

**DEL MAR COLLEGE
GUIDE FOR
REGISTERED STUDENT ORGANIZATIONS
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

Del Mar College is an equal opportunity/affirmative action employer and educational institution. The College takes affirmative action to endeavor that no person shall be denied the benefits of equal employment or be subjected to discrimination in employment or educational programs and activities of Del Mar College on the basis or race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason.

The provisions and information set forth in this Guide are intended to be informational.

This Guide is not intended, and shall not be construed, to constitute a contract between the Corpus Christi Junior College District (Del Mar College) and any student, prospective student, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever. Del Mar College hereby reserves and retains the right to amend, to alter, to change, to delete or to modify any of the provisions of this Guide at any time, and from time to time, without notice, in any matter that the Administration or the Board of Regents of Del Mar College deems to be in the best interest of Del Mar College.

All Del Mar College Registered Student Organizations are required to follow Del Mar College policies stated in this guide or the Board of Regents Manual of College Policies. Any deviation from these policies could jeopardize recognition as a Del Mar College Registered Student Organization (RSO).

The REGISTERED STUDENT ORGANIZATION GUIDE is provided through the Student Leadership & Campus Life Office and includes sample forms and information relevant to Registered Student Organizations.

We hope that many of your questions regarding organizational procedures, use of facilities, etc, are answered in this guide.

If you have any questions and we can be of service to you, please feel free to call on us. The Student Leadership & Campus Life Office is available to help the advisors and officers of the student organizations.

Director of Student Leadership & Campus Life - Rm. 105, Harvin Student Center, East Campus
698-1280.

REGISTERED STUDENT ORGANIZATIONS

A Registered Student Organization (RSO) exists on the premise that its activities and programs contribute to the educational, social and civic development of students. Registration of a student organization does not imply sanction of the organization or of its activities. However, an organization must be registered to be officially recognized at Del Mar College. Recognition of the organization may be withdrawn if found to be in violation of federal, state, local or College policy. A Registered Student Organization should provide leadership training for the development of desirable social patterns in an academic environment which is compatible with the aims and purposes of the institution. Student organizations are designed to provide opportunities and foster student learning.

The various categories of registered student organizations are: charter, religious, departmental, political, special interest and service. Although all students are encouraged to participate in RSO's, students are allowed to serve as a president in a maximum of two organizations, as long as each is in a different category. The RSO's are classified in the following manner:

CHARTER - These organizations are those which are established and maintained by the College on a continuing basis. These include Student Government Association and Phi Theta Kappa.

RELIGIOUS - These are associated with an established church or religion, (i.e., the Latter Day Saints Student Association and Catholic Newman Association).

DEPARTMENTAL - These are organizations linked to a Del Mar College department or field of study, (i.e., the Science, Engineering, Math Majors Organization [S.E.M.M.O.]

POLITICAL - These are organizations with a specific political focus, (i.e., the Young Republicans or the Young Democrats).

SPECIAL INTEREST - These are organizations with a specific, singular special interest, (i.e., the "K" Club [Kinesiology] or the Social Dance Club)

SERVICE - These are organizations with the interest to conduct humanitarian service for the College community or the community at large, (i.e., the Del Mar College Ambassadors).

There are many opportunities for students to pursue their special talents and interests by joining one of the many organizations on campus or by forming one which is of interest to students. All organizations have the privilege to participate and serve on the Student Government Association.

The Purpose of the sending a Club member to SGA meeting::

1. To facilitate communication between the student organizations and the College administration thru SGA.
2. To provide feed back and/or recommendations to the Director of Student Leadership & Campus Life and to the Dean of Student Engagement and Retention on issues related to student organizations.
3. To voice any concerns to Administration of Del Mar College.
4. The importance of attending SGA meetings is to be informed of all Campus Events.

