

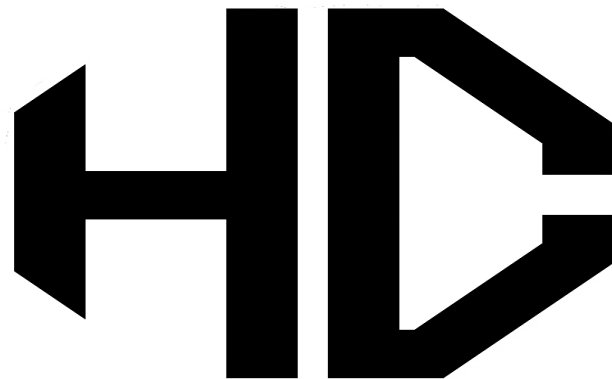
Clubs and Organizations Guide

HOWARD COLLEGE

AND

**SOUTHWEST COLLEGIATE
INSTITUTE FOR THE DEAF**

HOWARD



COLLEGE

2013-2014

Table of Contents

Purpose of this Handbook	3
Philosophy of Student Clubs and Organizations	3
Objectives of Student Organizations	3
Categories and Definitions	3
Student Organization Guidelines	4
Establishing a New Organization	4
Conditions of Registration	4
Faculty or Staff Advisor	5
Conditions for Maintaining Registration	5
Denial of Registration	6
Withdrawal of Registration	6
Registration of New and/or Reforming Groups	7
Start-Up Funds	7
Privileges of Chartered Organizations	7
Student Organization Accounting Procedures	7
Approved Off-Campus Activities	8
Transportation	8
Overnight Trips	9
Excused Absences from Classes	9
Hints for an Effective and Successful Organization	10 – 13
Appendix A – Model Constitution	14 - 15
Appendix B – Registered Organizations	16
Appendix C – Student Organization Declaration of Intent Form	17
Appendix D – Student Organization Application for Registration	18
Appendix E – Student Organization Yearly Report.....	19
Appendix F – Activity Request Form	20 - 21
Appendix G – Student Organization Balance Sheet	22
Appendix H – Liability Release Form	23

PURPOSE OF THIS HANDBOOK

This handbook is designed to provide an operational framework for existing and future organizations with the college. Believing that involvement with other students in social endeavors is an educational experience, Howard College and the Southwest Collegiate Institute for the Deaf (SWCID) encourage students to participate in the various organizations available. This handbook serves as a practical guide in the establishment and maintenance of an organization.

PHILOSOPHY OF STUDENT CLUBS AND ORGANIZATIONS

Extra or co-curricular activities complement the curricular activities of the college experience. The curricular and extracurricular activities function together to provide the total experience. It is important that a healthy balance exists in a student's educational program.

The subject-related, service, social, and religious organizations provide opportunities for students to broaden their experiences; students will come in closer contact with other students with similar interests. Students will have opportunities to exercise leadership and/or fellowship. The enjoyment of working together toward common goals will provide personal satisfaction for the students.

The student's primary aim should be the attainment of a successful academic and/or vocational record. Curricular involvement should be a top priority in each student's life. However, the College encourages students to participate in those clubs available and believes that involvement will positively influence the educational experience.

OBJECTIVES OF STUDENT ORGANIZATIONS

An organization must have reasons for existing. The objectives of a student organization must be in keeping with the objectives of the institution by which they are chartered. Below are objectives to consider when organizing and operating an organization.

1. To assist students with like interests and talents to become better acquainted.
2. To afford students the opportunity to carry classroom experiences over into the co-curricular life of the campus.
3. To give students a chance to develop social attributes.
4. To permit students a chance to participate in the democratic process.
5. To develop leadership qualities among students.
6. To assist in deepening students' sensitivity
7. To assist in the development of critical thinking skills.

CATEGORIES AND DEFINITIONS

A registered student organization is a group of no less than six students enrolled at Howard College or SWCID who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the college and/or federal, state and/or local statutes. Generally, student clubs fall under one of the following categories: Academic/Professional, Honorary, Multicultural, Religious, Residence Hall, Service, Recreational, and/or Special Interest

STUDENT ORGANIZATION GUIDELINES

A. Establishing a New Organization

1. Discuss the plan to form a new organization with the Dean of Student Services (Big Spring), the Dean of Student Services (SWCID), or the Campus Dean of Support Services (San Angelo).
2. Find six petitioners who are interested in forming the new club. Petitioners must be enrolled in at least 3 credit hours at Howard College.
3. Complete a Student Organization Declaration of Intent Form. This petition should state the name of the club and be signed by the students wanting the club. (Appendix C attached.)
4. Submit the form for review to the Dean of Student Service (Big Spring), the Dean of Student Services (SWCID), or the Campus Dean of Support Services (San Angelo).
5. Proceed to the registration procedures.

