



# CLUB HANDBOOK

August 2013

Johnson State College  
Club Advisors, Officers, and Members

WELCOME!

We look forward to working with you during the 2013-2014 academic year. Please review this handbook. It contains detailed information you will need to operate a Johnson State College Club.

**Reminders of Key Guidelines in this handbook:**

- **All meeting minutes need to be typed and submitted to the SGA within 48 hours of your meeting**
- **Thursday at 12noon is the deadline to turn in paperwork if you want a check the following week.** Remember, all documentation has to be complete and approved by the SGA Finance Committee and/or the SGA Senate. If paperwork is turned in after 12noon, or if forms are incomplete, paperwork will be processed the following week.
- Remember to follow the guidelines for **depositing money**. Last year we introduced a new policy regarding club deposits, please review them.
- **All club expenditures requiring reimbursement must be accompanied by a receipt.** JSC is a tax exempt organization (sales and use only, in the State of VT), if you need the tax exempt certificate to make a purchase, please see Krista Swahn in advance of making a purchase.
- Please remember, the Office of Student Activities & Government is here to help your club. If you have any questions during the year, please stop by the SGA Office, Stearns 411, call the office or send us an email.
- For event/fundraising planning, please contact Krista Swahn in Stearns 409 at x1478 or via email.

Best wishes for a successful year – get visible and get involved! Let us know how we can assist you.

Johnson State College

Office of Student Activities & Government

Student Government Association

Stearns 411      802-635-1232      [JSCGA@jsc.edu](mailto:JSCGA@jsc.edu)

SGA President – Ben Simone

SGA Vice President – Steven Eng

SGA Senators –

Nasser Abdel-Fatah

Bobbie Beauregard

Andrew Becker

Joshua Hunt

Todd Lantery

Lucas Peduzzi

SGA Advisor – Krista Swahn

## Student Association

### SA Mission

The Student Association of Johnson State College includes all students with a vested interest in the College Community. It is the responsibility and goal of the student association to create a positive and engaging atmosphere inside and out of the classroom. The SA promotes extra-curricular activities and involvement. All members of the Student Association should feel welcome, respected and know that their goals involving their education will receive support and encouragement from the JSC community

### What is the Student Government Association?

The Student Government Association (SGA) is the governing body of the Student Association which includes all Johnson State College Students who pay an activities fee. The SGA manages the SA budget, puts on events for students, oversees and supports campus clubs and commits to numerous on campus projects to help improve student life. It is committed to making Johnson State College a better institution for learning and experience.

### JSC SGA Mission Statement

- The JSC SGA shall represent the interests of all enrolled students at Johnson State College to the Johnson State College departments and administration, Board of Trustees and the State Legislature.
- The JSC SGA shall provide a forum for an open exchange of ideas and opinions.
- The JSC SGA shall be governed by responsible decisions and adherence to the laws which govern it.
- The JSC SGA shall maintain fiscal responsibility with student-generated funds to organize and promote activities of interest to its constituents.
- The JSC SGA shall provide leadership opportunities for all students currently enrolled at Johnson State College.
- The JSC SGA shall advocate for students' rights at all levels.
- The JSC SGA shall strive to make each student's voice heard within the government structure.

# General Information for Clubs

## Requirements

- Community Service – JSC recognized clubs are required to organize and/or participate in one community service programs and events throughout Lamoille County per semester. Upon recognition by the SGA, club officers are required to meet with the SERVE Grad Assistant to discuss service options. It will be the responsibility of the SERVE GA to approve all projects.
- Club Meetings – JSC recognized clubs are required to hold at least one all club meeting per month with a minimum of seven members in attendance.
- Club Events – JSC recognized clubs are required to organize one event per semester for the JSC community. These events should be related to the clubs purpose, goals and mission statement. The Student Activities Office is happy to help organize and cosponsor events.
- Fundraising – JSC recognized clubs are required to fundraise throughout the academic year. Clubs are expected to offset at least some of the cost of any funding request made to the SGA.

