

# Registered Student Organization Handbook

Lansing Community College  
Student Life Office



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## REGISTERED STUDENT ORGANIZATION GUIDELINES

The following must be observed by every Registered Student Organization (RSO) at Lansing Community College (LCC):

LCC reserves the right to suspend the activities of any RSO when in violation of the regulations and policies of the College. For more information regarding LCC general rules and guidelines, please refer to: [www.lcc.edu/catalog/policies\\_procedures/](http://www.lcc.edu/catalog/policies_procedures/)

- Each RSO must have a constitution on file in the Student Life Office. Without a constitution the organization is not sanctioned by the college and therefore may not register.
- All student organizations must register each academic year by submitting the following student organization registration forms online to the Student Life Office:
  - ✓ A completed **Officers List**, which must include at least two currently enrolled LCC students.
  - ✓ A completed **Advisor Agreement Form**
  - ✓ A complete list of members
  - ✓ A **Release and Hold Harmless Agreement** for each student member\*
    - \* Applies only to sports clubs and organizations
- Each RSO **must have an advisor** who is a full or part-time LCC faculty or staff member. Student employees are not allowed to serve as advisors.
  - Each RSO may have more than one advisor.
  - The RSO advisor must be present at all organization meetings and events.
  - The RSO advisor shall be the liaison between the organization and Student Life.
- All members of any RSO must be enrolled for at least one credit during each fall and spring semester of membership. Summer membership may include students not enrolled for summer semester who were enrolled during the previous spring semester.
- Each RSO shall work with Student Life for use of LCC facilities and resources.
- Each RSO may have a LCC fund account and is responsible for managing transactions, and maintaining a current balance. Off-site accounts are not permissible.

## REGISTERED STUDENT ORGANIZATION BENEFITS

The following benefits are available to all RSOs:

- Registered student organization listing on the LCC Student Life webpage.
- Eligibility to use LCC facilities as established by college policy.
- Eligibility to promote and sponsor RSO activities.
- Eligibility to request LCC services/resources such as:
  - Requests for printed material copies
  - Requests for rooms and information tables
  - Requests for college vehicles
- Eligibility to request grant funding
- Eligibility to request free advertising in the LCC student newspaper The Lookout.

- Eligibility to solicit funds on campus through programs and fundraisers.
  - ✓ All fundraising activities and events need to be approved by Student Life
  - ✓ Gambling and raffle fundraisers are not allowed

## ADVISOR ROLE

Involvement in campus organizations allows students the opportunity to develop organizational and leadership skills. Engaging in important out-of-class activities that impact student quality of life can complement educational objectives. The Student Life Office at LCC offers involvement in and exposure to diverse educational, cultural and personal experiences and opportunities. In support of these objectives, it is important that persons with expertise in related student organizational areas lend assistance to students in their endeavors. The range of student group purposes is diverse. Therefore, an informed advisor is a valuable resource to the organization in terms of help with procedural matters. This person will know, understand, adhere to and enforce college regulations and policies and will oversee budget management. Recruiting an advisor who is committed to supporting student learning and leadership development through extracurricular activities is crucial. All student organizations are required to have an advisor. The student organization may choose an advisor according to its own constitutional requirements.

It is important that advisors understand the responsibilities involved before making a commitment to a student group. Those responsibilities include:

- Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
- Encourage meetings to be run in an orderly and efficient manner.
- Assist students in understanding and applying democratic principles, including recognition of minority opinions and rights.
- Attend **all** student organization meetings. This will ensure better communication between the advisor and members. (Student organizations may not hold any official meetings where the advisor is not present.)
- Be present at **all** student organization sponsored activities/events during the **entire** activity/event (**including those off campus**). The advisor must also see that the activity/event ends on time and appropriate clean up takes place.
- Enforce LCC and Student Life policies and procedures.
- Be a mentor for officers and members.
- Assist the treasurer in maintaining accurate accounting and budgeting procedures.
- Consult with Student Life regarding student organization questions or concerns.

The **Advisor Agreement** form must be completed online and submitted to Student Life at the time of registration. A separate **Advisor Agreement** form must be filled out for additional advisors.

Advisors are not allowed to vote or hold office.