Forming a Student Organization

1. Contact the Student Leadership & Campus Life Office and obtain a Registered Student Organization packet.
2. Any student or group of students may request of the Director of Student Leadership & Campus Life to hold a special organizational meeting at the College for the purpose of informing interested students about starting a new student organization.
3. To start an organization, twelve (12) active members are required, and five (5) active members are required thereafter to maintain the organizations recognition status.

Benefits of a Registered Student Organization

A Registered Student Organization may:

1. use College facilities rent free for official organization meetings and sponsored events only;
2. receive operational funds from the Student Services Fee;
3. use the campus news media;
4. have an on-campus business account;
5. be eligible for awards and honors; and
6. be affiliated with Del Mar College.

Registration of an Organization

In general, new or current registered student organizations will be considered official if they:

1. are open to all students enrolled in a college credit class;

2. have one or more approved full-time faculty advisor(s) or full-time exempt college employee(s);
3. hold their meetings on the college campus during the regular college day. Exceptions should be outlined in writing on the Calendar Request Form and reviewed by the Director of Student Leadership & Campus Life;
4. select members and elect officers without regard to race, sex, religion, or national origin; and
5. establish organization objectives which are educational and compatible with the principles of the Registered Student Organization Guide and are in the best interest of the college.

Any organization which is recommended to be dissolved by the Director of Student Leadership & Campus Life may appeal in writing to the Vice President of Student Services.

B. Organization Rules

1. A constitution must be developed by the organization, kept current and must be on file with the respective organization. The constitution must be:
 - reviewed and approved annually by the organization's general membership;
 - reviewed by the Student Leadership & Campus Life and the Dean of Student Engagement;
 - filed with the Student Leadership & Campus Life Office; and
 - maintained in the organization's files.
2. Each organization is required to maintain and submit a current membership roster to the Student Leadership & Campus Life Office on the established deadline date to organize clubs.
3. Minutes of all regular meetings must be recorded and a copy of all minutes filed after each meeting with the Student Leadership & Campus Life Office within five (5) working days. Any decisions and/or expenditures must be approved by its members at a regular scheduled meeting and reflected in the minutes.
4. All expenditure receipts must be submitted to the College Business Office. Expenditures will follow the College's approved method (i.e., requisitions). All money collected from fund raisers, etc., must be deposited at the Cashier's Office the next business day.

5. An approved full-time faculty and/or exempt advisor, who have knowledge of college rules and regulations, must attend all general meetings and organization events.
 - The role of an advisor is to guide the members to achieve its purpose.
 - Student organizations have the privilege of selecting their advisor(s); it is to be considered an honor to be chosen. The Student Leadership & Campus Life Office is available to assist in selecting an advisor(s).
6. **All organization officers must be in good standing and have a 2.5 grade point average or better on all work attempted at Del Mar College.** A student may be president of two RSO's, as long as each is in a different category. The intent is to avoid possible conflict of interest and not to distract a student's time and energy from their studies. First semester students who seek an officer position are provided a Grade Point Average (GPA) waiver but must have a 2.5 GPA the second semester to continue as an officer and/or to run for an office.
7. The organization must submit a request for prior approval of all activities to insure availability of facility use. An RSO must:
 - Submit a Calendar Request form to the Director of Student Leadership & Campus Life Office for all activities. This form must include the nature of the program (description of the firm, name of speaker, subject of the discussion, the names of members of a panel, list of chaperone(s), etc.). The organization's advisor must sign the request form. Incomplete forms will be returned to their organization. The Director of Student Leadership & Campus Life will submit the request to the college administration for required approval.
 - Select a chairperson for each event to work closely with the advisor, the committee, and the Student Leadership Office. The chairperson should keep the advisor and the Student Leadership Office informed of problems, progress made, and detailed plans of the committee.
 - Be familiar with and use all necessary forms to insure compliance with the College's procedures.
8. The organization and its members are responsible for proper conduct in accordance with the Del Mar College Student Code of Conduct.
9. Each organization will keep accurate minutes of all club meetings. Copies of the minutes must be forwarded to the Student Leadership & Campus Life Office within five (5) working days after each meeting.
10. New organizations or organizations that have been inactive for a year and wish to

carry the name of a Del Mar College discipline, department or division must receive written approval from the appropriate academic Dean of the Division.

