



COASTAL BEND COLLEGE CLUB ADVISOR HANDBOOK



Table of Contents

Introductory Letter	3
Procedures:	4
Creating a Club	
Advisor/Student Roles	
CBC Role	
Organization Responsibilities/Activities (FKC Local and FKC Legal)	7
Responsibilities of Club Advisers	8
Suggested Ideas and Activities	9
CBC Policies affecting Student Organizations	10
Current Club List	11
Forms, Guides and Samples:	13
Club Application	14
Guide to Writing a Constitution	16
Sample Constitution	19
Activity Plan Request Form	22
Risk Management Attendance Form	23
Meal Stipend Form	24
Student Activity Travel Request	25
End of the Year Checklist	26
Club Inventory List	28
Financial Audit Form	29
Handbook Receipt Acknowledgement	30
Form Links	31
Liability Release Form	32
Consent for Treatment of a Minor	33
In Case of Emergency	35
Policies	37



OFFICE of STUDENT LIFE

September 11, 2012

Dear CBC Advisors:

Thank you so much for your dedication to Coastal Bend College students and to student activities. Your time, your experience, your commitment, and your enthusiasm are sincerely appreciated. Student activities make a campus exciting and relevant. Individuals such as you make student activities possible.

In my capacity as the Student Life Coordinator, I am committed to making clubs a vital part of student life and making your role as an advisor a successful and enjoyable one. Advising a Coastal Bend College club requires an understanding of CBC policies and practices. This Handbook is meant to assist you in your endeavors. However, if you have additional questions, please contact me. I am more than happy to visit with you and/or your club to provide guidance.

In closing, Dean Elizalde and myself wish you an exciting activity filled year at CBC!!!

Sincerely,

Jose M. Rodriguez
Student Life and Housing Coordinator

Procedures

Creating a Club

Coastal Bend College (CBC) encourages the formation of student groups and organizations, believing them to be valuable adjuncts to the educational program of CBC. Club purposes and objectives must be compatible with the purposes and objectives of CBC.

Advisor and Student Roles

When at least five students desire to form a new campus club, the following needs to be followed:

1. Find a faculty advisor.
2. Complete an application.
3. Develop a club constitution with a mission statement. The name, purpose, and goals of the organization should be included within this document. A sample is enclosed. You may use this or alter it to fit your needs.
4. Develop a schedule and plan for meeting and activities.
5. List all students interested in membership.
6. Discuss the club with the Student Life Coordinator and submit all required paperwork.

CBC's Role

After all steps have been completed, the Student Life Coordinator will meet with the Dean of Student Services to discuss the long-term viability of the organization. It will likely include at least some or all of the following:

1. Making sure no other organizations exist with too similar purpose;
2. Providing resources if a similar organization used to exist and there is already a foundation in place;
3. Discussing a risk management plan; and
4. Making connections to appropriate offices around campus for support or further specific registration.

Currently, CBC provides clubs with a \$400 yearly budget. A total of \$300 per semester (fall and spring) may be earned by the faculty sponsor if club requirements are met.

However, there is a limited budget. As a result, clubs are awarded funds on a first come first serve basis. Pre-existing clubs are afforded first priority but must meet the continuance deadline as posted by the Student Activities Coordinator to continue for the following year. After this clubs will be funded as applications are received. Coastal Bend College reserves the right to alter this practice if a club is deemed necessary by the faculty or administration.

A lack of available funds does not mean a club cannot exist. It simply means that funds will not be available for a sponsor stipend or for club operating funds.

A club that chooses to organize without funding is still subject to the same requirements as outlined in this manual and in CBC policy.

Clubs that chose to organize without funding will be given priority for funding in the order they were organized the following term *if funds become available*.

A club must be officially recognized before a group can reserve space on campus or receive funding from CBC.

Activities

Club activities improve campus life. It is the Student Activity Coordinator's intent to facilitate and encourage club campus activities.

Registered Student Organizations Responsibilities and Activities as per CBC Policies FKC Local and FKC Legal:

1. Approved student organizations may hold meetings, recruit members, publicize activities, and obtain funds **on the campus**. **CBC organizations are campus based and should operate only on campus. They cannot solicit the community for any type of donation including both monetary and non-monetary items nor should the community be solicited to buy any type of admission or raffle tickets.**
2. Each approved organization shall have a faculty advisor.
3. Each organization should adopt a written charter or constitution governing its procedures. A copy of each charter or constitution shall be filed with the coordinator of student activities.
4. Members and faculty advisors of each student organization shall assume responsibility for the accounting of the funds of their organization. Funds shall be deposited and maintained in the Business Office.
5. At the close of each regular session of CBC, each organization shall make an audit of its accounts and file a written report of such audit with the student activities coordinator.
6. With the exception of regularly scheduled meetings of an organization, all special events, social affairs, fund-raising projects, and similar activities shall be scheduled in advance with the coordinator of student activities and placed on the CBC calendar.
7. The coordinator of student activities may, at his or her discretion, request an organization to show financial responsibility as a condition to approving a particular activity.
8. Each approved student organization shall advise the coordinator of student activities of changes in the names of its principal officers, or its purposes, membership policies, and charter or constitution.