## **Suggestions for Effective Advising**

- ✓ The skill of the organization and its leadership should dictate the style of advising. If the student leaders have introductory skill levels, the advisor may need to be more actively involved with the group. As the leaders' skill level progresses, the advisor can then decrease the amount of direction provided to the group.
- ✓ Be open to feedback from the group. Talk with them regarding your role as advisor.
- ✓ Give the group and leaders feedback regarding their performance. Raise questions with them regarding their goals.
- ✓ Be aware of college policies and procedures so that you can be a knowledgeable resource for the group. Be familiar with Student Life and the Registered Student Organization Procedure Manual.
- ✓ Get to know all of the members. Be available and accessible to them. They will feel more comfortable and open to input if they know you.
- ✓ Meet with the officers before group meetings. Assist them in setting an agenda.
- ✓ Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.

## **REGISTERED STUDENT ORGANIZATION RESPONSIBILITIES**

- Obtain approval from the advisor to schedule or plan all meetings, projects and events.
- Include your advisor in any Student Life or other LCC communications.
- Seek advisor council before any changes in the structure of the group, or in policies of the organization are considered, and before major projects are undertaken.
- Adhere to LCC and Student Life policies and procedures. Student organizations that do not follow the guidelines set will be placed on probation and may have their official status revoked.
- Understand that the responsibility for the success of the student organization rests ultimately with the group, not the advisor.
- Meet regularly to discuss procedures, questions and concerns.
- Acknowledge the advisor's time and energy donated, and express appreciation.
- Be clear and open about what is expected from the advisor.
- Periodically, evaluate your advisor and give appropriate feedback.

## **CONDUCTING MEETINGS**

### **Preparation for a Meeting**

Before the meeting, the chair should prepare an agenda showing the matters to be taken up and their order. If the business calls for reports of officers or committees, the persons involved should be duly informed in advance of the meeting. If some important decision is to be made, a copy of the agenda or a bulletin of information should be provided to members before the meeting. Details should be worked out in committees before meeting time.

## **Scheduling a Meeting**

Please complete and submit a **Room Reservation Request Form** online to the Student Life Office at least two weeks prior to the requested date of the meeting(s).

## **Common Procedures in Business Meetings**

Every business meeting is presided over by the president or the chair. If there is no regularly elected secretary, the chair will appoint a note taker for the meeting. A standard order of business follows:

- Roll call
- Call to order
- Approval of agenda
- Reading of previous meeting's minutes
- Approval of minutes
- Reports
- Old business
- New business
- Announcements
- Petitions and hearings
- Adjournment

Throughout the meeting, the secretary will keep a record of any action that is taken, such as motions made and supported, by whom, and the results of the vote. The minutes will also show the date and place of the meeting.

## **Minute Management Suggestions**

A secretary's position for a student organization is not a job to take lightly. The following criteria are important when considering who will best fulfill this role:

- Is this person reliable; does he/she keep appointments?
- Is this person well organized; does he/she complete tasks in a timely manner?
- Is this person a good listener; is he/she able to be objective, not to make his/her own interpretations, and hear both sides of an issue?
- Is this person on top of what is going on; is he/she able to appropriately weed out the trivial information and record the important facts for the record?

The secretary should be present at all meetings. It is also helpful for the secretary to be prepared before each meeting. A secretary should be sure to read the minutes of previous meetings. There are several ways to take meeting minutes and each organization needs to choose the most appropriate method for them.

It is often helpful for both minute taking, and for those attending the meeting, if the chair or the secretary summarizes decisions that are reached. The secretary should signal the president or chairperson during the meeting and ask questions regarding the subject being discussed if unsure.



Immediately following the meeting, the secretary should check the notes for the following information:

- Type of meeting
- Date, time and meeting location
- List of attendees
- Approval and/or amendments to previous meeting minutes
- Record of reports from standing and special committees
- General matters
- Record of proposals, resolutions, motions, seconding, and final disposition and a summary of the discussion; also record the vote
- Time of adjournment

## **SCHEDULING EVENTS, INFORMATION TABLES AND ROOMS**

Events and activities sponsored by registered student organizations must be approved by the advisor and Student Life. It is very important that groups **PLAN AHEAD!**

- Failure to obtain proper approval could result in cancellation or denial of the request.
- The advisor must attend all RSO sponsored events and activities.
- Students and advisors are not permitted to sign contracts on behalf of LCC.

The following items must be submitted to Student Life prior to the event:

- ✓ A completed **Room Reservation Request** form for all on-campus events (the Student Life Office must make sure that the room/area is available before your activity request can be processed.)
- ✓ A completed **Expense Approval** form with approved minutes for items that will be purchased for the activity. (Including supplies, entertainers, refreshments, etc.)
- ✓ All literature that will be distributed concerning the event or activity

### **Reserving a Room or Information Table**

A **Room Reservation Request Form** or **Literature Table Request Form** must be completed and submitted online to the Student Life Office to reserve the space.