B. Conditions of Registration

1. Membership in the organization shall be open only to students of the college. The Howard County Junior college District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.
2. Student organizations wishing to register with the college must file an application with the Student Services office. This application shall contain but not be limited to the following information.
 - a. A statement of the organization's purpose.
 - b. Any present or intended relation the organization may have to any other local, state or national organization.
 - c. The organization's proposed activities.
 - d. A list of the organization's officers.
 - e. A copy of the organization's constitution and bylaws, if any.
 - f. A copy of the constitution and bylaws of any related organization, if any.
 - g. The signature, title, and campus address of a member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.
 - h. Upon approval by the Senate and filing by the Student Services offices, the organization will be chartered and recognized.
3. The purpose and activities of the organization shall be lawful and not in conflict with college regulations as published by the college.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds must be maintained in a college account and expended according to institutional guidelines.
6. The organization shall show promise of effectively meeting its stated objectives,

- be free from control by any other organization, and be lawful and peaceful in its activities.
7. The organization shall not use the name of the college or an abbreviation of the name of the college, as part of its name, nor advertise or promote events or activities in a manner which suggests that the function is sponsored by the college.
 8. Meetings must be held on campus.
 9. The organization shall agree to adhere to the policies, rules, and regulations of the college.
 10. Registration of an organization does not imply college approval of either the organization or its activities.
 11. Existing and/or perspective organizations should obtain a copy of the Club Guide, in the Student Services Office, for additional information.

C. Faculty or Staff Advisor

1. Each registered organization shall have a full-time college employee available to the officers and members for consultation regarding the affairs of the organization. The advisor should certify the organization's expenditures by submitting the "Purchase Requisition" to the Student Services Office.
2. Attendance of organizational meetings and/or functions is required of at least one advisor.
3. The Advisor offers suggestions regarding the operation of the organization and ensures the group adheres to college regulations and the organization's constitution and by-laws.
4. Registered student organizations may have additional advisors to the extent permitted by their constitution and by-laws; however, one advisor must be a full-time Howard College/SWCID employee.
5. Certain organizations do not choose their advisor(s), rather they are assigned a full-time faculty or staff person by the college.
6. Established full-time faculty or staff members who reduce employment hours below full-time status and maintain an office on-campus may continue to function as an advisor of a student organization with the approval of the Student Service Officer.

D. Conditions for Maintaining Registration

In order to maintain its registration, a student organization shall comply with the following requirement:

1. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year to the Student Services office.
2. The organization shall submit to the student services office for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitutions, changes in this statement of purpose, changes in procedures for handling organization funds, or changes in membership requirements.
3. The organization shall maintain all funds in a college account in the business office and expended according to institutional guidelines.
4. The organization shall demonstrate by its activities that it is working to achieve its purpose as stated on the application.

5. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable college regulations and state statutes.
6. The organization must clear the organization's program of activities with the Student Services Office two weeks in advance of the time of the activity by requesting that this activity be placed on the college calendar. If facilities or equipment are needed, organizations must follow the procedures outlined in Part VIII of the Student Handbook.
7. Members must meet the academic eligibility requirements established by the college for holding office and participating in organizations.
8. The organization shall be responsible for the observance of all applicable college regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

E. Denial of Registration

1. No student organization will be officially registered with the college if the Student Services Office determines that the organization's actions or activities are detrimental to the educational purposes of the college.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to an Administrator appointed by the College President within five (5) college working days from the date of the denial letter. The decision of the appointed administrator is final.

F. Withdrawal of Registration

The registration of an organization may be withdrawn by the Student Services Office for non-compliance with the rules as set forth. The procedure for such withdrawal shall be as follows:

1. The president of the organization and its faculty or staff advisor shall be notified in writing of the proposed action to withdraw registration and of the reason for the proposed withdrawal.
2. The organization will be given five (5) college working days to show cause Why registration should not be withdrawn.
3. If the Student Services Office determines that cause for maintaining registration is inadequate, the president and the advisor of that organization will be notified in writing of the actual withdrawal of registration, the reason of his action, and the effective date of the withdrawal of registration.
4. The decision of the Student Services Office to withdraw registration from an organization may be appealed by the organization in writing to an administrator appointed by the College President within five (5) college working days from the date of notification of withdrawal of registration. If no appeal is filed within the time limit, the decision of the Student Services Office will be final.
5. The decision of an Administrator appointed by the President is final concerning the appeal of a student organization which has had its registration withdrawn by the Student Services Office.