11. An RSO cannot sponsor any non-College organization for political or religious purposes.
12. All RSO's should sponsor at least one (1) community and one Del Mar College service event.
13. Each organization is required to have twelve (12) active members to start a RSO and five (5) active students thereafter to maintain RSO status.

GUIDELINES FOR ORGANIZATION CONSTITUTIONS:

1. Each organization is required to submit a typed, signed, and dated constitution to the Office of Student Leadership. This constitution must be submitted on or prior to the established deadline to organize an organization.
2. The organization should have a specific name not being used by any other Registered Student Organization.
3. The purpose of the organization must be clearly stated.
4. The organization must elect officers to direct the objectives of the organization.
5. The requirements and duties of the officers must be clearly stated, and when they are to be elected and how long officers can serve.
6. The constitution must contain clear guidelines for the organization to conduct its activities in an orderly manner.

REGISTERED STUDENT ORGANIZATIONS AND FACULTY ADVISOR

An advisor is an integral part of every organization. It is necessary to have an advisor for a student organization to be registered. Advisors volunteer to work with student groups because they are interested in helping to develop student leadership and learning. Just as each member of an organization has responsibilities to the advisor, the advisor has responsibilities to the organization and to the College. These responsibilities are summarized briefly as follows:

A. Responsibilities of the Advisor:

1. The advisor(s) must attend a Club Luncheon.

2. An advisor can not serve more than two (2) RSOs.
 3. The advisor's primary responsibility is to advise, to serve as a resource person, and to guide the organization. Through suggestions, comments, constructive proposals or researching questions, the advisor can assist the organization in achieving the degree of mature thinking and considered action that will strengthen the organization to fulfill its objectives. An advisor is selected by the members.
 4. The advisor must be present whenever the organization meets or is involved in any official business of the organization to include:
 - Any activity is held under the name of the organization and members are extended either a written or an oral invitation.
 - Election of officers.
 - Selecting members to the organization.
 5. The advisor will:
 - encourage and assist the organization to implement active and significant programs, and allow for the members' learning, and leadership development;
 - be familiar with College policies, this guide, and the constitution of the organization;
 - assist officers and members in becoming acquainted with policies in this guide,
be available to sign Activity Fund Requisitions, calendar requests, speaker request forms, etc;
 - call to the attention of officers, serious issues relevant to the organization or its members.
 - ensure that the organization submit all forms in a timely manner, as required by the Student Leadership & Campus Life Office;
 - **work closely with the organization's treasurer in maintaining accurate accounting procedures of all money collected, and deposited and spent.;**
 - maintain an active liaison function between the organization and the Student Leadership & Campus Life Office;
 - keep the organization's members informed of the rules and policies pertaining to the College, this manual, the organization's constitution, and local, state and federal laws, especially liability issues pertaining to hazing, possession of alcohol/drugs, and any other actions which may subject a member to disciplinary action; and
 - be available to and must travel with the organization. An advisor's inability to travel will be basis for trip being cancelled.
- B. Responsibilities of the Members to the Advisor(s).

The relationship between student organization members, and the advisor is one based on trust and respect.

