

Student Club and Organization **HANDBOOK**

2023-2024



Frederick Community College
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GUIDELINES AND REGULATIONS

GENERAL INFORMATION

The following guidelines and regulations are designed to provide direction and assistance for individuals and groups participating in student clubs and organizations.

Eligibility

All students enrolled for credit classes at Frederick Community College are eligible to become a member of any student club or organization. Some groups, such as honor societies, may have academic restrictions for membership.

Club and organization officer eligibility varies for each club. Contact the advisor to find out how you can be elected to an officer position. Officer positions are a tremendous leadership opportunity to grow your skills and confidence. Here are a few tips for success:

- Participation in clubs and organizations should enrich your academic experience, not negatively affect it. Academics should always be your top priority and your involvement with clubs and organizations comes after that.
- Serving in a leadership role brings responsibility to serve as a role model for your club members and the student body at FCC. You should always abide by the Code of Student Conduct, the Club Handbook, and campus policies and procedures.
- Establish and maintain good communication with your members, advisor(s), the Student Government Association (SGA), and the Office of Student Leadership and Engagement.
- Remember that leadership is not about titles or even accolades. It is a process of growth and you will learn new and improve existing skills throughout your journey at FCC. Focus on progress rather than perfection.

Membership

Membership or philosophy in any student club or organization financed through the SGA must be open to all activity-fee-paying students, regardless of age, sex, handicap, race, color, religion, sexual orientation, national origin, or covered veteran status. All club and organization meetings must also be open to all enrolled activity-fee-paying FCC students.

How to Start a Student Club or Organization

Visit the Office of Student Leadership and Engagement, located in the Student Center – H101, to view the current list of clubs. If you do not see a club with the same name or purpose, complete a [start-up club form](#). Fill out all parts of the form and submit it to the Coordinator for Student Leadership and Engagement. You must complete all steps on the form, and demonstrate and maintain interest in your proposed club through two semesters before taking your club proposal forward to SGA for voting on official recognition. New clubs must have a minimum of five members and must have a club advisor. During the start-up phase, new clubs will not be able to submit a budget request; however, if you find you need financial assistance, you can submit a [mini-grant request](#). New clubs can request up to \$200 for each semester and the Coordinator of Student Leadership and Service will review each request.

All clubs must create a constitution for their respective club. Copies of each club constitution and sample constitutions for new clubs are available in the Office of Student Leadership and Engagement or email SGA@frederick.edu for an electronic version.

Once the Student Government Association approves a club or organization, the group is eligible to request student funding, reserve space on campus, and advertise their meetings and activities. They will also be listed

in college publications and on the college website.

Maintaining Active Club or Organization Status

In order to maintain active status, all club and organization officers must:

1. Review the club and organization handbook.
2. Submit a [budget request form online](#) by the deadline for that semester. Please complete all parts of the budget request. Missing, incomplete, or lack of detailed information may delay the review of your budget request.
3. Attend public SGA meetings. Each club must have a representative at all SGA meetings. If a club or organization fails to be represented at three or more meetings during the semester, they will be considered to be non-compliant and not eligible to use funds, space or conduct any other club/organization business for that semester, and must make a formal request to be reinstated.
4. Complete a Service Project each semester. Turn in the Service Project form by the end of the semester. Service Project form is located on page 14 of the handbook.

****Failure to submit this information will result in the loss of access to club's funding, use of campus space, or any other club/organization business.***

Role of Advisors

Club and organization advisors can be any faculty or staff member at FCC. This is a great opportunity to serve as a mentor and resource for students. The roles of an advisor vary depending on the level of involvement of the group and it is important for the club advisor and all club leaders to discuss expectations at the beginning of each semester. Club and organization advisors do not need to be present at all meetings but it is important to be aware of when meetings are being held. An advisor must be present at all off-campus events and activities or events on campus that host a large crowd. An advisors should be familiar with the group's basic information – officer/member information, constitution, budget, service project, and goals for each semester. Advisors are also responsible for upholding all College policy and procedures as they pertain to student clubs and organizations.