G. Registration of New and/or Reforming Groups

1. Members must be officially registered in the college as either a full-time or part-time student.
2. Any officer who fails to show an active interest in the organization, fails to participate, or is placed on academic or disciplinary probation, shall be replaced according to the club/organizations constitution.

H. Start-Up Funds

1. Organizations may receive a small start-up fund of \$100 by submitting a request to the Dean of Student Life (Big Spring), the Dean of Student Services (SWCID), or the Campus Dean of Support Services (San Angelo).
2. This is a one-time fund available at the initial registration of an organization.

I. Privileges of Chartered Organizations

Recognized student organizations have the privileges of:

1. Holding meetings and other functions on campus.
2. Recruiting new members on campus.
3. Using the facilities of the college.
4. Using the name of the college and logo.
5. Being present at and represented before the Student Senate.
6. Publicizing activities on campus through posters, bulletin boards, campus publications.
7. Raising funds on campus.
8. Utilizing fiscal services via the college business office.
9. Having approved activities entered on the official calendar of the college.

J. Accounting Procedures

a. Fundraising Guidelines

- i. Due the very strict laws pertaining to raffles, the HCJCD does not allow any raffles to be held by the college or any college based organization. There are many be other allowable methods, as long as it is not a "game of chance". Other methods of fund raising that are allowable would include bake sales, silent auctions, car washes, or most likely any other method that is not a "game of chance" because these are considered gambling.
1. All registered student organizations shall deposit their funds in the business office within two working days of collecting funds and/or two days after the conclusion of fundraiser. (Funds belong to the organization, and the college is acting only as a depository.)
 2. Treasurers of organizations should keep a cash receipts and cash disbursements book.
 3. Purchases must be made according to college policy.
 4. The advisor is responsible for knowing and following college purchasing procedures and for informing the organization's members of those procedures. The advisor should certify the organization's expenditures by submitting the "Purchase Requisition" to the Dean of Student Service, (Big Spring) the Dean of Student Services, (SWCID) or the Dean of Support

Services (San Angelo).

5. The advisor and club/organization treasurer is responsible for all funds raised and for proper deposit of those funds.
6. The advisor and the club/organization president is responsible for requesting a purchase order to the Executive Dean of the Big Spring Campus(Big Spring) the Dean of Student Services (SWCID), or the Campus Dean of Support Services, (San Angelo)
7. The treasurer should check to see that the balance on the organization's books balance with the business office records, including any procurement card purchases.
8. All organizations must submit a balance sheet after each fundraiser, with receipts attached, to the Dean of Student Life (Big Spring), the Dean of Student Services (SWCID), or Campus Dean of Support Services (San Angelo) offices 48 hours after the events/fundraiser. This form indicates payments and deposits from the fundraiser.
9. College student organizations can have one sales tax free event per month. This event cannot exceed a consecutive 24 hour period within that month. If the event lasts longer than 24 hours, the college/student organization is required to obtain a sales tax permit for that organization.
- 10. Rodeo goat delivery, and things of that nature DO NOT fall under any sales tax definitions, because goods and items are not being sold and left with the customer, so our organizations can have as many of these as they want.**
- 11. Bake sales, craft sales, and those types of events do fall under this ruling, and we must monitor them so that we do not become susceptible to any types of fines.**

K. Approved Off-Campus Activities

1. Off-campus activities must be approved by the Dean of Student Life, (Big Spring), the Dean of Student Services, (SWCID) or the Dean of Support Services, (San Angelo)
2. Each participant in such activities represents the college and is expected to act according to college rules and regulations.
3. Students representing the college off campus are subject to the same disciplinary action as though they were on campus.
4. Advisors are responsible for control of the students while off-campus and are responsible for reporting infractions to the Executive Dean of the Big Spring Campus (Big Spring), the Dean of Student Services (SWCID), or the Dean of Support Services, (San Angelo).
5. Alcohol consumption is prohibited by both advisors and/or members regardless of age, place or time.
6. All members participating in off-campus activities must sign a Liability Release. (Appendix H Attached)

