

2023-2024

STUDENT ORGANIZATION HANDBOOK



**STUDENT LIFE &
DEVELOPMENT**

Student Organization Advisors and Student Leadership,

The purpose of the Handbook is to provide information and guidelines to assist you in fulfilling your obligations as a student organization advisor or student leader. I want to express my sincere gratitude to you for assuming this responsibility. You have taken on an exciting and important challenge in developing our students and contributing to the GC campus experience.

Student Organizations are vital to the overall development of our students. Educational statistics prove that students who are involved in organizations and extracurricular activities make better grades, feel more connected to the institution and are more likely to succeed. The events and experiences that we guide students through, change and shape their lives. It is important that you have the tools necessary to do that job (that is, in most cases, voluntary). I am here to support you; please let me know how I can do that!

Communication between the Student Life & Development Office, advisors and student leadership is essential to the growth and success of our organizations. My team and I are eager to start our work for the year and to continue to provide a supportive and increasingly accessible environment for our organizations! Please don't hesitate to reach out to our office with suggestions, questions and needs!

Go Vikings!

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 facebook.com/groups/GCStudentLife
 [@GC.StudentLife](https://www.instagram.com/GC.StudentLife)

 band.us/StudentLifeBand

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Publication Note:

Although the contents of the Student Organizations Handbook were prepared on the basis of the best information available at the time of printing, the programs, policies and statements contained herein are subject to continuous review and evaluation. GC reserves the right to make changes at any time without notice. If necessary, the College website carries addendums to this publication. Grayson College is an equal opportunity institution.

Introduction

Student Organizations are a great way for students to develop social, educational and leadership skills. Involvement in recognized student organizations at Grayson College (GC) allows students the opportunity to network, represent GC and become engaged in service activities both on- and off-campus.

The Student Organizations Handbook is a resource guide. This Handbook is designed to assist student organization leaders and advisors in establishing and effectively leading a successful organization.

Mission Statement

The mission of Student Life and Development is to provide the environment that fosters personal growth, development of leadership skills, preparation for community responsibility and cultural exploration.

Student Life & Development Values

Students who engage in Student Life and Development programs and activities will:

- Develop an integrated sense of personal identity, a positive sense of self and a personal code of ethics. They will be able to identify personal interests, values, strengths and identities, and use these attributes to positively shape their communities.
- Develop healthy, respectful, and collaborative relationships with others.
- Demonstrate an understanding of, and commitment to, social justice and apply that knowledge to create safe, healthy, equitable and thriving communities.
- Acquire and use cognitive and practical skills that will enable them to live healthy, productive and purposeful lives. They will be able to articulate how their co-curricular involvement integrates with their personal and professional goals.

Student Organization Rights & Responsibilities

The privileges and responsibilities of all Student Organizations at Grayson College are outlined below and in detail throughout the Student Organizations Handbook.

Privileges Granted to Student Organizations

Registered Student Organizations at Grayson College acquire many benefits upon approval and completion of the registration process, including the opportunity to gain valuable leadership and life skills.

- Club Hub (Student Organization Resource Room)
- Use of College Facilities and Equipment
- Use of Organization Funds and Fundraising
- Student Organization Financial Accounts
- Marketing and Promotion Support
- Resource Support for Planning/Implementing Programming

Responsibilities of Student Organizations

- Complete Annual Registration
- Follow all Risk Management Guidelines
- Update and Implement Student Organization Constitution
- Uphold All Policies and Regulations
- Student Government Association (SGA) Representation

Student Organization Types

- *Registered*- A student organization is considered registered when it has completed the annual registration process each fall. A registered student organization has full access to all privileges granted by Grayson College and the Student Life and Development Office.
- *Academic/Department Sponsored*- This student organization goes through the same registration requirements and is formed to serve the purpose of a certain department, program or instructional pathway.
- *Affiliate*- An affiliate organization does not go through the full registration process but only has to consist of a willing Advisor and interested students. This type of organization does not have access to most of the privileges granted to registered student organizations but does allow for smaller interest groups to grow into a registered organization if they choose.
- *Club Sports Teams*- A Club Sport is an organization formed by individuals who are motivated by a common interest and desire to participate in a particular sports activity. More specifically, Club Sports are formed so the participants can learn new skills, improve existing skills, engage in competition and enjoy recreational and social fellowship.

Student Organization Advisors

During the course of the year, administrators, faculty and staff may be asked to serve as an advisor for a student organization. Accepting the responsibilities and challenges of becoming an advisor may require voluntary time outside of contractual and daily work obligations; however, serving as an advisor can be a rewarding and fulfilling experience. There are opportunities to socialize with students in a casual setting and advise them on issues that will foster and guide their educational success and social development.

Before accepting the role of an advisor, the employee should meet with leadership (direct supervisor, Director of Student Life & Development and existing advisors of the group). This meeting should cover the time and level of commitment needed by the advisor in order to ensure the organization's success.. A potential advisor should not attempt to devote more time and effort than they are physically and mentally able to give. Once an agreement is reached with an employee to serve as an advisor, the organization must submit the advisor's name to the Director of Student Life and Development for administrative approval.

The Role of an Organization Advisor

Advisors may be responsible for filling a variety of roles - it is important to clarify and outline these with each new group of student officers:

- Liaison between the organization, administration and other employees

- An interpreter of policy; an information resource regarding organizational procedures, group process and programming concerns
- A resource providing history and continuity between changing organization leadership
- A teacher of effective programming (planning and hosting events, workshops, etc.)
- A strong example of effective communication and professionalism
- An advisor, mediator, consultant, sounding board and friend

Advisor Eligibility

To be considered for an advisor role with a student organization at Grayson College, one must

- Be a full time employee
- Attend the Annual Student Organization Training Meeting
- Must read and sign the Risk Management Statement

Expectations of an Organization Advisors

- Advisors are responsible for registering their organization by the specified deadline each fall. Additionally, advisors are to confirm that all students participating in the organization meet the hourly credit and gpa requirements as outlined in their constitution.
- Advisors are responsible for submitting all required forms (ie: Activity Form, Risk Management Statement Form and Officer Roster form) by the designated deadlines.
- The organization Advisor must attend (for the entire time) all meetings and social functions or provide an employee substitute.
- Advisors are responsible for proof-reading, approving and submitting **all** publicity to the Student Life & Development office **before** posting online or on campus.

Time Commitment

The amount of time required to serve as a student organization advisor varies based on the needs of that organization. The average advisor may spend two to three hours a month with their organization and two to four hours per week for organizations that are more active.

Advisor activities can include:

- Attending meetings
- Attending various events sponsored by the student organization one advises
- Meeting with president(s) or officers of the student organization to discuss events, programming, organizational development and reflection
- Assist in fundraising activities
- Assist in setting realistic goals for each academic year

Hourly employees will need to request time from their supervisor when they volunteer or work with an organization during their working hours. Their direct supervisor can help determine the appropriate amount of time that can be dedicated to the organization the employee will advise.

Hourly employees wanting to travel for organization purposes will be handled on a case-by-case basis, working closely with the direct supervisor and the Office of Student Life and Development.

Campus Security Authority - Title IX for Student Organization Advisors

Advisors of student organizations are considered Campus Security Authorities (CSAs), as defined by the Clery Act, because they have significant responsibility for student and campus activities. If someone tells an advisor about a crime or an incident that may be a crime, record the information and submit a report to GCPD. Just get the facts and GCPD will take care of the rest. The CSA's role is to get the information the person is willing to disclose and not to investigate to determine who's at fault or find the perpetrator. When submitting the response, do not identify the victim unless they give you permission. If in doubt, go ahead and report it or contact the [Title IX Coordinator](#), Dr. Molly Harris at harrism@grayson.edu.

The following crimes must be reported:

- Criminal homicide (murder, non-negligent/negligent manslaughter)
- Sex offenses (forcible/non-forcible)
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Liquor, drugs, and weapons arrests
- Disciplinary referrals for students and employees

Be sure to document when the crime or incident occurred and when it was reported to you. The Clery Act requires that the crime is reported for the calendar year in which it was first reported to a Campus Security Authority – not when it occurred or reported to police. A crime must be reported if it occurred on campus, on Grayson College property, on public property adjacent to campuses or on property closely related to the College. Typically, crimes unrelated to Grayson College such as a crime that occurred at another college or while away from campus during a non-sponsored activity should not be included, but do tell the student about reporting options and refer for help.

Be sure to inform the person about options for reporting to the police or any available confidential reporting process. Just understand that it is up to them to report the crime. Advisors cannot promise anonymity but will do everything to protect confidentiality. Additionally, let the person know of any resources for victims' assistance programs, medical treatment or counseling services available to them on campus or in the community.

For additional resources, connect with Counseling and Social Services located in the Life Center on the 2nd Floor.

Advisor Tips!

