE I. NAME OF ORGANIZATION

Must contain the full name of the student organization. This name must not duplicate the name of any other currently registered student organization. Additionally, if the organization is affiliated with any college, local or national organization, that information must be stated in this article of the constitution.

The name of the organization should:

- Reflect the nature and activities of the organization
- Formally reference any organization abbreviations or acronyms.

ARTICLE II. PURPOSE STATEMENT

The purpose of the organization must be clearly stated. Typically, a purpose statement includes both the goals and the functions of the student organization. Student organizations may also reference specific services, traditions, events and/or programs that are offered to members, community and/or campus.

ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Office of Student Activities & Inclusion, *[name of organization]* shall be a registered student organization at the College of Lake County. *[Name of organization]* shall comply with all local, state and federal laws, as well as all College of Lake County regulations, policies, and procedures. Such compliance includes but is not limited to the College's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. COLLEGE REGULATIONS

Constitutions must include the verbatim sections below.

To be registered, each student organizations must agree to comply with the College of Lake County's Non-Discrimination, and Sexual Harassment Policies, hence the inclusion of Article IV. NOTE: A student organization whose primary purpose is religious will not be denied Registered Student Organization status on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization. The College has determined that this accommodation of religious belief does not violate its Non-Discrimination policy.

Section A. Non-Discrimination

[Name of organization] agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

[Name of organization] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section C. Hazing

[Name of organization] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Social Media

The following statement must be located on any and all registered clubs and organizations of the College of Lake County.

- The views expressed on this (Facebook page, Instagram page, Twitter feed, etc.) are those of the [Name of organization] and are not endorsed by the College of Lake County nor do they constitute any official communication from the College of Lake County.

Section E. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, [Name of organization] will report it immediately to the Student Organization and Multicultural Programs Coordinator, the Student Conduct Officer, the Title IX Coordinator, or the Dean of Student Life.

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the College of Lake County. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

[NOTE: Alterations or additional information about membership in this section will not be approved for Article V. Additional stipulations regarding active membership (e.g. attendance requirements, etc.) should be addressed in a separate article AFTER Article X.]

ARTICLE VI. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a **CLC Board approved full-time or part-time** faculty or staff member not on leave during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members.

Article VI must include the following information regarding an organization's advisor:

- Duties and responsibilities
- Selection method and margin of selection
- Term (one year with opportunity to be reappointed is recommended)
- Process of replacing the organization's student organization advisor

ARTICLE VII. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. Student Activities & Inclusion recommends that student organizations consider higher requirements if appropriate for their specific group.

It is required/recommended that this article contain the following information:

- **A list of which officers are elected and which are appointed**
- Titles of elected organization officers
- Titles of appointed organization officers (including appointment process – e.g. appointed by whom?)
- **Term of office (academic or calendar year)**
- General duties of each officer
- **Impeachment procedure**
- **Procedures for handling officer vacancies (e.g. resignations, officer ineligibility, or similar occurrences)**

ARTICLE VIII. ELECTIONS

Your elections article describes your organization's process for electing new officers.

This article must contain the following information:

- **Criteria for officer eligibility**
- **Nomination procedures**
- **Election timeline**
- **Balloting procedures**
- **Election rules and procedures (including required margin of victory and must include membership in election process)**
- **Run-off procedures in the event of a tie (including required margin of victory, must include membership in run-off process)**

ARTICLE IX. DISSOLUTION OF ORGANIZATION

This article lists the requirements and procedures for the dissolution of the student organization, including the method for distributing any organizational assets and payment of any organizational debts remaining at dissolution.

- **Describe what happens if at the time of proposed dissolution any organization assets and/or debts exist, the appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally.**
- NOTE: Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization.

ARTICLE X. AMENDMENTS TO CONSTITUTION

This article describes how constitutions can be amended and should be the final article in the constitution.

The article must include:

- Process or steps for amending the organization's constitution
- Who and to whom can propose amendments
- Necessary vote to approve the change(s) (Ex: 50% majority, 2/3 majority, etc.)
- All amended constitutions must be submitted directly to the Office of Student Activities & Inclusion for review and approval.

