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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 clubs, such as honor societies, may have academic restrictions for membership.

Membership
Membership or philosophy in any 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/organizational meetings must also be open to all enrolled activity-fee-paying FCC students.

How to Start a Student Club
Complete a start-up club form, available in the Student Engagement office in H101. Include on the form the name and purpose of the club, members of the club board, the semester service project, and a faculty or staff member willing to serve as club adviser. You must submit a club constitution to the Coordinator of Student Leadership and Service within the semester of forming the club.

Sample constitutions are available in the Student Engagement office or email jmoxley@frederick.edu for an electronic version.

Once the Student Government Association approves a club, the club is eligible to request student funding (mini grants the 1st year), reserve space on campus and publicize their meetings and activities. They will also be listed in college publications and on the college website.

Maintaining Active Club Status
In order to maintain active club status, all clubs must:

1. Submit a Club Budget form by Dec. 15th and May 15th, that includes a list of club officers and their contact information, the dates, and times and location of the club meetings for the upcoming semester. Club Budget forms can be found online – please refer to page 8 of the handbook.
2. Attend monthly 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.
3. 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 Club Advisors
Club 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 a club advisor vary depending on the level of involvement of the club and it is important for the club advisor and all club leaders to discuss expectations at the beginning of each semester. Club advisors do not need to be present at all club meetings but it is important to be aware of when meetings are being held. A club advisor must be present at all off-campus events and activities or events on campus that host a large crowd. Club advisors should be familiar with the club’s basic information – officer/member information, constitution, budget, and goals for each semester. Club advisors also responsible for upholding all College policy and procedures as they pertain to student clubs and organizations.

Role of Club Leaders
Club leaders have the exciting opportunity to build their leadership skills using both their academic and co-curricular (club) experiences. Leading a club 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 club 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 club meetings, events, and activities must be advertised and open to all students. Club leaders should keep a record of attendance at club meetings and activities and report them to Jennifer Moxley. 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 Jennifer Moxley.

Student Government Association meetings
The Student Government Association (SGA) meetings are held twice a month. They are held on the 2nd and 4th Tuesdays of the month in H102A. 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
Each club is required to do a Service Project per 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 Jennifer Moxley in CSE, to ensure funding for the following semester. The Service Project Form can be found on page 14 of the handbook.
Club 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 Jennifer Moxley.

Club Leader Transition
Turnover is a natural part of the leadership of a 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 club leaders should complete the Club Leader Transition Guide, located on page 15.

EVENTS AND FACILITIES

How to reserve a room
Student clubs and organizations may reserve space on campus at no charge. To reserve space in H102A or H105, contact Jennifer Moxley or a staff member in the Center for Student Engagement. For other rooms on campus, advisors can reserve rooms through 25LIVE.

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 to contact the Center for Student Engagement staff at least 2 weeks in advance to make arrangements. **Requests submitted within two weeks of the event may not be guaranteed.**

Evening events
If clubs and organizations plan to have an event that is expecting more than 40 participants than a club advisor must be present.

Use of college vans and outside transportation
If your club has requested funding for a trip and has been approved, please contact the Center for Student Engagement to help with this process. All trip sign-ups, signed waivers and money collected, will be done in the Center for Student Engagement. Transportation requests MUST be submitted **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**.
PUBLICITY AND MARKETING

Publicizing your events
The Center for Student Engagement is staffed with a graphic artist, Kristi Mills, to help advertise your meetings and events on the SmartBoard outside the Grille. Email the information and any ideas for graphics, and allow one week for her to produce the sign. Posters/fliers for club events can be sent to Kristi Mills to reproduce to be posted on campus bulletin boards. **All fliers and poster need to have the non-discrimination policy and ADA statement on them at the bottom.** Please allow two weeks before your event for posting, so as to have enough time for people to read it. Posters/fliers are put on boards weekly. If you create your own flyers, you must get approval from the Center for Student Engagement before they are posted.

Non-discrimination policy and ADA statement
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, please visit [http://fcc-interpreting.genbook.com](http://fcc-interpreting.genbook.com). If you have interpreting related questions, please email Interpreting@frederick.edu. 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.