- Once the officer team is in place, the organization should be set up in a self-efficient manner where students do the work. As advisor, guide the organization in creating additional committees by helping delegate tasks to students to complete on their own.

The advisor's goal is to help students develop professional skills and the confidence to make decisions on their own,

- Permit student leaders the freedom to explore their duties and responsibilities while being cautious of their actions to minimize discord within the organization. As students develop leadership skills, conflicts within the group often need a more experienced mediator or resource to consult when resolving encountered problems. *This is the time an advisor is needed.*
- Occasionally when large challenges are about to be faced, advisor intervention may become necessary to protect the organization. Examples include, students advocating violation of the College policies; financial integrity of the organization is at risk; or internal conflict that damages the working order and efficiency of the group. Advisors may exercise their veto power or request a member's resignation.
- For the most part, student leaders should be allowed to perform their duties, make mistakes, and learn to resolve conflict on their own. Many advisors find that occasional checkups on the organization's progress and having timelines for major tasks help avoid complications.
- Don't take it personally! It is important to remember the success of an advisor is not always reflected in the performance of the organization; these activities are all about learning leadership skills. Advisors are not expected to be, and should not be, the organization's workhorse. Delegate work to the students, oversee the progress and allow them the opportunity to grow as leaders by doing the work themselves



2023 Advisor of the Year and Runners Up!

Student Organization Management

All student organizations must adhere to the policies and procedures set forth by Grayson College. GC policies and procedures may be found on the GC website. All student organizations are required to uphold their constitutions and bylaws.

Annual Registration for Student Organizations

Student Organizations must complete the annual registration tasks, at the beginning of each fall semester and submit the completed documents to the Director of Student Life and Development by the 30th of September.

Returning Student Organizations may be **denied** or **terminated** due to the following:

1. Failure to comply with GC policies and procedures
2. Inability to complete the Student Organization registration tasks and submit it by the specified deadline
3. Sanctions imposed on the organization by the GC administration
4. A request by a national- or state-chartered organization, that affiliates with the local organization, to terminate

Guidelines to Renew the Registered Status of a Returning Student Organization

Registering a returning Student Organization with the Student Life and Development Office is required at the beginning of each fall semester. Registration consists of:

- The [Student Organization Registration Form](#) (located under GC Forms)
- The [Student Organization Officer Roster Page](#) (located under GC Forms)
- The [Risk Management Statement](#), signed by Advisor(s) and the Student Organization Student Leaders (located under GC Forms)
- A copy of the organization's constitution (if it has been updated or hasn't been submitted previously)

Membership Guidelines

1. Membership is available to all GC students without discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran status. Student organizations such as honor societies and academic organizations may impose membership standards based on acceptance to an academic program, course completion requirement, minimum credit hours or GPA.
2. Membership in a registered student organization is open to all currently enrolled GC students, this includes students in credit and non-credit programs. Students serving as organization officers must be enrolled in a **minimum of 6 credit hours** and have a **cumulative GPA of 2.0**.
3. Students on academic probation may not hold an officer position in an organization. Students may remain active with the organization while working towards improving their academic standing.
4. Students on disciplinary probation by Grayson College may not hold office or travel with a student organization. A student may return to active status once the above actions have been lifted.

Officer Responsibilities:

Each registered student organization is required to list their officers on the [Student Organization Roster Page](#). All organizations must have at least two officers, unless otherwise dictated by the organization's constitution.

Individual officer responsibilities will vary per organization and will need to be outlined in the official constitution.

Risk Management Program Information for Student Organizations

Texas Legislation mandates under the Texas Education Code Section 51.9361 that all student organizations advisors and officers must cover specific topics annually and must report all training content to the full membership at least once per year. This is known as Risk Management Training.

Risk management is the practice of assessing the risks inherent in a specific activity or event and implementing some controls which reduce the potential for accidents and injuries to members and their guests. Risk management should always take precedence over expediency and shortcuts. All student organizations that hold social events and activities at GC or travel in the name of GC are expected to follow Student Life and Development and GC policies and procedures.

Grayson College's Student Organization Risk Management Program addresses the following areas:

1. Alcohol/Illegal Drugs
2. Hazing
3. Sexual Harassment/Abuse Discrimination
4. Fire and Life Safety
5. General Health and Safety
6. Transportation
7. Financial
8. Personal Property
9. Accessibility
10. Advisor Responsibility

There are five major factors that are often a leading cause of litigation. Any one of these factors may be applicable to the organization as a whole, the organization's advisor, the officer's or individual organization members.

1. *Ignorance of the Law*- This could be applicable to the student organization that does not adopt a behavior code, reasoning that when members are involved in hazing or a sexually abusive situation, it is not the responsibility of the organization. Of course, in reality the entire organization, advisor, officers or individual members may be indicted.
2. *Ignoring the Law*- Although the organization knows that consuming or serving alcoholic beverages on or during college-related events or trips is illegal, they continue to violate the law.
3. *Failure to Act*- An organization that would allow a fist-fight (possibly between non-members) to continue at a function could be construed liable for the injury because of their failure to take some sort of action to curtail the behavior.
4. *Failure to Warn*- An organization that sponsors an activity that requires proper techniques for safe participation must inform all participants of the inherent dangers involved.

5. *Expense*- An organization fails to appropriate funds to insure and maintain safety at an event or activity (hire a campus police officer to be present) that the advisor may be liable in the event of an accident or injury.

Organization Advisors receive risk management training at the annual Advisor Luncheon in the Fall and are expected to train their individual student organization annually. For a complete description of the policies and procedures relating to student conduct please refer to the Grayson College Student Handbook found on the College website. The Risk Management Statement can be found on the College website under GC Forms and must be submitted to the Office of Student Life and Development every September.

Having a student organizations risk management program in place goes a long way in reducing the possibility of something unfortunate happening; it also helps to protect members, advisors and the Director of Student Life and Development in the event Grayson College gets sued.

Student Government Association (SGA) Representation

To maintain an active student life, each student organization is **required** to have a student representative attend the SGA meetings hosted the first and third Thursdays of each month; roll is taken at each meeting. The representative should be prepared to report on their organization's business, activities and upcoming events for the month. If there is a conflict in attending, contact the Director of Student Life and Development. All Organization representatives and members are encouraged to be actively engaged in on-campus SGA-sponsored activities and events. Minutes for each Student Government meeting are uploaded into Band.

Organization Name Changes

If a student organization wants to change the name of an organization, it must first be voted on by the membership as a whole and then submitted to the Office of Student Life and Development. Final approval will be given by the Dean of Student Affairs.

Club Hub/Workspace Procedures

The Club Hub is a space located on the 2nd Floor of the Life Center in the Student Life and Development Office. This area can be used by student organization leaders to meet, brainstorm, work and use as a resource in their Student Org work. This is a new resource as of the 23-24 academic year.

Organization Storage - Request to Store Items

There are limited storage spaces available to student organizations. If your organization needs help storing items for an event or weekly meetups, please contact the Office of Student Life and Development. Storage space is on a first come, first served basis.

Student Guide to Freedom of Expression

Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to express support for causes on campus by orderly means. Students and student organizations should make clear that their public expressions represent the viewpoint or expression of those individuals or organizations and not necessarily those of GC.

GC recognizes and supports the exercise of free expression. There is an important distinction between "expression" or "speech" and "behavior" or "conduct." Offensive speech may be protected under the First Amendment. Discriminatory or abusive conduct is not.

Chartering a New Student Organization

Chartering a Student Organization

All student organizations should create opportunities for students with like interests to flourish, both academically and personally. All student organizations should serve the Grayson College and surrounding community through co- and extracurricular activities.

Definition of a New Student Organization

A new organization at GC is defined as a student group with interests that have not been established or recognized by the Office of Student Life and Development.

Guidelines to starting a Student Organization

- Contact the Office of Student Life and Development about the organization's purpose and goals
- Must have a full time employee serve as advisor. The Office of Student Life and Development can help find the right advisor if needed
- Must have at least 2 student officers
- Recruit a minimum of 7 currently enrolled students (this allows for 2 officers and 5 members)
- Complete the Organization Registration Form and submit the Organization Constitution
- Must attend the Student Government Association meetings
- Must adhere to all Student Life and Development and Grayson College policies

*All new student organizations will have a one year probationary period to build before becoming a fully registered student organization.

Once the Student Organization Is Approved

- Submit the [Organization Roster Page](#) within the first 30 days of becoming active
- Submit the [Risk Management Statement Form](#)
- Use the [Activity/Event Approval Form](#) to submit dates for the organization's meetings and events
- Work with the Office of Student Life and Development to create student organization specific branding and marketing materials

Student Organization Constitution

The constitution is a valuable tool for the successful functioning and continued existence of any registered organization. Essentially, the constitution is a document that describes the organization's purpose, registered elements of the organization and governs the way in which the group will function.