L. Transportation

1. College transportation may be furnished if the use of it will be to the benefit represent the entire college.
2. Request for transportation should be made by the advisor to the Executive Vice President for Administrative Services, (Big Spring) the Provost, (San Angelo) or the Dean of Student Services (SWCID).
3. The advisor is responsible for completing all paperwork involved.
4. Student drivers must be cleared through the office of the Executive Vice

- President for Administrative Services two weeks prior to the utilization of the vehicles. All drivers of 15 passenger vans will be required to complete driver's safety course prior to driving a 15 passenger van. Student drivers must be supervised by a full-time college employee unless granted permission by the Executive Vice President
5. Students who leave campus in a college vehicle on a college-sponsored activity must return to campus with the group in the college vehicle.
 6. Mileage will be charged to the organization's account (.20 per mile for a college vehicle or .50 for using your personal car).
The college will receive the reimbursement if a college vehicle is used, or the individual will receive the reimbursement if that individual's personal vehicle is used.
 7. Liability release forms for each student traveler must be completed.
The college will assume no liability responsibility for students organization using their own vehicles or any other transportation.

M. Overnight Trips

1. An advisor must accompany organizations on overnight trips, unless approval is gained from the Dean of Student Life, (Big Spring), the Dean of Student Services (SWCID), or the Dean of Support Services (San Angelo), prior to the actual trip.
2. The advisor is required to stay at the same lodging as the students that they are chaperoning.
3. The advisor is responsible for filing all travel request forms and for making sure overnight accommodations are appropriate for the participants.
4. The advisor is responsible for the conduct of the participants.
5. The advisor must submit a request to travel prior to the trip at least 5 days prior to the trip. Additionally, advisors may use their college procurement cards to pay for expenses related to clubs/organization trips. The advisor should receive enough money from the club account to cover the cost of the advisor's meals and hotel accommodations.
6. If the organization does not have sufficient funds to cover the expenses of the participants, the participants may pay their own way.
7. The policies under Section K, Approved Off-Campus Activities, apply to all overnight trips.

N. Excused Absences from Classes

1. If a student misses classes due to participation in an organization's activity, those students may be excused from classes if approved by the Dean of Student Service (Big Spring), the Dean of Student Services (SWCID), or the Dean of Support Services (San Angelo).
2. The advisor should submit a list of students' names, the day(s) they will be absent from class, a description of the activity, and a list of instructors who need to be informed of the absence.
3. If the absence is approved, the Vice President Student Service (Big Spring), the Dean of Student Services (SWCID), or the Dean of Support Services (San Angelo) will inform the instructors of the

excused absence.

4. Students are responsible for contacting instructors about missed work.

O. Hints for an Effective and Successful Organization

1. Have a purpose for existing. This is a must. Have a meaningful program and a unity of purpose which the group understands.
2. Establish goals. There should be short-range goals and long-range goals. Groups that lack goals have mediocre interest and tend to fall short.
3. Have continuity of activities. Sit down and outline meetings and activities for at least a semester in advance. Publicize your club. Put stories in the newspaper. Put up posters. Post notices. Keep your members and others aware of your group.
4. Plan well. Have a printed agenda, preferably with copies for each member, made up in advance of each meeting. Let members know what is coming up.
5. Strongly encourage participation. Non-participation is both the cause of and the result of lack of interest. Get members interested by giving them something to do. Have varied activities, programs, and committee assignments to keep members busy. Give everyone a chance to speak and to express opinions. Ask for opinions of those who fail to express them voluntarily. Give everyone some responsibility. Help each member to feel important.
6. Use the advisor. Ask for their advice, and combine it with the ideas of the members. Let them “run interference” for the organization. They will know contacts and sources of things the organization may need.
7. Set the pace early. Perhaps the most important meeting of the year is the first. The leadership should prepare and organize for it.
8. Enthusiasm is a must. Officers should remember that if they are enthusiastic about the organization, so will the members be.
9. Regularity is essential. Regularity of meeting time and place is essential for satisfactory meetings and continued good attendance.
10. Evaluate meetings. Take a backward look at meetings and try to improve.
11. Cooperate. Cooperate with faculty, staff, students, and other organizations. In this way, the organization can more advantageously channel its efforts as well as fulfill its objectives.
12. Encourage service projects. The officers should encourage members to assume projects of service on campus and in the community.
13. Foster academic achievement. Encourage students to join organizations and recruit new members, but keep members aware that achievement and professional efficiency are the prime objectives.
14. Officers should be reminded of their responsibilities. It is the responsibility of an officer.
 - a. To see that the group operates within the framework of the constitution and by-laws.
 - b. To see that the business of the group is conducted in an orderly and efficient manner.