## Rules & Regulations

### **To Maintain Your Club's Recognition**

- Maintain an active membership of at least seven JSC undergraduate students at all times
- Contribute to the cultural, social, educational and recreational welfare of its membership by organizing at least 2 events per semester
- Hold at least one club meeting per month
- Meetings must be held in a public location, not in a residence hall, college apartment, or off campus apartment.
- Attend mandatory Inter Club Meetings
- Submit a new Signature Page after each election
- Officer elections should take place prior to May 1<sup>st</sup>
- Abide by all SA, JSC and State of VT Rules and Regulations

\*\*Failure to comply may result in de-recognition of club from SA\*\*

## Benefits and Privileges for Being a JSC Club

- Office Space – The SGA Office is available for club administrative use between 8am and 4:30pm Mon-Fri.
- Phone – All phones in the SGA Office are free for you to use for on-campus and local calls.
- Postage – Clubs may send **business-related mail only** by dropping items with Krista Swahn, Stearns 409.
- Copy Services – The SGA Office has a black and white copier available to all clubs for business purposes. Colored paper is also available.
- Graphic Art /Printing Services – Clubs may contact Marketing and Printing Services to have graphic artwork created. Please provide at least three weeks notice for artwork creation. MPS can also provide color copies for Club events (free for the first 25 copies, a small fee for more than 25 copies). To place a request, fill out the Print/Design Request on the Portal (log in and search for Print request, this is the fastest way to find it!)
- Funding – All JSC recognized clubs are eligible to request funds from the SGA for a variety of purposes.
- Matching Funds – The SGA will match up to \$600 of funds per year that a club had fundraised and deposited.
- Event Planning – The Student Activities Staff is available to assist in the planning and organization of club events.
- Use of Facilities – Clubs may request the use of on-campus space by completing the Event/Fundraising Form. Upon approval of the event by the Director of SACS, clubs will be emailed a Space Request Form to complete their space reservation.
- Van Usage – Vans are available free of charge to JSC recognized clubs. See the Club Trips sections for request procedures.
- Inter-Club Meetings (monthly) – Each month the SGA will convene an Inter-Club Meeting for the purpose of networking and communications.

# Club Officer Responsibilities

## **Duties of the President**

- Be a good presiding officer:
  - Know the proper procedure for conducting a meeting.
  - Be impartial. Avoid expressing your personal opinions.
  - Prepare an agenda for each meeting.
  - Check the minutes of the preceding meeting to make sure you are not forgetting important business to be discussed again or finished.
- Understand and follow your constitution.
- Set an example for your organization in fairness, courtesy, and cooperation.
- Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is required.
- Know and abide by the regulations set forth in this handbook.
- Know the school policies and regulations and see that they are followed at all meetings and activities of your organization.
- Keep your advisor informed about all meetings, make certain s/he is invited to all meetings and that s/he is consulted before making plans for special meetings and events.
- Know the duties of the other officers and assist in carrying them out.
- Create goals and/or projects for the academic year and create a plan for carrying them to fruition.
- Do not try to do all the work yourself. A good president delegates responsibilities to others. It is his/her role to follow up, check and recheck to see the work is being done. Total participation of all members of a group makes for a strong organization.

## **Duties of the Vice-President:**

- Be prepared to take over presidential duties should the president become unable to carry them out.
- Be ready to assist the president in any way possible.
- Understand and follow your constitution.
- Assume and carry out special duties that may be assigned to you by the president.

### **Duties of the Secretary:**

The secretary is the custodian of the permanent records of the organization and they must be kept in a complete and accurate manner. A suggested form of keeping minutes follows:

- Give the hour, date, place of meeting, all persons in attendance, and name of the presiding officer.
  - State whether the minutes of the last meeting were approved as read or approved as corrected (list corrections).
  - Give a statement concerning all reports and the action taken on them.
  - Record items discussed under old business.
  - Record items discussed under new business.
  - State the time of adjournment
  - Sign the minutes – **Must be done before submitting them to the SGA**
- Keep an accurate record and up-to-date list of members and record attendance at each meeting.

