NAVARRO COLLEGE

CLUB / ORGANIZATIONS & ADVISORS

HANDBOOK

Published by the Office of Student Activities

Fall, 2012
At Navarro College, we believe that involvement in student activities and organizations is an integral part of student development. Student organizations promote leadership development, community spirit, activity, and public service, social and cultural interaction. Each year, student organizations sponsor lectures, cultural and social events. These programs offer students leadership opportunities and give students the chance to meet and interact with other students, as well as faculty, staff and administration.

This handbook is designed to provide reference guide for members and advisors of student organizations. This handbook and all the forms contained herein are available in the Student Activities Office located in the Gibson Hall Student Center.

Sincerely,

Phil W. Sims
Director of Student Life and the First Year Experience

Introduction

This Student Organization Handbook is created primarily for faculty and staff advisors, but also for student leaders of campus clubs and organizations to use as a resource for helping your organization achieve success. This handbook will provide information you need to know to appropriately lead and guide your campus group. Your role as advisor is greatly appreciated by the Office of Student Activities as well as by all students who benefit from your hard work, caring and involvement.
Why do we have student clubs and organizations on campus?

Research confirms that involvement on campus promotes a number of desirable outcomes such as: increase in the likelihood of a student continuing his/her education, improvement of student academic performance, promotion and development of leadership skills, and enhancement of one’s appreciation of diversity. Indeed, student activities can be a rewarding component of each student’s education. Through participation in activities and clubs, students can complement the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, etc. Student organizations also help to create a sense of community on campus. We want students to think of Navarro College as their home away from home, since the healthiest collegiate environments are characterized by a sense of community and caring. Such an environment is best suited to support academic and personal development.

How advisors selected and what are the qualifications to serve as an advisor?

Every student club or organization must have an advisor. Advisors must be a member of the faculty or staff employed on campus. The students should ask the faculty/staff member if he/she would be willing to serve as an advisor. The advisor must agree to serve in this capacity. The voluntary association between the advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill the expectations. An advisor may not serve as an advisor to more than two (2) clubs at one time.

What is the role of the advisor?

The advisor plays a critical role in helping a student organization achieve success. Student leaders are fairly transitory (especially at two year institutions), so the advisor is in a unique position of providing continuity for the organization to make transitions seamless. The advisor should be thoroughly familiar with all institutional policies and practices related to student organizations. He or she should make sure that the student leaders have appropriate information so that they will abide by all policies and procedures and be as effective as possible.
Responsibilities of an Advisor

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of general responsibilities.

• Communication Link – The faculty/staff advisor is the primary link between the student group and the College administration. The advisor must be familiar with institutional policies and procedures in order to convey accurate information to the club. The Office of Student Activities communicates with student organizations via the advisors through email. Therefore, the advisor should be sure to respond to all communication from Student Activities and relay the information to the organization’s leadership. The Office of Student Activities will also communicate directly with student leaders, but often advisors are more readily available, especially during transition between semesters.

• Financial Supervision – The advisor should monitor the organization’s budget.

All organizations have the opportunity to gain a Student Activities club account. Advisors must sign all paperwork concerning this account. Please contact the Business office for more details.

• Organization Meetings – The advisor should attend all regular and special meetings of the organization (when not in class conflict) in order to stay informed, be available for consultation and/or to introduce ideas and suggestions. Meetings should be held as often as necessary. Most clubs meet either weekly or monthly.

• Operational Guidelines – Become familiar with the contents of the organization’s constitution, and make sure there is a copy on file with the Student Activities Office. The Student Handbook and this document ensure the organization’s actions are in line with Navarro College goals and guidelines and those of the specific organization.

• Leadership Development – Through personal interaction and program development, the advisor can play a significant role in furthering leadership development, personal growth of members, and identifying new leaders for the organization. Some organizations choose to have a formal leadership building retreat or workshop during the year. This affords the advisor a great opportunity to provide the resources for success. It can also serve to motivate members!

• Clerical – Be sure that all requirements for an organization’s registration are met in a timely manner. Verify student eligibility and ensure that officers meet academic requirements. Also keep a copy of all official club minutes.

• Events – Be aware of and consult on all activities of the group and participate when possible. Ensure that all events, activities and programs scheduled by the organization follow proper planning procedures as specified by the Office of Student Activities. This is particularly important when an event involves travel. (Please refer to the travel waiver posted on line for more details)

• Continuity – The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor orient new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members. The
advisors walk a fine line in maintaining history while allowing new leadership to develop the organization in new and different directions. The key to success is remembering that the organization belongs to the students, and part of student development may include allowing for mistakes or organizational and programming experiments.