9. Approval of a student organization may be withdrawn for failure to comply with regulations concerning student organizations. In the event that an organization fails to maintain its approved status, the officers and advisor of the organization may request relief under the procedures set forth in the policy concerning student rights and responsibilities.

10. Organizations should participate in a risk management program as outlined in FKC Legal.

11. All organizations should familiarize themselves with College policies. A list of applicable policies is included in this document. They include but are not limited to rules on discrimination, solicitations, student publications including posting requirements, raffles, and risk management.

Responsibilities of Club Advisors

Club advisors should:

1. Follow the responsibilities of clubs as outlined in FKC Local and FKC Legal.
2. Maintain a current club constitution and assure it is filed with the Student Activities Coordinator.
3. Maintain a current list of officers.
4. Assure club membership remains at least at five active members.
5. Review CBC policies related to Student Activities.
6. Attend all club meetings and events.
7. **Assure club activities are campus based.**
8. **Assure no solicitation of the community.**
9. **Assure all officers and if possible members attend a Risk Management workshop. A PowerPoint is available for your use.**
10. Assist the club's officers in planning their activities and submitting required Activity Plan Form to the Student Life Coordinator.
11. Supervise the procedures of the club including expenditure of funds and budget management, travel, etc.
12. Maintain records (meeting agendas, sign-in sheets, etc.) as deemed appropriate of the organization.
13. Ensure your club is represented in the Student Government Association (SGA). SGA will send details.
14. Attend club advisor meetings as called by the Student Activities Coordinator.
15. Work closely with the Student Activities Coordinator.
16. Submit required paperwork (audit, inventory list, etc) as required at the end of the year or sooner if the club disbands.

Suggested Ideas and Activities:

1. Provide student life activities geared to promote:
 - a. **Leadership** – Assume leadership roles on campus, in the community, and within in the club. Activities may demonstrate the development of leadership skills for members and others on campus.
 - b. **Philanthropy** – Provide service to the community in a non-profit role. Provide the club a rewarding experience and strengthen the club relationship.
 - c. **Fundraising** – Raise funds that may be needed to accomplish its goals and purpose.
 - d. **Fellowship** - Provide enriching fellowship that benefits club members and campus life.
2. Develop a web link for your club or organization.
3. Work with students to complete an action plan/results and become a part of the institutional effectiveness plan for the year.
4. Participate in an off campus activity as a group (I.E. attend an art opening, drama production, concert, as a group).
5. Participate in an off campus field trip.
6. Assist with a major college event (I.E. career day, transfer day, job fair, etc.).
7. Sponsor a campus- wide activity (I.E. a dance, coordination of a guest speaker on campus, a drug or alcohol awareness project.).
8. Participate in a regional conference representing CBC.
9. Participate in a state- wide conference representing CBC.
10. Donate a gift to the campus representing the club (I.E. a tree, money, anything that would help out the campus).

Remember that CBC organizations are campus based and should operate only on campus. They cannot solicit the community for any type of donation including both monetary and non-monetary nor should the community be solicited to buy any type of admission or raffle tickets.

CBC Policies Affecting Student Organizations

The following policies are policies affecting student organizations. This not a complete list but meant as quick reference. Please refer to the CBC Policy manual for additional policies

Policy Code	Title: Subtitle
A18(LLEGAL)	INTRODUCTION (Intro To Policy Manual)
B(LLEGAL)	LOCAL DISTRICT GOVERNANCE (Explanation for Policy Manual Terminology)
FI(LOCAL)	SOLICITATIONS
FKA(LOCAL)	STUDENT ACTIVITIES: STUDENT PUBLICATIONS (including posting requirements)
FKC(LOCAL)	STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS
FLBC(LLEGAL)	STUDENT CONDUCT: HAZING
GH(LLEGAL)	RELATIONS WITH SCHOOLS AND DISTRICTS (Dual Credit/Student Services)
FLB(LOCAL)	STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT
BBFB(LLEGAL)	ETHICS - PROHIBITED PRACTICES
FK(LLEGAL)	STUDENT ACTIVITIES
GF(LLEGAL)	STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES
GFA(LOCAL)	STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES
FKC(LLEGAL)	STUDENT ACTIVITIES - REGISTERED STUDENT ORGANIZATIONS
FKA(LLEGAL)	STUDENT ACTIVITIES STUDENT PUBLICATIONS

FI(LLEGAL)	SOLICITATIONS
FLAA(LLEGAL)	STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT EXPRESSION
FK(LOCAL)	STUDENT ACTIVITIES

Forms, Guides and Samples

Student Activities Application for Club Recognition

Proposed Name of organization-club: _____

Name of sponsor: _____

Name of co-sponsor (if applicable): _____

Campus Location: ___ Alice ___ Beeville ___ Kingsville ___ Pleasanton

Club Criteria:

Each club **must** participate in one activity monthly (December and May are excluded). All clubs are also expected to participate in the following activities.