1. The advisor(s) should be recognized as an integral part of the group, who serves to advise; therefore, due courtesies and consideration should be extended to them.
2. Officers must keep the advisor(s) fully informed of programs, activities, and the progress made to carry out its plans. Minutes and reports of all pertinent meetings related to the organization will be provided to the advisor.
3. Since the advisor advises, members should consult with the advisor when problems or issues arise in the organization.
4. The president should meet regularly with the advisor(s) to discuss the affairs of the organization (for example: meet with an advisor before the scheduled meeting to review the proposed agenda).
5. Meetings and sponsored activities by the organization should be scheduled at a time when the advisor is able to attend.
6. Proper social procedures and courtesies should be observed toward the advisor(s) at all organizational functions.
7. Don't go "over their head" or bypass them in working out plans and problems. Always discuss plans with the advisor first.
8. Invite the advisor(s) to all activities. Don't take their attendance for granted, always coordinate and communicate with the advisor. Any activity which fails to have an advisor present maybe subject to cancellation or postponement.
9. Show appreciation for their service.
10. Advisors are volunteers and are not paid for advising the club.
11. If the advisor can not attend an organization event, the event must be postponed until the advisor is present.

GUIDELINES FOR A SUCCESSFUL CLUB:

- Each organization needs to complete the appropriate organizational forms every semester in order to be recognized as a Registered Student Organization.
- Organization funds must be deposited at the East or West Campus Business Office during the hours of 7:30 a.m. and 6:30 p.m. Monday through Thursday and during 7:30 a.m. and 3:00 p.m. on Fridays.
- Funds may be deposited by the organization's treasurer, president or advisor. Money is not to be left at the Student Leadership Office or any other College office.
- An Activity Fund Requisition form must be initiated to pay bills and must indicate, on the bottom of the form, where the check is to be mailed. The completed Activity Fund Requisition form must be processed with the Student Leadership Office which will forward the form to the Business Office.
- Forms to:
 - request money for organization functions (Activity Fund Requisition);
 - request your organization finance account balance; may be obtained in the Student Leadership Office, East Campus.
- A Calendar Request form must be submitted for any organization sponsored activity exclusive of a regular meeting.
- Arrangements for refreshments may be made with Del Mar Dining by calling 698-1332 or speaking with the cafeteria manager in the Harvin Student Center cafeteria.
- RSOs can sponsor off-campus activities but must submit the Calendar Request form and have received prior approval to conduct the activity. Advisors and officers are encouraged to hold their activities on campus. The facilities are free and available for most activities-reserve them early.
- Organizations planning a banquet or a reception will need to obtain approval for use of a room with the Student Leadership Office and submit a Calendar Request form to the Student Leadership Office. Arrangements with Del Mar Dining on menus and prices should be made and approved in advance.
- Planning or scheduling out of town trips, requires completion of a CALENDAR REQUEST, STUDENT OUT-OF-TOWN TRAVEL, and WAIVER OF LIABILITY forms.
- RSOs need and are required to have a health permit when planning to sell or serve food at carnivals or other organization functions. These can be obtained at the

Nueces Health Department located on 1702 Horne Rd. call 851-7200 for additional information.

- The public address system may be used to announce events in the student centers. Submit written announcement to the Student Leadership Office at either campus. The more effective announcements are those made by the RSO members themselves.
- Check with the Foghorn Office in Room 212 in the Harvin Student Center (698-1246) to have RSO information published in the student newspaper.
- RSOs must contact the College Relations Office in Room 230 in the Harvin Student Center for off-campus publicity to the news media. Call 698-1247 for information.

**HELP US ANTICIPATE YOUR NEEDS,
CALL ON US REGULARLY**

STUDENT SERVICE FEE:

1. Some funds are available through the Student Services Fee to help Registered Student Organizations finance their projects and events. All RSO's are expected to be financially responsible with the Student Service Fee funds. Funds will be disbursed one time during the fall and spring semester. Clubs are strongly encouraged to hold fundraising activities to help defray other club activities.
2. Funds are available for the fall and spring semester only.
3. Organizations are required to have one campus and one community service event during the fall semester in order to receive Student Service Fee funds for the spring semester, and one campus ad and one community service event during the spring semester to be considered for funds for the following fall semester.
4. An organization must submit a Calendar Request Form, Activity Fund Requisition form, and a copy of the minutes, authorizing the expenditure of funds. Receipts or statements are to be attached to the Activity Fund Requisition form for payment.
5. Student Services Fee funds must be spent the semester it is received. Unused funds will be returned to the Student Services Fee account. Student Services Fee money may be used, but not limited to the following:
 - registration fees for convention
 - travel and meals for organization members only
 - student event prizes (i.e. gift cards)

- supplies for fund-raiser (T-shirts, candies)
- printing and duplicating services
- workshops
- Club Advisor's expenses

However any other request that requires use of Student Service funds must be approved by SLCL Director.

