

Amarillo College Student Clubs and Organizations Handbook



Amarillo College

Student Life

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Hours of Operation

Monday-Friday 8:00 AM-5:00 PM

During summer hours, Student Life will open daily
at 7:30 AM and close at 12:00 PM on Fridays.

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Student Club 101

Thank you for making the choice to be a Club Sponsor! All registered student organizations at Amarillo College are required to have a Sponsor/Advisor who is AC Faculty or Staff. The Student Life Office appreciates the time and energy that Sponsors dedicate to the student organizations, and we are always available to assist you in your role!

A Club Sponsor's primary concern should be to assist in the development of our students at the group and individual levels. Not only will a Sponsor be asked to meet the College's expectations, but also serve as friend, counselor, ally, and liaison to students. Student organizations provide an opportunity to utilize the knowledge students obtain in class and put that knowledge to work; an opportunity for them to develop leadership skills, ethical decision-making skills and creativity. The scope of an organization is determined in part by the Sponsor. They must decide the level of priority the organization will be given. Family commitments, time constraints, teaching load, research, community work, etc. are all considerations. Remember, not all years will be smooth sailing with student clubs! There may be a conflict among members, officers, and/or Sponsors. The organization may encounter a variety of difficult situations. A Sponsor should feel that the rewards are sufficient to merit the time and energy that is put forth for the organization. If you feel overloaded, have concerns about the direction the club is taking, or have issues of any kind, please let us know!

Expectations

Amarillo College Expectations of the Sponsor

- Do not accept the position of Sponsor or continue to serve as a Sponsor if you not prepared to fulfill the expectations.
- Uphold the best interests of the College and Organization.
- Be currently and continually employed as full-time faculty or staff.
- Do all that is possible to assure that the organization will take reasonable precaution in its activities, maintain state and college policies and regulations, and follow safety and liability precautions.

- Participate in the organization to the fullest extent without overpowering the students' abilities to make decisions for the organization.
- Participate in monthly Campus Council meetings to stay informed of current issues regarding student organizations.

Student Organization Expectations of the Sponsor

- Believe in the Organization and manifest the enthusiasm necessary to help the Organization reach its potential.
- Understand the Organization, be aware of its purposes, and assist in formulating goals.
- Assist in the development of procedures and methods for maintaining an effective Organization.
- Assist in matters of College procedures.
- Assist membership in improving leadership skills.
- Serve as a liaison with the College when necessary.
- Guide the Organization in planning activities and programs.
- Serve, as needed, as an arbitrator or impartial observer.
- Participate in the meetings and events of the organization to the greatest extent possible.
- Discourage domination of the group by an individual or small group.
- Provide long-term continuity within the group and be familiar with its history, including major changes in the Organization's program.

Sponsor Expectations of the Officers and Members

- Keep the Sponsor informed as to all organizational activities, meeting times, locations and agendas.
- Meet regularly with the Sponsor and discuss all plans and problems.
- Develop and use good records and sound financial procedures.
- Provide minutes of meetings, as well as any other materials that are sent to members.
- Make no commitments for the Sponsor without his/her consent.

- Make no financial commitments without the permission of the Sponsor and the Organization.
- Do not assume the Sponsor will continue to serve as Sponsor for the succeeding year unless the Sponsor has agreed to do so.

Sponsor's Level of Involvement

- The level of involvement of s Sponsor may depend on the Organization and its leaders. The Sponsor is required to attend all official meetings of the Organization. He/she should participate in an advisory capacity, allowing the students to run the meetings and actively make decisions and suggestions on behalf of the club. A Sponsor should facilitate discussion, offer objective points of view, present alternative solutions to problems and encourage the Organization and its leaders
- Attendance at events is also required, with some exceptions. Please visit with the Director of Student Life for specific details pertaining to your Organization and its activities. Attendance is an opportunity to show support and encouragement to the Organization. A Sponsor may be called upon to handle a crisis situation at an event. Sponsors should enter their position knowing that many extra hours are spent working with the Organization, their leaders, and events!
- Attendance at Campus Council meetings is strongly encouraged. Campus Councils are a way for organizations to communicate with one another and gain insight on what each other are doing. It also is a way for the Student Life office to meet face to face with Sponsors and provide any updates on procedures.

Suggestions for Maintaining an Effective Student Organization

Orientation and Training

Although most new officers have had experience within the Organization, there is a need for a structured training program. New members also need an

orientation to the Organization. The Sponsor should encourage the Organization to develop these programs.

Professionalism

Every organization should develop and maintain a sense of professionalism. It is important that your students understand that as club members, they are representing Amarillo College to other students, staff and to the community.

Communication

Officers of the Organization should be encouraged to maintain open communication with the members and Sponsor of the Organization. Effective methods for written and verbal communication should be taught and utilized.