Guidelines for Writing a Constitution

The constitution of an organization should include the following:

- Article 1: Introduction
 - Name
 - Purpose
 - Objectives
- Article 2: Organizational Structure
 - Leadership Positions
 - Advisors
 - Dissolution of Organization
- Article 3: Membership
 - Types of Membership
 - Membership Eligibility
 - Leadership Eligibility and Qualifications
 - Leadership Position Resignation
- Article 4: Leadership Position Election/Selection Process
 - Election Timing
 - Nominations
 - Election and Voting Procedures
 - Notification of Posting of Elections
 - Grounds for Removal
 - Procedure for Impeachment
 - Procedure for Appeal of Impeachment
- Article 5: Meetings
 - Type and Occurrence of Meetings
- Article 6: Handling of Funds
 - Student Organization Finance Office
 - Dissolution of Organization
- Article 7: Constitutional Amendments
 - Amendment
 - Ratification
- Article 8: Constitutional Review
- Article 9: Statement of Compliance with Campus Regulations

Signature Page of a Constitution

A Signature Page at the end of the organization's constitution is needed in order to verify that the constitution has been ratified and approved as the governing doctrine for the organization. The Signature Page should include the following:

1. Listing of all officers with signature and date
2. Signature and Date of Advisor(s)
3. Signature and date of Director of Student Life and Development
4. Signature and date of Dean of Student Affairs

A guide for creating a Student Organization Constitution is located in the Resource Section of the Handbook.

Newly Established Student Organizations are Eligible for the Following:

Organization Start-up Funds

The student organization start-up fund is a one-time, two-hundred dollar (\$200) award given to a new organization to cover beginning expenses. Organizations are only eligible for this award during the first semester that the organization is established. These funds apply only to new organizations and do not apply to organizations that are being reactivated.

Welcome Week Funds

Welcome Week is an opportunity for newly-chartered organizations to showcase what they offer. Each new organization will have the opportunity to participate in Welcome Week events and in doing so will have access to \$100 per semester to use for those events planned with the Office of Student Life and Development.

Events and Activities

Any activity or event, including, but not limited to, meetings, social gatherings, travel, community service projects and on-campus events requires prior approval from the Director of Student Life and Development **10 business days** prior to the start date.

Student Organization [Activity/Event Approval Form](#) must be completed and submitted for approval to the Director of Student Life and Development. The Student Life and Development Office has priority use of space within the Life Center and immediately outside the Life Center (patios, commons area, covered walkways, sidewalks, under the Bridge and lawn areas). The [Organization Activity Approval Form](#) can be found at grayson.edu under Employee Resources > GC Forms.

Facilities and Technology Requests

Official student organizations may reserve College facilities, vehicles and equipment for meetings, programs, fundraisers and campus events.

- Reservations for technology can be made by [submitting a technology ticket](#).
- Reservations for the College vehicles can be made by [submitting a facilities ticket](#). You must be an approved driver. To become an approved driver, please work with HR.
- Reservations for the Center for Workplace learning can be made by contacting the CWL administrative assistant.
- Reservations for the Life Center Conference Room, Viking Room, TV Room and other areas in the Life Center may be made by contacting the Student Life and Development Office.
- If other classrooms/conference rooms are needed, please contact the Office of Student Life and Development to get connected to the proper contact.

Great Western Dining (GWD)

GWD is the food provider contracted in the Grayson College cafeteria. In addition to providing food services to our students, faculty and staff - they have catering options. These options can be

for full meals or just simple options needed for events. For questions please contact Great Western Dining.

Office number: 903-463-8632

E-mail: grayson@gwdining.net

Event Policies

- *Alcohol*- Grayson College generally does not permit the distribution or consumption of alcohol at any College sanctioned event, whether on- or off-campus. This standard is for all GC students and employees.
- *Peaceful Assembly*- Common outdoor areas are traditional public forums. Students and registered student organizations may engage in expressive activities in common outdoor areas, unless:
 - The person's conduct is unlawful;
 - The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement official could not control with reasonable efforts;
 - The use would materially or substantially disrupt or disturb the regular academic program; or
 - The use would result in damage to or defacement of property.
- *Amplified Sound*- Grayson College has a substantial interest in limiting volume on campus to preserve the educational mission of the institution. In outdoor areas, where this issue arises most often, the College may adopt content-neutral and reasonable time, place and manner restrictions on sound volume, whether amplified or not.
- *Agreements*- Student Organizations may not enter into any contracts or agreements without the approval of the Office of Student Life and Development. This can include, but is not limited to: guest speakers, event equipment, catering, etc.
- *Sponsorships*- All donations and sponsorships must be approved through the Office of Student Life and Development and the Grayson College Foundation before they are asked for and/or accepted.
- *Copyrights*- Music, movies and other copyrighted material must be properly obtained. The Office of Student Life and Development purchases the rights to use music at events, but it is the responsibility of each individual student organization to obtain the rights to show films or other copyrighted material within their organization. For questions about what is allowed or need help obtaining rights, please reach out to the Office of Student Life and Development.

Travel

Grayson College recognizes the importance of student travel to supplement instruction, to provide opportunities for leadership growth, for cultural and social development and for representation of the College in contests, competitions and conferences. The purpose of the student travel procedures is to maximize the probability of safe travel for GC students on college-sanctioned trips.

Definition of "College-Sanctioned Travel"

College-sanctioned travel occurs when travel meets one or more of the following conditions:

- A College department or student organization plans the travel and/or recognizes it for professional or educational purposes.
- An employee is serving in their official capacity.
- Departmental and/or organizational resources are used.

Travel Procedures - To Be Completed by Student Organization Advisors and/or Employees

All college policies, procedures and regulations apply to student travel individually or as a group. All forms can be found on the College website under [Employee Resources](#).

1. Submit the [Activity/Event Form](#) found under GC Forms. This will alert the Office of Student Life and Development that the student organization plans to travel and allows staff to reach out to guide through the process as needed.
2. The Office of Student Life and Development will notify advisor(s) of travel approval/denial.
3. All traveling student organization advisors will complete the left side of the [Travel Authorization Form](#). A separate form is needed for each advisor regardless of associated costs.
4. Travel Authorization Form(s) must be signed by the Director of Student Life and Development.
5. Travel Authorization Form(s) completed and signed are entered into ReqLogic by the Office of Student Life and Development when organization funds (club accounts) are used.
6. If a Grayson College Vehicle is needed, submit the [reservation request form](#) and submit it to the Office of Student Life and Development.
7. Complete the [Student Activity Waiver](#)
 - Each trip participant must complete and personally sign a Student Activity Release Form, this includes adding two emergency contacts. A parent or legal guardian must sign the waiver for minor students.
 - At least 48 hours prior to the trip, the liability releases must be submitted to the Office of Student Life and Development. A copy of the forms should be kept on file with the advisor during travel and a digital copy is made available to the Grayson College Police Department.
8. Upon Return, the advisor must complete the right side of the Travel Authorization Form(s) and return to the Office of Student Life and Development with any receipts.
 - a. Advisor signature is required at the bottom of the page if the right side exceeds the left. Otherwise, the Director of Student Life and Development will sign as the Supervisor.
 - b. Any funds due to Grayson College must be turned into the Business Office.

Funding

Student organizations at GC are responsible for generating their own monies for travel. [Travel advances](#) and/or travel reimbursements are the two methods used to obtain funding; however, please note that travel reimbursements can only be made to those who have submitted the Travel Authorization Form. Proper documentation (invoices or receipts) are required. Organization funds are available for purchases needed prior to the trip by completing the Student Organization Expenditure Request Form.

Student Responsibility While Traveling

All College policies, procedures and regulations apply to student travel. The Student Code of Conduct, as found in the Grayson College Student Handbook, is in effect at all times while students are traveling. Students are responsible for making wise decisions about their health and safety.

Advisor Responsibility While Traveling

Advisors are responsible for accompanying, advising and assisting students to make travel as safe and meaningful as possible.

Driving with Students

Grayson College employees may only drive students in Grayson College vehicles or rented vehicles under the Grayson College Enterprise Contracts. No student may ride in a personal vehicle of an employee at any time.

- A. Minimum Driver Qualifications- **Only GC employees may drive college vehicles.** Each driver must:
 - Be at least 18 years of age.
 - Hold a valid license for the vehicle being driven.
 - Meet the driver requirements of the College's insurance carrier if driving a College vehicle or vehicle leased using College funds; or have insurance coverage as required by law if driving a personal vehicle.
 - Have passed the required drug test to operate College vehicles.
- B. Driver Conduct and Responsibility- The driver is responsible for the safe operation of the vehicle and for maintaining safe conditions within the vehicle. The driver must:
 - Comply with all applicable traffic laws and regulations.
 - Not smoke in the vehicle.
 - Not use radar/laser detection devices; and
 - Confront rowdy or disorderly behavior by passengers that may cause driver distractions.
- C. Safety Rules
 - Travel planners/Advisors are encouraged to consider the number of participants traveling, distance to be traveled and time frame of the travel (day versus night) when determining whether College vehicles or other forms of transportation are needed.
 - Travelers should be aware of the fact that most highway accidents occur as a result of driver fatigue.
 - Advisors should be careful not to place too many passengers and luggage items in vehicles..
 - Seatbelts, when available, should be worn at all times.
 - Cell phone use should be avoided while driving.