ARTICLE XI. DISCIPLINE

- **Any member and/or officer charged with conduct not in accord with the purposes of the student organization and against who such charges are sustained after due and proper hearing before the Executive Board, may be removed from membership by a two-thirds (2/3) vote of the entire membership.**
- **Any student whose membership in the student organization has been terminated in any manner shall forfeit all interest of any funds or other property belonging to the student organization and may not use the organization's name in connection with any further activities.**

- Based on the expectations of the office of Student Activities & Inclusion and/or department of Student Life, the Dean of Student Life may, with due and proper examination, determine additional educational measures including but not limited to removing any student club and organization leader from their role superseding the decision of the individual student club and organization.
- **Appeal Process:** Any member whose membership in the student club/organization has been terminated by action of the Executive Board of the organization may appeal their removal, in writing within two weeks of the Executive Board's action to the Student Organization and Multicultural Programs Coordinator. If the removal is upheld by the Student Organization and Multicultural Programs Coordinator, the student may appeal to the Dean of Student Life in writing, and a final decision will be delivered within two weeks.

ARTICLE XII... (If deemed necessary by the organization)

Any articles the organization wishes to include to clarify policies and procedures not included in previous articles may be added here. There is no limit on the number of additional articles that may be included. Most organizations benefit from creating a separate bylaws document to outline their day-to-day operating procedures instead of incorporating them into their constitution.

Note: Student Activities & Inclusion has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions **must** utilize their constitution on file to make amendments and submit those changes. Please contact Student Activities & Inclusion for instructions on how to have your amendments reviewed and updated.

In addition, the following statement must be added to all Student Club or Organization Constitutions, and posted to any organization's website:

D. SOCIAL MEDIA

1. The following statement must be located on any and all registered clubs and organizations of the College of Lake County.

*The views and opinions expressed on this page are those of the **[Name of organization]** and are not reflective of the College of Lake County's policy or position. Content posted on this site does not imply acceptance or endorsement by the College of the views expressed, nor do they constitute any official communication from the College of Lake County.*

2. When posting a personal thought or belief, please use the acronym: **THINK!** Is it **True?** Is it **Honest?** Is it **Inspiring?** Is it **Necessary?** And is it **Kind?** If your post does not meet this criteria, then please reconsider posting! For the purpose of these guidelines, social media is defined as any form of online publication that allows interactive communication, including but not limited to: social networking sites, blogs and websites. Examples include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, LinkedIn and YouTube.

2-3. For more information on these guidelines, visit: <http://dept.clcillinois.edu/ssd/StudentRightsandResponsibilitiesProcedures.pdf>.

E. MAINTAINING YOUR CHARTER

As an officially recognized club, permission to be active on campus depends upon maintaining the club's charter. A charter can be active, inactive, or revoked:

- 1. Active Charter** The club completes the Charter form each fall semester by the date specified **on the form** and submits it to the Office of Student Activities & Inclusion.
- Participation at Club retreat
 - Attendance at ALL ICC Meetings
 - (1) Fundraiser per semester
 - (2) Non-Fundraiser events per semester (tabling, information event, speaker etc.
 - Meet with respective coordinator once a semester (minimum),
 - Keeps all information on the club current, and
 - Adheres to the policies and procedures of the Club Manual and the College of Lake County.
- 2. Inactive Charter**
- The club has not programmed events all semester
 - Failed to complete Community Service requirement
 - **(1) Missed ICC meeting**
- 3. Revoked Charter**

If the club has failed to comply with club or other College policies and procedures, falsified information, or violated CLC policy or any local, state, or national laws, its charter may be revoked.

A club whose charter is inactive or has been revoked may submit a request to the Student Organizations and Multicultural Programs Coordinator to be re-activated. To be re-activated, the club will be required to demonstrate that it has been cleared of any sanctions and/or that there is student interest in re-activating the club.

F. INTER-CLUB COUNCIL MEETINGS (ICC Meetings)

An Inter-Club Council meeting (ICC) is held three times per semester. At least one member or proxy of each club must attend each meeting. The meeting dates are on the College's website under Student Activities & Inclusion. Failure to attend the Inter-Club Council meetings could result in deactivation of the club, to be determined by the Student Organizations and Multicultural Programs Coordinator.