Print Shop and Copy Machine
The Center for Student Engagement can make copies for your club, to a reasonable amount. If you have a larger quantity, the CSE will send it to the Print Shop on campus. It is best if you send what you need printed via email so that we can send it directly to the Print Shop if needed.

Posting Policy & Campus Bulletin Boards
Although CSE will be happy to post posters/fliers for you, if you choose to post them, please make sure they are posted ONLY on designated boards around campus (20 of them). Please use push pins…NEVER staples. **All club event flyers must have the CSE stamp of approval on them, and they must also have the non-discrimination policy and ADA statement.**

Chalking
Students may use chalk for announcing events, but require permission from the Center for Student 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.
BUDGET REQUESTS AND FINANCIAL PROCEDURES

Student Club Budget Process
When students register for credit classes, a Student Activity Fee is charged. The funds collected through this fee are given to the Center for Student Engagement to allocate in support of student activities. All officially recognized student organizations may submit a budget request to the Student Government Association. The budget process begins in April to request funds for the fall semester, and in November to request funds for the spring semester. Budget Request Forms can be found online at https://www.frederick.edu/student-resources/student-engagement/sga-clubs-organizations.aspx under “Clubs & Organizations”.

New Clubs may submit a mini-grant application for any funds they need for the year, up to $200 per semester. Once they are an established club for a year, they can then submit a budget to SGA for the upcoming years.

1. Budget request forms are distributed in April and November for the following semester budget. Additional forms will be available in the Student Engagement office. Included with the Budget Request should be any information that you feel would better enable the financial committee to review your request.

2. Completed budget request forms are due on May 15th and December 15th. Budgets will then be reviewed and returned at the first SGA meeting of the semester.

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
- 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 Club Funding
Clubs can access money for approved events by contacting their club advisors and Jennifer Moxley in the Center for Student Engagement.

When possible, the preference is to use the College credit card for all purchases. However, either members or the advisor is able to pay for the cost-related item, then you can put in for a reimbursement after the fact, just make sure you have 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 Jennifer Moxley for a copy of your account balance or your club’s transactions. Please allow for a few days’ notice for account balance. We are strongly encouraging all student clubs to keep track of their own spending.
Deposits
All money acquired by the club from fundraisers/donations, must be submitted to Jennifer Moxley for tracking purposes. Funding will then be deposited into the club account for later use. Any external fundraising must be pre-approved by the Office of Institutional Advancement.
Frederick Community College
Student Club/Organization Recognition Approval Form

As Officers of ________________________________________________________________,
(Name of club/organization)
we request that our organization be recognized as a Frederick Community College Student Club or Organization in accordance with FCC’s Student Government Association’s Student Club or Organization Recognition Policy.

Attached is:
1. A copy of our proposed Constitution (due by 1st week of next semester)
2. A list of tentatively planned activities and meetings
3. A list of all officers of the organization and an indication of the number of members involved
4. The name of an FCC faculty/staff member who has agreed to act as our club/organization’s advisor

We affirm that the constitution, bylaws, policies, regulations, and practices of our club/organization do not restrict membership on the basis of race, creed, national origin, sex, age, disabilities, or sexual orientation. Further, we affirm that the active membership of the campus club/organization has authority, independent of any national organization to determine membership in the campus affiliate.

Officers of the club/organization

Name________________________email____________________________cell #______________
(President/Chair)

Name________________________email____________________________cell #______________
(Vice President/Vice Chair)

Name________________________email____________________________cell #______________
(Secretary)

Name________________________email____________________________cell #______________
(Treasurer)

Number of active members in club/organization______________

Advisor Name________________________________Signature__________________________
Date________________
Goals, Meetings, and Activities

The goals of this club are as follows:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The club/organization plans to meet regularly on the following days/times:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Tentative planned activities for the upcoming year are as follows:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Approved by:

Name_____________________________Signature_____________________________

(Coordinator of Student Leadership and Service)

Date___________________________
GUIDELINES FOR A CLUB CONSTITUTION

This outline provides you with the essential information needed to prepare or update a constitution for your club. The constitution defines primary, enduring characteristics of the group, especially those considered so important that they couldn't be changed without the consensus of a specified majority of the membership: An approved constitution is a requirement for all student groups using the College name and resources.