Marketing

Social Media and Marketing

Student Life and Development has a [Google calendar](#) available for students and employees. Additionally, student organization information is located on the website and on the Student Life

Band app. Student organizations may submit meeting information to the Office of Student Life and Development, via the Activity Approval Form, to be added to these calendars. Event information will be pulled from the [Activity Approval Form](#) and placed on the calendar once approved. Large, campus-wide events may be placed on the College Events Google Calendar with approval from the Directors of Student Life and Development and Marketing and Communications.

The Director of Student Life and Development is an approved Brand Ambassador of Grayson College. The Director will support the advancement of student engagement through advertising events, membership, etc. All social media accounts used by student organizations must be approved by Marketing and Communications. Please [submit a Marketing Request](#) to discuss your options prior to creating an account. The Marketing Coordinator must have access to all social media accounts.

Marketing and Promotion Support

Registered Student Organizations have access to both the Student Life and Development Office and Marketing and Communications teams for support in promoting their organization, events and other information.

- Student Organizations may submit information to be included on the digital monitors throughout campus and on social media. Information should be submitted a minimum of 3 weeks in advance by submitting a [Marketing Request](#) on the College website.
- Requests for meeting and event flyers may be submitted with the Activity and Event form to the Student Life and Development Office.
- Additional Marketing items such as shirts, rack cards, business cards, promotional items, etc. must be submitted a minimum of 6 weeks in advance through the [Marketing Request ticket system](#) on the College website.
- All marketing materials - print, digital and promotional, must be approved by Student Life and Development and/or Marketing and Communications.

Finances and Fundraising

Student Organizations are responsible for their own fundraising and fiscal planning. Any organization that raises funds, collects money or incurs expenses must work closely with the Director of Student Life and Development to conduct the business of the organization. Each organization will designate a member to act as treasurer who is expected to maintain accurate records for all deposits and expenditures. If a student is not available to act as Treasurer, the organization's Advisor assumes the role.

Student Organization Financial Accounts

Registered Student Organizations receive a financial account through the Grayson College Business Office.

- All organization funds must be deposited through the Business Office and deposit slips sent via email to the Office of Student Life and Development.

- All purchases must be made through the Office of Student Life and Development, through the [Student Organization Expenditure Request Form](#), located under GC Forms.
- Petty cash funds and/or off-campus bank accounts are not permitted per GC policy.

Deposits

Deposits must be made to the Business Office by the organization Advisor. All cash and check transactions should be counted and properly prepared for deposit. Personal checks are required to have a printed or handwritten driver's license number on the face of the check. Checks will not be accepted by the Business Office if the driver's license number is missing. Large amounts of coins should be rolled prior to making a deposit. All deposits are to be taken to the Business Office. The Advisor making the deposit must tell the cashier the name of the organization making the deposit and know the account number. A copy of the deposit receipt should be submitted to the Director of Student Life and Development. Do not hold checks or cash; make timely deposits (daily or weekly). Advisor or organization officer petty cash funds are against College policy.

Expenditures

Planning ahead is essential. Before processing paperwork to spend funds from an organization account, the Advisor must verify that there are adequate resources in the account to cover the purchase. Student organizations may use GC's sales tax-exempt status for purchases pertaining to the organization. A sales tax or hotel tax letter may be obtained from the Business Office. **Note:** Sales tax paid on purchases **WILL NOT** be reimbursed.

The [Student Organization Expenditure Form](#) is used to draft monies from an organization's account. This form can be found on the College website under Employee Resources > GC Forms. Plan ahead; it takes the Business Office approximately 10 business days to prepare a check.

To Spend Student Organization Funds

1. Locate the item(s) you want to purchase. Include all associated costs on the expenditure form.
2. Submit the [Student Organization Expenditure Form](#) to the Student Life and Development Office for processing.
3. Once a PO number has been issued, the organization may move forward with the purchase.
4. Once a purchase has been made, submit receipts to the Student Life and Development Office to finish the paying process.

Use of Organization Funds and Fundraising

Registered Student Organizations enjoy the opportunity to plan, promote and conduct fundraisers within the College and in the community. Funds collected through these events may be used for organizational purposes only.

- The Student Life and Development [Activity and Event Approval Form](#) (located under GC Forms) must be submitted for approval to the Director of Student Life and Development 10 business days prior to the event. All details of the proposed fundraiser must be submitted for approval before anything is requested for purchasing or donation.

- If money is collected at an event, the Advisor or an employee representative from Grayson College must be present.
- When handling money for all fundraisers, money must be collected as cash, check or credit card (machine options available via the Business Office). Venmo, cashapp, paypal, etc. are not permitted per GC policy.
- If cash will be accepted at a fundraiser, training must be completed prior to the event. This training is conducted by the Business Office.
- Revenue generated from admittance is to be deposited at the Business Office and deposit slip filed with the Office of Student Life and Development.

Donations

If there is an individual, group or company that would like to make a monetary donation or donation of items to your organization, you must submit the [Student Life and Development Donation Form](#).

Raffles and Drawings

An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor.

The Charitable Raffle Enabling Act ("CREA"), permits "qualified organizations" to hold up to two raffles per calendar year, with certain specified restrictions. CREA defines a raffle as "the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize." *Individuals and for profit businesses may not hold raffles.* Only a qualified 501(c) tax-exempt organization may hold raffles in Texas under CREA (and only two raffles per calendar year).

This means that you **must partner with the Grayson College Foundation in order to officially hold your raffle**. There are additional strict raffle rules that must be followed, and the Office of Student Life and Development is happy to guide you through your fundraising process. To hold a raffle or drawing, you must submit the [Activity and Event Approval Form](#).

Monthly Statements

On the first Friday of each month, the Office of Student Life and Development will email the advisor of each student organization a monthly statement with updated expenditures, deposits and balances

Important Reminders for all Accounting Procedures

- Student Organizations must be active, registered organizations, in good standing to utilize their funds.
- Invoices and receipts should only show items for organization use (no personal items should be included on the same receipt).
- Incomplete submission of any form will delay the process, so be sure to provide all necessary information when it is submitted.
- Expenses should be submitted within the same academic year of occurrence.
- The Advisor must handle all deposit and expense forms.

- If merchandise or services are ordered without proper authorization, the organization account may be frozen and the organization will not be permitted to use funds until the problems are resolved.
- Similarly, if bills are not submitted in a timely manner, the organization's account may be frozen and the organization will not be permitted to use funds until the problems are resolved.

Student Government Association

Role of SGA

SGA is the official student governance body at Grayson College. Its main responsibilities are to help facilitate student/College relations, to ensure that student concerns and needs are resolved and to oversee student organizations and other activities. The Student Government Association ensures that students have a voice in what happens at Grayson College.

Leadership Team

The Leadership Team of the Student Government Association consists of the President, Vice President, Public Relations Officer, Secretary and South Campus Representative. Additionally, Campus Activities Board and Community Service Board are housed under the Leadership Team, both have director positions appointed.

- President
 - Execute and administer the business of the SGA
 - Be the official representative of the organization at all times
 - Appoint and establish any necessary committees
 - Develop annual goals for the organization with the help from other Leadership Team members, including the Advisor
 - Prepare the monthly meeting agenda
 - Attend regular meetings of the Grayson College Board of Trustees
- Vice President
 - Preside over SGA in the absence of the President
 - Oversee the Campus Activities Board
 - Provide leadership in coordinating communication with all recognized GC student clubs and organizations
 - Serve on the Safety and Security Committee
- Public Relations Director
 - Work with SGA leadership to develop materials (using Instagram, Facebook, Discord and/or Canva) to promote SGA meetings and student organization events
 - Oversee the Viking Service Board
 - Attend Communications Council
- Secretary
 - Record meeting minutes of the bi-monthly SGA general meetings
 - Maintain SGA records
 - Oversee the Community Service Board
 - Serve on the Campus Beautification Committee
- South Campus Representative
 - Attend all General meetings of the SGA from South or Main Campus

- Bring concerns of South Campus students to the attention of the SGA
- Report to South Campus students efforts undertaken on their behalf
- Make regular appearances on South Campus
- Regularly attend South Campus student engagement events

Campus Activities Board

The Campus Activities Board (CAB) is a student-run board, under the guidance of SGA, that provides a well-rounded college experience by promoting student involvement, school spirit and campus traditions, which foster a sense of belonging, affinity to the institution and overall support to student success and retention.

