



NECC Student Club/Organization Advisor Manual

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STUDENT

CODE: 5041
ITEM: 10399

STUDENT ORGANIZATIONS

The College recognizes that all students can benefit from involvement in extracurricular activities and encourages student participation in student organizations. College-sponsored student organizations provide opportunities for: supplemental learning, leadership development, consensus and team building, socialization, fellowship, group participation, project and skills development, service learning, and other benefits.

Student organizations must be recognized by the President's Council in accordance with the Student Organization Policy. College recognition grants student organizations the right to meet and conduct business on campus, to wear the College name, to raise and expend funds, and to represent the College through approved activities.

Original policy date: 06/11/98 (Item #8318)
Revision date: 07/11/02 (Item #9142)
Revision date: 02/19/09 (Item #10399)

**STUDENT ORGANIZATION PROCEDURES
FOR COLLEGE RECOGNITION**

Student organizations and individual members must adhere to the Standards of Conduct described in policy Code 5040 and are subject to sanctions outlined in the Northeast Community College Student Code of Conduct. The Administration reserves the right to withdraw recognition of any student organization for violation of college policies. A student organization in Good Standing will have met all Student Organization Policy and Constitutional requirements.

Student organizations seeking college recognition shall make their request to the Student Activities Office as per the following procedures:

1. Prospective student organization members must inform the Student Activities Office of their intent to organize and identify a faculty/staff member(s) who is willing to serve as Advisor(s).
2. Student Activities Office will notify the Student Services Standing Committee of the organizations intent to form and keep the committee updated on the organization's progress.
3. The prospective student organization must submit to the Student Activities Office a charter that defines the purpose of the organization, consistent with the Mission of Northeast Community College. A copy of the charter template can be acquired electronically from the Student Activities Office or on the NECC website.
4. Upon receipt and conditional approval of the organizational charter by the Student Activities Office, prospective organization members, with the help of their advisor(s), will develop a constitution following the constitution template found in Code 5041.c. A copy of the constitution template can be acquired electronically from the Student Activities Office or on the NECC website.
5. Student organization activities and fund raising events consistent with the organizational charter, the Student Organization Policy and in accordance with the Fundraising and Solicitations Policy (Code 3205), may be conducted subsequent to charter approval.
6. The prospective student organization must submit their constitution to the Student Activities Office, which then recommends it to the Student Services Standing Committee for consideration.
7. After the Student Services Standing Committee approves the constitution, it is recommended to the President's Council for approval to be recognized for Active Status.
8. Student organizations must have constitutions approved within the same academic year the charter is submitted. Charters may be effective for a period of one year or less. Organizations may request an extension through the Student Services Standing Committee.
9. A copy of the approved constitution and any subsequent amendments must be kept on file in the Student Activities Office.

10. Minutes of student organizations' meetings must use the Northeast organization template and must be submitted to the Student Activities Office following each meeting. A minimum of 6 meetings per academic year are required.
11. A current list of student organizations' members and officers must be submitted to the Student Activities Office within one month of the start of each semester.
12. Each student organization should complete at least two service projects each school year. These can benefit the campus, community, or 20-county region.
13. Student organizations must submit an Activity Planning Form (available in the mailroom and Student Activities Office) for all scheduled activities. The Student Activities Office must receive the planning form at least one week prior to the event in order to approve proposed activities one week in advance.
14. Distribution of posters or other signage must be consistent with Policy 2210 and Procedures 2210.a.
15. The Student Activities Office must be notified of any cancellations or postponements prior to public announcement.
16. Student organizations may amend the approved constitution as described in Article 9 of the constitution.
17. Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process identified in Policy Code 5060.
18. A student organization will be designated inactive if no student interest is shown or if the organization has not met the requirements of its constitution or the Student Organization Procedures. The organization's financial account will be frozen.
19. A student organization will be dissolved if it remains inactive for three consecutive years or fails to meet the requirements of its Constitution or the Student Organization Procedures for two consecutive years. The organization's financial account will be closed and redistributed to the Student Services auxiliary budget. Once an organization has been dissolved, it cannot be consolidated or reorganized under the original charter and constitution.

Original policy date: 06/11/98 (Item #8318)
Revision date: 07/11/02 (Item #9142)
Revision date: 02/19/09 (Item #10399)

STUDENT ORGANIZATION PROCEDURES
THE CHARTER

The charter is the official written document that creates a new student organization. This document defines the purpose of the student organization and how it will conduct business until the constitution is prepared and approved. Several items are suggested as possible options and are so indicated with an asterisk.

Charter Template

Article 1. Name

The name of this organization shall be the Northeast Community College (ORGANIZATION NAME), hereinafter referred to as the (ORGANIZATION NAME).