### **Duties of the Treasurer:**

- The treasurer is responsible for all funds of the organization
  - Be familiar with and accurately follow all club financial procedures.
  - Deposit all funds with the Dir of SACS.
  - Submit all requests for the usage of clubs funds.
  - Be present at SGA Finance Committee and/or Senate meeting to discuss requests for funds if necessary.
- Make a treasurer's report at each club meeting.
- Keep records of all money handled, incoming and outgoing.
- Reconcile financial records with the SGA Treasurer at the end of each semester (Dec 1<sup>st</sup>/May 1<sup>st</sup>)



## Club Mission Statement & Constitution

Each SGA recognized club is required to submit a mission statement and constitution with their club recognition form. The purpose of a constitution is to define 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.

### **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.

Example: The name of the club will be Johnson State College Ultimate Frisbee Club henceforth referred to as Ultimate Frisbee.

### **ARTICLE 2: MISSION STATEMENT AND OBJECTIVES**

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

Essentially, what do you plan to do and how are you going to do it.

### **ARTICLE 3: MEMBERSHIP**

Explanation: Membership must be open to any currently enrolled student at JSC who pays a student activity fee. 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 of the President, Vice- President, Secretary and Treasurer, (include any other position the club may have.)

### **ARTICLE 5: PROCESS TO ELECT LEADERSHIP**

Explanation: Include the nomination and election procedures. Example: Each will be nominated and elected by majority vote of attending members to a specified club meeting for this purpose at least three weeks in advance and to be held after Spring Break but before May 1 each year. Each officer will remain in office for one year.

## ARTICLE 6: CODE OF CONDUCT

### ARTICLE 7: PROCESS TO TERMINATE LEADERSHIP

Explanation: Include contingencies for filling vacancies and terms for removal from office.

*Please also include anything else that is felt to be crucial to the success of the club. This constitution must not violate or conflict with the JSC SA Constitution and By-Laws or the rules and laws of the VSC System or state and federal laws.*

## SA Finance Policies

### General Policies:

- Online forms need to be filled out completely and correctly, and need to be accompanied by supporting documentation for the request (i.e., conference registration, print out of items to be purchased with pricing, etc). If documentation is not included, disbursement of funds may be delayed.
- **Online forms should be submitted at least two weeks before funds are needed.** Thursday at 12noon is the deadline to turn in paperwork if you want a check the following week. Remember, all documentation has to be complete and approved by the SGA Finance Committee and/or the SGA Senate. If paperwork is turned in after 12noon, or if forms are incomplete, paperwork will be processed the following week.

- All club expenditures must be reviewed by Finance Committee, approved by the Senate and signed by the SGA Treasurer and President before funds are spent.
- The SGA will only reimburse for expenditures if prior approval has been requested and granted. If this policy is violated, individuals may be terminated from their organization or an entire club may lose its recognition. Individuals may also be billed for the amount in question by the JSC Business Office.
- **It is the responsibility of the SGA Treasurer AND the Club Treasurer to keep a record of club deposits and expenditures.**
- All funds raised by a club remain the property of the club.
- When a club wishes to withdraw funds they need to complete the monetary request form online. Requests will be reviewed by Finance Committee for approval. This means that requests for club fundraised funds do not need to be approved by the Senate, only Finance Committee.
- Any money withdrawn and not spent must be re-deposited with receipts for all monies spent to the Business Office within 15 days. Any monies not accounted for by receipts will be paid out of the club or individual in charge of the money.
- Clubs need to spend fundraised money and matching funds before they can be considered for general club funds. The only exception is if the amount needed for an expense is greater than the amount in the club's account. In this situation, clubs may ask for the difference from the Senate.
- Fundraised money may carry over to the next academic year, provided both the SGA Treasurer and Club Treasurer agree on the amount in question and put this information on a written document to be kept on file.

## Tax Exempt Form Instructions

- The Tax Exempt form states that Johnson State College is a tax exempt entity and therefore does not pay sales tax in the State of Vermont.
- You must use this form if you will be purchasing goods with college disbursed funds. JSC will not pay any sales tax, and if you do not bring the form you will be reimbursed for the cost of the goods less the sales tax.
- Pick up the form from Krista Swahn, Stearns 409.