• Personal Assistance – The interaction between advisor and organizations and their members provides a unique opportunity to assist individuals. Knowledge of campus/community resources enables the advisor to make appropriate referrals. Always remember to maintain appropriate confidentiality when students disclose personal information, but also know when to seek guidance. If issues arise, notify the Director of Student Activities, who in turn may involve the Counseling Center or other appropriate resources.

• Interpretation of Policy – As a representative of the College to the group, the advisor is constantly in a position to interpret Navarro College policies and regulations relevant to the student organization. Advisors should confirm interpretation of policies with the Director of Student Activities.

Tips for Club Advising

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow the group to succeed</td>
<td>Control the group</td>
</tr>
<tr>
<td>Allow the group to fail, within reason</td>
<td>Manipulate the group</td>
</tr>
<tr>
<td>Know your limits</td>
<td>Miss group meetings or functions</td>
</tr>
<tr>
<td>Know your group’s limits</td>
<td>Take ownership of the group</td>
</tr>
<tr>
<td>Be visible</td>
<td>Close communications</td>
</tr>
<tr>
<td>Be consistent with your actions</td>
<td>Be afraid to let your group try new ideas</td>
</tr>
<tr>
<td>Teach Leadership</td>
<td>Know it all</td>
</tr>
<tr>
<td>Keep your sense of humor</td>
<td>Take everything so seriously</td>
</tr>
<tr>
<td>Learn when to speak/when not to</td>
<td>Say “I told you so….“</td>
</tr>
<tr>
<td>Inform group of policies</td>
<td>Act as the President</td>
</tr>
<tr>
<td>Note your work on your annual report</td>
<td>Believe you are insignificant</td>
</tr>
</tbody>
</table>
“How to Start a Club or Organization” – See website

Organization Policies

Purpose of Student Organizations at Navarro College

In supporting a “free marketplace of ideas,” Navarro College provides the opportunity for students to freely associate in formal organizations around common interests. In a community of learners, dedicated to diversity and democracy, student organizations offer educational and personal growth for students, faculty, staff and the larger community. Student organizations, whose purposes are consistent with the mission of the College, are encouraged to be full and active participants in the life of the College.

Registration Process

All Navarro College student organizations must be officially chartered through the Office of Student Activities. The initial procedure for an organization seeking recognition includes submitting an Application for Club Recognition (How to Start a Club or Organization) to the Director of Student Activities. A constitution and (if needed) bylaws must be submitted with the application. Recognition is contingent upon an active membership of at least five (10) currently enrolled students. The President of Student Government shall examine each application and reject those not submitted in proper form. The Director of Student Activities may request a hearing on the proposed recognition and may request that the hearing be held before a Committee. He may request oral or documentary evidence and will preserve a record of the hearing for use in event of appeals. If the Student Government Association endorses the application, and if the Director of Student Activities recommends approval, the application is submitted to the House of Representatives for a ¾ majority vote. Once approved your club may begin utilizing the Navarro College name and all other opportunities that all active clubs enjoy.

Criteria for Recognition and Review Procedure

Once officially recognized by Navarro College, clubs and organizations must comply with the following conditions:

A written constitution and updated “Club Information Sheet” shall be on file in the Student Activities Office. A current list of the officers and their phone numbers shall be maintained in the Student Activities Office.

Recognition shall be granted to those organizations whose purpose and proposed activities are clearly related to the education, goals and mission of the College. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:

1. The regular and orderly operation of the College
2. The requirements of appropriate discipline within the College community.
3. The academic pursuits of teaching, learning and other campus activities.
4. The laws or public policies of the State of Texas and the United States.
5. The statutes and regulations of the College and the policies of the Board of Trustees.

If the Director of Student Activities does not approve recognition, the organization may appeal the decision to the Vice President of the Student Services, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such a form as the Vice President may require, however this will be the final decision.