ARTICLE 1: NAME OF THE CLUB *

Explanation: What is the exact title to be used in addressing this group? The name should refer to the purpose of the group so that an uninformed person reading the name would have an idea of what the group is about.

ARTICLE 2: PURPOSE AND OBJECTIVES *

Explanation: What are the aims of your group? Who will it serve? Is it educational, social, recreational, academic, political, or religious in nature? Are there particular issues the group will address? What do you hope to accomplish in a broad sense?

ARTICLE 3: MEMBERSHIP*

Explanation: Membership must be open to any currently enrolled student of Frederick Community College. The special interest club may focus on a particular group (such as women) but activities must be available to all currently enrolled students.

ARTICLE 4: LEADERSHIP *

Explanation: Include the title, duties, terms of office, qualifications, means of determining leadership, contingencies for filling vacancies, terms for removal from office and any leadership group (executive committee). All clubs are required to have a President, Vice President, Secretary and/or Treasurer, and a Representative for the Student Government Association meetings.

Suggested Duties of Required Officers:

President: Preside at all meeting, appoint all committee chairpersons, present all motions to the membership

Vice President: Assume the duties of the President in his/her absence, advise committee Chairpersons, make arrangements for and publicize meetings.

Secretary/Treasurer: Keep club records, take and prepare minutes for distribution, keep an account of financial transactions, handle correspondence.

Club Representative: Attend all SGA meetings, report to club membership regarding SGA activities, and present requests for funding to the SGA.
ARTICLE 5: MEETINGS *

Explanation: State frequency of general and special meetings. Who may call a meeting, agenda/minutes quorum requirements.

ARTICLE 6: COMMITTEES

Explanation: These include standing (regular, on-going) and special committees. Some suggested ideas for committees: Publicity, Programs, Special Projects, and Elections.

ARTICLE 7: FACULTY/STAFF ADVISOR*

Explanation: Should the advisor be from a specific department? What is the term and responsibilities of the advisor?

ARTICLE 8: STATEMENT OF CONFORMITY*

Explanation: All clubs must agree to abide by the rules and regulations of the College and its official agencies.

ARTICLE 9: SERVICE COMPONENT *

Explanation: All clubs and organizations, to enhance their ability to receive funding, are required to have a service component in their constitution. At least one service component is to be completed each semester for the club to remain in good standing. Services may be provided to the campus community or to any county or state organization.

*denotes required Article

*** Please do not use personal names in the Constitution, so that they will hold for years to come without change.
Club/Organization Service Project

Club/Organization Name: ________________________________________________

Club/Organization President: ___________________________________________

Semester: ___________________ Year: ___________________

Service Project Title: ________________________________________________

Description of Service Project: ________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Number of people that were impacted by your project: ____________________

Describe the impact this project had on your club:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Advisor signature (required)

____________________________________________________________________

Service Projects are required by all clubs/organizations that are official FCC SGA Clubs/Organizations. Clubs/Organizations that do not submit this form by the end of the semester could possibly lose funding for the next semester. Please submit form to the SGA VP of Communication and to Jennifer Moxley.
Club Leader Transition Guide

As a club leader, it is not enough to build and run a good organization; your mission should be to leave your organization 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 club leaders. While turnover is a natural part of the leadership of a student 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 Center for Student Engagement (see Jennifer Moxley)
- Introduce new officer(s) to the club advisor(s)
- Share contact information of all club 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 club documents:
  - Club Constitution
  - Budgets/Financial reports
  - Club 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 club 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 Handbook is a guide for club leaders and club advisors to use in the operations of clubs & organizations. It incorporates guidelines for the Center for Student Engagement and Policies & Procedures at Frederick Community College. We have also used best practices for clubs & organizations from other local colleges including:

- Carroll Community College
- Hagerstown Community College
- Montgomery College

We also incorporate standards from the Council for the Advancement of Standards in Higher Education (CAS).

Other Resources:

Center for Student Engagement – 301-624-2793

College Security – 301-846-2453

IT Help Desk – 301-846-2509