



2016 2017 Student Organization Handbook

Introduction

Membership in the academic community accords students certain freedoms and responsibilities. As student organizations reflect the values and attitudes of our community, it is the responsibility of each registered student group to adhere to the mission of the College and its bylaws, statutes, and policies. Therefore, all student groups are expected to be familiar with, and conduct themselves in accordance with, the *Student Code of Conduct* as outlined in the *Student Handbook* and the policies outlined in this document. Groups that violate policies may face charges/sanctions under the campus judicial system including deactivation. BridgeValley Community and Technical College is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, gender, sex, genetic information, age, color, religion, disability, national or ethnic origin.

Starting a new student organization

In order to gain the privileges of a recognized BVCTC student organization, a **Student Organizations: Intent to Organize** application must be submitted to the Office of Student Life. The form is available on the Student Life page of the BVCTC website.

Approval of the request grants the following temporary privileges:

1. The right to invite membership.
2. The right to reserve college facilities for the purpose of holding organizational meetings.
3. The right to publicize organizational meetings.

If sufficient interest is shown, the group must then submit a copy of its constitution and by-laws to the Office of Student Life. The **Student Organizations: Intent to Organize** form, along with the club constitution and bylaws, is then forwarded to the SGA Leadership Team for approval.

Guidelines for maintaining a recognized student organization

Every year, all recognized clubs and organizations are required to submit a **Student Organizations: Chartering Form** to the Office of Student Life. A copy of the form may be found on the Student Life page of the BVCTC website. The deadline for submission is October 1, 2016.

In addition to maintain an active status, all clubs and organizations must:

1. Have an advisor who is a BVCTC faculty or staff member and who has participated in the annual Advisor Training workshop sponsored by the Office of Student Life.
2. Maintain a membership of at least five.
3. Hold meetings regularly (at least once a month).
4. Send a representative to the bi-monthly SGA Leadership Team meeting.
5. Participate in CLUB RUSH and at least one other campus-wide activity each semester.
6. Participate in one community service project each year.

7. Present written notification to the Office of Student Life immediately if the group experiences a change in its constitution, bylaws, or advisor.

Groups that do not adhere to the policies above run the risk of losing recognition and may face charges/sanctions under the campus judicial system.

Planning and scheduling club meetings

All club-sponsored events, including meetings, must be registered with the Office of Student Life. The Event Coordinator is required to submit an **Event Registration Form** at least five (5) business days before the meeting date. A copy of the form may be found on the Student Life page of the college website.

The following policies have been established for the orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.
2. Classrooms may be used for normal meetings free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Meetings must be scheduled during normal operating hours when staff is available or an additional staffing fee of \$15/hour will apply.

If the College officially closes due to inclement weather or other circumstances, the meeting will be canceled. The Event Coordinator should contact the Director of Student Life if the organization wishes to reschedule the meeting.

Marketing: Unless instructed otherwise, club meeting notices – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
3. Included as an announcement in the Miner’s Report weekly e-newsletter
4. Included in the “WEEK AT A GLANCE” flyers distributed on campus

Planning and scheduling an on campus event

All club-sponsored events must be registered with the Office of Student Life. The Event Coordinator is required to submit an **Event Registration Form** to the Director of Student Life at least five (5) business days before the planned activity. Events requiring extensive set up or extended hours must be scheduled at least ten (10) working days before the event. A copy of the form may be found on the Student Life page of the college website.

The following policies have been established for the orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.
2. Classrooms may be used free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Events must be scheduled during normal operating hours when staff is available or an additional staffing fee of \$15/hour will apply.

If the College officially closes due to inclement weather or other circumstances, all student activities planned by student organizations will be cancelled. The Event Coordinator should contact the Director of Student Life if the organization wishes to reschedule the event.

Marketing: Unless instructed otherwise, notices of on campus events – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
3. Included as an announcement in the Miner’s Report weekly e-newsletter
4. Included in the WEEK AT A GLANCE flyers distributed on campus
5. Included in the weekly CONNECTION email sent to faculty and staff from the President’s Office

Please note: Clubs are encouraged to create a flyer for posting on the Digital Marketing System (TVs). A copy of the flyer is to be sent electronically to the Director of Student Life for approval.

Planning and scheduling an off campus event

All club-sponsored events and activities, including those held off campus, must be registered with the Office of Student Life. An **Event Registration Form** must be submitted to the Office of Student Life at least ten (10) business days before the event. A copy of the form may be found on the Student Life page of the college website.