- Student Life will process the request and you will receive status notification via email.
- If the room or table is unavailable, your request will be denied and a new location may be suggested or requested.
- Student organizations are responsible for returning all furniture to its original set-up.

### **Distribution of Literature Policy**

LCC is continually aware of and supportive of the concept of freedom of expression; particularly those provided by the First Amendment of the Constitution of the United States. The College also perceives that one of its functions is to provide a wide range of learning experiences and learning opportunities for the students of the college. At the same time, the College is mandated to provide orderly processes, which avoid disruptive material, protect public and private property, and provide for the general safety and welfare of students and college staff.

The following statements are designed to facilitate student distribution of literature within college facilities, while providing students, College personnel, and property reasonable protection from commercial exploitation and legal actions. Court rulings have determined that College buildings, while considered a “public trust”, are not considered “public property” and are subjected to regulated use by any and all individuals. The procedural regulations below are designated to facilitate the legislated instructional mission of the College to serve the citizens of the LCC community. The following procedural regulations shall be followed:

- The distribution of literature in college buildings by student organizations shall be limited to literature tables made available for such distribution.
- Only college recognized officially registered student clubs and organizations shall have access to the literature tables. Non-profit organizations who wish to use College facilities must gain permission by following the procedures established for this purpose through the appropriate instructional offices or the Student Life Office.
- Student organizations are asked to request the use of the literature tables with the Student Life Office at least two (2) weeks prior to the date of desired use. Requests will be accepted on a first requested first served basis.
- Student organizations may request the use of a table for three (3) consecutive days. A new request may be turned in after the last date of the previous request.
- The literature table must be staffed at all times by the student organization advisor, or members of the student organization registered for the use of the table(s) while the distribution of materials is taking place. The student organization will have the responsibility to ensure that the distribution process is orderly at all times and that the general area surrounding the literature tables is not littered.
- In order to determine accountability, a sample of the material to be distributed must be placed on file with the Student Life Office at the time of the request for use. In addition, a student organization must have a copy of the material to be distributed on file with the student organization’s advisor.
- No literature shall be forced upon any individual nor shall there be any obstructions created in the path of the general flow of traffic. Individuals shall have the option to pick literature from the tables or receive a copy from individuals sitting at the tables.
- Student organizations may collect funds for federally tax exempt non-profit organizations, such as Muscular Dystrophy, Blood Drives, or college sponsored activities. There shall be no commercial solicitations of funds or business.
- The college has the right and the responsibility to halt the distribution of literature that it believes to be libelous, obscene, an invasion of privacy or substantial disorder of the normal operations of the college.
- Failure to comply with the above procedural regulations will lead to the denial of the use of the literature table(s) and/or may lead to disciplinary action.

Depending on the nature of event or facility/room use; student organizations may be required to obtain liability insurance as a condition of using any campus facility. This determination will be made by the LCC Office of Risk Management and Legal Services.

## REGISTERED STUDENT ORGANIZATION FINANCES

In every student organization the treasurer is responsible for forming the annual budget of the organization. The treasurer also keeps accurate, up-to-date records and written accounts of receipts and expenditures. This record is subject to audit and is to remain permanently in the files of the organization.

All disbursement of funds and requests for services of the college by student organizations require the signature of at least one officer and the advisor. The advisor should work with the treasurer and Student Life to manage the balance of the club account.

### Financial Account Activation/Maintenance

All registered student organizations have access to a LCC fund account to conduct financial business. New RSO fund accounts will be created after first time registration.

### Depositing Funds

All money received by student organizations should be deposited within three (3) business days of receiving the funds in the Student Finance department (GB-StarZone)

**Checks should be made out to "LCC"**. The RSO name should appear on the check memo line. All money must be sorted, rolled (coins) and counted prior to depositing.

The depositor will complete a **LCC Deposit Receipt** form and should know:

- Where the money came from: (contribution, sales, fundraiser or other source)
- Actual amount of money being deposited (including denominations of money)

After the deposit is made, the depositor will receive a receipt showing the amount of the deposit and the date and time of the deposit.