FALL

Meet a Club Day
One special pre-designated campus event

SPRING

Love a Club Day
One special pre-designated campus event

Responsibilities of Club Advisors

Club advisors should:

1. Follow the responsibilities of clubs as outlined in FKC Local and FKC Legal.
2. Maintain a current club constitution and assure it is filed with the Student Activities Coordinator.
3. Maintain a current list of officers.
4. Assure club membership remains at least at five active members.
5. Review CBC policies related to Student Activities.
6. Attend all club meetings and events.
7. **Assure club activities are campus based.**

8. **Assure no solicitation of the community.**
9. **Assure all officers and if possible members attend a Risk Management workshop. A PowerPoint is available for your use.**
- 10.
11. Assist the club's officers in planning their activities and submitting required Activity Plan Form to the Student Life Coordinator.
12. Supervise the procedures of the club including expenditure of funds and budget management, travel, etc.
13. Maintain records (meeting agendas, sign-in sheets, etc.) as deemed appropriate of the organization.
14. Ensure your club is represented in the Student Government Association (SGA). SGA will send details.
15. Attend club advisor meetings as called by the Student Activities Coordinator.
16. Work closely with the Student Activities Coordinator.
17. Submit required paperwork (audit, inventory list, etc) as required at the end of the year or sooner if the club disbands.

Please describe Mission of club:

Please describe proposed club activities: (dates do not need to be included):

I understand the requirements of sponsoring a Coastal Bend College Club. I have read the Advisor's Handbook and have attended an Advisor's Orientation or viewed the narrated PowerPoint. I understand I must meet the criteria specified above and I must submit in a satisfactory manner the items on the "End of Year Checklist" by the date requested. If approved and if funds are available I will be entitled to a \$300.00 stipend for both fall and spring semesters for a total of possible total of \$600.00. I also understand that my club will be given a \$400.00 yearly stipend to initiate club activities.

I also understand that if the club is approved and if funds are exhausted I still may choose to be recognized as a CBC club. However, neither the club nor I will receive stipends. The Club and I, as its advisor, will still be responsible for upholding the requirements of membership.

Proposed Club Sponsor Signature

Please return to Velma C. Elizalde

Coastal Bend College does not discriminate on the basis of race, creed, national origin, gender, age or disability.

Guide to Writing a Constitution

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates.

Why should I have a Constitution?

Every recognized student organization at Coastal Bend College is required to file a current copy of their constitution and bylaws with the Student Life Office. An updated copy should be filed promptly should the document change during the year. Your constitution serves an important purpose for your organization. The process of writing a constitution should help to:

- Clarify your purpose
- Outline your basic structure
- Provide the cornerstone for building an effective group
- Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of a constitution will be a much easier and more rewarding experience.

What should I include in my Constitution?

A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers and members. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

What follows is an outline of the standard information to be included in a constitution. Since your constitution should be tailored to the needs of your organization, you may wish to include additional articles or use a different organizational structure. However, the basic information outlined below must be included in the constitution you submit at recognition. This outline is merely a guideline to help you write your organization's constitution. By no means must you use this exact wording or format, but the basic components outlined below must be included.

What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

Why should I have Bylaws?

Student organizations are not required to have bylaws, but may find them helpful to the organization's operations. The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the provisions contained in the constitution and can be changed more easily as the needs of the organization change.

What should I include in my Bylaws?

Bylaws must not contradict provisions in the constitution. They generally contain, as needed, more specific information on the topics outlined below. If your organization has chosen not to develop bylaws, this information may be included in the appropriate sections of your constitution. Here are some examples of the types of things that may be included – policies or practices that may change in the future.

Committees

Sections under this article should discuss and detail standing and special committees (formation, selection, powers, and duties) and the executive committee (membership, powers, and duties), along with the roles and responsibilities of committee chairs.

Meetings

Sections under this article should discuss types of meetings, how and when they are to occur, requirements for notice, attendance, and quorum (number of members needed present to transact business), meeting format, and parliamentary rules of order (usually Robert's Rules of Order).

Example: The organization shall hold regular (weekly) meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer. Robert's Rules of Order (newly revised) shall govern all meetings.

Name of Organization

(Adopted: date)

(Updated: date)

Article I: Definition

Section 1: Name

State the name of the organization and any acronyms by which the organization will be known.

Example: The name of the organization established by this constitution will be the Organizers of Coastal Bend College (OCBC).

Section 2: Purpose

Provide a general statement about the purpose and goals of the organization, as well as the type and scope of the organization's activities. This is also an appropriate place to mention the organization's affiliation with other groups, if any (for example, if the group is a chapter of a national organization).

Example: The OCBC will strive to...

Article II: Membership

Section 1: Defined

Provide a general statement about membership eligibility, standards, and requirements. You should define what role you expect of your active members (voting, participation in organization events, etc.) You may also want to consider adding a statement indicating the level of participation that is permitted for faculty, staff, and administrators.