Article 2. Purpose

The purposes of the (Organization Name) shall be:
(ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED)

- A. To develop leadership and service.
- B. To cultivate fellowship among students of Northeast Community College.
- C. To promote active citizenship and volunteerism by conducting special projects that allow (ORGANIZATION NAME) members to learn by providing service activities that meet community needs.
- * D. To promote the development of professional attitudes among students preparing to enter the (MAJOR/PROGRAM) profession.
- * E. To interest capable men and women in (MAJOR/PROGRAM) as a career.

Original policy date: 06/11/98 (Item #8318)
Revision date: 07/11/02 (Item #9142)
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STUDENT

STUDENT ORGANIZATION PROCEDURES
THE CONSTITUTION

The constitution of each student organization is maintained by its group membership with the oversight of an approved college advisor(s) and kept on file in the Student Activities Office. This procedural document is to be used as the basis for the constitution of all recognized student organizations at Northeast Community College. The Administration shall use this template in reviewing and approving the constitutions of all new and existing student organizations. Individual organization differences are permissible in the use of this tool.

Several items are suggested as possible options and are so indicated with an asterisk. Without diminishing the intent of this document, organization advisors and members are encouraged to add items to this template as necessary when drafting their own constitutions. The Administration will allow greater latitude in style and content for student organizations that must conform to a national organization with its own constitution or set of by-laws.

For questions regarding the preparation or presentation of the first DRAFT constitution or to customize the organizations constitution, contact the Student Activities Office.

ARTICLE 1. NAME AND PURPOSE

Section 1. The name of this organization shall be the Northeast Community College [OFFICIAL ORGANIZATION NAME], hereinafter referred to as the [RECOGNIZED ORGANIZATION NAME].

Section 2. The purposes of the [ORGANIZATION NAME] shall be:
[ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED]

- A. To develop leadership.
- B. To cultivate fellowship among the students of Northeast Community College.
- C. To promote volunteerism by conducting special projects that allow [ORGANIZATION NAME] members to learn through providing service activities that meet community needs.
- * D. To promote the development of professional attitudes among students preparing to enter the [MAJOR/PROGRAM] profession.
- * E. To interest capable men and women in [MAJOR/PROGRAM] as a career.
- * F. [OTHER].

ARTICLE 2. GOVERNANCE

The [ORGANIZATION NAME] shall be governed by its constitution and any other actions as mandated by the membership that are consistent with this constitution.

ARTICLE 3. MEMBERSHIP

Section 1. Eligibility

- A. Membership in the [ORGANIZATION NAME] shall be comprised of Northeast students who support the purpose of this organization.
- B. Members of the [ORGANIZATION NAME] must adhere to, and are subject to sanctions outlined in, the Northeast Community College Student Code of Conduct.
- C. A Grade Point Average of [2.0 or higher] must be maintained. When a member's cumulative G.P.A. falls below [2.0 or higher], he or she has one semester in which to bring the average to [2.0 G.P.A. or higher]. If he or she fails to raise the cumulative G.P.A. to [2.0 G.P.A. or higher] after one semester, the member shall have his or her name stricken from the membership roll. Once a student's name is stricken from the roll, all privileges of membership are revoked.
- D. Students will again become eligible for membership after achieving and maintaining for at least one academic semester a cumulative [2.0 G.P.A. or higher].

E. The [ORGANIZATION NAME] shall not deny membership to any person because of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital status, age, or disability.

* *Section 2.* Dues
The dues of the [ORGANIZATION NAME] shall be recommended by the [ORGANIZATION NAME] membership.

ARTICLE 4. ADVISOR(S)

Section 1. The advisor(s) shall be a faculty/staff member(s) approved by the Student Activities Coordinator.

Section 2. The advisor(s) shall not be a voting member of the organization but shall serve in an advisory capacity.

Section 3. The advisor(s) shall be responsible for overseeing the completion and submission of all required college forms in the process of conducting organization activities and business.

Section 4. The advisor(s) shall be responsible for overseeing organization activities and shall act on behalf of the college administration.

Section 5. For the purpose of conducting organization activities and business, the advisor(s) shall report to the Student Activities Office.

ARTICLE 5. OFFICERS
[ADDITIONAL OFFICERS AND DUTIES MAY BE ADDED]

Section 1. Composition
The officers shall be a President and Secretary. [VICE PRESIDENT AND TREASURER OPTIONAL; ALL DUTIES MUST BE ASSIGNED TO A DESIGNATED OFFICE]

Section 2. Eligibility - To be eligible for office, a person must:
A. Be enrolled at Northeast Community College.
B. Be a member of the [ORGANIZATION NAME].
C. Be in good standing at the institution and the organization.
* D. Maintain a minimum GPA of [2.5 or higher]

Section 3. Elections
Nominations for office will be accepted by application or by verbal nomination from the floor. Plurality of votes cast will determine the new officer.