Student Services Fee money may not be used for the following:

- scholarships
- donations to any charity (money, gifts, equipment)
- any expense of non-members except to defray expenses for an honor guest
- any other activity which would be in violation of college policy

REVOKING THE REGISTERED STUDENT ORGANIZATION:

The Director of Student Leadership & Campus Life may revoke the charter of a student organization by recommending to the Dean of Student Engagement, that recognition of a RSO be revoked if it fails to comply, but not limited to:

1. failure to comply with and/or in violation of College policies or procedures governing recognized organizations;
2. failure to abide by the objectives and regulation of its charter;
3. membership is less than five (5) active students;
4. failure to hold publicized meetings at least once a month;

When the charter of an organization is revoked, any funds will be automatically frozen and transferred into a scholarship account. Student Services Fee funds will be returned to the Student Services Fee account. Supplies and equipment will be stored and may be held or distributed to other student organizations.

FUND RAISING SALES:

As of October 1, 2001, qualified college and university student organizations holding fund-raising sales or auctions do not have to collect tax on the first \$5,000 in receipts each calendar year. This exemption is in addition to the one-day, tax-free sale or auction the organizations may have each month.

SALES TAX:

House Bill 596 allows registered Del Mar College student organizations to sell items tax free one (1) day a month. If student organizations sell taxable items at times other than their one-day monthly

fund-raising drive, they must collect a sales tax. The student organization must declare the sale tax items when making a deposit at the Business Office.

RAFFLES:

A student organization who wishes to conduct charitable raffles, must qualify under Chapter 2002 of the Texas Occupations Code, sections 2002.002 and section 2002.003 as a “qualified organization.” A qualified organization must be incorporated or hold a certificate of authority under the Texas Non-Profit Corporation Act (Article 1396-1.01 Vernon Texas Civil Statutes). Furthermore, one of the characteristics of a “qualified organization” must qualify for and have obtained an exemption from federal income tax from the Internal Revenue Service under Section 501(c), Internal Revenue Code of 1986. Each student organization must obtain their own exempt status and do not fall under the umbrella of the College when it comes to charitable raffles.

STUDENT TRAVEL PROCEDURES

The following student travel procedures are for any and all Student Groups/Field Trips (Registered AND non-Registered Student Organizations) and Agency Accounts (0909’s) - i.e. Forensics and Student Publications.

Faculty Advisor/Sponsor must submit all required forms for approval, through immediate supervisor [Chair and Dean of Division], at least two weeks prior to the trip. **[Faculty member/Advisor must obtain approval for travel to accompany student group.]** All forms/documents listed below must be submitted together to avoid processing delay.

1. Professional Travel and Development Leave Request/Application for Prepayment Form [FIN 013], or Student Travel Request (Non-Reimbursement) ADM 100.
[Faculty/Sponsor must complete a Travel Expense (FIN 004) upon return with receipts of their own expenses.]
2. Student Out-of-Town Travel Form [ADM 029] **[Must be on file with Office of Vice President of Student Development prior to the trip]**
 - **For Registered Student Organization:** Pre-paid funds for student expenses are requested by using the Activity Fund Requisitions Form (AFR’s), which are available at the Student Leadership & Campus Life Office. AFR’s must accompany the Student Out-of-Town Travel Form. **[RSO Advisor/Sponsor must complete a Travel Expense (FIN 004) upon return with itemized receipts of student expenses.]**
 - **All other non-Registered Organizations and Agency Accounts:** When requesting pre-paid funds for student expenses (funds must be available), fill out pre-paid section of form. **[Faculty/Sponsor must complete the Travel Expense Form (FIN 004) upon return with itemized receipts of student expenses.]**
3. Waiver of Liability Form [ADM 075] **[Must be on file with Office of Vice President**