Role of Student Leaders

Club and organization student leaders have the exciting opportunity to build their leadership skills using both their academic and co-curricular (club) experiences. Leading a club or organization is a lot of fun but can also be stressful without a healthy balance. Be sure to collaborate with your members/officers and delegate tasks to others when appropriate. As a student leader, you should be aware of all officer/member contact information, club meeting dates, times, and locations, activities and events, the club's constitution, budget requests, and service projects. All meetings, events, and activities for the club or organization must be advertised and open to all students. Student leaders should keep a record of attendance at meetings and activities and report them to SGA@frederick.edu. Clubs and organizations are also strongly encouraged to keep track of their spending and budget balance. Club leaders must also have representation at all SGA Meetings (see more below). It is important for club leaders to create a partnership with their club advisor and keep them informed of club updates.

Club Attendance

Attendance should be taken at every club meeting and then sent to SGA@frederick.edu each month.

Student Government Association meetings

The Student Government Association (SGA) meetings are held twice a month, on the 2nd and 4th Tuesdays of the month in H111 (unless otherwise noted). The SGA consists of representatives from each student club or organization, and any credit paying student interested in attending. The purpose of the meetings is to share information about student issues, upcoming events, budgets and to understand more fully the voice of

students on campus. Each club is responsible for sending a representative to these meetings to gather important information and give a report on the club's activities. **If a club or organization fails to be represented at the SGA meetings three (3) times during a semester, they will be considered to be non-compliant and not eligible to use funds, space or conduct any other club/organization business for that semester, and must make a formal request to be reinstated.**

Service Projects

All clubs and organizations are required to do a service project each semester, as a way to give back to the community. Service projects are to be listed on the budget forms handed in at the end of each semester for the following semester. Once service projects are completed, Service Project Forms are required to be submitted to the Coordinator of Student Leadership and Service in SLE, to ensure funding for the following semester.

Club and Organization Fair

Student clubs and organizations are encouraged to register for the Club Fair, held twice a year – once in the fall semester and once in the spring semester. Each student club or organization will receive an email with information about reserving a table. For more information, contact SGA@frederick.edu.

Blackboard for Clubs

Each club and organization has a designated Blackboard page that allows you to provide information and updates to club members. Student leaders and advisors will have access to edit and post new information. Interested students can self-enroll in any club page to keep up-to-date on club meetings, activities, and events. Student leaders and advisors should keep Blackboard pages updated each semester.

Student Leader Resources

Whether you are a new or returning student leader, we want to help you grow as leader and develop your leadership skills. There are helpful resources listed on the [SGA Blackboard](#) where you can explore a variety of topics on your own. If you are looking for more opportunities, the Student Leadership and Engagement office offers workshops throughout the year for student leaders to enhance and sharpen their leadership skills. Attending these workshops are a great way to learn new things, network and meet new people, and build your confidence. Workshops are listed on Blackboard and the FCC events calendar.

Club and Organization Student Leader Transition

Turnover is a natural part of the leadership of a club or student organization but a great student group will put into place a smooth and effective leadership transition process. It is important to always be in the process of recruiting, training, and putting into place new club leaders to build on your accomplishments. All student leaders should complete the Leader Transition Guide, located on page 11.

EVENTS AND FACILITIES

Event Planning Checklist and Event Request Form

To assist you with planning your group events and activities, please review the **event planning checklist** with helpful tips. You can request event assistance by completing the [Event Request Form](#).

How to Reserve a Room

Student clubs and organizations may reserve space on campus at no charge. To reserve space, contact your advisor or the [Student Leadership and Engagement office](#). All room reservations should be made through

25LIVE. Any room set-up requests can be made through the maintenance request form. Student leaders can also obtain zoom licenses for virtual meetings. Please contact the [SLE office](#) to request a zoom license.