Viking Service Board

The Viking Service Board (VSB) oversees the service projects, both in the community and on campus, chosen by the Student Government Association Leadership. VSB members are ambassadors of community engagement, which is both an individual and collective effort to support the needs of a college, community or society through intentional outreach programs or initiatives.

2023-2024 SGA Leadership Team

- Alex Ramos - President
- Ethan Hall - Vice President
- Taylor Dixon - Secretary
- Emily Knapp - South Campus Representative
- Natalia Bravo - Public Relations
- Shantee Siebuhr - Advisor
- Haylee Lopez - Campus Activities Board
- Matteo Ricelli - Viking Service Board
- Madeline Hector - Advisor



SCORE - Student Club and Organization Recognition of Engagement Program

The Student Club and Organization Recognition of Engagement Program (SCORE) was created to recognize and reward student organizations for their participation in activities, on- and off-campus. This program provides opportunities for organizations to earn points from various workshops, leadership development opportunities, volunteer experiences and more.

SCORE was also created to ensure that you, as student organization leaders, are properly equipped to lead your groups successfully and utilize all of the resources available. The goals of SCORE are to:

- recognize and reward student organizations for their events and outreach on campus
- help student organizations achieve their goals
- develop leadership knowledge and skills
- ensure awareness of College policies and resources
- promote the Viking Values of Balance, Clarity, Gratitude, Service, Teamwork and Trust within student organizations

Ways to SCORE:

Task	Point Value
Complete Annual Organization Registration .	20 Points
Complete the Risk Management Statement .	10 Points
Attend Student Government Association meetings. Points awarded per semester. *Must attend all meetings that semester to receive points.	30 points per semester
Hold one general meeting each month during the Fall 16-week semester.	15 points
Hold one general meeting each month during the Spring 16-week semester.	15 points
Participate in Fall Welcome Week's Get Connected Cookout	25 points
Co-Host a Men's and Women's halftime entertainment during basketball season with the Office of Student Life and Development.	25 points
Participate in the food drive/creative building event - CANstruction (held mid-to end-of-September). This event is a competition but points are earned on participation.	25 points
Host an event or implement a project that has a direct impact on the campus or community (ie host professional speakers or community leaders to discuss current issues; provide leadership training to the student body; organize a food drive). An essay about how this project had an impact must be submitted to the Office of Student Life and Development via the SCORE submission form.	30 points
Co-host an event with Student Life and Development, another student organization or a department outside of the specific interest of the group (ie a majors organization partnering with Counseling and Social Services to promote mental health, hosting an 8-week session of Social Readers)	30 points
Actively participate in Homecoming Week (November 7th-12th) by hosting an event during the week and/or participating in Tailgating on the 12th.	30 points
<p>Work a minimum of 60 hours in an organized service activity that meets an identified on- or off-campus need (ie, volunteer at the mobile food pantry distribution on campus. For example, 10 members volunteer for 2 hours each = 20 service hours.)</p> <p>This refers to direct, hands-on service with the primary goal being the benefit of others in the community, or the community as a whole.</p> <ul style="list-style-type: none"> Written documentation of your service hours either on that organization's letterhead or in an email from a contact person must be presented with this application. Organizations must submit an After Action Report. 	100 points
Participate in Spring Welcome Week's Resource and Student Organization Fair	25 points

Goal Setting - submit at least three goals for the academic year within the first 30 days of the fall semester and then submit an end of the year review within 30 days of the last day of the Spring semester.	50 points
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A club or organization can earn 300 points annually. ORGANIZATIONS get to decide how to earn those points! Each point is worth \$1 and can be spent on events or organizational needs.

SCORE is a Student Life and Development budgeted request that is submitted annually for funding consideration and approval; annual funding is not guaranteed.

In order to claim the organization's SCORE, the organization advisor must submit the [SCORE Report](#) by the last day of May, each academic year. The advisor may submit multiple times throughout the year as the points are earned. Spending of points or funds can be done at any time but must be done prior to July 1 of each year.

GC Student Organization Constitution Writing Guide

This Constitution Writing Guide assists student organizations at Grayson College when writing/revising their Constitution. Student organizations may govern and structure themselves in any way deemed appropriate, as long as it does not violate College policy. In other words, articles may vary from this form, but should follow the same basic pattern. All registered student organizations **MUST** have a Constitution on file with the Office of Student Life and Development. Organizations will have varying restrictions and requirements on membership, different officers positions and a myriad of committees, so these guidelines are intentionally general and may need to be adjusted for specific student organizations. **Required articles/sections are indicated in PURPLE** while **optional sections are in GREEN**.

ARTICLE I – INTRODUCTION (Required)

This article is meant to provide an introduction and overview of the organization. It sets the context for which the rest of the Constitution is interpreted and read. This section of the Constitution is vital, because it provides an understanding of what and who the organization is. The sections generally included in this article are name, mission statement and objectives.

Section I – Name (Required)

The name should be unique from any other currently recognized student organization and should reflect the nature and activities of the organization. In addition, any organization abbreviations or acronyms must be formally referenced in this article. Your name shall not begin with the words "Grayson College", "GC", "Vikings" or any other words, which would identify the group with Grayson College. If the organization is affiliated with a local or national organization, that information must be stated here.

Question to Consider:

- Does it convey quickly and eloquently what the organization will do?

Example: "The name of this organization is Volunteer4Science. This organization will utilize the acronym V4S in all publicity materials and correspondence. Volunteer4Science is affiliated with [affiliate organization (if applicable) operating in [City, State]. The website of [affiliate organization] is [affiliateorganization.com]."

Section II – Purpose (Required)

The purpose must be clearly stated and must be unique from all other currently registered student organizations. This statement should be broad enough to allow for flexibility within the organization, while fulfilling its mission, but specific enough to convey understanding of the uniqueness and purpose of the organization.

Questions to Consider:

- What is the overarching purpose/mission of the organization?
- What is the intended impact of the organization on the Grayson College Community?

- What services will be provided and for whom?

Example: "V4S is established for the purpose of developing leadership skills and to encourage Grayson College students to participate in community service projects."

Section III – Objectives (Required)

Objectives should be written as action statements ("to..."), which act as specific things the organization strives to achieve in order to fulfill its mission. These statements are specific concepts, ideas or issues that provide tangible examples of what the organization does.

Questions to Consider:

- Do the objectives of the organization focus on its long-range intentions for existing/operating?
- Are these objectives achievable given your resources?
- How relevant are the objectives to the organization's purpose?
- Are these objectives written as action statements ("to...")?

Example: "To bring together inquiry-based, hands-on science lessons to middle-school students."

ARTICLE II - ORGANIZATIONAL STRUCTURE (Required)

This article is a detailed description of the structure of the organization. The description provides an opportunity to define responsibilities of the executive board/officers. This allows for current and future members to understand the role of executive board positions and provides an ability to create a culture of accountability within the organization.

Section I - Leadership Positions (Required)

A. List of Leadership Positions and General Responsibilities (Required)

Question to Consider:

- Do the responsibilities allow for flexibility for the person assuming the position to make it their own?

Example: "The elected officers of the organization shall be the President, Vice-President, and Treasurer. The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs."

B. Qualifications for Becoming an Officer (Required)

Questions to Consider:

- Who is eligible for office?

- Are there specific skills and/or relevant experience desired or required to be eligible to hold an officer position?

Example: "The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs."

C. Terms of Office (Required)

Questions to Consider:

- What is the time frame (ie term, semester, academic year, etc.)?
- When do officers assume their positions?
- Are the terms of office consistent with election/selection processes.

Example: "A written request by at least three voting members of the organization shall be submitted to the President, Vice President or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request."

D. Procedure for Filling Vacated Offices (Required)

Questions to Consider:

- Are special elections held?
- Is ascending order used (moving up the rank order of officers to fill a position)?
- What is the order of succession (the rank order of officers to be used in ascending order)?
- Is the order of succession used for each position down the ladder, or can it stop along the way?
- Are appointments made, or are interviews coordinated?

Example: "In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held."

Section II – Committees (Optional)

This section should be used to describe committees within the organization (if applicable). The description should provide an overview of what the role/purpose of the committee is within the organization. *Note: Committees will vary according to the purpose and activities of the organization. Not all organizations have committees and those listed below are merely to serve as a guideline.*

A. Committee Identification and Appointments (Optional)

Questions to Consider:

- What are the names, purposes, and responsibilities of the various standing committees (ie executive board, publicity, fundraising, etc.)?
- How are members selected for each committee?

- How is the head of the committee chosen?

Example: "The Fundraising Committee shall be responsible for planning and setting the focus of all fundraisers for the organizations with approval of the Executive Board; communicating its plans and activities to the general membership of the organization, and shall maintain accurate files, information and records of its activities. It shall work with the organization's advisor to ensure that its activities are consistent with the objectives and regulations of the College."