G. MEMBERSHIP

All members of recognized clubs must be enrolled in at least ONE (1) semester hour of a credit course. All elected officers must maintain at least a 2.5 cumulative GPA to hold office. Student Activities & Inclusion staff will monitor GPAs for accuracy. **Also, to be a registered member of a club, students must attend at least three (3) consecutive club meetings. Community members may attend club meetings as guests, but cannot travel, handle funds, or serve as an active voting member.**

SECTION II

Club Operations

A. Mail

Each student club is provided with a mailbox in the Office of Student Activities & Inclusion. A member of the club should be assigned to check the mailbox **at least** one (1) time per week. Please make sure whoever is picking up the club mail that he/she/they always shares the contents with the group especially when budget information is in there. If a club anticipates outside groups sending mail, please use the address as follows:

Club Name
College of Lake County
Office of Student Activities &
Inclusion-B106
19351 W. Washington Street
Grayslake, IL 60030-1198

B. TELEPHONE USE

The telephone in the Office of Student Activities & Inclusion may not be used for club business. Absolutely no long-distance calls are to be made. Student private calls that are an emergency can be made in the Student Activities & Inclusion Office (B113) and should be no more than two (2) minutes.

C. PRINTING SERVICES

Registered clubs may request printing and mailing services by emailing the artwork and request to Student Organizations and Multicultural Programs Coordinator:
mcandia@clcollinois.edu.

The budget for printing will be \$100.00 per semester. This may include copying agendas, minutes, newsletters, posters, fliers, brochures, signs, or other printed materials. For basic duplication needs, please allow two weeks. For more detailed requests (stapling, collating, hole-punch, etc.) please allow for an additional two to three days. During peak times, some services will take longer than two weeks.

D. SCHEDULING PROGRAMS/MEETINGS/EVENTS

Each semester, a club can submit a flyer electronically of dates, times, and locations of

their meetings for the **Nova Display & Club Clipboards**. The Nova Displays are clear, plastic panels in the student commons area outside of Café Willow. The Student Activities & Inclusion office

will assist you with advertising club meetings and events. The NOVA display area is for 8 ½ x 11 paper fliers in portrait format only. Fliers will be posted by the Student Activities & Inclusion office once approved. For posting guidelines, see **I. Publicity**.

The use of college facilities by any chartered student club for meetings, fundraising, or special programs and events **must** be scheduled through the Office of Student Activities & Inclusion who works with the College's Central Scheduling Department. Advisors cannot request rooms themselves through their office. **All** requests for scheduling programs, meetings, or events on or off-campus must be initiated by submitting a Program Request Form. The Program Request Form is a fillable form the Student Life page (see below). This form must be completed in full and signed by the club advisor and officer before submitting to the Office of Student Activities & Inclusion. If denied, an explanation will be provided. Student Activities & Inclusion will assist in planning the activity, arranging catering, facilities, audio-visual needs, and other services, as necessary. For planning political or expressive events, please also see **N. Political and Expressive Activities**.

Options to have club meetings:

Student Clubs and Organizations must adhere to the policies set forth in Policy 911 and its Procedures. One of these procedures requires Student Program Request Forms to be submitted at least 10 business days prior to the activity or event. Forms can be located here:

E. FUNDRAISING

Prior authorization of fundraising activities is required from the Office of Student Activities & Inclusion by submitting a Program Request Form. The following activities are common fundraisers for clubs:

Bake sales

Dances/Special Events

Raffles

The Office of Student Activities & Inclusion can assist clubs in generating fundraising ideas and can provide information on how to organize a successful event. We encourage club collaboration and generating ideas amongst each other. All funds raised are deposited into the club's fund 28. It can also be set up for donation or inter-club purchases.

F. CONTRACTS

All Independent Contractor Agreements, Waivers and W-9s for any vendors, speakers, DJs, or other entertainment services, must be initiated with the Student Activities & Inclusion Senior Office Assistant at least five weeks prior to the event. Do not sign any contracts on behalf of your club. The only agent who shall sign contracts for Student Activities & Inclusion is the Purchasing/Contracts Department.