Catering and Food Requests

If funding has been requested and approved for catering or food services through the club budget process, it is up to the club or organization to contact the [Student Leadership and Engagement staff](#) at least **two (2) weeks** in advance to make arrangements. **Requests submitted within two weeks of the event cannot be guaranteed.**

Advisor Attendance at Events

If a club or organization plans to have an event that will be held outside of normal business hours or if the group is expecting more than 40 participants, than an advisor must be present.

Event Management

Club and organization meetings and activities are held for FCC students and our campus community. If a group would like to hold an event that is open to the public, they must have pre-approval from the Office of Student Leadership and Engagement. The office may request a meeting with the leadership and advisor, as well as an event planning team from FCC (i.e. public safety, facilities, marketing, etc.). An event planning team of FCC essential personnel will provide necessary knowledge and expertise to ensure special consideration of safety, security, venue, resources, risks, and an evacuation plan. Final approval for club and organization events shall rest with the SLE staff.

Movie Screening Requests and Copyright Information

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. This legal requirement applies regardless of whether an admission fee is charged, the institution or organization is commercial or non-profit, or a federal or state agency is involved. Non-classroom use of a film at the college requires obtaining a public performance license. Club and organization funds can be used to purchase film licenses to show movies at club events. If the film is rated R, students must show a valid ID before admittance and students under the age of seventeen must be accompanied by their parent or legal guardian. Groups will want to include these requirements on fliers and announcements when advertising for an event where these guidelines are applicable. Please contact [SLE](#) to clarify this legal requirement and obtain necessary licenses.

Transportation Requests

If your club or organization has requested funding for a trip and has been approved, please contact the Office of Student Leadership and Engagement to help with this process. All trip sign-ups, signed waivers and money collected, will be arranged in the Office of Student Leadership and Engagement. Transportation requests **MUST** be submitted at least **21 days prior to the event** in order for transportation to be scheduled. According to the Transportation policy, only licensed CDL professional drivers are allowed to drive the FCC vans or rented buses for FCC transportation purposes. If FCC vehicles are not available, Wolfe's transportation will be used at a much higher rate of cost.

Emergency Situations

If an emergency situation occurs during a college-sponsored off campus activity, the trip organizer must:

1. Notify the appropriate emergency and law enforcement personnel.
2. Notify emergency personnel first, and then the emergency contact listed on the *FCC Waiver* form.

Off Campus Event Policy – Section 4, J, 1.

Any club hosting a College-sponsored activity off campus must have an advisor present and all attendees must complete a FCC Waiver form, regardless if transportation is provided by the College. Students will continue to abide by the Student Code of Conduct where College-sponsored activities are held. As stated in the Code of Student Conduct (section 4, article J, item 1) “Disruption, obstruction of, or interference with College or College-sponsored activities (...) or other College functions on College property, at College-leased or owned facilities, or at any sites where College-sponsored activities are held.” In addition, students are required to follow the rules and policies of the facility or off-campus location they are hosting the College-sponsored activity.

PUBLICITY AND MARKETING

Publicizing your events

Be sure to double check spelling and make sure the information is correct on your marketing information. Make sure all important information is provided: date, time, location, contact information for more details, and a brief description of the event. There are many ways to spread the word about your club meetings, activities, and events:

- Posters/fliers for events can be sent to OSLE to be posted on campus bulletin boards. **All fliers and posters need to have the non-discrimination policy and ADA statement on them at the bottom.** Please allow at least two weeks before your event for posting, so as to have enough time for people to read it. Posters/fliers are posted on boards weekly. If you create your own fliers, you must get approval from the Office of Student Leadership and Engagement before they are posted. The SLE staff can grant access to a Canva account for designing fliers or other marketing materials.
- Social Media is a great way to inform students and the campus community about your groups meetings, activities, events. You can send items to share on the FCCEngage social media channels to [SLE](#). For posting to club social media platforms, please see the social media section below.
- The website has a calendar of events for students. If you'd like your club information shared there, please send it to [SLE](#).
- Smart Signs - FCC has electric signs on campus to advertise events. Send your club's information to [SLE](#) to have your event promoted on the electric signs.
- NewsBlast - FCC sends a weekly email to all current students, listing upcoming events and announcements for the following week. Send your group's information to [SLE](#) by Thursday each week to be included in the blast the following week.