Student Development

There must be opportunities for personal and educational development of the students who participate in the Organization. The Sponsor, because of experience, background, and education, should be a major resource in accomplishing student development.

Leadership

Sponsors should encourage members with leadership potential to seek leadership positions within the Organization. The Organization should be encouraged to participate in the Annual Leadership Retreat offered by the Student Life Office, Campus Council monthly meetings, and other leadership training programs.

Records

The Sponsor should encourage the Organization to maintain good records: minutes, agendas, scrapbooks, history, finances, etc.

Finances

Proper financial procedures should be followed and records kept by every student organization. All club funds should be kept in the Business Office in an Agency Account. Sponsors are not to keep cash in their offices, etc., and students should never be responsible for the handling of club funds. Student Treasurers should oversee the budget for events, travel, etc., monitor the funds earned through fundraisers, and oversee the development of fundraising ideas for the Organization.

Constitution

The constitution is the document that maintains the structure and procedures of the Organization. Sponsors should encourage the Organization to review and amend the constitution when necessary. When changes are made a copy must be submitted to the Student Life Office for approval by the Director.

Assisting Individual Members

Sponsors should encourage each member to participate in the Organization. To the extent possible, they should be aware of the academic strengths of the individual and assist in maintaining a balance between the academic and co-curricular aspects of college life. If your students are struggling financially or academically, please refer them to the proper college resources.

Operational Requirements

All clubs and organizations must maintain an active status in order to be recognized by the College. An active status is obtained by:

- Being recognized by Amarillo College
- Organization must consist of student membership
- Having an up to date constitution on file with Student Life
- Holding meetings on a regular basis
- Submitting rosters for Student Life Transcripts
- Sponsor(s) attending yearly training
- Sponsor(s) submit Monthly Report to Student Life

College Recognition

Each club and organization must be officially recognized by both the Student Life office and the College. College recognition does not constitute permission for the Organization to speak for the college, or for the student body. Actions proposed or viewpoints expressed must be identified as expressions of active members of the Organization only. Public statements of a political nature will not be made in the name of the College or any authorized club/organization.

Membership

Eligibility for Membership

Membership is governed by the constitution and bylaws of each club and organization, subject to the following limitations:

- Membership shall be confined to only the academically enrolled students of Amarillo College.
- Students must be in good academic standing and maintain a 2.0 GPA in order to hold membership in Amarillo College clubs and organizations. Each organization may stipulate higher standards in their constitution.
 - It is the responsibility of the Sponsor to verify eligibility requirements each semester. If a student becomes ineligible due to deficient GPA status, that student may petition the Sponsor to review their academic status at midterm.
- Students who are on disciplinary probation are not eligible to participate in college-sponsored clubs or organizations, including student travel.

Non-Discrimination Policy

Amarillo College does not discriminate on the basis of sex, disability, age, race, color, religion, or national origin in its activities, employment, scholarship and loan programs, educational and admission policies, or other college-administered programs.

Constitution

A constitution is a necessary tool in order to smoothly run a student club or organization. The constitution outlines not only the mission or purpose of the Organization, but also the regulations for membership, meetings, and other vital information.

Meetings

Clubs and organizations should hold a meeting a minimum of once a month. Sponsors should be present at every meeting, so it is essential to select meeting times based on both the Sponsor's and member's availability. Meetings should be conducted in a professional manner and be productive

towards the objectives of the Organization. Minutes should be taken at every meeting, and those records should be kept for two years.

Transcripts

Each semester the Student Life Office creates transcripts to show a student's involvement in Amarillo College clubs and organizations. It is the responsibility of each Sponsor to turn in a roster of the club members and their position within the club (President, Vice President, Treasurer, Secretary, or Committee Chair) to the Student Life Specialist in order for these transcripts to be created. Rosters are generally due at least one month prior to the end of the semester.

Club Sponsor Training

Club Sponsors are required to attend training on a yearly basis. This provides sponsors with the most up to date information regarding student club policies and procedures. Trainings are generally offered every Fall semester, but are also available as requested.

Monthly Report

The monthly report is essential for the Student Life Office to collect the data they need for student clubs and organizations. Information will include fundraiser expenses and profits, event attendees, meeting rosters, etc. The monthly report should be submitted by the 10th day of the following month. You can find the monthly report form at www.actx.edu/studentlife/club-sponsor-resources.

Events

Clubs and organizations will hold a variety of events during the academic year. Student clubs/organizations and their members shall be expected to conduct all social functions and other activities in keeping with the regulations and ideals of the college as stated in the [Student Rights and Responsibilities](#) publication.

Also, for every event, the Activity Request form will need to be submitted to the Student Life office. The form may be found at

<https://www.actx.edu/studentlife/club-sponsor-resources>. This form is vital in informing the Student Life office that your club is in fact active, and necessary for Student Life to be able to have accurate records of club involvement. Also, any event that is open to all students, not just members, will be added to the Student Life online calendar.