- c. To see that objectives and goals are accomplished
 - d. To hold the group together by being friendly, cooperative, and congenial.
 - e. To give members an opportunity to express themselves and to participate to the fullest in the work of the club.
 - f. To keep in the background as much as possible, yet keep the organization moving ahead.
 - g. To be enthusiastic
 - h. To plan, to outline needed work, and to follow through to see that the work is being done.
 - i. To budget your personal time so there will be a proper balance between academic programs and extra activities.
 - j. To evaluate your meetings in terms of accomplishments by the club and benefits received by the members.
15. The duties of officers listed below are general. Each club may have specific duties assigned to individual officers in addition to these. Duties for officers include:
- a. President
 - 1. Presiding officer. Know the proper procedure for conducting meetings. Be impartial. Have some knowledge of parliament-any procedure. Prepare an agenda for each meeting. Check the minutes of the last meeting so you will not forget anything.
 - 2. Understand and follow the constitution and bylaws.
 - 3. Represent the club. Be present at all functions.
 - 4. Carry out the groups wishes and decisions even though you personally do not agree.
 - 5. Be democratic. Remember that majority rules.
 - 6. Know the college policies and regulations and see that they are observed.
 - 7. Keep the advisory informed of all meetings. Consult them Making plans for special meetings or events.
 - 8. Know the duties of the other officers.
 - 9. Appoint various committees. Do not try to do it all yourself. Total participation of all members makes for a strong organization.
 - 10. Write things down. Do not trust your memory.
 - b. Vice President
 - 1. Take over the duties of the president in his/her absence.
 - 2. Assist the president in any way possible.
 - 3. Assume and carry all special duties that may be assigned you the president, the constitution, executive board, or members.
 - 4. Attend all meetings.
 - 5. Know and understand the constitution and bylaws.
 - c. Secretary
 - 1. Keep all records
 - 2. Keep minutes of meetings.
 - 3. Read minutes and correspondence at meetings.
 - 4. Keep an accurate roster of all members and record their

- attendance at each meeting.
- 5. Keep a copy of the constitution and bylaws on permanent file and handy for ready reference during meetings.
- 6. Keep copies of all committee reports.
- 7. Take motions down accurately and be ready to read them back immediately.
- 8. Be responsible for all club correspondence.
- 9. Prepare press releases for the local, regional and state media.
- d. Treasurer
 - 1. Collect all the money.
 - 2. Deposit all funds with the business office of the college.
 - 3. Have the advisor sign all business transaction forms.
 - 4. Prepare a club budget and have it approved by the executive board and the members.
 - 5. See that the organization spends money in keeping with the budget and according to college policy and regulations.
 - 6. Make a treasurer's report when called upon, giving receipts, Expenditures, and balance on hand.
 - 7. See that bills are paid promptly.
 - 8. Have records available and ready for examination at any time.
- 16. The advisor is an integral part of every organization. General responsibilities of the sponsor are listed below:
 - a. To advise and council.
 - b. To service as a resource person
 - c. To assist in achieving that degree of mature thinking and action that tends to strengthen an organization.
 - d. To be present at all meetings and functions.
 - e. To be knowledgeable of college rules, policies, and regulations.
 - f. To encourage significant actions and programs.
 - g. To be available to sign college forms when needed.
 - h. To point out to the organization any serious failure of the group.
 - i. To assist in the planning of functions.
 - j. To assist in formulating a budget and in determining acceptable fundraising activities.
 - k. To assist the treasurer in maintaining accurate records.
 - l. To maintain an active liaison between the organization and the Dean of Students (Big Spring), the Dean of Student Services (SWCID), or the Dean of Support Services (San Angelo).
 - m. To know at all times what the organization is doing.
- 17. The members of an organization have the following responsibilities to the advisor:
 - a. Show the advisor proper considerations and courtesies.
 - b. Clear everything with the advisor.
 - c. Schedule meetings and functions when the advisor can attend.
 - d. Ask for the advisor's opinion.
 - e. Do not go over his/her head or attempt to by-pass them in working out plans and problems.