Example: Full and active membership shall be open to all full time students registered at Coastal Bend College. Members of the College faculty, staff, and administrators are eligible for adjunct membership, which entitles them to participate in the organization, but may not hold office or vote on organization business.

Coastal Bend College does not discriminate on the basis of race, creed, national origin, gender, age or disability. As such, student organizations are recommended to include a similar statement as part of their definition of membership. Should you feel your organization cannot meet these standards for some reason, please contact the Office of Student Life to discuss it further.

Section 2: Selection and/or Removal

Outline the membership selection process, types of membership, and procedures for disciplining and/or removing members here if not already appearing in the bylaws. This section could include items such as tryouts for sports teams, club dues, or other criteria for membership as well as what it means to be an active member in good standing. Is attending meetings enough? Are there limits on how many meetings can be missed? You may also want to discuss here how members may be removed from the organization if they are no longer in good standing.

Example: As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Section 3: Quorum

Define quorum for this organization as it pertains to the number of members needed to be present in order to conduct official business.

Example: Quorum will consist of (usually 50% plus 1 of membership), and is needed for this organization to conduct any official business.

Article II: Leadership Team

In sections under this article; list the titles of offices to be established, qualifications for each office, the method, time, and process of selection, and the term of office. The duties, powers, and responsibilities of each officer as well as procedures for removal from office and filling vacancies should also be outlined here if not already appearing in the bylaws. At a minimum, each student organization is expected to designate one officer as the chief student leader (usually titled "president") and one officer authorized to deal with the organization's finances (usually titled "treasurer"). The titles of these positions may vary according to the needs of the organization, but the two separate job functions must be provided for in this article.

Section 1: Description

Provide a description of the entire leadership team. This can be a short paragraph outlining the leadership structure and the general way in which leaders are selected.

Section 2: Eligibility

Describe the eligibility requirements for being a member of the leadership team. You may include a certain period of time as an active member (as defined in the membership section) or other criteria. Also include here if there are potential conflicts of interest that may pose a problem for the group that would prohibit a person from holding a position in another organization.

Examples include:

1. be in good academic standing with the College.
2. be in good judicial standing with the College
3. be a fully enrolled student of the College

Sections 3-5: (Insert positions title here for each section; this may change section numbering)

Create a section for each member of the leadership team and list their specific responsibilities. Include in one the duty of official liaison to CBC and in another the duty of official liaison to the CBC Business Office (treasurer) . Otherwise, outline the duties as you see fit for your organization. Some go with smaller structures, others larger. Some have positional titles, and others work more on a committee chair structure. Use the structure that will help you be most effective based on the purpose and size of your organization. You will also want to include a description of the advisor's duties as well.

Section 6: Removal

Describe how a member of the leadership team or advisor can be removed from their position. Under what circumstances could this take place? What type of vote (if any) is needed to confirm the decision?

Example: Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Leadership Team and the general membership about the charges made concerning her/his performance. The officer is not permitted to participate in the deliberation of the Leadership Team regarding the charges.

Section 7: Succession

Describe how vacancies will be filled in the event of a mid-year departure of a member of the leadership team.

Example:

- A. A vacancy in the office of the President will be filled by the Vice President.*
- B. A vacancy in the Vice Presidency will be filled by a nominee of the President's with 2/3 majority confirmation by the membership.*
- C. All other offices will be filled by a nominee of the President with 2/3 confirmation by the membership.*

Article IV: Elections

Section 1: Description

Describe how elections will take place within the organization. Include information about both timing and process.

Example:

- A. The Leadership Team will be elected annually.*
- B. The Leadership Team will be elected by a simple majority of the membership.*
- C. The Leadership Team will serve (insert length of term -- usually one year).*

Article V: Amendments & Ratification

This article should explain how constitutional amendments may be made, as well as the procedure for adopting this constitution and any future amendments. At a minimum, your constitution must be voted on and approved by the general membership of your organization. This article should also include a statement requiring prompt submission of an updated constitution and bylaws to CBC should the document be amended following recognition.

To be valid, the constitution must be signed by at least the organization's chief student officer and primary advisor, and approved by the Student Activities Director. You will want to provide a space for these individuals to sign and date the document.

A sample of a constitution follows:

Coastal Bend College Student Government Association Constitution

Preamble

We, the students of Coastal Bend College, in order to define our rights, promote participation in a democratic form of government, coordinated campus student activities and endeavor to bring about a more complete understanding of student needs and problems, do adopt and establish the constitution.

Article I

Name

This organization of students of Coastal Bend College, shall be known as the Student Government Association of Coastal Bend College, herein referred to as the SGA.

Membership

Students enrolled at Coastal Bend College are members of the Student Government Association and may vote to select members of the student senate.

Composition

The Student Government Association shall be composed of the student body and elected Senate.

Article II Executive Committee

Section 1: All legislative powers herein granted shall be vested in the Senate.

Section 2: The Executive Committee of the senate shall consist of the president, the vice president, the secretary, the treasurer, and the parliamentarian.