After event approval, poster requests for events may be submitted to the Student Life Graphic Design Intern. The Intern will send a proof to you and YOU must respond to the email before the posters will be printed. The Poster Request form can be found online at <https://www.actx.edu/studentlife/club-sponsor-resources>.

Community Service

Student clubs and organizations are encouraged to complete community service or volunteer opportunities. This is not only beneficial for the personal development of club members but also to promote a key value of the College. Sponsors are required to attend Community Service activities.

Fellowship

Fellowship events are those that are not held as a regular club meeting. For example, holiday parties, social gatherings off campus, and other activities to promote the relationships formed within the club or organization. Sponsors are required to attend Fellowship activities.

Fundraisers

For information on fundraisers, please go to page 14.

Travel

For more information on student travel, please go to page 16.

Other Events

There are a variety of other events that a club may host or participate in throughout the school year. For example, it is encouraged for clubs to host a table during Student Life Club Fairs, Fall Fest, and Badgerama. Clubs and organizations may also wish to hold events that are open to all students, not

just their members. For example, campus spa days, study sessions, stress relievers before final exams, guest speakers or artists, etc.

Financial Affairs

If a student club or organization determines that they will need Student Life funding, host fundraisers, or encounter expenses, they must abide by the following regulations.

Financial Obligations

No student club or organization shall undertake a special project or social activity involving financial obligations without **PRIOR** approval of the Sponsor and the Director of Student Life. **IN NO MATTER MAY A CLUB OR ORGANIZATION OBLIGATE AMARILLO COLLEGE TO A FINANCIAL DEBT!**

Financial Reports

- All funds shall be maintained in an Agency Account with the Business Office. Clubs and organizations are not permitted to hold off-campus bank accounts.
- Withdrawals from the Agency Account or any expenditure from Student Activity Funds must be initiated by the Sponsor and approved by the Student Life Office.
- An accurate record of receipts and disbursements must be kept.

*If your club or organization does not have an Agency Account, please contact the Student Life Specialist for assistance.

Funding Board

Prior to every Fall semester, the Student Activity Fee Advisory Board (Funding Board) meets to disburse funds for student development and travel. These funds are allocated from the fees paid by students when they enroll for classes at Amarillo College. A request for these funds must be submitted by the club Sponsor prior to the Funding Board meeting, generally held in late July. The request forms for these funds can be found online at <https://www.actx.edu/studentlife/club-sponsor-resources>.

Development Funds

Development funds are those utilized for student clubs and organizations to host events—such as meetings, ceremonies, fellowship events, guest speakers, and workshops.

Travel Funds

Travel funds are utilized for student travel as part of the club or organization. Upon approval, student travel funds are able to cover the following:

- \$25 per student per night for hotel costs
- Sponsor(s) hotel cost
- Sponsor meals per diem--\$38.25 on travel days and \$51.60 on days in-between (student meals are never covered)
- Registration fees
- Car rental
- Fuel
- Airfare
- Misc.

For more information on Travel, please view page 16.

Fundraising

The majority of student clubs and organizations are permitted to fundraise following the policies and procedures outlined below. Fundraising monies can be used by the club to offset travel expenses, fund on-campus development activities, and support non-profit charitable organizations.

- All fundraising activities must be approved by the student club Sponsor and by the Student Life Office.
- Requests for fundraisers must be submitted at least 10 days in advance for approval from the Student Life Office by completing the Club Activity Request form found online at <https://www.actx.edu/studentlife/club-sponsor-resources>.
- Clubs and organizations must be able to afford all expenses before they schedule a fundraising event.

- Any funds obtained must support projects or activities approved by the Sponsor and are consistent with the mission of the Organization and the College.
- Clubs and organizations shall not solicit outside the College for prizes, gifts, or donations without prior approval from the Student Life Office.
- No two clubs may fundraise on the same campus on the same day without prior approval from the Student Life Office.
- Each club may hold one fundraiser per month.
- Fundraisers may only be held on one day during the month (exceptions apply for raffles, see page 16).
- Fundraising monies **CANNOT** be used for individual profit, exam fees, state licensures, academic requirements, etc.

Step by Step Fundraising Procedures

1. Check the date online or with Jenna Welch – 371-5259 to be sure no other organization is planning a fundraiser on the same day.
2. Sponsor must complete the Club Activity Request form. The form is submitted online at <https://www.actx.edu/studentlife/club-sponsor-resources>. Please include as much detail as possible. Notification of approval will be sent to you via email.
3. If any special set-up is required, sponsor must complete Use of College Property, located on the AC website under AC Connect Faculty/Staff Information on the Forms page. Be sure to note the number of tables and chairs you will need, type of set-up, and anything you feel is important for your activity. Physical Plant requires this form to be received at least 10 days prior to the event.
4. After event approval, poster requests for events may be submitted to the Student Life Graphic Design Intern. The Intern will send a proof to you and YOU must respond to the email before the posters will be printed. The Poster Request form can be found online at <https://www.actx.edu/studentlife/club-sponsor-resources>.