**Rights of Student Organizations**

Recognition authorizes an organization:

1. To use college facilities and equipment, subject to the policies of Navarro College.
2. To be eligible to utilize the Navarro College name and logo for the purpose of each organization.
3. To perform fund raisers and activities as approved by the office of Student Activities.
4. To open and maintain club accounts through the business office.
5. Active organizations may elect a member to run for 1) Homecoming Court 2) Mr. Ms. NC
6. To award and recognize members of outstanding service at the Student Appreciation Banquet

**Rules and Regulations Governing Student Organizations**

**Fund Raising**

Registered student organizations may conduct fund raising activities on campus. Consultation with the Director of Student Activities in early planning stages can save time and effort and will ensure compliance with appropriate institutional regulations. Staff members are available to provide advice on planning strategies and the applicability of college regulations. A student club, which has been granted official recognition, will be permitted to conduct fund raising activities in accordance with the following criteria:

1. An Activity Request form is submitted to the Office of Student Activities and the Director of Student Activities grants approval.

   The Activity Request form requires the following information:
   a. The reason(s) for the fund raising
   b. The method of raising and collecting funds
   c. Duration of the activity
   d. Naming the student(s) who will take part in the fiscal management of the funds (counting, depositing, reconciling)
   e. Expected revenue generation
   f. Signature of club advisor

2. Funds raised must be deposited in the club account according to procedures outlined in the Finances section of this handbook.
3. All checks must be made payable to Navarro College.
1. Student Organizations cannot co-sponsor activities on campus with non-college enterprises or organizations. The use of corporate logos is prohibited.
2. Fundraisers may not be conducted for private gain of individuals or for profit business.
3. All fund raising activities, especially planned sales of T-shirts, mugs, caps or any items that use the name of the college or any of its trademark symbols, must be reviewed by the Student Activities Office and the Marketing and Public Information Office to ensure compliance with college regulations. Products that violate trademark or licensing regulations will not be approved for sale or distribution. Products in violation of copyright or trademark regulations may be confiscated. Early review and advice from staff members is highly recommended.
4. Any area used must be cleaned after use. All trash must be picked up and if necessary, the tabletops and chairs must be wiped down and dried.

Financial Responsibility

1. Use of raised monies to the purposes and practices approved by the advisor of the organization and if needed the office of Student Activities.
2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
3. Organizations are not allowed to open bank accounts outside of the Navarro College business office nor should they store cash on hand

Conformance with Organization Purpose

Activities of organizations must be in conformance with their applications’ stated purposes through the constitution provided the office of Student Activities.

Campus Displays

Displays, such as posters, notices, or banners, which litter the campus or damage the property of the College or of other persons or entities, which are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited. All approved items may be displayed on campus, however must adhere to the following:

1. Items may not be tapped to glass or painted surfaces (however may hang over such surfaces provided that they surface they are taped to is approved)
2. Displays outside must be taken down after 10pm and may not be re-displayed until 7am.
3. Any and all bulletin boards are approved; however you must receive permission from each building supervisor prior to using the boards.

Property Damages

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited and the student organization shall be responsible for all damages.
Disorderly Conduct

Organization activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the college, are prohibited.

Coordination of Campus Activities and Events

Clubs and organization must schedule all activities with the Student Activities Office as least one week prior to the event. The student conduct policies and regulations will apply to activities scheduled off campus by Navarro College student organizations. It is the student’s and advisor’s responsibility to become acquainted with and to comply with all published Navarro College policies and conduct themselves in a manner compatible with the college’s expectations.

The following are steps to use when scheduling off- and on-campus activity:

1. Obtain a Student Activities Request Form from the Student Activities office.
2. Determine the event, date, time, place and special services necessary for the event.
3. Complete all the information on the form and return to the Director of Student Activities for approval.
4. Once approved, contact all departments necessary to get special services (ex. Maintenance, food services, etc.).
5. If media publicity is desired, notify the Marketing office at least two weeks in advance.
6. Obtain approval on all posters and flyers from the Student Activities office.
7. Contact Navarro College Campus Police with the date, time and place your event will be held for security purposes.
8.

Parades, Student Rallies and Gatherings

Parades, student rallies and other such gatherings either on or off campus must be cleared with the Vice President of Student Services through the Office of Student Activities before they may be undertaken. Use of facilities, equipment and other college property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

Law Violations

No organization shall commit, encourage, condone or contribute to violations of college statutes and regulations or the laws of Texas or the United States.

Eligibility for Membership and Officer Status

Active membership shall be confined to currently enrolled students. One hour per semester is the minimum academic load for a student participating in a student organization. A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.
Travel

Prior to departure, travel documentation must be completed and filed with the appropriate offices. Documentation must include the Student Travel Release forms.