Section 3: Officers

Qualifications for president, vice president, secretary, and treasurer are:

To be registered for a minimum of 12 semester hours during the semesters in which he/she will serve.

To maintain a 2.0 grade point average as listed on his/ her official transcript on the 4.0 grade point system.

To be elected by the students duly registered at Coastal Bend College.

The duties of the president shall be:

o To uphold and enforce the constitution.

- o To conduct all meetings of the Executive Committee and the student senate.*
- o To call special meetings of the Executive Committee and the Senate.*
- o To appoint committees within SGA.*
- o To represent as an ex-officio member of all Senate committees.*
- o To appoint student members to administrative and faculty committees as needed.*

The duties of the vice president shall be:

- o To execute the duties of the president in his/ her absence.*
- o To attend all Executive committee and Senate committees.*
- o To serve as an ex-officio member of all student committees appointed by the president.*

The duties of the secretary shall be:

- o To attend all Executive Committee and Senate meetings.*
- o To maintain and publicize accurate minutes of all meetings and proceedings of the Executive Committee and Senate.*
- o To call roll at the Senate meetings and keep accurate records of attendance.*

The duties of the treasurer shall be:

- o To attend the Executive Committee and Senate meetings.*
- o To be responsible for maintaining accurate financial records.*
- o To report in writing on the financial status of the organization once a month.*
- o To be responsible for monies collected from fund raising projects.*

Term of Office

The number of terms for which officers may serve shall be one (1). Parliamentarian- the president shall appoint a parliamentarian to advise the presiding officer and members on parliamentary procedures. The parliamentarian will be a member of the Senate and his/ her appointment be confirmed by two thirds vote of the Senate. He/ she shall serve at the pleasure of the president, but his/her term shall not exceed that of the president. The parliamentarian shall attend the meetings of the Senate and shall enforce parliamentary procedures.

Article III Senate

Section 1: The senate shall be composed of two (2) senators from the freshman class and two (2) senators form the sophomore class.

Section 2: Senators

The qualifications for Senator are:

- To be a student in scholastic good standing as defined in college policy.*
- To be registered for a minimum of 12 semester hours during the semester which he/ she will serve.*
- To be classified as a sophomore for the position of sophomore senator or freshman for the position of freshman senator.*
- To have a 2.0 grade point average as listed on his/ her official transcript on the 4.0 grade system.*

The duties of the Senators shall be:

To attend all Senate meetings.

To be active and responsible in Senate meetings and projects.

To provide information to the president and Executive Committee as requested.

Section 3: Removal from office

Any member of the Student Government Senate shall be removed from his/her position.

When he/she fails to maintain a 2.0 grade point average each semester as listed on the official transcript.

When two-thirds of the membership of the Senate vote in favor of removal.

Article IV Sponsors

Section 1: The Student senate shall have one or two faculty/staff sponsors appointed by the college president.

Section 2: Duties of the sponsors shall be to serve in an advising capacity to the Senate and to attend Senate meetings. At least one sponsor must attend a meeting of the Senate for the meeting to be classified as official.

Article V: Amendments and Revisions

Section 1: Amendments to this constitution may be proposed by two thirds vote of the Senate or by petition of ten (10) percent of the members of the Student Government Association.

Section 2: Proposed amendments shall be ratified by a voting majority of the members of the Student Government Association voting in an election. The election will be held no later than thirty (30) days after.

Article V. Section I Requirements have been ratified.

Section 1: After valid proposal for amendment, a committee on the constitution shall be appointed by the president of the Student Government Association. This committee shall consist of at least five members including the vice president. The duty of this committee shall be to draft proposed revisions for the Student Government Association constitution or to draft a new constitution.



Activity Plan

Name of Club: _____

Club Advisor: _____

Date of Proposed Activity: _____

Time of Proposed Activity: _____

Location of Proposed Activity: _____

Campus: _____

If the activity is for a charitable organization, please provide the following:

Name of Organization: _____

Taxpayer Identification Number: _____

Address of Organization: _____

Description and Purpose of Activity:

Advisor Signature: _____

Date: _____

Check:

Approved

Not Approved because _____

Student Activity Coordinator Signature: _____ Date: _____

Coastal Bend College Clubs and Organizations' Risk Management Program Attendance and Sharing of Information Form

By signing below, I acknowledge that as an officer of my organization I have viewed the Risk Management Program.

NAME

TITLE

By signing below, I acknowledge that all officers of my organization have viewed the Risk Management Program and that the information has been shared with the membership of my organization.

Organization: _____

Advisor Name (printed)

Advisor Name (printed)

Advisor Name (signature and date)

Advisor Name (signature and date)

Coastal Bend College Meal Stipend Form

Date: _____ Event: _____

By signing below, I acknowledge receipt of a \$____ stipend for (check one) ___ breakfast, ___ lunch or ___ dinner.

Sign-in

	Print Name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



Coastal Bend College STUDENT ACTIVITIES CLUB TRAVEL REQUEST

This completed document with attachments must be returned to the student activities office a minimum of three weeks prior to your scheduled departure date.