G. CASH BOX/CREDIT CARD SQUARES

For programs that will require the sale and receipt of money, a cash box and credit card square can be provided. On the Program Request Form, there is a designated area for making this request. All cash boxes used must be returned to the Office of Student Activities & Inclusion with the money collected and the Club/Organization Fundraising Form immediately after each event. The money will be deposited into the club Fund 28 account by the Senior Office Assistant and the club will receive a deposit slip in the club mailbox. If the event is held after office hours, the cashbox should go to the club advisor to be turned in. Funds should be counted by at least 2 assigned club members for accuracy and turned in. The Student Activities & Inclusion Senior Office Assistant will make the final count. Deposits take ten (10) business days for a club to see the funds in their account. This also applies to the credit card squares.

H. TICKET SALES

The James Lumber Center for the Performing Arts Box Office can provide event tickets. Please indicate on the Program Request Form the choice to have pre-sale tickets available. The club may sell tickets independently and this must be arranged through the Office of Student Activities & Inclusion.

I. PUBLICITY

1. Fliers for the Nova display and Club clipboards

2. 8 ½ x11 only paper flier display must be approved by the Student Organizations and Multicultural Programs Coordinator. Please email PDF file.
3. Each Club and Organization will get a numbered Mailbox (Located in B 106) and a corresponding numbered Clipboard (Student Street) that must be maintained by the club and used for fliers and promotion on events after approval of the respective Coordinator.
4. Please note that fliers may NOT be put on cars at any time. Hand-to-hand distribution of fliers is also not permitted, except during Student Activities & Inclusion reserved event tables. A request for a table must be submitted using the Program Request Form to market events if fliers are being passed out.
5. Requests to have information concerning club events announced on Lancer Radio should be noted on the Program Request Form.
6. Fliers can be posted upon approval by the Student Activities & Inclusion Office for upcoming events-
7. Clubs are responsible for taking them down **immediately** after the event.

J. OFF-CAMPUS PUBLICITY

1. Student clubs **may not** publicize an activity at off-campus locations (e.g. store windows, cars in parking lots of businesses) without prior approval of the the business. Club advisors can contact the business and speak with a representative to get permission and should notify the Office of Student Activities & Inclusion that they have received permission.
2. Clubs seeking publicity in the community (i.e. TV, newspapers, T-shirts, etc.) must first consult with the Student Organizations and Multicultural Programs Coordinator. If approved, the club can also work with Student Engagement Ambassador (HYPE) to assist with fliers and all publications.

K. MOVIES

No club shall show/view a published movie on or off-campus as any part of an official club activity without purchasing a licensing fee. Purchasing this fee must be approved by the Student Organizations and Multicultural Programs Coordinator. Movies can be ordered through SWANK at www.swank.com. Clubs can contact CLC's representative, Matt, at 800-876-5577, about purchasing fees. Clubs may check to see if the movie is owned by the CLC library. If so, please check with a library employee to see if the movie has copyrights or shown from an educational perspective and facilitated by a faculty member. Finally, movies can be shown from an online source if copyright permissions are granted by the owner of the movie in writing and shown to the Student Organizations and Multicultural Programs Coordinator.

L. POLITICAL and EXPRESSIVE ACTIVITIES

During county, state and federal election periods, political candidates often request to be on CLC campuses to do election campaigning. Any campaign activity supporting or providing College space or materials for political purposes must be approved by the Office of Student Activities & Inclusion. Per CLC's 956 ETHICS POLICY/ORDINANCE, College employees and officers cannot facilitate or participate in "prohibited political activity," which means "(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event. (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution. (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question. (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question."

Students have rights to freedom of speech and freedom of assembly consistent with the College's environment and lawful regulations. If there is a desired initiative for a politically expressive event, a Program Request Form can be filled out from the link above.