Section 4. **Term of Office**
Officers will serve a one-year term. Elections will be held [SPECIFY]; terms of office will begin [SPECIFY].

Section 5. **Duties**
[ALL DUTIES MUST BE ASSIGNED TO A DESIGNATED OFFICE IF OPTIONAL OFFICES ARE NOT FILLED]

A. The duties of the President shall be as follows:

1. Preside over all business meetings.
2. Vote only in case of a tie.
3. Present business to the organization.
4. Work closely with the advisor(s) to guide organization activities and to conduct business.
5. In the absence of the Secretary, will assign a member to record minutes.

* B. The duties of the Vice President shall be as follows:

1. Perform all duties of the President in the event of his or her absence.
2. Perform other duties as directed by the President.

* C. The duties of the Treasurer shall be as follows:

1. Perform all duties of the President and Vice President in the event of their absence.
2. Maintain the [ORGANIZATION NAME] account(s) through the Northeast Business Office, receiving all money and authorizing expenditures with the approval of the advisor(s).
3. Keep a set of books, which shall be audited by the advisor(s) before the office is relinquished.
4. Make a report of finances at each business meeting.
5. Co-sign all documents for expenditures of organization funds.
6. Perform other duties as directed by the President.

D. The duties of the Secretary shall be as follows:

1. Take attendance at the meetings.
2. Record minutes of meetings and distribute copies to the advisor(s) and the Student Activities Office.
3. Perform all duties of the President in the absence of other officers.
4. Maintain records of the meetings.
5. Maintain a file of the [ORGANIZATION NAME] correspondence.
6. Perform other duties as directed by the President.

Section 6. **Vacancies**

A. When an officer must resign before serving a complete term, a special election shall be held at the first meeting following the resignation. The President, with the approval of the advisor(s),

shall have the power to make a temporary appointment at his/her discretion until a meeting can be held.

- B. When an officer is seen to be unfit to perform his or her duties, impeachment procedures may begin:
 - 1. An officer may be removed from office for neglecting duties, as determined by the remaining officers and the [ORGANIZATION NAME] advisor(s).
 - 2. The defending officer has the right to request a hearing with the remaining officers and advisor(s), after which the determination of removal or retention will be made.
 - 3. The [ORGANIZATION NAME] advisor(s) shall have three instructional days, post hearing, to give notification to the defending officer regarding retention, conditional retention, or termination from office.

ARTICLE 6. MEETINGS

Section 1. A minimum of six general membership meetings and/or activities will be held during an academic year.

Section 2. All general membership meetings will include the following:

- A. Opening
- B. Approval of the minutes
- C. Financial report
- * D. Committee reports
- E. Unfinished business
- F. New business
- G. Announcements
- H. Adjournment

ARTICLE 7. RULES OF PROCEDURE

[CHOOSE ONE -- CONSENSUS MODEL OR PARLIAMENTARY PROCEDURE]

Consensus Model: This process should result in the development of trust, the gaining of ownership, enhancement of communications, and support for decisions.

- A. Decisions are made when a consensus is formed among the members present.
- B. Professional courtesy shall be demonstrated. Each person's opinion is considered. The goal is to build a consensus on a particular issue so that the majority can support the decision as a whole, although they may not agree with all of its components.
- C. Meetings are structured with a free exchange of information and ideas with roll call voting only when a consensus is not reached. The President shall vote only in the case of a tie.

Parliamentary Procedure

- A. All parliamentary procedure will be in accordance with the current revised edition of Robert’s Rules of Order.
- B. Voting
 - 1. At all meetings each member of the organization present shall have one vote. The President shall vote only in the case of a tie.
 - 2. Minimum support for approval for all measures shall be simple majority unless otherwise specified in the constitution.

ARTICLE 8. FINANCES

- * *Section 1.* An [ANNUAL, ONE-TIME, ETC.] membership fee must be paid prior to induction into the [ORGANIZATION NAME].
- * *Section 2.* Revenues for the [ORGANIZATION NAME] will be raised by various fundraising activities conducted by [ORGANIZATION NAME] members during the year in accordance with the Fundraising and Solicitations Policy (Code 3205). The advisor(s) and the Student Activities Office must approve all fundraising events.
- Section 3.* Disbursement vouchers must be submitted with original invoices and supporting documentation along with the signatures of an [STUDENT ORGANIZATION] Officer, the Advisor, and the Student Activities Office.
- Section 4.* Financial records of the [ORGANIZATION NAME] shall be audited annually by the advisor(s).
- Section 5.* All funds of the [ORGANIZATION NAME] are considered public funds which must be processed by the Northeast Business Office and which will be identified within the agency fund.