Club name _____

Name of meeting/conference _____

Destination _____

Purpose of trip _____

Date and time of departure _____ Date of time of return _____

How do you intend to pay for this travel? _____

NAME(S) OF <u>ALL</u> TRAVELER(S)	STUDENT ID #s OF <u>ALL</u> TRAVELER(S)

MODE OF TRANSPORTATION (check all that apply):

suburban airline rental car other _____

Please list authorized driver(s) of vehicle:

Name	Driver's license number
_____	_____
_____	_____

You must attach a copy of the following for travel documents to be completed:

1. Meeting agenda
2. Meeting registration forms with payment instructions
3. Lodging information (if applicable)

**Student Organization-Clubs
End of the Year Checklist
Year: _____**

Name of organization-club: _____

Name of sponsor: _____

Name of co-sponsor: _____

Campus Location: ___ Alice ___ Beeville ___ Kingsville ___ Pleasanton

Each club **must** participate in the following activities.

FALL

Meet a Club Day
Special pre-designated campus event :

SPRING

Love a Club Day
Special pre-designated campus event :

One activity monthly (December and May are excluded). _____

Please check-off the following to indicate accomplishment. Participated in:

FALL

___ Meet a Club Day
 ___ Special pre-designated campus event
 ___ September Activity: _____ Date: _____
 ___ October Activity: _____ Date: _____
 ___ November Activity: _____ Date: _____

SPRING

___ Love a Club Day
 ___ Special pre-designated campus event
 ___ January Activity: _____ Date: _____
 ___ February Activity: _____ Date: _____
 ___ March Activity: _____ Date: _____
 ___ April Activity: _____ Date: _____

Responsibilities of Club Sponsors

Please check-off for compliance with the following:

1. Followed the responsibilities of clubs as outlined in FKC Local and FKC Legal. ____
2. Maintained a current club constitution and assured it was filed with the Student Activities Coordinator. ____
3. Maintained a current list of officers. ____
4. Assured club membership remained at least at five active members. ____
5. Reviewed CBC policies related to Student Activities. ____
6. Attended all club meetings and events. ____
7. **Assured club activities were campus based.** ____
8. **Assured no solicitation of the community.** ____
9. **Assure all officers and if possible members attend a Risk Management workshop. A PowerPoint is available for your use.** ____
10. Assisted the club's officers in planning their activities and submitted required Activity Plan Form to the Student Life Coordinator. ____
11. Supervised the procedures of the club including expenditure of funds and budget management, travel, etc. ____
12. Maintained records (meeting agendas, sign-in sheets, etc.) as deemed appropriate of the organization. ____
13. Ensured your club was represented in the Student Government Association (SGA). SGA will send details. ____
14. Attended club advisor meetings as called by the Student Activities Coordinator. ____
15. Worked closely with the Student Activities Coordinator. ____
16. Submitted the following required paperwork as required at the end of the year or sooner if the club disbands. _____

____ Audit Report

____ Updated Inventory List

____ Receipt Book(s)

____ End of Year Checklist (this form)

Advisor signature _____

Co Sponsor signature (if applicable) _____

Please return to Student Life Coordinator by May 10th.



CLUB ITEM INVENTORY LIST

Items with Cash Value: Record all items with cash value. Note the date they were acquired and check whether they were purchased or donated. This list should be filed at the end of the year with the Student Life Coordinator.

CLUB: _____

<u>Equipment/Software</u>	Date Acquired	Estimated Cash Value	Check if purchased with Club funds	Check if Donated

Advisor Signature: _____

Date: _____

Club President Signature: _____

Date: _____

Coastal Bend College Financial Audit

Name of Organization: _____ Name of Sponsor: _____

Name of Treasurer: _____ Date of Audit: _____

Beginning Balance: \$ _____

Revenue Generated + \$ _____

Expenses: - \$ _____

Ending Balance: = \$ _____

Does revenue generated correspond with receipt book documentation? Yes No

Do expenses correspond with expense forms? Yes No

Does ending balance correspond to the CBC club financial report? Yes No

If not, please explain shortage or overage.

We believe this is an accurate account of our Club funds for the fiscal year or reporting period noted:

Signature of Advisor: _____ Date: / /

Signature of Treasurer: _____ Date: / /

"I have reviewed the financial records relating to the above accounts, verified the information with bank records, and believe the balances are correct as reported."

Signature of Auditor(s)/Student Activity Coordinator: _____ Date: / /

Auditors' comments or suggestions:

Coastal Bend College

ACKNOWLEDGMENT OF RECEIPT OF CLUB ADVISOR HANDBOOK

The Club Advisor Handbook contains important information about Coastal Bend College and club policies and procedures.

I understand that I should contact the Student Activity Coordinator for any questions not answered in the handbook, or for any questions that I might have concerning information in the handbook.

I also understand that revisions to the handbook may occur since the information, procedures, and policies are subject to change. I further understand that all such changes will generally be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received a copy of the Club Advisor Handbook on the date listed below and I have reviewed the Handbook and accept the terms described. I also understand that it is my responsibility to comply with the policies contained in this handbook including FKC local and FKC legal, and any revisions made to it.