Here are some important issues to consider when making your travel plans:

1. **Safety Education**
   If your organization is planning an outdoor recreation trip such as rock climbing, boating, hiking, etc., it is recommended that the organization sponsor a safety workshop as a condition of attending the trip. Although this is not a foolproof way to prevent injuries or accidents, it can educate members and help them avoid mishaps due to lack of knowledge on the proper procedures. If nothing else, it may raise awareness among participants regarding the dangerous nature of the activity.

2. **Orientation Meeting**
   Organizations should hold a meeting of all participants before the trip begins. This is a good time to familiarize participants with the itinerary, costs, your expectations, emergency procedures, and any other details associated with the trip. If your organization is paying for the students to attend a conference or workshop, the organization may have certain expectations of which programs members will attend, how they will dress, how they will report their experiences back to the organization, etc. In addition, any expectations regarding alcohol usage should be discussed. Navarro College prohibits the use or possession of intoxication beverages during College-related trips.

   Remind the students that while traveling, they will be representing not only their organization but Navarro College as well, and they should act accordingly.

3. **Who should accompany the group?**
   The organizations advisor **must** accompany all student groups while traveling. In addition, a certified driver, through the Navarro College Department of Public Safety, must drive all college owned or rented vehicles.

4. **Safe Driving Practices**
   Prior to the trip, your organization should have had an orientation meeting where expectations for members were discussed. An important part of that meeting should include expectations for those driving vehicles. Here are some suggestions for safe driving practices that all drivers should follow:
   - Obey all traffic laws, especially speed limits.
   - No horseplay or racing.
   - Plan routes out in advance, carpool and caravan whenever possible.
   - Break up the trip into segments, stopping at least once every hour to 90 minutes.
   - Do not consume, possess, or transport alcoholic beverages or illegal drugs.
   - Each passenger has and wears a seat belt.
   - Driver has Travel Release Form with the emergency contact numbers and medical information.
   - At least one cell phone in each car, everyone has the numbers and there are designated check-in times.
   - No driving between 11:00 pm and 6:00 am without advisor approval.
Drivers will have at least eight hours of sleep before driving, and a passenger must remain awake during the trip.

Pull over in a safe location if you become drowsy and let someone else drive (if they are able).

Follow the rules and safety tips provided in your driver’s manual from the Texas Department of Public Safety (DPS).

When in doubt, use common sense when you drive.

If in an accident or breakdown occurs, know and follow the set emergency procedures.

5. Emergency Procedures

If you are involved in an accident

- Stop immediately and notify local police or call 911.
- Notify the Director of Student Activities or the Campus Police Office.
- Fill out a police report, which is necessary for insurance purposes.
- Obtain the names and addresses of all witnesses.
- Do not make any statements as to who is at fault, nor should you make any offers to pay damages – fault or legal liability will be decided by the appropriate authority.
- If you are driving a rental vehicle, follow the procedures outlined in the rental packet.

If someone is injured in the accident

- Call 911 immediately and obtain medical attention.
- Notify the Director Student Activities or the Campus Police Office.

If a breakdown occurs

- Call the DPS Non-Emergency Roadside Assistance #: (800) 525-5555.
- Notify the Director of Student Activities or the Campus Police Office.

Each vehicle must contain

- Cell phone
- Flashlight
- Maps of your route
- Copy of the Travel Release Forms with emergency numbers and medical information
- Emergency phone numbers:
  a. Office of Student Activities – (903) 875-7543
  b. Campus Police Office – (903) 875-7500
  c. Campus Police Cell Phone – (903) 654-3999
  d. Cell phone numbers for others traveling in your group
  e. Emergency numbers for the area you plan to visit

6. Evaluate the trip

After returning to the campus, complete an evaluation of your trip. This should evaluate pre-trip and during trip activities. This will be useful for future trip planning. Have each member who attended the trip complete this evaluation and offer any comments, opinions, or suggestions for the next trip.

Review and Enforcement of Regulations

The Director of Student Activities shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President of Student Services, or at their discretion, by the Student Services Committee. The Vice President or the Committee may request the presentation of oral and documentary evidence presented at the hearing. The Vice President or the hearing committee shall have a recording or transcript of the hearing prepared. The
Vice President or the Committee may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization
2. Monetary fines, withholding or withdrawal of funds
3. Restitution for damages
4. Probation of recognized status
5. Suspension of recognized status

The Vice President of Student Services has the final decision in all club and organizations activities. There is no further appeal from here.