M. ALCOHOL AND DRUG POLICY /MARIJUANA

1. [See Students Rights and Responsibilities for prohibited behavior: \(put in link here for SRRP\).](#)
2. [Please refer to CLC's Drug Free Policy at this link:](http://dept.clcillinois.edu/ssd/DrugFreePolicy.pdf)

N. STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS

All CLC students are expected to conduct themselves according to the CLC Guide to Student Rights and Responsibilities Policy and Procedures at:

<http://dept.clcillinois.edu/ssd/StudentRightsandResponsibilitiesProcedures.pdf>. Club and organization members serve as representatives of the College and, therefore, are always expected to be the best example of good citizenship and should abide by all department and College guidelines and policies established for any club/org. activity. Those in violation of department or College policies may face disciplinary procedures.

Student workers and paid student officers who are designated as Responsible Employees (REs) under Title IX and/or Campus Security Officers (CSAs) under the Clery Act are expected to complete their required training and report per their training to the appropriate College authority any concerning behavior, including sex or gender-based misconduct and incidents that may negatively impact the safety of the College community and its members.

Any CLC student is strongly encouraged to report incidents to any College authorities, **including the Title IX Coordinator, Allena Barbato, in Room C179 at the Grayslake Campus, by dialing 847-543-2464 or via email at abarbato@clcollinois.edu**, and, in case of emergencies, CLC Police at Ext. 5555 on campus or by dialing 911. Remember: See Something, Say Something and report inappropriate behavior via instructions found at: <http://www.clcollinois.edu/student-services/student-behavior>.

SECTION III

Budgeting and Business Operations

A. CLUB BUDGET GUIDELINES

Fund 28 = Club Fundraising. These monies are typically acquired through revenue from club activities such as: bake sales, sponsors, and donations. Please plan accordingly on how you would like to spend your club money! Bowling, going to a restaurant, potlucks, going to a movie and donating to a charity organization are all examples of activities you can support by using your Fund 28. Always check to see how much is in your budget before planning an event. Please check with the Student Organizations and Multicultural Programs Coordinator if uncertain about whether an activity qualifies for Fund 28 funding or not. ***Students/Advisors can never use clubs funds for personal use or to make a personal profit!***

B. Budget Allocation Team

Club/Organization Budget Request Criteria:

1. **Tier 1:** Clubs who are requesting an amount of \$1-\$250 will be required to submit an application to the Budget Allocation Team (BAT) prior to the approval of funding. All clubs are required to present for all travel and conference requests. Approval can be expected within two business days by email from the committee
2. **Tier 2:** Clubs who are requesting \$251-\$1,500 will be required to submit an application to the BAT. Also, depending on the initiative, a presentation may be asked of the club prior to approval of funding. All clubs are required to present for all travel and conference requests. Approval can be expected within five-seven business days by email from the committee.
3. **Tier 3:** Club who are requesting \$1,501 and above will be required to submit an application and present to the BAT prior to approval of funding. Approval can be expected within five-seven business days by email from the committee.

***Disclosure* All funding are subject to the Budget Allocation Team's approval.**

4. Applications are to be submitted **30 business** days prior to event.
5. Please be advised that a submitted application and/or presentation does not mean an automatic approval.
6. Committee may reach out for more clarification of amount requested prior to a decision being made.
7. All clubs are to adhere to the Student Rights and Responsibilities Procedures (SRRP) <http://dept.clcillinois.edu/ssd/StudentRightsandResponsibilitiesProcedures.pdf>
8. Club Officers are to be in good academic standing (2.5 grade point average or higher).
9. Clubs are only allowed to request funding a maximum
 - (3) times per semester for Tier 1

- (2) times per semester for Tier 2
 - (1) time per semester for Tier 3
10. · Appeal Process:
- Appeals-must occur within 5 days after denial
 - Clubs may appeal once to BAT and decision will be final
 - Email committee your appeal
 - Response can be expected within two business days.