## Matching Funds

- The SGA will match up to \$600 per year that a club had fundraised and deposited.
- To request matching funds, the club treasurer must complete the matching funds request form online.
- Matching funds are reviewed and approved by the Finance Committee.
- To use matching funds, submit a monetary request form online and indicate that matched funds are to be used for the expenditure.
- Matching funds do not carry over to the following academic year.

## Depositing Funds

- Complete the Deposit Slip form which is available in the SGA Office, Stearns 411. After the form is completed and the funds verified, place the form with money in a sealed envelope. Take the deposit to Krista Swahn, Stearns 409. A complete deposit slip must accompany all deposits.
- Indicate on the Deposit Slip Form the activity from which the funds were procured. A separate deposit slip must be completed for each activity.
- After verifying funds, Krista Swahn or designee will sign the deposit slip and submit one copy to the club and one copy to the SGA Treasurer.

## Fundraising

- The Office of Student Activities and Government must approve all club fundraising activities.
- To obtain approval, complete the Event/Fundraising Form online at least three weeks prior to the proposed date.
- The fundraiser may not take place until the club receives approval.
- This policy applies to all club fundraising activities.

## Contracts

Club officers/members **cannot** sign any contracts. All contracts must be submitted to Krista Swahn, Stearns 409 for a review process in order to receive a signature.

If you would like to book a band, entertainer, presenter, etc please see Krista Swahn to obtain the appropriate form.

## Club Trips & Van Requests

Johnson State College is committed to providing safe travel opportunities for its students. Student travel to, during and from College approved events and activities for student clubs is covered by the policies below.

### **Trip Process**

- Complete the Club Trip Form online at least two weeks prior to the trip date.
- A representative of the SGA Office will follow up within 2 business days to discuss further details and provide you with the Emergency Contact Sheet and the Van Safety Form. The Emergency Contact Sheet and a Van Safety Form signed by each participant must be submitted to Public Safety prior to departure from campus. If a club is found in violation of this policy, the club will be prohibited from college vehicle use for the remainder of the academic year.
- If a college vehicle is being requested, please indicate that on the Club Trip Form including the name of an approved driver for each vehicle. For a list of current drivers, or to become an approved driver, contact Susan Rothschild at x1208.
- Per college policy, if you will be taking personal vehicles the college will not reimburse for mileage, nor will the College's insurance cover your vehicle in the event of an accident.
- For overnight travel,

## **Co-Sponsoring Events with the JSC SLAP**

Often times, a club would like to bring a band, entertainer, presenter, etc to campus to contribute to the cultural, social, educational and recreational welfare of its membership and the JSC Community. SLAP is available to work with clubs to help organize and co-sponsor events. Contact the Krista Swahn, Stearns 409 for more details.

## **Bonfire Policy**

In order to have a bonfire at an event, clubs must submit the Event/Fundraising Form online to receive approval. The club will be asked to meet with Krista Swahn, Stearns 409, prior to approval.

### **Clubs must provide the following information:**

- Time, place, and duration of the event

- We require a JSC staff or faculty member be present for the duration of the fire (students do not count for this responsibility), who will that be?
- The fire must be fully extinguished before you leave, who will be responsible?

**Further:**

- You must contact Maintenance for a fire extinguisher which should be on site for the duration of the fire.
- No alcoholic beverages of any kind may be consumed at the event.
- You must obtain a burn permit from the Fire Warden. The fire warden cannot give you clearance to have a fire until about 48 hours in advance. His decision will be weather dependant (ie, if it's been 2 weeks since it rained, he will probably say no)
- The fire must be completely extinguished before returning the fire extinguisher to Public Safety, who must confirm that the fire is fully extinguished before the group leaves.

## College Alcohol Policy

(An excerpt from the JSC Student Handbook)

The consumption of alcohol in public areas is strictly prohibited. All alcohol transported through public areas must be unopened. Public areas include, but are not limited to stairwells, balconies, laundry rooms, lounges, public restrooms, outside ground areas, elevators, hallways, lobbies, office areas, and vending areas.

No alcohol is permitted on the campus grounds including Recreation Fields, Disc Golf Course and the Lower Pond.