Non-discrimination policy and ADA statement

The following statement must be included on all advertising for club meetings, activities, and events. The Office of Student Leadership and Engagement reserves the right to remove any advertising that does not have the statement listed.

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs or questions, please call 301-846-2408. To request a sign language interpreter or if you have questions related to interpreting services, please email Interpreting@frederick.edu or call 301-846-2408. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

Printing and Copy Machine

Students receive a limited amount of pages to print each semester on your student account. The Office of Student Leadership and Engagement is available to print fliers or related materials for any student leader at no cost to the student and that do not take away from your student-related printing. We can also make copies for your group, to a reasonable amount. If you have a larger quantity, the SLE staff will send it to the Print Shop on campus. Email [SLE](#) with your document and how many copies you are requesting.

Posting Policy & Campus Bulletin Boards

There are 25 designated bulletin boards on campus that you can use to advertise your club or organization meetings, activities, and events. The Office of Student Leadership and Engagement maintains these bulletin boards and can post fliers for your club. Please email your fliers to the Office of Student Leadership and Engagement at least 2 weeks prior to your event. **All event flyers must have the OSLE stamp of approval on them, and they must have the non-discrimination policy and ADA statement.** Fliers should be no larger than 8.5”x11”, unless you have approval from the OSLE to print a larger copy. Fliers should be posted using pushpins on the designated bulletin boards and should never be posted using staples or tape on walls or windows.

Chalking

Students may use chalk for announcing events, but require permission from the Office of Student Leadership and Engagement in advance. Chalk may be used on horizontal (i.e. SIDEWALKS) surfaces which can be hit by rain. Be aware, individuals and/or groups may be assessed restitution charges for damages caused to College property.

Social Media and Discord Guidelines

Before creating a new social media account or discord channel, please search to see if your club or organization already has one created. We want to try to avoid creating multiple accounts and would prefer that permissions be granted to new student leaders to help transition account information. If a social media account does not already exist and your group would like to start a new account, you must get pre-approval from the Office of Student Leadership and Engagement. Please send an email to OSLE with your proposed account name, the social platform(s) you will be using, and who will need access to the account. Once we receive your request, we will review and provide you with next steps. Clubs and organizations must give admin access to your advisor and the SLE staff. All clubs must follow the [Social Media Guidelines](#) and [Discord Guidelines](#). Student leaders must also include the following statement on the social media account: *“Content posted represents the views of this club and not FCC”*.

BUDGET REQUESTS AND FINANCIAL PROCEDURES

Student Club and Organization Budget Process

When students register for credit classes, a Student Activity Fee is charged. The funds collected through this fee are sent to the Office of Student Leadership and Engagement to allocate in support of student activities. The SGA approves the disbursement of student fees to clubs and organizations.

Budgets can be submitted twice a year – once for the fall semester and once for the spring semester. The budget process for each semester will be communicated by SGA to all student leaders and advisors. All officially recognized student clubs and organizations may submit a budget request to the SGA using the [Budget Request Forms](#). Any remaining unused funds in a group's budget at the end of the semester will be returned to the general budget account and is then up for reallocation to any club or organization to request.

New clubs and organizations may submit a [mini-grant application](#) for any funds they need for the year, up to \$200 per semester. All requests will be reviewed by the Coordinator of Student Leadership and Service.