B. Temporary/Special Committees (Optional)

Questions to Consider:

- How and when are such committees formed?
- What are the purposes and responsibilities of special committees?
- What is the duration of a temporary or special committee?

Example: "Special committees, including requirements and length of time, may be appointed by any officer and voted upon by the remaining officers."

Section III – Advisor (Required)

An advisor is required of each student organization. The advisor must be a full time staff/faculty member at Grayson College and provide advisory support for the officers and members of the organization. In addition, they must complete required paperwork and annual training with the Office of Student Life and Development.

A. Roles and Duties of an Advisor (Required)

Questions to Consider:

- What are the responsibilities of the advisor?
- What are the groups' expectations for the involvement of the advisor?

Example: "The advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The advisor should attend executive and general meetings; however, the advisor may not vote in any Student Government Association matters."

Section IV – Dissolution of Organization (Required)

This section should outline the requirements and procedures for the dissolution of the student organization.

Questions to Consider:

- What is the procedure for dissolution?
- When would dissolution of the organization be considered?

ARTICLE III – MEMBERSHIP (Required)

This article outlines the requirements and expectations for membership to be granted into the organization. It typically includes three levels of eligibility: general membership, committee membership and executive board/officer membership. These sections detail the initial requirements to be eligible for participation.

Section I - Types of Membership (Required)

Some organizations have levels of memberships and coordinating levels of eligibility. Others have general membership.

Question to Consider:

- Types of membership: general, committee membership, executive board/officer membership.

Section II - Membership Eligibility (Required)

Membership in this organization is open to all Grayson College students in Good Academic Standing who have paid their Student Activity Fee. Non-voting membership may be extended to interested employees, and alumni of the College.

Questions to Consider:

- Who is eligible for membership?
- What is minimum meeting attendance?
- How and when can membership be revoked?

Example: "As a general member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by half ($\frac{1}{2}$) votes of officers plus three-fourths ($\frac{3}{4}$) votes from the general membership if actions are deemed inappropriate by the membership."

Section III - Leadership Position Eligibility and Qualifications (Required)

Questions to Consider:

- Who is able to hold a leadership position?
- What are the requirements/ expectations to be eligible?

Example: "All candidates must be full-time registered students of Grayson College and maintain active membership for one year."

Section IV - Committee Eligibility (Optional)

Questions to Consider:

- Who is eligible to serve on committees?
- What are the requirements/ expectations to be eligible?

Example: All active members are eligible to participate.

Section V - Leadership Position Resignation (Required)

Questions to Consider:

- What is the process for withdrawal from the organization?
- What is the timeline for resignation?

Example: "Under exceptional circumstances, an officer may resign. Two weeks before their resignation, the resigning officer must submit a written reason for resigning to the student organization Advisor."

ARTICLE IV - LEADERSHIP POSITION ELECTION/SELECTION PROCESS (Required)

This article outlines and details the process and procedures for electing/selecting executive board positions. There are various methods to selecting officers or executive board positions, which can include: selection committee and interview, nomination and vote, or appointment. The elements contained within this section depend upon the method the organization decides to utilize. What should be stated in this section is who oversees the process; requirements to enter the selection process; how the process operates; how a new officer/executive board member is affirmed or selected; and when their term begins and ends.

Section I - Selection Timing (Required)

Questions to Consider:

- How often and what time of year is selection held?
- Are there any special elections?

Example: Nominations for all officers will take place annually from the members starting in April.

Section II – Nominations (Required)

Questions to Consider:

- How are nominations made?
- Are there self-nominations?
- Is an application process required for nomination?
- Does a nomination committee exist that monitors the nominating process?

Example: Any member may nominate any other voting member, including themselves. Nominations may also be made during the election meeting prior to closing of nominations.

Section III - Election and Voting Procedures (Required)

Questions to Consider:

- What is the specific procedure followed for elections?

- What is the voting method (ie paper, electronic, etc.)?
- What number or percentage of members or quorum is necessary for elections to be complete?
- How many members need to be present in order to hold elections and how many of those members must vote for someone in order for that person to be elected?
- What if the vote cannot take place if not enough members are present?
- Can people vote by email or by proxy?
- Who is eligible to vote?

Example: "Voting will occur by secret ballot and a simple majority vote by due paying members is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April to allow for turnover between the old and new leadership team."

Section IV - Notification and Posting of Elections (Required)

Questions to Consider:

- What is the process for notifying others or posting information regarding elections (ie letters, fliers, posters, announcements, etc.)?
- How long is the notification and posting period?

Example: "Posting of or handing out fliers and giving out of candy or tokens of any kind is not permissible."

Section V - Grounds for Removal (Required)

Questions to Consider:

- What are the grounds for removal of an executive board member?
- Who can initiate the removal of an executive board member?

Example: "Two-thirds (2/3) of the Officers must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment."

Section VI - Procedure for Impeachment (Required)

Questions to Consider:

- What is the process for removal of a member of the organization? This should be framed in the following way:
 - Charge or complaint brought against an individual
 - Evidence to support complaint presented
 - Individual given opportunity to argue a defense and offer counter evidence
 - Vote is taken (vote count must be specified in the Constitution)

- What type (ie secret ballot, voice vote, roll call vote, etc.) of vote is required for removal? Is voting determined by eligible voters present or by individuals present?

Example: "Active members, Officers, Advisor or the Officer member being impeached must be notified at least two weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for impeachment."

Section VII- Procedure for Appeal of Impeachment (Required)

Questions to Consider:

- Is there a set time period to carry out an appeal?
- What steps are involved with the appeal?
- Who oversees the appeal process?

Example: "Any student whose position/ membership is revoked will have exactly 96 hours/four (4) calendar days to appeal the revocation. The appeal must be submitted in writing to the Executive Board, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 3 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first. If no appeal is submitted, the Board's decision is automatically binding."

ARTICLE V – MEETINGS (Required)

This article should detail any meeting the organization holds, which can vary from executive board meetings, committee meetings, general body meetings and special meetings. The process of how and who can call a particular meeting, who runs the meeting and the purpose of the meeting should be outlined. Each type of meeting needs to have its own section so full understanding of the process and procedures can be conveyed.

Section I - Types and Occurrence of Meetings (Required)

Questions to Consider:

- Are there different types of meetings (ie business, regular, special, executive, etc.)?
- Who is required to attend each type of meeting?
- What happens if a meeting is missed?
- How often meetings are held (ie weekly, monthly, etc.)?
- Is there a set date for meetings?

Example: "General member meetings will be held on the first Tuesday of every month during the academic year and open to the entire organization."

Section II - Special Meetings (Optional)

Questions to Consider:

- What are the circumstances under which special meetings may be called?
- Who can call the meetings?

Example: "Special meetings may be called during the semester upon the approval of a majority of the Executive Board."

Section III – Quorum (Optional)

Questions to Consider:

- What's the purpose of the quorum?
- What is the percentage or number of members needed for quorum?
- What happens if quorum does not exist at a meeting?
- What if quorum is not reached for a few meetings?

Example: "A quorum shall consist of at least one half of the total membership. No votes may be taken in absence of a quorum."

Section IV - Parliamentary Procedure (Optional)

Questions to Consider:

- What rules shall govern the conduct of business for the organization?
- Revised, General Consensus, etc.?

Section V - Meeting Minutes and Records (Optional)

Questions to Consider:

- Who is responsible for taking notes and/or meeting minutes?
- How are these records stored and who is responsible for them?
- How does the organization share the meeting minutes with the membership to solicit corrections to the minutes?

Example: "The secretary shall distribute meeting minutes 48 hours before the next general meeting, or by Fridays at noon, whichever comes first. During executive meetings, the secretary shall ask for a motion to approve the previous week's minutes and make corrections as needed."

ARTICLE VI – HANDLING OF FUNDS (Required)

This article outlines procedures for handling student organization funds.

Section I—Student Organization Finance Office (Required)

All funds collected will be deposited in the student organization's account, in the Grayson College Business Office.

Section II—Treasurer (Optional)

The treasurer shall be the primary officer designated to handle organization finances.

Section III—Dissolution of organization (Required)

Should any organization assets and/or debts exist, appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally. A specific charity must be designated as the recipient of any remaining assets at the dissolution of the organization.

Example: "In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to "The Student Life and Development SCORE fund" for Student Organization Engagement."

ARTICLE VII - CONSTITUTIONAL AMENDMENTS (Required)

This article outlines the process and procedure to amend the organization's Constitution.

Section I – Amendment (Required)

Questions to Consider:

- Who can propose an amendment and what is the procedure (ie verbal, written, how much time must pass between an amendment being introduced and it being voted on, etc.)?
- When can an amendment be proposed?
- Is there any notice required in advance for amending the Constitution?
- How many members must be present for adoption of the amendment?
- Who can vote on the amendment?
- How many votes are required for affirmation?