- f. Show appreciation by personal thanks, appropriate motions, or thank you notes.
18. Installation ceremonies of officers may or may not be a part of initiating new officers officially into their position. They are nice, however, and tend to impress the officers with the importance of their jobs. Installations are also a good time to re-emphasize the aims and objectives of the organization.
 19. Conducting effective meetings is usually a matter of practice and experience, but some suggestions may be in order:
 - a. Prepare an agenda in advance
 - b. Have a definite order of business. The constitution or bylaws will usually provide this.
 - c. Have a definite place for meetings.
 - d. Have a scheduled time for meetings, and start and finish on time.
 - e. Conduct the meeting in a business-like manner.
 - f. Focus on the entire group. If one person talks too long, others will lose interest.
 - g. Do not take sides. The president or the person chairing the meeting should be impartial.
 - h. Recognize all who wish to be recognized.
 - i. Keep the group on the topic being discussed?
 - j. Clarify questions. Restate them so they are understood.
 - k. If the president wishes to debate, call the vice president to the chair.
 - l. Get motions in writing and have them read back by the secretary
 - m. When a speaker has been invited, do not crowd him out by prolonging business.
 - n. Check lighting, heating, seating, etc.
 - o. Express appreciation wherever it is due.
 - p. Evaluate all meetings by checking such things as:
 1. Goals – Accomplished?
 2. Discussion – Pertinent to the subject?
 3. Leadership – Good? Democratic? Interesting? Stimulating?
 4. Participation – General? Limited? Dominated by a few?
 5. Atmosphere – Working together? Individuals free to express themselves? Open-minded? Friendly?
 6. Results – Progress made? Conclusions reached? Meeting worthwhile?

Appendix A

Model Constitution

A. General Comments

Constitutions and bylaws for any club or organization give life and continuity.

Membership changes from time to time and changes completely every two years, but the constitution remains to guide new members so that the original purposes and principles are not lost or forgotten.

The constitution should lay down the fundamental principles on which the organization is to operate. The constitution should be simple and easy to follow. Members should have some flexibility as to the conduct of the organization.

Procedures must be written in for changing or amending the constitution. Changes must be submitted to the Dean of Students Service(Big Spring), the Dean of Student Services (SWCID), or the Dean of Support Services (San Angelo) for approval.

The constitution as originally written must be presented for approval as shown under Section B, Conditions for Registration.

B. Model Constitution

- Article I - Name of Organization
- Article II - Purposes, Intended Relationship, and Proposed Activities
- Article III - Membership
 - Section 1 - Composition
 - Section 2 - Qualifications
- Article IV - Officers
 - Section 1 - Election
 - Section 2 - Eligibility
 - Section 3 - Term of office
 - Section 4 - Responsibilities or duties
 - Section 5 - Impeachment
 - Section 6 - Which officers shall comprise the Executive Board?
 - Section 7 - Filling vacancies
- Article V - Meetings
 - Section 1 - When to be held
 - Section 2 - Number per term
 - Section 3 - Method of calling special meetings
 - Section 4 - Quorum
- Article VI - Committees
 - Section 1 - Names of committees
 - Section 2 - Manner of comprising committees
- Article VII - Voting
 - Section 1 - Number of voters required for legislation

Appendix A – (continued)

- Section 2 - Who votes
- Section 3 - Voting power of officers
- Article VIII- Method of Amending the Constitution
 - Section 1 - Time for notice
 - Section 2 - Proportion of membership needed to amend

Bylaws usually contain the specifics for conducting the affairs of the group. These could include such matters as:

- Article I - How to remain in good standing
- Article II - Dues
- Article III - Duties of officers
- Article IV - Executive Board
- Article V - Committees
- Article VI - Order of Business
- Article VII - Parliamentary procedure or authority

Appendix B

Registered Organizations

Religious Organizations

Baptist Student Ministries (Big Spring and SWCID)
Wesley Methodist Foundation (Big Spring)

Honor Society

Phi Theta Kappa (Big Spring and San Angelo)
Sigma Kappa Delta, English Honors Society (Big Spring)

Specialized Interest Organizations

Art Club (Big Spring)
Adventure Club (SWCID)
Angler Club (SWCID)
Craft Club (SWCID)
Criminal Justice Association (Big Spring)
Dance Club (Big Spring)
Drama Club (SWCID)
Expressions (SWCID)
Human Resource Management (San Angelo)
IM Sports (SWCID)
Mexican American Student Association (Big Spring)
Respiratory Club (San Angelo)
Recycle Club (Big Spring)
Science Club (Big Spring)
Student Chapter of the American Dental Hygiene Association (Big Spring)
Texas Nursing Students Association (Big Spring)
Welding (SWCID)