5. If desired, you may reserve a Square from the Business Office for processing credit card payments. You may also request a change bag if necessary.

Raffles

- Each student club or organization may hold two raffles per academic year.
- All proceeds from the raffle must be spent for the purposes of the club or organization.
- The club or organization may not use paid advertising.
- The raffle may not be offered for sale statewide.
- No cash prizes may be offered.
- No prize may value over \$25,000.
- No person may be compensated for the selling of raffle tickets or conducting the raffle.
- Only members of the club or organization may sell the raffle tickets.
- The prize(s) offered must be in the possession of the club or organization before the raffle is conducted.
- Raffle tickets must include the following information on the ticket:
 - Name of the club or organization, including Amarillo College
 - PO Box 447, Amarillo, TX 79178
 - General description of any prize(s) that is valued at more than \$10
 - The date and time the drawing will be held
- Raffle tickets must be submitted to the Student Life Office for approval **PRIOR** to being printed.

Student Travel

Student travel is a College activity and therefore all college policies, procedures, and regulations apply for the duration of the trip. The Student Code of Conduct, as printed in the [Student Rights and Responsibilities](#) is in effect at all times while students are traveling. Although Sponsors accompany students, students are adults and are responsible for making wise decisions

about their health and safety. However, students should consult the Sponsor(s) for guidance and **MUST** follow directives from the Sponsor(s).

Any instance of student travel, whether utilizing College funds or through personal or external funding, requires completion of a Request for Travel Authorization, found on the Forms page under AC Connect. The form should be forwarded to the Student Life Office after departmental signatures are obtained.

Request for Travel Procedure

1. Ensure the club or organization has access or approval to the necessary funds for travel.
2. The appropriate Sponsor is responsible for completing all travel forms and securing all approvals for student travel before the travel occurs.
3. A ratio of one Sponsor to eight students is suggested. For any exceptions, approval must be obtained from the Student Life Office.
4. A Request for Travel Authorization form should be submitted to the Student Life office **at least two weeks prior** to the travel date. Signatures of the Sponsor(s), Department Chair, and Vice President of Student Affairs indicate approval of the travel.
5. Tasks to be completed, if able, before completing the Request for Travel Authorization:
 - a. Hotel Reservations—College credit card or personal credit card may be used, and later reimbursed, or the Sponsor may request a check made payable to the hotel.
 - b. Airline Reservations—Should be made well in advance of the travel to secure the lowest possible fares. College credit card or personal credit card may be used and later reimbursed.
 - c. Registration—Fees already paid or needed to be paid. College credit card or personal credit card may be used and later reimbursed.
6. Consider the following other expenses, if applicable:
 - a. Mileage/Fuel—If a Sponsor's personal vehicle is used, they may request mileage reimbursement. If using a College vehicle, no

mileage is charged and only fuel. Sponsors must be preapproved to drive College vehicles.

- b. Taxi/Shuttle—Charges may be reimbursed, with receipts, where reasonable.
- c. Car Rental—Must be approved prior to travel.
- d. Meals—Sponsor is entitled to receive per diem at the standard rates or submit meal receipts for reimbursement. Students are responsible for their own meals.

IT IS VITAL TO KEEP ALL RECEIPTS FROM A STUDENT TRAVEL TRIP. YOU WILL NEED THESE TO COMPLETE YOUR TRAVEL EXPENSE STATEMENT

7. Every student traveler **MUST** complete and sign the Waiver of Liability for Student Travel and turn it in to the Student Life office **PRIOR** to travel. This form can be found online at <https://www.actx.edu/studentlife/club-sponsor-resources>.
8. Sponsor must complete a Travel Expense Statement within 10 working days after the conclusion of the travel. This forms can be found on the Forms page under AC Connect.

Sponsor Responsibilities with Student Travel

- Sponsors are responsible for accompanying students and being available to assist and advise students to make travel as safe and meaningful as possible. Sponsors are not required to be with all students at all times during travel, but are responsible for reminding students that College policies and procedures are in effect at all times.
- Sponsors are required to be on the same flight as students, if applicable.
- Sponsors must keep all receipts and submit them with the Travel Expense Statement upon return.
- Maintain a list of student's phone numbers.
- Inform all students of the Student Code of Conduct and consequences of violation as printed in the [Student Rights and Responsibilities](#).

- Absolutely **NO ALCOHOL** is permitted during student travel, regardless of the age of the traveler. This rule applies to both Sponsors and students.
- Other items to discuss with travelling students:
 - Sponsor expectations
 - Curfew (if applicable)
 - Safety precautions
 - System of communication