C. REVENUE

Once a new club has been formed, a separate account (Fund 28) will be established. This funding can be used on less-restricted activities for the club with approval from the Student Organizations and Multicultural Programs Coordinator. Any balance will roll over to the next academic year. **If a club is defunct (not active for a minimum of two semesters), then fund 28 money may be used to offset costs for other club functions and Student Activities & Inclusion events. A notice will be sent to the club advisor indicating inactivity the first semester. If your club is inactive for two consecutive semesters, then the club will be defunct,**

To be re-activated, the club officers must meet with the Student Organizations and Multicultural Programs Coordinator

Expenditures and Revenue should be handled by the club treasurer and/or advisor of the club. This person should contact the Student Activities & Inclusion Office Senior Office Assistant when requesting a deposit. Do not deposit money or handle any paperwork with CLC's Finance Department. All paperwork and processing will occur through the Office of Student Activities & Inclusion. All funds raised must be turned in immediately after event to the Student Activities & Inclusion Senior Office Assistant. If the Senior Office Assistant is unavailable, then the Office Associate will take the funds and lock them up in a secure area

- **Cash should never be handled by anyone other than the club treasurer or president.**
- **Cash should never be passed around or handled by any other club member (unless working cash box during event).**
- **Every event must have a paper trail and cash should never be given directly to students or company the funds are being raised for in an event of a fundraiser/scholarship.**
- The Student Activities & Inclusion Office Senior Office Assistant deposits club funds at the Cashier's Office within two (2) days of receiving funds from the clubs.

The following information will be helpful in establishing club budgets.

D. Establishing Club Programs and Activities

Once the club has decided what programs to keep, the next step would be to look at what programs to do in the coming year. Be creative and look at the program from a standpoint of meeting the educational, social, cultural, or other interests of the members and the CLC community. An example would be to develop an activity for each of the aforementioned interests.

Break the programs down to their barest components and determine what it would cost to accomplish each segment. Using a dance event as an example, the program may need a disc jockey, decorations, refreshments, flyers/posters, tickets, and workers/volunteers-- price out each segment.

E. Establishing a Travel Budget

Club travel should be a shared responsibility between the members attending and the club's budget. **DO NOT PLAN OR APPROVE A TRIP IF THE CLUB DOES NOT HAVE ENOUGH FUNDS!!!** If a club needs to travel within the state or to regional/national conferences, the cost of registration, meals, and transportation needs to be figured into the total cost of traveling. ***Please Note* If Club Advisors are traveling without students on business, they must receive permission from the club (in writing) that it is okay to use the club funds, and they must notify the Student Organizations and Multicultural Programs Coordinator. Business travel would include: leadership trainings, conferences, or workshops.** Clubs must follow the stipulations in the travel policy to finalize the travel section of the budget. ***Please Note* If traveling overnight, a student travel budget proposal must be submitted 5 weeks in advance and travel must be pre-approved by the Vice-President of Student Development before any steps are taken. If staying overnight in a hotel, co-ed rooms are not permitted, but may be pre-approved by the Student Organizations and Multicultural Programs Coordinator on a case-by-case basis.** Advisors that are approved drivers are to use College owned vehicles or Enterprise when transporting students, faculty etc. Students traveling or driving on their own, must complete a waiver, code of conduct, and emergency contact form in the Student Activities & Inclusion Office. Travel forms can be found on the Student Activities & Inclusion SharePoint page at:

F. Steps to completing a Travel Proposal:

- Conduct a pre-travel meeting with the Student Organizations and Multicultural Program Coordinator
- Complete out the Travel Proposal Form
 - Attachments include: Student Code of Conducts forms, student waiver, overnight parking form, emergency contacts form, conference agenda, fliers, registration fees, hotel costs
- For CLC Van or Rental Car- travel in mileage (google maps attached)-must do a gas calculation to determine how much gas will be needed. Gas Calculator can be found at: <https://www.dollartimes.com/calculators/cost-of-road-trip.htm>
- For flights, estimated airfare must be attached, luggage cost (Advisor should pay for all luggage so advance is easiest and **must have credit card**), taxi to and from airport, cost of food, hotel costs (including tax). **KEEP ALL RECEIPTS!** ***All receipts and unused funds must be returned to the Student Activities & Inclusion Senior Office Assistant within 48 hours from the time the club has returned from the trip.**
- If travel plans change, a new travel proposal is required. **THIS WILL RESTART THE TIME OF THE PROPOSAL AND THE PROCESS WILL START OVER.**
- ***We highly suggest never to give students a ride home in your own vehicle. Suggest to them to take an Uber, get a taxi, or take the bus. CLC does not reimburse if you decide to pay for a student, but make sure to remind students to secure a ride when returning to CLC prior to taking a trip!***