ARTICLE 9. AMENDMENTS

Any member shall propose amendments to this constitution. During a regularly scheduled meeting, the constitution may be amended by a vote of two-thirds of the membership provided that the proposed amendment has been presented at a previous meeting. All amendments must then be approved by the advisor(s), the Student Activities Office, and the Vice President of Student Services.

The Constitution of each Student Organization is maintained by its group membership with the oversight of an approved college advisor(s) and kept on file in the Student Activities Office.

Approved by the Student Services Standing Committee: _____

Approved by the President's Council: _____

Approved amendment (s): _____

Original policy date: 06/11/98 (Item #8318)
Revision date: 07/11/02 (Item #9142)
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Activity Planning Checklist

TASK:	Complete By:
<input type="checkbox"/> Create Event	
<input type="checkbox"/> Set Name/Date/Time/Location	

<input type="checkbox"/> Choose alternate dates/rain location	
<input type="checkbox"/> Complete Activity Planning Form	At least one full week in advance *(at least 30 days in advance if completing task #4)
<input type="checkbox"/> If planning on fundraising or soliciting- <input type="checkbox"/> complete Fundraising and Solicitation Request Form	At least <u>30 days</u> prior to activity
<input type="checkbox"/> Complete Facility Request	
<input type="checkbox"/> Complete Food Request (if needed)	
<input type="checkbox"/> Line up workers	
<input type="checkbox"/> Request for Check/Requisition form <input type="checkbox"/> Attach invoice <input type="checkbox"/> Attach contractual agreement (if needed) <input type="checkbox"/> Advisor signature <input type="checkbox"/> Student officer signature <input type="checkbox"/> Student Activities Coordinator signature	Due to Student Activities Office by Monday of the week prior to event
<input type="checkbox"/> Advertisement <input type="checkbox"/> Posters must be approved for posting by the Vice President of Student Services Office <input type="checkbox"/> Submit information to What's Happening and KHWK	By noon on Wednesday the week prior to event
AFTER EVENT	
<input type="checkbox"/> Deposit money <input type="checkbox"/> Attach deposit sheet	Same day of event or next business day
<input type="checkbox"/> Submit Request for Check/Expense Reimbursement/Requisition Forms <input type="checkbox"/> Attach invoice/receipt/etc <input type="checkbox"/> Attach contractual agreement (if needed) <input type="checkbox"/> Advisor Signature <input type="checkbox"/> Student Officer signature <input type="checkbox"/> Student Activities Coordinator Signature <input type="checkbox"/> Attach canary copy of Activity Planning Form <input type="checkbox"/> Attach white copy of Travel Request And Validation Form (if used)	Due to Student Activities Office by Monday of the week before payment is due

Northeast Community College Student Organization Activity Planning Form

Instructions:

1. This form must be completed for every activity proposed by a student organization.
2. Submit completed form to the Student Activities Office for signature and approval at *least one (1) week before the proposed event.*
3. Approval must be obtained before the event date is finalized.
4. A copy of the Facilities Confirmation Form must be attached if college facilities will be used, or if special equipment is needed for the activity.
5. If Food Service is requested, a copy of the completed Food Service Request Form must be attached.

Definitions for Activities:

Business- Travel, guest speaker, etc, that would be either educational or beneficial to organization members toward the purpose of the organization.

Campus Service- Time, work, or money donated toward the NECC campus only (i.e. - Arbor Day tree planting).

Charitable- Time, work, or money donated toward an individual or family (i.e. – gift for a birth, loss or illness in the family of an organization member, advisor, etc.).

Community Service- Time, work, or money donated toward a local community (i.e. – clothing or food drives for the Norfolk Rescue Mission).

Fundraising- Attempting to raise money for the organization (i.e. – bake sales, raffles, etc.)

Social- Event with the main purpose of gaining new members, dinner for organization, etc.

Other- Describe.

NORTHEAST COMMUNITY COLLEGE STUDENT ORGANIZATION ACTIVITY PLANNING FORM

Instructions:

1. This form must be completed for every activity proposed by a student organization.
2. Submit completed form to the Student Activities Office for Signature *at least one (1) week before the proposed event.*
3. Approval must be obtained before the event date is finalized.
4. A copy of the Facilities Confirmation Form must be attached if College facilities will be used, or if special equipment is needed, for the activity.
5. If seeking credit for community service through this activity, estimate your hours below and submit supporting documents following the event.
6. If Food Service is requested, the completed Food Service Request Form must be attached. Copies will be distributed from the Student Activities Office.