Example: "Amendments to this Constitution may be made at any general meeting provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the Office of Student Life and Development."

Section II – Ratification (Required)

Questions to Consider:

- How many votes are required for ratification?
- When does a newly ratified constitution become in effect?

Note: If an organization's Constitution is changed in any way, one new copy of the Constitution must be submitted to the Office of Student Life and Development for review.

Example: "This Constitution shall become effective upon its ratification by a two-thirds majority of the ballots cast in a general election. Upon ratification of this Constitution, all prior constitutions shall be null and void."

ARTICLE VIII - CONSTITUTIONAL REVIEW (Required)

As a recognized student organization, we will participate in a Constitutional review process every three (3) years. It will be updated according to the new sample constitution (if necessary) and will meet with the Director of Student Life and Development to review it.

ARTICLE XII – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS (Required)

This organization shall comply with all Grayson College policies and procedures, including but not limited to, those policies set forth in the Grayson College Student Handbook and The Student Life and Development Student Organization Handbook, as well as local, state and federal laws.

Student Organization Marketing Guidelines

Do

- Get approval from the Director of Student Life and Development for all marketing materials
- Hang posters on approved bulletin boards
- Use appropriate sized paper/signs and be considerate
- Use approved logos and brand your materials
- Promptly remove materials out of date or no longer needed
- Submit an activity/event approval form to chalk campus

Don't

- Hang posters on walls, windows, or doors
- Leave papers loose on tables
- Hang posters on walls windows or doors
- Interrupt classes to hang posters in classrooms. Return when class is over.
- Remove another group's materials
- **Seriously, don't hang posters on walls, windows or doors!**




Student Organization Marketing Guidelines

Do	Don't
 <p>Get approval from the Director of Student Life and Development for all marketing materials.</p> 	 <p>Hang posters on walls, windows or doors.</p> 
 <p>Hang posters on approved bulletin boards. *Map on the back of this guide</p>	 <p>Leave papers loose on tables.</p>
<p>Use appropriate sized paper/signs and be considerate!</p> 	<p>Hang posters on walls, windows or doors.</p> 
 <p>Use approved logos and brand your materials!</p>	 <p>Interrupt classes to hang posters in classrooms. Return when class is over.</p>
<p>Promptly remove materials out of date or no longer needed.</p> 	<p>Remove another groups materials</p> 
 <p>Submit an Activity/Event Approval Form to Chalk campus.</p>	 <p>Seriously, don't hang posters on walls, windows or doors.</p>

Effective Meetings & Etiquette

Good etiquette in meetings requires all participants to adhere to a number of ground rules. These ground rules provide a framework to guide individual and group behavior, and to explain how the group will function and make decisions.

Ground Rules

You will find that meeting ground rules fit in to three categories:

- *General Meeting Rules*- These rule describe good etiquette, there is not a lot of scope to alter or vary these rules as they reflect social expectations
- *Meeting Function Rules*- These are rules that describe how your meeting will function
- *General Meeting Etiquette Rules for Leaders*

General Meeting Rules

The following suggested rules are universal and should be encouraged at all meetings. It is good practice to share reports or documents that you wish to reference or discuss during the meeting at least three days in advance. This allows attendees to look over said material and feel prepared.

- Prepare well for the meeting by reading all documents distributed before the meeting
- Be on time
- Start and end the meeting on time
- Silence all devices
- Do not interrupt, even if a disagreement is occurring.
- Personal criticism is not permitted
- Listen to all contributions
- Keep the meeting focused on the agenda and discussion on the topic

Meeting Function Rules

The following set of meeting rules require your group to make a decision on how your group would like to address them.

- How are decisions going to be made?
- Is there one chairperson or a rotating chairperson?
- How is the agenda determined?
- Who is keeping minutes?
- When will minutes be distributed?
- How will you deal with conflict?

Good Meeting Etiquette Rules for Leaders

This final set of meeting rules are things a good leader will do to ensure the success of your group. Encourage all attendees to contribute to the discussion

- Enforce the meeting rules
- Encourage feedback from all members on the effectiveness of the meeting
- Be a leader, show interest in other people's contribution and appreciation for their contribution
- Summarize decision made or progress made at the end of each discussion
- Confirm the date and time of the next meeting.

Meeting Minutes Resources

Meeting minutes can be defined as the written record of everything that's happened during a meeting. They're used to inform people who didn't attend the meeting about what happened, or to keep track of what was decided during the meeting so that you can revisit it and use it to inform future decisions.

You shouldn't be intimidated by the term "minutes," since it's actually a little misleading. After all, your committee or student organization doesn't want or need a record of its meeting proceedings minute by minute. But it is important to capture the essence of the meeting, including details such as:

- decisions made (motions made, votes, etc.)
- next steps planned
- identification and tracking of action items

Minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. In some cases, meeting minutes can act as a reference point, for example:

- when a meeting's outcomes impact other collaborative activities or projects within the organization
- minutes can serve to notify (or remind) individuals of tasks assigned to them and/or timelines

At the very least, it's important to get a copy of the meeting agenda (the outline of the meeting) and use it as a guide for taking notes and preparing the minutes – with the order and numbering of items on the minutes of meeting matching those of the agenda.

In addition, the agenda and/or meeting notice also provides information that will need to be included in the minutes, such as:

- the names of all the meeting attendees, including guests or speakers
- documents that are sent out with the agenda or handed out in the meeting – copies (digital or hard copy) of handouts should be stored with the meeting minutes for future reference and for sharing with those who were unable to attend the meeting (and others as determined by the meeting's Chair).

Clarifying Expectations:

When you take on a new role as minutes-taker, or Secretary, be sure to ask the Chair of the committee or leadership what their expectations are of your role during the meeting, as well as the type of detail they expect in the minutes. For example, if they will be dealing with motions, or voting on items/issues, be clear on whether you need to offer names of those making motions, seconding, etc. If you will be dealing with this type of procedure, you (and your Chair) may want to refer to Robert's Rules of Order.

What Should Be Included in Meeting Minutes?

Before you start taking notes, it's important to understand the type of information you need to record at the meeting. As noted earlier, your student organization may have required content and a specific meeting minute format that you'll need to follow, but generally, meeting minutes usually include the following:

- Date and time of the meeting
- Names of the meeting participants and those unable to attend (e.g., "regrets")
- Acceptance or corrections/amendments to previous meeting minutes
- Decisions made about each agenda item, for example:
- Actions taken or agreed to be taken
- Next steps
- Voting outcomes – (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
- Motions taken or rejected
- Items to be held over
- New business
- Next meeting date and time

Tips that might help your note taking:

- *Create an outline*– As discussed earlier, having an outline (or template) based on the agenda makes it easy for you to simply jot down notes, decisions, etc. under each item as you go along. If you are taking notes by hand, consider including space below each item on your outline for your hand-written notes, then print these out and use this to capture minutes.
- *Check-off attendees as they enter the room*– If you know the meeting attendees, you can check them off as they arrive, if not have folks introduce themselves at the start of the meeting or circulate an attendance list they can check-off themselves.
- *Listen for Decisions*– Record decisions or notes on action items in your outline as soon as they occur to be sure they are recorded accurately
- *Ask for clarification if necessary*– For example, if the group moves on without making a decision or an obvious conclusion, ask for clarification of the decision and/or next steps involved.
- *Don't try to capture it all*– You can't keep up if you try to write down the conversation verbatim, so be sure to simply (and clearly) write (or type) just the decisions, assignments, action steps, etc.
- *Record it*– Literally, if you are concerned about being able to keep up with note taking, consider recording the meeting (ie on your smartphone, iPad, recording device, etc.) but be sure to let participants know they are being recorded. While you don't want to use the recording to create a word-for-word transcript of the meeting, the recording can come in handy if you need clarification.

The Minutes Writing Process

Once the meeting is over, it's time to pull together your notes and write the minutes. Here are some tips that might help:

- Try to write the minutes as soon after the meeting as possible while everything is fresh in your mind.
- Review your outline and, if necessary, add additional notes or clarify points raised. Also check to ensure all decisions, actions and motions are clearly noted.
- Ensure you're including sufficient detail
 - For Student Government minutes in particular, we recommend including a short description of each action taken, as well as the rationale behind the decision
 - If there was a lot of discussion before passing a motion, write down the major arguments for and against
- Edit to ensure brevity and clarity, so the minutes are easy to read
- In terms of minutes format, here are a few things to keep in mind:
 - Be objective
 - Write in the same tense throughout
 - Avoid using names other than to record motions and seconds
 - Avoid personal observations — the minutes should be solely fact-based
 - If you need to refer to other documents, don't try to summarize them. Rather, simply indicate where they can be found or attach them as an appendix.

Do Meeting Minutes Have To Be Approved?