I understand that approved student organizations may hold meetings, recruit members, publicize activities, and obtain funds **on the campus**. CBC organizations are campus based and should operate only on campus. They cannot solicit the community for any type of donation including both monetary and non-monetary items nor should the community be solicited to buy any type of admission or raffle tickets

Signature of Club Advisor

Date

The following link will lead you to personnel forms on student travel.

http://vct.coastalbend.edu/content/index.cfm?fa=viewpage&category_id=3969&frommod=1

These include

[Travel Procedures](#)

[Liability Release](#)

[Travel Application](#)

[Travel Expense Report](#)

Coastal Bend College
CONSENT FOR TREATMENT OF A MINOR

Name: _____ Birth date: _____

Address: _____ Phone: _____

I, the undersigned, as the parent of legal guardian of a minor child, (name) _____, hereby authorize diagnostic medical and/or surgical treatment on my child as may be deemed medically necessary in order to assure the safety of my child. It is distinctly agreed and understood that the attending physician and appropriate staff shall not be responsible in any way for any consequences from said diagnostic, medical and/or surgical treatment and is fully released from any and all claims and demands whatsoever which arise, grow out of or be incident to such diagnosis, treatment or surgery insofar as the law allows and provided that these services are performed with ordinary care and the best of their ability.

In case of Emergency, Parent/Legal Guardian can be reached at:

Physical Address _____ City _____ State _____

Allergies: _____

Current Medication: _____

Date of Last Tetanus Booster: _____

Pertinent Medical History: _____

In case of emergency please call, illness or accident to the above named student; please check below whom college personnel should contact. Use 1, 2, 3, etc. to indicate your first choice, 2nd and choice and so on.

Name	Home Phone	Business/Cell Phone
<input type="checkbox"/> Mother:		
<input type="checkbox"/> Father:		
<input type="checkbox"/> Adult Relative:		
<input type="checkbox"/> Friend:		
<input type="checkbox"/> Family Physician:		

Hospital preference if conditions warrant immediate transportation

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

Name of Insurance _____ Group Number _____

The school does not assume any financial obligation, but does provide the best service possible in an emergency. By signing this form you are giving us authority to follow the above procedure.

Check if the above named student has any of the following conditions:

Diabetes Convulsions Hemophilia Heart Condition Allergies Asthma Other

Is this student under any type of medication? If so, what condition?

Other information the college or medical personnel should know about?

Should this information change during the year, please contact the TRIO office, (361) 354-2706. Or should this student develop a serious health problem, please notify the Talent Search counselor.

Date



Parent or Legal Guardian Signature

Coastal Bend College
In Case of Emergency

Name: _____ Birth date: _____

Address: _____ Cell Phone: _____

Allergies: _____

Current Medication: _____

Date of Last Tetanus Booster: _____

Pertinent Medical History: _____

Family Physician: _____ Phone Number: _____

Hospital preference if conditions warrant immediate transportation: _____

In case of emergency, illness or accident, please check below whom college personnel should contact in order of preference.

Name	Relationship	Home Phone	Business/Cell Phone

Name of Insurance _____ Group Number _____

The school does not assume any financial obligation, but does provide the best service possible in an emergency. By signing this form you are giving us authority to follow the above procedure.

Check if you have any of the following conditions:

Diabetes Convulsions Hemophilia Heart Condition Allergies Asthma Other

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

Are you under any type of medication? If so, for what condition?

List other information the college or medical personnel should know.

Should this information change or should you develop a serious health problem during the year, please advise so changes may be made.

Date



Student Signature

Coastal Bend College
013501

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
(LOCAL)

ORGANIZATION OF NEW CLUBS

The College District encourages the formation of student groups and organizations, believing them to be valuable adjuncts to the educational program of the College District.

Any student or group of students may form any organization whose purposes and objectives are compatible with the purposes and objectives of the College District.

All student organizations must have a faculty advisor.

The following policies govern student clubs and/or organizations:

1. Approved student organizations may hold meetings, recruit members, publicize activities, and obtain funds on the campus.
2. Each approved organization shall have a faculty advisor.
3. Each organization should adopt a written charter or constitution governing its procedures. A copy of each charter or constitution shall be filed with the coordinator of student activities.
4. Members and faculty advisors of each student organization shall assume responsibility for the accounting of the funds of their organization. Funds shall be deposited and maintained in the College District business office.
5. At the close of each regular session of the College District, each organization shall make an audit of its accounts and file a written report of such audit with the coordinator of student activities.
6. With the exception of regularly scheduled meetings of an organization, all special events, social affairs, fund-raising projects, and similar activities shall be scheduled in advance with the coordinator of student activities and placed on the College District calendar.
7. The coordinator of student activities may, at his or her discretion, request an organization to show financial responsibility as a condition to approving a particular activity.
8. Each approved student organization shall advise the coordinator

of student activities of changes in the names of its principal officers, or its purposes, membership policies, and charter or constitution.