Organization: _____ Activity: _____ Location: _____

Proposed Date: _____ Alternative Date: _____ Time: _____

<p>Purpose of Activity: (check all that apply)</p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Campus Service</p> <p><input type="checkbox"/> Charitable</p> <p><input type="checkbox"/> Community Service</p> <p><input type="checkbox"/> Fund Raising</p> <p><input type="checkbox"/> Social</p> <p><input type="checkbox"/> Other: _____</p>	<p>Estimated Hours</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>This event is for:</p> <p><input type="checkbox"/> Organization Members Only</p> <p><input type="checkbox"/> Campus</p> <p><input type="checkbox"/> Community</p> <hr/> <p>Food/Refreshments:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p style="padding-left: 20px;">If yes, through:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Campus Food Service</p> <p style="padding-left: 40px;"><input type="checkbox"/> Other: _____</p>	<p>Notes</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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For Student Activities Office Use Only.

Approved

Not Approved - Reason: _____

Student Activities Office

Director of Student Life (For Food Service)

Signatures Required: (Signed in the order given below)

President of Organization: _____

Advisor of Organization: _____

- Attending
- Not Attending
- (Signature indicates that the advisor is responsible for supervision and completion of the activity or has made arrangements with an alternate Advisor.)

Alternate Advisor: _____

(Signature indicates responsibility for supervision and completion of this activity)

REQUEST FOR FOOD SERVICE

(Call FCFS Catering Manager at 844-7165 or 7167 for Menu)

NECC Contact Name

Phone No.

Bill

Address

City/State/Zip

Phone No.

Event Date

Bldg/Room

Event

FOOD SERVICE DESCRIPTION

Morning Service

Time

No. Expected

No. Served

Lunch Service

Time

No. Expected

No. Served

Afternoon Service

Time

No. Expected

No. Served

Dinner Service

Time

No. Expected

No. Served

Paper Buffet

China Buffet without Servers

China with Servers:

Buffet Style

Sit Down Style

FCFS Use Only

Confirmed By _____

Cost/Person _____ Date _____

NORTHEAST COMMUNITY COLLEGE

FUNDRAISING AND SOLICITATION REQUEST FORM

(NECC Employees and Students)

1. This form must be completed for every activity proposed by the group, club or organization wishing to undertake a solicitation activity.
2. Student organizations should submit form to Carissa Kollath, Student Activities Coordinator. All other forms should be submitted to Courtney Klein-Faust, Executive Director of Development.
3. Forms must be submitted at least 30 days prior to the start of the activity.

Name: _____ Department: _____

Phone: _____ E-mail: _____

Name of Solicitation Event/Activity: _____

Start & End Date(s) of Event/Activity: _____

Types of donations sought (check all that apply):

- Cash
- In-Kind Donation (describe) _____
- Equipment (describe) _____
- Other: _____

Amount of Goal: \$ _____

How will the donations you receive benefit NECC? _____

Who will conduct the activity and how will you proceed? _____

List businesses, organizations, individuals you plan to solicit (you may attach a list):

How do you plan to provide recognition for any donations received (i.e. thank you letters, etc.)?

Signature: _____ Date: _____

Administrator's Signature _____ Date: _____

This portion for NECC Fundraising and Solicitation Workgroup.

Approved by: _____ Date: _____

Required Changes: _____

**NORTHEAST COMMUNITY COLLEGE
FUNDRAISING AND SOLICITATION REPORT FORM
(Submit within 30 days after completion of event/activity)**

Name of Solicitation Event/Activity: _____

Total Dollars Raised: _____

Total In-Kind Donations Received _____

Please list the names of donors who contributed to your activity and what they contributed:

When and how did you thank/recognize your donors? _____

Please return form to the Executive Director of Development.

BUSINESS

CODE: 3205

ITEM: 9698

FUNDRAISING AND SOLICITATION

Generating public and private financial support for Northeast Community College is an activity of the College. Planning and coordination are essential to successful solicitation efforts and for avoiding duplication in approaching potential donors in the name of the College. To be most effective, solicitation efforts must be related to the purpose of the College, and be carefully coordinated to serve the best interest of the College.

Original policy date: 05/12/05 (Item #9698)

FUNDRAISING AND SOLICITATION PROCEDURES

To maximize the College's solicitation efforts, the following procedures shall be followed by any entity associated with Northeast Community College for all solicitation activities designed to benefit the college. For the purposes of this procedure, solicitation activities are defined as those that solicit funds from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts. College departments that seek service or equipment donations to supplement their programs are excluded from this policy.

Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college shall complete a Fund Raising and Solicitation Request Form. If the request is on the behalf of a student organization, the form shall be submitted to the Student Activities Coordinator; all other requests should be submitted to the Director of Development. A work group including the Director of Development, Student Activities Coordinator, Athletic Director, and two representatives from Educational Services appointed by the Vice President of Educational Services shall discuss on an as-needed basis Fundraising and Solicitation Request Forms and recommend approval, denial, or revision of the activity. The work group will determine if the proposed activity helps fulfill the College's role and mission as well as the timeliness of the request in regards to other fundraising efforts. Thirty days after the completion of any approved activity, a Fundraising and Solicitation Report Form must be completed and submitted to the Development Office. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.

The formal acceptance and valuation of any donations and gifts are in accordance with the Acceptance and Valuation of Gifts Policy (Code 3210).

Original procedure date: 05/12/05 (Item #9698)

ON-CAMPUS SOLICITATION AND SIGNS

Northeast and its facilities are dedicated to a mission of education. The College shall control postings and solicitation on its campus as necessary to accomplish that mission.

It shall be the purview of the Vice President of Student Services to authorize postings or solicitation by non-college related individuals or groups as well as student involved postings or solicitations. Solicitation includes petition activities. If such postings are authorized, they may be restricted as to time and place and may not interfere with academic or institutional activities of the College or impede the flow of traffic on campus sidewalks, streets or other facilities.

All solicitation must be conducted in a manner that is not disruptive to College operations.

The distribution or posting of signs, handbills or advertising on College facilities are additionally subject to regulation in accordance with the On-Campus Solicitation and Signs Procedures.

Original policy date: 08/08/96 (Item #7695)

Revision date: 03/13/97 (Item #7957)

Revision date: 06/10/99 (Item #8527)

ON-CAMPUS SOLICITATION AND SIGNS PROCEDURES

Signs: (other than informational signs posted by employees of the College): include but are not limited to billboards, decals, notices, placards, poster, banners and advertising notices.

Procedural regulations:

1. Signs may only be posted on bulletin boards or other places provided for that purpose. Some bulletin boards are reserved for specific use and may require special permission.
2. The student services division may provide centrally located bulletin boards subject only to student services regulation.
3. The posting of signs is prohibited on utility poles, trees, painted surfaces and under windshield wipers.
4. Commercial postings may be permitted only if approved by the Vice President of Student Services or his/her authorized representative. Such approved posting must comply with all campus regulations and are permitted when of service to the campus community.
6. Student and student organization signs are required to have the approval of the student services division prior to posting.
7. Signs must contain the following information: (a) the name of the individual or organization responsible for the posting of the sign; (b) the name of an individual who is their authorized representative; (c) the imprint of the student services division authorization; and (d) a pull date.
8. The person or organization shall remove each of its signs not later than fourteen days after posting or not later than one business day after the event to which the sign relates, whichever is earlier. Exceptions are at the discretion of the Vice President of Student Services.

Original procedure date: 08/08/96 (Item #7675)

Revision date: 03/13/97 (Item #7957)

Revision date: 06/10/99 (Item #8527)

NECC Student Organization Advisor Information from the Business Office

On the first day of each month, a report of fiscal year-to-date revenues and expenditures for the club/organization is provided. This report (FBM092) can be accessed in Mobius Document Direct by the advisor and should be reviewed monthly. The information on this report is for the current fiscal year only (July 1 to June 30). Excess revenues from prior years will not be reflected on this report. However, the Coordinator of Student Activities (ext. 7159), the Business Office cashier (ext. 7001) or the Director of Accounting Services (ext. 7006) may be contacted at any time to verify actual balances in the organization account. In addition, if an advisor or treasurer from the organization requires assistance in reading their monthly financial report (FBM092) or if they find a discrepancy on the report, they may contact the Director of Accounting Services (ext. 7011) or Karen Nielsen (ext. 7008).

College policies must be followed for all organization activities. The policies are located on the Northeast Community College web site. Click on "Employee Resources", then select "Purchasing Information", "Policies & Procedures" or any other area of interest.

The Purchasing Department can be of assistance in obtaining desired items and should be notified before purchases are made. A requisition form is used for expenditures for goods and services. The form is located in the mailroom. It is green in color and is printed in duplicate. The green copy is for the Purchasing department, the white copy is for your records. When filling out the form you will need to have your account number and proper signatures. The purchasing department will do their best to process the requisitions in a timely manner but please be considerate in planning. It is not always possible to process the requisition at the time it is presented. If you have any questions about purchasing forms or procedures please call Judy Schindler (ext. 7050) or Nell Votruba (ext. 7051).