It is important to note that the liability and responsibility of the College does not extend to off-campus locations. Therefore, officers of student groups must realize that the group stands alone in its assumption of risk at these programs. The Event Coordinator and organization officers must take “reasonable care” to insure that local, state, and federal laws are upheld and the safety and security of guests is maintained. As with on-campus events, officers, members, and guests may be held liable for violations of the *Student Code of Conduct* or local, state, and federal laws.

Marketing: Unless instructed otherwise, notices of off campus events – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
3. Included as an announcement in the Miner’s Report weekly e-newsletter
4. Included in the WEEK AT A GLANCE flyers distributed on campus
5. Included in the weekly CONNECTION email sent to faculty and staff from the President’s Office

Please note: Clubs are encouraged to create a flyer for posting on the Digital Marketing System (TVs). A copy of the flyer is to be sent electronically to the Director of Student Life for approval.

Participation Release Form: For travel outside the service region, submission of a Participation Release Form is required. A copy of the form may be found on the Student Life page of the college website.

Planning and Scheduling a fundraiser or charitable event

Recognized student clubs or organizations desiring to conduct sales, raffles, or other charitable events or fundraisers must submit an **Event Registration** form to the Director of Student Life at least five (5) business days before the event. Events requiring extensive set up or extended hours must be scheduled at least ten (10) working days before the event. A copy of the form may be found on the Student Life page of the college website.

On campus: The following policies have been established for the orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.
2. Classrooms may be used free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Events must be scheduled during normal operating hours when staff is available or an additional staffing fee of \$15/hour will apply.

If the College officially closes due to inclement weather or other circumstances, the event will be canceled. The Event Coordinator should contact the Director of Student Life if the organization wishes to reschedule the meeting.

Off campus: It is important to note that the liability and responsibility of the College does not extend to off-campus locations. Therefore, organization officers must realize that the group stands alone in its assumption of risk at these programs. The Event Coordinator and organization officers must take “reasonable care” to insure that local, state, and federal laws are upheld and the safety and security of guests is maintained. As with on-campus events, officers, members, and guests may be held liable for violations of the *Student Code of Conduct* or local, state, and federal laws.

Marketing: Unless instructed otherwise, notices of fundraisers or charitable events – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the WEEK AT A GLANCE flyers distributed on campus
3. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
4. Included as an announcement in the Miner’s Report
5. Included in the weekly CONNECTION email sent to faculty and staff from the President’s Office

Please note: Clubs are encouraged to create a flyer for posting on the Digital Marketing System (TVs). A copy of the flyer is to be sent electronically to the Director of Student Life for approval.

Student group finances

BVCTC student organizations are permitted to hold accounts at the financial institution of their choosing. The responsibility of those accounts rests solely with the students and the organization, not the College. Each organization is responsible for monitoring its off-campus account. The College does not provide tax identification numbers for purposes of opening such accounts.

Foundation Accounts: All student organizations are eligible to have an independent account in the BVCTC Foundation. This allows donors to your club to be eligible for a tax-deductible contribution. The only stipulation is that the club account must maintain a minimum balance of \$100. Donations to the Foundation are collected by Justa Atha, 005 I Main and Cathy Aquino, 218 Davis. Donors will be provided a written letter of receipt by the President’s Office.

Solicitation Policy

Off Campus: Clubs are permitted to ask businesses, organizations and individuals for donations for a particular event or cause. Clubs are not permitted to ask for cash, but may accept a cashier’s check or money order. For an sample solicitation letter, please contact the Office of Student Life.

On Campus: Clubs are permitted to accept cash donations from the campus community. Collection boxes must be overseen by a club representative at all times. A list of all donors with the amount contributed is to be given to the Advisor. In cases where the money collected is to be used to purchase items, at least 2 club representatives must be present during the purchasing.

Available funding from the Student Government Association

Each year the Student Government Association (SGA) receives money from the Division of Student Services that is allocated to be used in part to offer financial assistance to recognized student organizations. The application form is available on the Student Life page of the BVCTC website or may be picked up in the SGA office.

Allowable expenses: The money may be used to help fund activities, events, conferences, competitions and special projects. Funds may also be used to buy supplies such as displays boards, tablecloths, etc.

Non-allowable expenses: Organizations may **not** request money to cover the costs of a fundraising project or to purchase items that will be given away to individuals outside of their organization. SGA student activity funds cannot be used for purposes of reimbursement.

Request limit: Student organizations in good standing may request up to \$600.00 to help fund an event or to purchase supplies. More than one request may be submitted each academic year. However, no student organization will receive funding in excess of \$600.00 for the year. Organizations are expected to cover at least 25% of the cost for the event or requested item(s).