**It is the responsibility of the student organization depositor to give information regarding the source, the amount and the denomination(s) of each deposit to the Student Finance Department.**

### Budgeting Finances

One of the tasks you face as a financial officer, especially if your organization makes frequent business transactions, is preparing a budget. A budget is a tool used for planning and controlling your financial resources. It is a guideline for your future plan of action, expressed in financial terms within a set period of time. A budget does not have to be complex, as the information below will demonstrate.

What a Budget Accomplishes:

- It helps refine goals.
- It compels members of the organization to use funds efficiently.
- It provides accurate information to analyze, adjust and evaluate programs and activities.
- It aids in decision-making.
- It provides a historical reference to be used for future planning.

### Preparing your Budget:

- ✓ Prepare an outline of the organization's planned future activities.
- ✓ Determine and record available funds (e.g., carryover balance from previous years).
- ✓ Estimate and record expected income and when it will be available
- ✓ Define and record needed expenses (advertising, rentals, printing, supplies, etc.)
- ✓ Review, revise and then assemble into a final budget.
- ✓ Have members vote for budget approval.

### Managing the Budget:

- ✓ Once prepared and approved, the budget should be closely managed.
- ✓ Set and maintain a minimum cash balance.
- ✓ Formulate general policies and procedures needed to achieve objectives while providing internal control (e.g., allow only approved expenditures).
- ✓ Keep accurate written log of financial transactions (income and expenses).
- ✓ Periodically compare the budget to your actual logged expenditures.

## Spending Funds

An RSO may use an Expense Approval Form to:

- Purchase supplies
- Purchase food (for consumption or resale)
- Order Aramark catering services
- Request travel funds (for conferences, trips, etc.)
- Hire guest speakers or entertainers
- Other expenses

College policy requires that all student organizations receive approval by the Student Life Office for "Expense Approvals" prior to purchasing or expending funds. Processing time required for the above items vary depending on College policy.

The following items must be submitted to receive authorization for withdrawing funds from the student organization's account:

- ✓ A completed Expense Approval form signed by the advisor and one (1) officer.
- ✓ The meeting minutes showing that the student organization approved the expenditure.
- ✓ Any additional appropriate documentation. (order forms, invoices, receipts, etc.)

Failure to obtain prior approval could result in a cancellation or denial of the student organization's request. PLEASE PLAN AHEAD!

Funds for payment of major purchases or off-campus facilities use for any registered student organization must be authorized and available in the student organization account at the time of facility rental reservation and/or contract.

**Any purchases or off-campus facilities rental reservations and/or contracts made without prior college authorization and sufficient funds in the student organization account will be considered unauthorized and be the sole responsibility of the person making the facility rental reservation and/or request.**

Continued use of the LCC RSO account is based on the terms and guidelines set by LCC and the Student Life Office. Failure to turn in the appropriate paperwork could result in termination of the student organization LCC account.

Student organization accounts that have been inactive for two (2) years will have the funds returned to the Student Life student organization grant fund.

## ATHLETIC STUDENT ORGANIZATIONS

Every member of an Athletic Registered Student Organization (RSO) will need to sign a Student Life Release and Hold Harmless Agreement prior to participating in any student organization event or activity. By signing the Release and Hold Harmless Agreement Form, the student is agreeing to assume any and all risks associated with participation in the sport, that may arise out of the hazardous nature of the event or activity in which they're participating.

## REGISTERED STUDENT ORGANIZATION TRAVEL

College policy requires all student organizations to receive approval from the Student Life Office prior to travel for liability purposes. Any reservations made without prior college documentation and sufficient funds in the student organization account will be considered unauthorized and will be the sole responsibility of the person making the reservation and/or contract. The advisor must accompany the student organization members on all travel.

Funds designated for travel use for any student organization must be available in the student organization account at the time of the request. It is the advisor's responsibility to make sure that there is enough money in the club account prior to travel. Student organization travel funds may only be used for LCC advisors or students.

The following items must be submitted to the Student Life Office at least two (2) weeks prior to travel:

- ✓ A completed Expense Approval Form
- ✓ Documentation regarding the trip (e.g. brochure, flyer, etc.)
- ✓ A completed Student Organization Travel Form
- ✓ Meeting minutes approving the travel (and expense if applicable)

College vehicles are available to student organizations at no charge. Drivers need to successfully complete the LCC EMSS training program and must adhere to all college driver and Department of Transportation (DOT) requirements (no driver may drive more than 10 hours a day). **Students are not permitted to drive LCC vehicles.** Please work with Student Life to secure a college vehicle.