If an advisor incurs expenses for the organization which requires reimbursement, an Expense Reimbursement Voucher should be completed with the appropriate documentation including itemized receipts, and signatures of the organization's treasurer, advisor and the Student Activities Office. If an organization member incurs an expense for the club, the student must complete a Request for Check form to be reimbursed. The appropriate documentation (including itemized receipts) must be attached to the Request for Check form and the proper signatures must be obtained.

All "Request for Checks" and "Expense Reimbursement Vouchers" with the appropriate documentation and signatures (including the club treasurer's signature) must be submitted to the Student Activities Office by 5:00 p.m. on Monday. The Student Activities Office staff will review the submitted documents, sign and forward them to the Business Office by noon on Wednesday to be processed for payment on Thursday. Advisors need to keep these deadlines in mind when requesting funds for speakers, club activities, etc.

Sales tax is payable on any fundraiser/activity where students are selling products and/or services to individuals. The College is not taxed, but the resale of product and/or services to other individuals is. Here is a list of some of the most common club activities:

- Candle sales, plant sales, butter braid sales, lanyard sales, etc. are all taxable revenues.
- Coats/t-shirts ordered by the clubs and bought by the students are taxable.
- Car washes that have a set price is taxable revenue. However, if the carwash is advertised as “freewill donation”, the revenue is not taxable.
- All admission monies are taxable—i.e. spooktacular ticket sales, cornmaze admission, home show admission, etc
- Bake sale revenues are not taxable.
- Club dues are not taxable.

Any revenues that are received by the organization from dues, fund raising activities, donations, etc. must be submitted to the Business Office the first business day following receipt of the monies. The organization representative bringing the funds to the Business Office must inform the cashiers where the funds originated from (i.e. dues, donation, type of fundraiser, etc). The Business Office will deposit the funds into the organization account and a receipt will be returned to the club via the advisor’s mailbox. If there is a large event, such as the corn maze, home show, spooktacular, etc. the club sponsor should contact Melody Klug (ext. 7010) prior to the event to make arrangements for handling these funds correctly. In no case, should the sponsor or students take funds home to count or to hold until business hours.

Expenses for activities cannot be paid for from the cash received for the activity. All payments to vendors must be made by a College issued check through the Business Office to ensure proper record keeping procedures.

NORTHEAST COMMUNITY COLLEGE

801 East Benjamin Avenue
P.O. Box 469
Norfolk, NE 68702-0469
Phone 402-844-7050

REQUEST FOR CHECK

(Please Type)

Payable to *Student's Name Date *

Address * * Social Security Number or TIN

Street *

_____ Date Check Needed _____

City State Zip

Disposition X Mail _____ Pick up _____

Description _____ Date(s) of Event 5/25/10 Location _____

NF - Norfolk SS - South Sioux City

Check Amount \$ _____

Campus Code	Account No.	Amount
NF	Club Account	

(For Business Office Use Only)

Advisor and Student Officer

Person Requisitioning date

Student Activities Office

Cluster Mgr/Dept Head date

Vendor No. _____

Voucher No. _____ 1099 Code _____

Date Pd. _____ Ck. No. _____ Amt. Pd. _____

Purchasing date

Accounting date

Instructions

1. This form is used for paying conference registration fees, athletic officiating fees, cash advances for student trips, honorariums, other non-employee compensation, and membership dues.
2. Please attach a copy of the conference registration form to this request for check form. All travel requests must be approved in advance by completing a travel request form.
3. Please type the complete name and mailing address.
4. Social Security Numbers or Taxpayers Identification Numbers (TIN) must be provided on requests for officiating, honorariums and other non-employee compensation. This form will not be processed for payment unless this information is provided.
5. Please enter account number to be charged.
6. Submit a completed Request for Check Form to the Purchasing Department by Wednesday noon to receive a check on Friday.
7. Retain last copy for department files.

Distribution: White (Business Office). Yellow (Vendor). Pink (Purchasing). Goldenrod (Department).

**NORTHEAST COMMUNITY COLLEGE
REQUISITION**

PR# _____

PO# _____

Today's Date 8/16/10

Suggested Source of Supply

Wal-Mart

If new vendor:

Address _____

Contact Person _____

Phone _____ Fax _____

REQUIRED FIELDS

Campus Account Number Amount or %
Code

NF	Club Account	

Dept.# _____

Requisition Date _____

Date Needed _____

Is the material ordered Hazardous Material Yes No Quotation # _____

Qty	Complete description	Unit Price	Total
1	This form should be used for:		
2	- Requesting to purchase or order club items		
3	- Recording a donation made to club or program		
4	- Petty Cash reimbursements (employee only)		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
	Approval	Total	

Person requesting
Advisor and Club Officer
Dean or Vice President
Student Activities Office

Special notations to purchasing:
Division Deans are not required to sign Club acct. documents; however, some may wish to do so.
P.A. Speak with your Dean for their preference.