9. Approval of a student organization may be withdrawn for failure to comply with regulations concerning student organizations. In the event that an organization fails to maintain its approved status, the officers and advisor of the organization may request relief under the procedures set forth in the policy concerning student rights and responsibilities.

FKC(LOCAL)-X
DATE ISSUED: 10/28/2002 2 of 2
LDU-43-02
FKC(LOCAL)-X
ADOPTED:

Coastal Bend College
013501

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
(LEGAL)

RISK MANAGEMENT PROGRAMS FOR STUDENT ORGANIZATIONS

The College District shall provide a risk management program for members of student organizations registered at the institution at least one time during each academic year. Any member of a student organization who is not otherwise required to attend may attend the program.

Unless a college district requires each student organization registered at the institution to have representatives attend a program under Education Code 51.9361, a college district shall adopt a policy that specifies one or more student organizations or types of student organizations that are required to have representatives attend. The selection of student organizations or types of student organizations must be based on the college district's determination that those organizations could particularly benefit from risk management guidance.

ADVISORS AND
CERTAIN OFFICERS
MUST ATTEND

Each advisor who has not previously attended a program under Education Code 51.9361 and each person serving in a designated officer position of a student organization that is required to have representatives attend a program shall attend the program. An institution may allow an advisor, other than a faculty or staff member of the institution, to satisfy the attendance requirements prescribed by this subsection through completion of an appropriate computer-based risk assessment program.

The College District may designate not more than four officer positions of a student organization, such as the president, membership chair, risk management chair, social chair, or pledge class or new member chair, to attend the program. If a student organization does not have one of the listed officer positions or if such an officer position is vacant, the institution shall, to the extent practicable, identify and designate an equivalent officer position, and the person serving in that officer position shall attend the program.

REPORT AT MEETING

Each advisor or officer required to attend a program shall report on the program's contents at a meeting of the full membership of the student organization the advisor or officer represented at the program.

PROGRAM CONTENT

A program under this section may address any issue determined appropriate by the college district and must address:

1. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
2. Hazing;
3. Sexual abuse and harassment;
4. Fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;
5. Travel to a destination outside the area in which the institution is located;
6. Behavior at parties and other events held by a student organization;
And
7. Adoption by a student organization of a risk management policy.

NOTICE AND ATTENDANCE

The College District shall provide notice of a program under this section to student organizations in the manner determined by the college district. The College District shall also take attendance at the program and may impose reasonable sanctions on a person who is required to attend the program and fails to attend. These sanctions must be provided for in the College District policy. Until at least the third anniversary of the date of the program, the College District shall maintain a record of that attendance and of the notice provided in an appropriate location at the institution.

Education Code 51.9361

RECOGNITION

Recognition of student groups shall not be denied on the basis of the views expressed by the group. Recognition of student groups

may be denied if they violate reasonable campus rules, interrupt classes, substantially interfere with the opportunity of other students to obtain an education, or if it is reasonable to believe that the group poses a substantial threat of material disruption to the campus. Recognition may be withdrawn if the organization refuses to comply with any valid campus rules. *Healy v. James, 408 U.S. 169 (1972)*

If the College District provides significant assistance to fraternities, sororities, or similar organizations, the College District shall ensure that the membership practices of such organizations do not permit discrimination that is in violation of the disability laws and provisions. *34 CFR 104.47(c)*

SALES TAX

A taxable item sold by a qualified student organization and for which the sales price is \$5,000 or less, is exempted from the taxes imposed by Subchapter C of the Tax Code, except that a taxable item manufactured by or donated to the organization is exempt from the taxes imposed by Subchapter C of the Tax Code regardless of sales price unless sold to the donor, if the student organization:

1. Sells the items at a sale that may last for one day only and the primary purpose of which is to raise funds for the organization; and
2. Holds not more than one sale described above each month for which the exemption is claimed for an item sold.
In each calendar year, the first \$5,000 of a qualified student organization's total receipts from sales of taxable items not otherwise exempt is exempt from the taxes imposed by Subchapter C of the Tax Code.

A student organization qualifies for the exemptions if the student organization:

1. Is affiliated with an institution of higher education as defined by Section 61.003, Education Code, or a private or independent college or university that is located in this state and that is accredited by a recognized accrediting agency under Section 61.003, Education Code;
2. Has as its primary purpose a purpose other than engaging in business or performing an activity designed to make a profit; and
3. Files a certification with the comptroller.

A student organization must file with the comptroller a certification issued by the College District showing that the organization is affiliated with the College District.

The storage, use, or consumption of a taxable item acquired taxfree under this section is exempted from the use tax imposed by Subchapter D of the Tax Code until the item is resold or subsequently transferred.

Tax Code 151.321

RAFFLES

The College District shall allow the sale of tickets to a raffle by a student organization recognized by the College District at any facility of the institution, subject to reasonable time, place, and manner restrictions. *Occupations Code 2002.057*

DATE ISSUED: 3/3/2008 3 of 3
UPDATE 23
FKC(LEGAL)-LJC