Before you share your meeting minutes, make sure that the leadership team and organization advisor have reviewed and either revised and/or approved the minutes for circulation. They are not an official record of a meeting unless this has taken place. Depending on your Constitution, minutes may also be formally approved at the beginning of the next meeting.

Enjoy Your New Role!

Meeting minutes are important – after all, they capture the essential information of a meeting. But taking and preparing minutes doesn't have to be a daunting task. If you need additional resources, visit The Club Hub located in the Office of Student Life and Development!

Grayson College Student Organization Program Planning Guide

Hosting a program or event can be exciting... and daunting... if you don't know where to start! Use this guide to get you started, and work through the process. It's ok to not start with a title and exact details; fill that in later. Get your team together and start brainstorming!

Title of Program/Event

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Day/Date

Time(s)

Location

--	--	--

Student Organization

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1. Brainstorm

With your student organization members, brainstorm a list of programs you would like to provide for the campus community.

Questions to consider with your group:

- What is the mission of our organization?
- What makes us unique at Grayson College – what can we provide that others do not/cannot?
- What will be of interest to the members of the Grayson College community?
- While brainstorming, encourage the volunteers/membership to be creative. Don't narrow down your options or dismiss outrageous ideas too early – they may spark the idea for an outstanding event.
- Make sure to ask others (besides just those in your organization) what they'd like to see or experience!)

2. Choose an Idea

Now you can get realistic and decide which event is the right one for your student organization.. Make sure you have consensus and a broad range of student members are committed to the idea.

3. Develop your Student Organization Program/Event Goals

- Who is (are) your target audience(s) at Grayson College or within the community?
- If the program is intended to serve off-campus audiences, how do Grayson College student leaders contribute (ie philanthropic or volunteerism)?
- Program Goal(s):

- Specific Learning Objectives (what do you want the participating students/employees to learn?):

4. Establish a Budget (if necessary)

Determining your budget will help you decide if you need to submit an Expenditure Request with the Office of Student Life and Development. Additionally it will guide if fundraising is needed or if your student organization can cover the expenses. Do not begin purchases for the event until you have finalized confirmed funding sources with the Office of Student Life and Development through the Expenditure Request Form (found under GC Forms on the Grayson College website).

The following are revenue and costs to consider:

- Catering/Food cost
- Decoration cost
- Performer Fee
- Transportation cost
- Advertising costs
- Poster/Promotion (cost or income)
- Pre-Tickets Sales (income)
- Co-sponsor donations (income)
- Merchandise Sales (income)
- Other Potential revenue/fundraising
- Total Expenses - Actual Net/Deficit

5. Complete the Student Life and Development Activity/Event Form for Approval

This form, found under GC Forms on the College website, serves as an information and approval form within the Office of Student Life and Development. Additionally it creates the opportunity for Student Life and Development to serve as a resource to the student organization.

6. Facilities and Technology Requests

After the approval of your event is received from the Office of Student Life and Development, submit any requests.

- Room Reservations (via email)
 - CWL Auditorium - contact CWL Administrative Assistant
 - Viking Room, Life Center, Under the Bridge, Viking Alley - Contact Melissa Carlisle
 - Conference Rooms, various locations - Cheryl Hayes and/or Karen Bollinger
 - Cafeteria (via facilities ticket)- Jacob Simons
 - Cruce Stark Auditorium - Theatre Department
 - Classroom Reservations - Donna liams and/or Donna Ashlock
- Vehicle Reservations (passenger van or car)- Fill out the form under GC Forms and then submit via Facilities Ticket at help.grayson.edu
- Technology Needs (presentations, microphones, large speakers) at help.grayson.edu
- Additional Facilities Needs (ie. tables, chairs, trashcans) at help.grayson.edu

7. Delegate Responsibilities within your Organization

Make sure to ask for a helping hand from your organization on various tasks needed to make sure the program is successful. Depending on the size of the event, you may need subcommittees or just committed individuals. Make sure new members understand what they're signing on for, and use people's talents and interests to your event and group's benefit.

8. Evaluate Liability of the Event

If your event presents the potential for danger for any participants involved, you will need to submit Activity/Event Waivers for each student to the Office of Student Life and Development. This risk might include traveling off-campus in vehicles, participation in a physical activity (run/walk, sports tournament, etc.), dance/concerts or underage participants. Extra insurance or security may be required for the event and/or the event may need to be changed in ways that reduces the risk. The Office of Student Life and Development will review risks when reviewing the Event/Activity Form submitted and let your organization know if changes need to be made or what expectations will be in place to keep all individuals safe.

9. Contract Performers, Vendors, or other Services

If you have an outside performer or service – speaker, comedian, band, DJ, photographer, bouncy house, portable hand wash stations, etc. – who will need to be paid as an individual or formal vendor, you must complete the appropriate Expenditure Request Form. Supplemental information is required within each form (ie driver's insurance, quotes, etc.). After initial paperwork is completed, a purchase requisition or a purchase order will be completed by the Student Life and Development Office.

NOTE: Student Organizations do not have authority to sign contracts on behalf of their organization and/or Grayson College and cannot pay performers/services by cash or personal funds. Consult with the Office of Student Life and Development on questions about the payment process.

10. Plan your Marketing Strategy

Be creative and plan your publicity to attract the campus community – online and physical postings. Remember that all forms of publicity – posters, fliers, table tents, yard signs etc. – can be posted in designated areas around campus, but only with the approval of the Office of Student Life and Development or Marketing and Communications. Generally, posters/promotional items need to be out on campus (in the community) at least 2 weeks prior to the event and removed no later than 2 days following the event. The list of bulletin board locations is available in the Club Hub. Remember to include sustainable options in your communication plan. Marketing should include strategies that involve social media and the Student Life and Development Band, and never underestimate the power of word of mouth or connecting with your professors!

11. Order Catering or Food

Discuss how your event can best be complemented by providing food, and what food options are most appropriate for the timing of your program. Remember an inclusive program also takes into consideration food options for dietary/religious restrictions. Once there is a general idea, meet with the food service staff to arrange food or drink needs for your event. The staff can help

you make arrangements appropriate to your budget and program goals. Remember to collect quotes for potential expenses and submit them to the Office of Student Life and Development via the Expenditure Form. If you are looking for food catering on campus, connect with Great Western Dining, grayson@gwdining.net.

If your organization will be handling food, all members working that event must have their food handlers certificate and follow all food safety guidelines.

12. Purchase Decorations and Supplies (if necessary)

Make your event special by putting on the extra touches. Many decorations and supplies can be ordered online with a purchase order or credit card, and should be purchased with ample time prior to the event (consider shipping time/cost). Again, all purchases must be approved through an Expenditure Request Form submitted to the Office of Student Life and Development.

13. Accessibility Check

Review your event for accessibility options and/or accessibility requests from your attendees. Consult with the Grayson College Tutoring and Accessibility Services for accommodations, hodgesj@grayson.edu.

14. Confirm Room Set-Up & Finalize Arrangements

A week prior to the event, it is a very good idea to confirm all arrangements (room, set up, food/catering, A/V, speakers, etc.) with any of the departments and vendors with whom you have collaborated. Set the final formal agenda for the flow of the event. Consider hosting a walkthrough or volunteer training for larger events. Don't forget to delegate roles for your day-of event by creating an internal agenda.

15. Have a Great Event!

After the work you've put in, remember to enjoy the program!

16. Thank the People Who Helped

Whether they are volunteers/members, people on campus or outside groups who provided assistance, make sure that they are ready to help you out the next time – thank people personally and/or in writing. Gratitude is a Viking Value that we love to put into practice!

17. Evaluate the Program

Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone differently to improve the event.

18. Leave a Record for Next Time

Complete the evaluation below as a record for future members of your organization. Send a copy of this planning guide/evaluation to the Director of Student Life and Development and keep a copy for your student organization's records. Program planning is made easier when you can build on the success of those who came before you.

Grayson College Student Organization Event Evaluation

Title of Program/Event:

Date/Time

Location

Description of Program/Event:

Attendance:

Intended Audience/Actual Audience and Reaction:

Performer (if any):

Contact Information:

Vendors Used (if any):

Contact Information:

Program Assessment:

	Excellent	Very Good	Good	Fair	Poor
Quality of Presentation					
Cooperation of Performer					
Publicity					
Facilities					
Audience Reaction					
Planning Process					
Overall Evaluation					

What outcomes do you think your program achieved? Check-off all that apply:

	Absolutely!	Potentially/Maybe	Not/Applicable (N/A)
Academic/Learning beyond the classroom			
Collaboration			
Belonging/Building Community			
Service-Learning/Volunteerism /Philanthropy			
Networking			
Career/Transfer			
Other:			

Outside Factors Affecting Program (weather, other events on campus, etc.):**List Successes/Positive Feedback:****Specific Problems, Frustrations, Concerns:****Should this Program be Repeated? Why or why not?****Recommendations/Additional Comments:**

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Evaluation Completed By

Date