The amount of eligible funding will be reduced by 10% for every SGA Leadership Team meeting held after September 1, 2016 at which the club does not send a representative. If the infraction occurs after the club has

received maximum funding for the year, the penalty will be assessed to the organization during the 2017-2018 academic year.

Process: Fund request applications are presented to the SGA Leadership Team for approval. Applications may be dropped off at the SGA office (008 Main in South Charleston or 210 Davis Hall in Montgomery), sent electronically to sga@bridgevalley.edu or given to Jeanne Smith, 413 Davis or Acqua Fyall, 032 Main. Once received, notification of receipt will be sent to the club member who completed the form and the organization's advisor.

The SGA Leadership Team determines funding based upon the potential benefit to the participants, the potential benefit to the college, the equitable distribution of funds to student organizations, and the availability of student activity funds in each budget year. Awards may be made in full or in part depending upon the availability of funds.

Deadline for submission: Fund requests must be submitted at least five (5) business days prior to the SGA Leadership Team meeting at which the organization wishes to have their request presented. The dates of all SGA Leadership Team meetings may be found on the BVCTC website calendar and on the SGA webpage. The final day to apply for funds is Thursday, March 2, 2017.

Follow up: If the request is approved, it is the responsibility of the individual making the request to meet with the Director of Student Life to discuss the available methods for transferring the funds.

Organizations granted funding are required to submit an **After Action Review (AAR)** within two weeks of the event. The AAR should describe what went well, what could be improved upon and if the goals of the activity were achieved. A one page report is acceptable.

Student group website pages

All recognized student organizations have their own page on the BVCTC website in the STUDENTS sections under Student Life. The page contains a description of the organization and contact information for the advisor(s). Additional information may be added to the page by contacting the Director of Student Life.

Policy regarding publicity

As recognized by state and federal law, BVCTC reserves the right to regulate the time, place, and manner of marketing on its campus. The approval process ensures that marketing materials are in compliance with BVCTC policies and is in no way intended to inhibit the "marketplace of ideas." The Director of Student Life reserves the right to deny approval for materials which fail to meet marketing guidelines or violate community standards with regard to their content.

Use of BVCTC Name and/or Logo: If a student group wishes to use the BVCTC name, logo or other identifying artwork or information, the organization must submit a request to the Director of Student Life. Groups participating in fundraising walks, marches or events wishing to use BVCTC in their "team" name must first receive approval from the Director of Student Life.

Flyers: All flyers, both for distribution on campus and off campus, must be approved by the Director of Student Life.

Social Media: If a student organization wishes to use social media, one of the account administrators must be the advisor. Clubs with Facebook accounts are required to "Like" the BridgeValley CTC Student Affairs page.

Vanity Accounts: Student organizations may have a "my.bridgevalley.edu" vanity account in their club's name. This account may be used to send individual and group messages to members. It may not be used for mass mailings to all students. Requests are to be submitted via SpiceWorks (BV Help Desk) by the Advisor who may then share the password with the club president or chair.

Organizations that do not comply with College policies may face disciplinary action under the campus judicial system.

Policy on guest speakers

BVCTC confirms its commitment to academic freedom that encourages the free flow of ideas on subjects including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The College shall not adopt any policy or practices of censorship and shall protect the rights of all speakers guaranteed under the United States Constitution, the West Virginia Constitution, and the court decisions interpreting both documents.

College-recognized student organizations may select persons they wish to invite as guest speakers with no restrictions to control the point of view expressed by speakers other than those imposed by law. An invitation to an outside speaker does not imply approval or sponsorship of the speakers views by the College or necessarily by the organization which extended the invitation. As with all events, the activity must be registered with the Office of Student Life through the completion of the **Event Registration** form.

Anti-hazing policy

BVCTC has taken the position of being unequivocally opposed to all forms of hazing, as well as any pre-initiation activities which do not contribute to the positive development and welfare of our students.

Any actions that subject a new or current member of a student organization to activities that are personally demeaning or involve a substantial risk of physical injury are prohibited. This includes both organized rites of initiation and informal activities.

Hazing is defined in the West Virginia Antihazing Law (1995) as:

"To cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for, continued membership in any recognized student organization. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under the section."

The Antihazing Law further states:

"Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities are also subject to institutional disciplinary action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action which may result in the loss of institutional privileges or recognition.

Possible sanctions

The following sanctions may be imposed upon any group or student organization:

- Official warning
- Activity restriction/loss of privileges
- Probation
- Fines
- Restitution
- Discretionary sanctions
- Loss of selected rights and privileges for a specified period of time
- Deactivation