Criteria for allocations

The Student Government Association considers the following criteria when reviewing budget requests:

- Attendance at SGA Meetings
- Ability to present knowledge of activities planned
- Number of *active* members in club or organization
- Success of activities held during current year
- Number of students who will benefit from proposed activity
- Educational, social, cultural, or recreational value of programs

How to Access Approved Funding

When possible, the preference is to use the College credit card for all purchases. Clubs can access money for approved events by contacting the Office of Student Leadership and Engagement with your purchase request. Only items that were approved in your budget will be purchased tax-exempt with the SLE credit card.

If you choose not to go through the SLE office to purchase your items, student leaders or the advisor can pay for the cost-related item and then submit a reimbursement with the itemized receipt(s).

***Reimbursements will only be given for expenses that were approved in your budget.**

***All reimbursements MUST be submitted for payment within 30 days of the event.**

Account Balance

Contact the SGA Vice President of Finance or the Office of Student Leadership and Engagement office for a copy of your account balance or your group's transactions. Please allow for a few days' notice for account balance. We are strongly encouraging all student clubs and organizations to keep track of their own spending.

Fundraising

Any ideas for fundraising must be pre-approved by the Office of Student Leadership and Engagement and the FCC Foundation Office. A club or organization may only fundraise for nonprofit charitable organizations. Clubs and organizations should not include money to support the fundraiser in their budget request. If approved, student leaders and advisor(s) will work directly with the FCC Foundation Office for how fundraising money will be collected.

Donations

Student leaders and advisors must get approval by the Office of Student Leadership and Engagement and the FCC Foundation Office before asking for or accepting any donations. If approved, student leaders and advisor(s) will work directly with the FCC Foundation Office for how donations will be collected.

Raffles

Any raffles must be pre-approved by the Office of Student Leadership and Engagement and the FCC Foundation Office. In some instances, a permit will need to be obtained by the FCC Foundation Office. Clubs and organizations should not hold any raffles without pre-approval.



Student Leader Transition Guide

As a club or organization leader, it is not enough to build and run a good organization; your mission should be to leave your group in the hands of students that will continue to build on your accomplishments. Therefore, you should always be in the process of recruiting, training, and putting into place new student leaders. While turnover is a natural part of the leadership of a club or organization, a great student group will put in place a smooth and effective leadership transition process.

You have learned important things along the way that can help future leaders. Mistakes, tips, tricks, ideas and success are all important things to share. Think: What would you have wanted to know when you took a leadership position?

Here is a checklist of helpful things to complete during the club leader transition:

- Complete post-assessment with the Office of Student Leadership and Engagement
- Introduce new officer(s) to the advisor(s)
- Share contact information of all student leaders and advisor(s)
- Give access and instructions to any online platforms such as:
 - Social media accounts
 - Online documents storage (such as OneDrive, Dropbox, or Google Drive)
 - National affiliation website login information/passwords
 - Information about any other communication tool your club may utilize
- Share all important documents:
 - Constitution
 - Budgets/Financial reports
 - Agendas
 - Sign-in sheets
 - Any evaluations of events/programs
 - Calendar of events and deadlines
 - Officer position descriptions
 - Election process and timeline
 - Membership recruitment information and timeline
 - List of members and their contact information
 - Special events
 - Marketing (logos, fliers)
 - Photos
- Pass along your wisdom:
 - Description of the group culture
 - Tips of running an effective meeting
 - Ideas for improvement
 - Do not “drop off the face of the earth” – be available for consultation or questions

Acknowledgements and References

This Club and Organization Handbook is a guide for student leaders and advisors to use in the operations of clubs and organizations. It incorporates guidelines from the Office of Student Leadership and Engagement and Policies & Procedures at Frederick Community College. We have also used best practices for clubs and organizations from other local colleges including:

- Carroll Community College
- Hagerstown Community College
- Montgomery College

Additionally, we incorporate standards from the Council for the Advancement of Standards in Higher Education (CAS).