

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 Clubs 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 are 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.

- Provide all reporting and documentation required by the Student Life office.

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.
- Maintain meeting, membership, and financial records, and monthly reporting.

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 or seek financial support 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 the 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. Student officers or members are encouraged to attend with the Sponsor or be the club representative in absence of the Sponsor.

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 all leadership trainings, workshops, and retreats 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. Minutes must be recorded at each official club meeting and kept on file with the sponsor for three years.

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, or appropriate positions, should oversee the budget for events, travel, etc., monitor the funds earned through fundraisers, and oversee the development of fundraising ideas for the Organization.

Petty Cash Advances – Only club sponsors can submit and receive petty cash advances. Student Life must sign off on all petty cash advances when using money from club agency accounts. Petty Cash Reimbursements should only be submitted for special circumstances.

When submitting charges to any of the Student Life accounts (Travel, Development, ect.), documentation must be submitted to the Student Life Office. Travel itemized receipts will be submitted with Travel Expense Statements, and

other receipts are to be copied and sent to the Student Life Office for documentation. Failure to submit appropriate documentation of using Student Life funds can result in reimbursement from the clubs agency account and/or restriction from using future funds provided by the Student Life Office.

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, mentally, emotionally, 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, with a minimum of one meeting a month.
- Submitting rosters for Student Life Transcripts
- Sponsor(s) attending yearly training
- Sponsor(s) submit Monthly Report to Student Life (reports do not affect the clubs' active status)

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, or end of the first 8 weeks for the Fall and Spring terms.
- 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 must hold a meeting a minimum of once a month with the exception of summer months (May – August) and December. Sponsors must 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. Official club meetings must occur at the appropriate campus where the club is represented.

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. The monthly reports will be used to determine distribution of funds for the current year and award of funds for the following year. 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 actx.edu/studentlife/club-sponsor-resources.

Events

Clubs and organizations are encouraged to hold a variety of events throughout the academic year to meet the mission of the organization. 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 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. No printing or publicizing of events can be made until approval has been received from the Student Life Office.

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 actx.edu/studentlife/club-sponsor-resources.

Please view the Amarillo College Student Organization Posting Procedures on page 12 for information on marketing events.

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 with club members.

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 15.

Travel

For more information on student travel, please go to page 18.

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.

Student Organization Publicity Procedures

Before printing, posting or distributing petitions, handbills, signs, or pieces of literature, the registered student organization, must submit a copy of the material to be distributed for approval to the Student Life Office.

The material to be posted or distributed must meet the following guidelines:

- Signs or materials of any kind which promote a business that is in direct competition with any Amarillo College class or service is strictly prohibited from posting on any Amarillo College Campus.
- The registered student organization distributing the information must be identified on the material to be posted.
- If the item is a petition, it must contain the name and signature of the organization's Sponsor.
- The item(s) must show a College approval stamp on the material from the Student Life Office.
- The material must not contain non-permissible solicitation, must not be obscene or libelous, contain any student's personal information, promote personal interests, or personal profit opportunities.
- The material to be posted should not be larger than 14" x 22" unless special permission is given by the Student Life office.
- Materials must be posted **only** in designated areas (bulletin boards) on Amarillo College property.
- The items must not be displayed on windows, glass doors, painted walls, banisters, or columns of buildings except as designated or specially approved.
- No person may remove material posted without permission from the approving office or the registered student organization.
- No registered student organization may distribute literature by accosting individuals or by hawking or shouting.
- Distribution must not interfere with free and unimpeded flow of pedestrian or vehicular traffic, and must not disturb or interfere with academic or institutional activities.

Note: POSTED MATERIALS SHOULD BE REMOVED BY THE STUDENT ORGANIZATION no later than **14 days** after posting or, if it relates to an event, not longer than **24 hours** after the event to which it relates has ended. At the time of removal, care should be taken not to litter the area around which the material was

posted.

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.
- Financial records must be kept for at least two years, including but not limited to, an accurate record of receipts and disbursements and profits.

*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>. Eligibility, distribution, and awarding of funds will be contingent on Sponsors providing the required reporting and documentation to the Student Life office they given deadlines.

*Clubs that go inactive will be required to be active for one full 16 week semester before eligible to request and receive funds. The only exception is requests for first meetings funds from Development Funds.

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, provided that the sponsor submits itemized receipts (student meals are never covered)
- Registration fees
- Car rental
- Fuel
- Airfare
- Misc.

For more information on Travel, please view page 18.

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 17).
- Same/Similar fundraisers may not take place within two weeks prior or after another fundraiser that is already scheduled.
- Fundraisers with pre-orders may only take place one week leading up to the sale date and must take place in the same calendar month.
- Fundraising monies **CANNOT** be used for individual profit, exam fees, state licensures, academic requirements, etc.
- Students are not allowed to use their personal money to purchase supplies for fundraisers.
- Food fundraisers are only allowed if food is pre-packaged or prepared by a licensed food handler that is ServSafe Food Safety certified. Gloves must be worn at all times when serving food.

Step by Step Fundraising Procedures

1. Check the date online on the Student Life Calendar or with Jenna Welch – 371-5259 to be sure no other organization is planning a fundraiser on the same day. In addition, check the College’s Master Calendar to ensure there are no conflicts.
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 the fundraiser is on campus, verify that the locations is available for use during the designated date and time.

4. If any special set-up is required, sponsor must complete the Use of College Property form, 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 (i.e. electricity, trash cans, etc.). Physical Plant requires this form to be received at least 10 days prior to the event.
5. After event approval, posters and flyers can be sent to the Student Life office for approval and printing. Large scale print requests must be sent as a “tif” file with appropriate dimensions. Student Life will print two 24x36 size posters and 10 11x17 posters.
6. 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, including lottery tickets.
- 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.

Reimbursements

- Reimbursements will only be approved for club sponsors, not students, that meet the following requirements:
 - Funds are available in the club agency account or funds were awarded and approved by the Student Life office, and
 - Items being reimbursed for have been approved by the club members and noted in meeting minutes.

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. NO costs may be charged to the Student Life account prior to Student Life receiving and approving the clubs Travel Authorization from the Sponsor.
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. Once the Travel Authorization has been approved, the following arrangements can be made:

- 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. Sponsors are not allowed to transport students in their personal vehicles. If using a College vehicle, no mileage is charged and only fuel. Sponsors must be preapproved to drive College vehicles. Students are not allowed to drive college vehicles for club purposes regardless of college employment status.
 - b. Taxi/Shuttle—Charges may be reimbursed, with receipts, where reasonable.
 - c. Car Rental—Must be approved prior to travel. Students are not allowed to drive rental vehicles regardless of college employment status. When available, car rentals must be made through AC contracted companies using the AC rental codes provided by the Business Office.
 - d. Meals—Sponsors must submit itemized 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. Students are not allowed to take personal vehicles for out-of-town events and/or programs when representing a student organization, therefore, must travel with the sponsor led group. When students are traveling independently as a student, the Personal Vehicle Waiver must be completed with a copy sent to the Student Life office.
8. 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>.

9. 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.
- If traveling with only one student, sponsor and student must be of the same gender.
- Sponsors are required to be on the same mode of transportation (i.e. flight, charter bus, AC vehicle, ect.) as students, if applicable.
- Sponsors are required to stay at the same location as the students and attend the same conference and activities with the students, if applicable.
- Sponsors must keep all itemized 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.
- Absolutely no illegal drugs are permitted for Sponsors and students as regulated by both Texas law and federal laws.
- Other items to discuss with travelling students:
 - Sponsor expectations
 - Curfew (if applicable)
 - Safety precautions
 - System of communication