Student Government

Student Government Association (Big Spring, SWCID and San Angelo)
Residential Hall Association (Big Spring and SWCID)

Appendix D

**HOWARD COUNTY
JUNIOR COLLEGE DISTRICT**

STUDENT ORGANIZATION APPLICATION FOR REGISTRATION

Organization Name: _____

Officers: _____

Office	Name	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Declaration of Advisor

Name of Advisor: _____ Phone: home _____ Work _____

I am aware of the responsibilities of a student organization advisor, and provided registration is granted, I agree to serve in that role for the above-named organization throughout the academic year.

Date: _____ Signature of Advisor: _____

In what month are new officers elected? _____ Current number of members: _____

When are meetings held? _____ Location: _____

It is hereby certified that the above named organization will abide by and conduct its activities in accordance with State and Federal law, its constitution, and the rules, regulations, policies, and procedures governing student organizations as published in the *Student Handbook* and the *Club Guide*. It is further certified that the information appearing above is true and correct. All appropriate documentation such as constitution, bylaws, etc. should be submitted with this form.

Date: _____ Signature of President: _____

The following is to be completed by the appropriate college official: _____

Registration Approved: _____ Denied: _____ Date: _____

Signature: _____ Title: _____

(A copy of this form will be returned to the organization.)

Appendix E

**HOWARD COUNTY
JUNIOR COLLEGE DISTRICT**

STUDENT ORGANIZATION YEARLY REPORT

Organization Name: _____ Date: _____

Officers:

Office	Name	Mailing Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Advisor(s):

Name _____ Title _____ Phone _____

Name _____ Title _____ Phone _____

In what month are new officers elected? _____ Current number of members: _____

When are meetings held? _____ Location: _____

It is hereby certified that the above-named organization will abide by and conduct its activities in accordance with State and Federal law, its constitution, and the rules, regulations, policies, and procedures governing student organizations as posted in the *Student Handbook* and the *Club Guide*. It is further certified that the information appearing above is correct and may be released as directory information.

Signature of President Date

Signature of Advisor Date

Appendix F

Howard College Activity Request Form

I. Activity Name: _____

1. Description: Including, but not limited too, complete details of any food being served i.e., what is being served, who is preparing, if catered – by whom, etc.....
-
-

HC-Big Spring and SWCID ONLY:

If the event is on campus and food is being served has Great Western Dining been contacted?

Yes/No

2. Activity Date(s) _____ Hours: _____

3. Number of attendees anticipated: _____

4. Location of event: _____

If off campus, please have written permission indicating it is okay to have event.

If on campus, has the facility been reserved? Yes / No

If yes, with whom was it reserved? _____

5. Is there a performer? (i.e. D.J., Band, etc .) _____

If yes, attach a copy of the signed contract or a no fee statement signed by the provider.

6. Will a service be required? (i.e. Security, or equipment rental, etc.) _____

7. Will there be an admission charge? Yes / No If yes, what is the admission charge? _____

8. Will there be sale of items (including food) or exchange of money? Yes / No

If items are being sold, please provide a description/price of the items:

9. Is a commercial or other sponsor involved with the event? Yes / No

If yes, what is the sponsors name? _____

What role is sponsor playing? _____

Appendix F (continued)

II. SPONSORING ORGANIZATION:

Signature of President

Date

Signature of Advisor

Date

For Office Use Only:

_____ **Approved**

_____ **Denied**

Comments: _____

Appendix G
Howard College Student Organizations
Balance Sheet

Name of Student Organization: _____

Name of Activity: _____

Amount raised from this activity/event _____

Please list all the expenses involved in this activity:

Service Provider Cost

Total Amount being deposited into the Student Organizations Account:

\$ _____

Please attach the Howard College Business Office deposit receipt to this form

Sponsoring Student Club President Sponsoring Student Club Advisor

Appendix H

**HOWARD COUNTY
JUNIOR COLLEGE DISTRICT**

Liability Release

I release the Howard County Junior College District, its employees and/or representatives, from any responsibility for incidents which cause me physical, mental or monetary loss or damage, except in those incidents where the District can be shown negligent and directly responsible for the loss or damage.

Date

Signature

Print Name