- If the students withdraws after admission but prior to commencement of the club/organization travel, they will be responsible for paying any unrecoverable travel costs that the College of Lake County has incurred on their behalf. Advisor must be notified in writing immediately
 - Such costs may include, but are not limited to pre-paid meals, pre-paid room reservation deposits, airline deposits, bus rental fees, payments for guides and other group expenses. (For example, if the program budget is based on a minimum of 15 participants, and the 15th student withdraws, then a portion of the cost for some group services also becomes unrecoverable costs and you will be responsible for these costs to ensure that the entire trip does not fail or that additional costs are not passed on to the remaining participants) Thus, even if you have not yet paid the full travel balance or do not attend the travel, you may be responsible for paying these unrecoverable program costs. Therefore, it is in your best interest to notify the Advisor, in writing, immediately upon deciding to withdraw.
- If the student withdraws from club/organization travel after commencement of the trip, for any reason, including being required to withdraw for academic or conduct reasons, no refunds will be given.
- **Reminder:** The College is exempt from paying IL State Tax and therefore every effort should be made to avoid this charge while making any purchase, including using the P-card. Please reach out to your vendors and make sure they are aware of the College's exempt status, especially for in-person purchases. If the vendor requests a copy of the IL Sales Tax Exemption Certificate, please send an email to Purchasing@clcollinois.edu with a brief explanation, the vendor name and contact information. Purchasing will follow-up and work with the vendor to resolve.

G. BUSINESS OPERATIONS

All student clubs must retain budget accounts on campus with the Student Activities & Inclusion Office Senior Office Assistant. No club or organization shall hold a private bank account, savings account, credit card, or debit card.

H. CATERING

All catering must be done “in house” through CLC’s contracted food service or permission is needed from them to get food from outside vendors. They have first right of refusal.

Submit catering forms, which can be found at:

http://dept.clcillinois.edu/bld/CS/CLCatering_form.pdf, at least two (2) weeks in advance. Exceptions can be made on a case-by-case basis*When having a meeting and food is not being served to the public, clubs can order food anywhere they choose*

I. CO-CURRICULAR TRANSCRIPTS

Students who have participated in clubs and/or organizations, athletics, received an award or another major achievement reviewed by the Student Organizations and Multicultural Program Coordinator can request a co-curricular transcript in the Student Activities & Inclusion office. The student should plan to meet with a Student Activities & Inclusion staff member for fifteen (15) minutes to review a list of their accomplishments of the three (3) categories mentioned. They should also have their CLC I.D. ready for the staff member entering the information for them. The co-curricular transcript can include the extra-curricular activities the student was involved in while attending the College of Lake County when they decide to transfer to another institution.

J. CLUB GRADUATION STOLES

1. **Who:** Students has petitioned to graduate and has been an active club or organization member, athlete, or has completed a student success program such as APPS, Promise Program, and. Etc. that is identified by the student program facilitator, will be entitled to purchase, and wear a stole at graduation. Club/org advisor or student program facilitator verifies eligibility of the student to wear the stole at graduation.
2. **What:** Stoles are a classic 60” and of one uniform color (white) with a leadership logo on one side and the CLC logo on the other. Students can wear pins to represent each their personal journey. The student is responsible for the purchase of the pins.
3. **Where:** Stoles will be purchased at Lancer zone at least one (1) week prior to graduation. The student must pay for their own stole. The receipt must be presented to Student Activities & Inclusion office for proof of purchase to receive the stole.

K. ADVISORS

Who can be a student club/organization advisor?