**NORTHEAST COMMUNITY COLLEGE
TRAVEL REQUEST AND VALIDATION FORM**

NOTE: The request should be completed at least one week before the travel date.

Name: _____

Division or Department: _____

Destination: _____

Date(s) Requested: _____

Time absent from campus: _____

Transportation: College Vehicle Personal Vehicle Commercial

Travel: Routine College Business Professional Growth and Development

Reason(s) for Request _____

Anticipated Costs:
Lodging \$ _____, Transportation \$ _____, Registration \$ _____, Meals \$ _____

Cost Center Account Number: _____

_____ Date

_____ Applicant

Approved

Not Approved

_____ Immediate Supervisor



NECC INTER-DEPARTMENTAL **DEPOSIT SHEET**

DEPARTMENT/ CLUB NAME: _____

DEPARTMENT/ CLUB ACCT NO: _____

EVENT/ PURPOSE: _____

CASH TOTAL: _____

CHECKS TOTAL: _____

GRAND TOTAL: _____

FOR BUSINESS OFFICE ONLY
Received Amount: _____
Cashier's Initials: _____



Why and How to Take Minutes

Why take minutes?

- **Record.** To provide a record of what was decided at meetings and why it was decided (not who said what).
- **Understanding.** For clarification and shared understanding among participants
- **Next Steps.** To provide an action plan to ensure the decisions are acted upon.

For a quick review of what should and should not be included, review the following summary:

Minutes should include:

- Date, time, and place
- Who attended and what their role was (i.e. President, VP Administration)
- Agenda items, with a summary of what was covered and who presented it.
- Motions and what the outcome of the motion was, including who made the motion and who seconded it.
- Any amendments to the motion should be included.
- What decisions were made in the course of the meeting. Include what the problem was, what alternatives were presented, and what solution was agreed to.
- Action items, including who was assigned to what and what the timeframe for completion or reporting is.

Minutes should not include:

- A literal transcript of who said what. If you ever need to have an exact record of what was discussed, use a tape recorder. You should not have to do this very often, if at all. The important points are who made the motion, who seconded it, what the problem is, what the alternatives are, and what decision was made.

Minutes are normally distributed after the meeting and then reviewed, revised, and accepted at the beginning of the next regular meeting.



Club Name

Date Time Location

Members:

Others present:

Agenda

- A. CALL MEETING TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES
- D. FINANCIAL REPORT
- E. FORMER BUSINESS
 - 1.
 - a.
 - b.
 - 2.
- F. NEW BUSINESS
 - 1.
 - a.
 - b.
 - 2.
- G. OTHER BUSINESS
 - 1.
 - a.
 - b.
 - 2.
- H. ADJOURN

Notes:

- 1. Meeting minutes may be accessed from the advisor(s) and the Student Activities Office no later than one week after the meeting.



Club Name

Minutes

Date

Attendance:

Member	Present	Member	Present
Member	Present	Member	Present
Member	Present	Member	Present
Member	Present	Member	Present

Others present:

Name, Reason

1. The (Organization Name) convened at (time) on (Day), (Date), in the (Place), with (President) presiding.
2. Minutes of the (Previous Meeting Date) (Organization Name) meeting were acknowledged
3. (Former Business Items)
4. (Former Business Items)
5. (New Business Items)
6. (New Business Items)
7. With no further business to discuss, the meeting adjourned at 10:25 a.m.

Notes:

1. Meeting minutes may be accessed from the advisor(s) and the Student Activities Office no later than one week after the meeting.

NORTHEAST COMMUNITY COLLEGE **STUDENT ORGANIZATION FACT SHEET**

____/____/____

Date

Club Name

OFFICERS

PRESIDENT

Telephone _____ Email

VICE-PRESIDENT

Telephone _____ Email

SECRETARY

Telephone _____ Email

TREASURER

Telephone _____ Email

**Turn completed form into the Student Activities Office by October 1 each year
or after any officer changes occur.**

Organization Manual Review Quiz:

Once you have had the opportunity to review the Club and Organization Advisor Manual, click [**HERE**](#) to complete the Club and Organization Manual Quiz. There are 15 questions to keep you refreshed on the campus club policies and procedures. When you have finished the review, please fill in your name, email address, and club and submit for recognition with the Student Activities Office that your club is currently active. Your club officers should also complete the quiz.

This review must be completed annually as the policies and procedures are continually changing and improving.

[**@LINK**](#)