- Any **active CSA Trained** full-time Faculty/Administration/Staff member
- Any **active CSA Trained** part-time Faculty/Staff member

**Professional staff members who have experience working with students are preferred.*

Required responsibilities:

- Be present for **all** meetings and events sponsored by your Club or Organization. (Co-advisors or approved professional staff can fill in for the main Advisor.)
- Communicate with Student Activities & Inclusion staff **all** programs and activities.
- Be a resource person and co-facilitator with student officers for the group.
- Check with Student Activities & Inclusion on enrollment and grade status of officers each semester.
- Approve ALL paperwork.
- Charter Forms are due at the beginning of fall semester.
 - New officers are installed or gains new members, communicate to the Student Activities & Inclusion office.
- Attendance at *Interclub Council (ICC) Meetings*
- Community Service Hours
- CSA training

*Click on link to access fillable club forms

<http://clweb.clcillinois.edu/depts/act.asp>

Open the form, enter the information requested. You can save the document to a file of your choice, email to Mardi @ Mchaput@clcillinois.edu or simply bring them to the office once filled out.

Finance Procedures

It is important for students and advisors to understand their responsibilities and the potential liabilities when managing an organization's funds. These guidelines outline requirements and best practices for managing funds.

Event Reservations

- Paperwork for reservations are due (3) **three weeks prior** to the requested event date.
- Review and approve all reservations forms.
- Make sure your event is advertised at least (2) two weeks in advance, and follow-up with reminders.
- **All events require a registration form; no exceptions!**

Community Service

- Minimum of 10 hours per fiscal year

Interclub Council (ICC) Meetings

- One member is present for each meeting. Two (2) would be best to confirm attendance.
- Exciting opportunity to network and collaborate.
- Have participating member(s) report meeting information to their Club or Organization.
- Meetings are held only once a month (**always the 3rd Thursday in September, October, November, February, March, and April at 4pm**).

Weekly Club Meeting

- Do not meet without having the room booked and confirmed with Student Activities & Inclusion. **Clubs do not meet in the summer without approval!**

Travel

- Schedule an appointment with the Student Organizations and Multicultural Programs Coordinator for assistance with paperwork and budgeting.
- Paperwork for day trips (in-district) are due (3) **three weeks prior** to travel date.
- Paperwork for overnight trips (in and out of district) are due (5) **five weeks prior** to travel date.
- ***Student Activities & Inclusion cannot guarantee funding if paperwork is late!**
 - ***Please note:** a proposal is required and must be approved by the Vice-President of Student Development before making any arrangements.
 - Student reimbursements are not allowed.
 - You must travel with the club at all times or find a CSA trained employee to take your place! At this time, no clubs/organizations are allowed to travel until further notice!
- Do not allow clubs to travel on their own. *Note* **If you have an off- campus event that is not affiliated with CLC, is not club funded and the students just want to get together, they can, but it would *not* be considered a CLC activity. But, you must be present for all club travel. Students who drive on their own for club travel must sign a waiver in the Student Activities & Inclusion office.**

Flyers

- Do not allow your Club or Organization to post fliers without prior approval from the Student Activities & Inclusion office.
- Assign a person who puts up fliers/posters to also take them down immediately after the event when we return back to campus!

Mandatory Training

- Student leaders must take the “Not Anymore Training”

Club Mailboxes

- Do hold your Club or Organization accountable for checking the club mailbox weekly.

Student Activities & Inclusion Involvement Days

- Encourage your Club or Organization to participate.
 - (1) at the beginning of fall and (1) at the beginning of spring.

Tips for Advisors

- Confirm all paperwork is submitted on time to prevent delays and problems!
Encourage your Club or Organization to plan ahead!
- Keep lines of communication open with! Speak with the Student Activities & Inclusion department about any concerns, issues or challenges.
- Work with Student Activities & Inclusion to get ideas for promoting your club and fund raising events. They know some tricks to get people’s attention!

Advisor Dos and Don’ts

- Do not allow students to drink, purchase or possess alcohol/marijuana at any time during a student event. Alcohol is strictly prohibited at CLC Student Activities & Inclusion even if they are 21 or over. **This includes meetings, conferences, workshops, banquets or any CLC activity on or off campus.**
- If you cannot attend a student event, do assign a Co-advisor or appropriate faculty or staff member to take your place.