Student Services prior to trip]

- a. Must be completed/signed by each student traveling. [Note: Students under the age of 18 must have form signed by the parent/legal guardian.]
 - b. Signed waivers of liability must accompany the Student Out-of-Town Travel Form.
4. Attach announcement, flyer, or e-mail of event, and/or agenda.
 5. Back-up documentation to support the request for prepaid check(s), i.e. registration form, hotel and/or restaurant quote, etc...
 6. Application for Rental Vehicle Form [BUS 201] - Students may only be transported by Faculty Advisor/Sponsor in a College-rented vehicle arranged by the Advisor/Sponsor through the DMC's Purchasing Department. The designated Advisor/Sponsor must include with other documentation, a valid Driver's License, proof of insurance and a written statement of no DUI nor DWI. **Cost of vehicle rental will be charged to the department and/or agency account. For Registered Student Organizations (RSO), the club account will be charged for a rental vehicle and other travel expenses.**
 7. **Use of Private Vehicles - The College will not authorize the use of a private vehicle to transport students.** Faculty Advisor/Sponsor and students using their own private vehicle may only transport themselves and no other student (see A3.14.10.1). **If using private vehicles, each driver will be required to complete/sign the Acknowledgement on Use of Private Vehicle Form [ADM 068], submitted with the Student Out-of-Town Travel form. Advisor/Sponsor or students using their own vehicle will not be reimbursed for mileage and gasoline costs.**
 8. Registered Student Organizations must include with all other travel documents, the following:
 - a. Official Club minutes reflecting approval of travel funds; and
 - b. A Calendar Request for Special Activities Form
 9. Upon approval by the Chair and the Dean, ALL approved and completed forms/attachments are to be forwarded through the Director of Student Leadership & Campus Life, to the Dean of Student Engagement in advance, to complete the travel approval process.
 10. The Office of the Dean of Student Engagement will forward the travel request forms with all other documentation through the Vice President of Instruction (to approve the Faculty Advisor's travel request), who will then forward the travel request and accompanying documents to the Office of Fiscal Services for final processing.

The following forms can be obtained through the DMC website [www.delmar.edu/forms] and/or [www.delmar.edu/studentlife/rsoforms.php]

- **ADM 100 - Student Travel Request (Non-Reimbursement)**
- **FIN 013 - Professional Travel and Development Leave Request/Application for Prepayment**
- **ADM 029 - Student Out-of-Town Travel**
- **ADM 075 - Waiver of Liability**
- **BUS 201 - Application for Rental of Vehicle for College Travel**
- **ADM 068 - Acknowledgment on Use of Private Vehicle**
- **Calendar Request for Special Activities**
- **FIN 004 - Statement of Travel Expense**

DMC Policies on Student Travel

A7.9 Out-of-Town Travel: The Sponsor of any group of student making out-of-town trips must complete in advance the proper forms, which may be obtained in the Student Leadership & Campus Life Office. (Travel procedures are covered under **B3.14.**)

B3.14.10 Student Travel: College sponsored activities requiring student groups or registered student organizations to travel to reach an activity or event that is located more than 25 miles from the College shall conform to the student travel policies established by the administration.

A3.14.10.1 Use of Private Vehicles: Del Mar College personnel and students are not authorized to use their own vehicle to transport students to and from college-sponsored activities and are responsible for any liability that may arise from such use.

A3.14.10.2 Rented Vehicles: The College does not provide college-owned vehicles for the use of transporting students to college-sponsored events. The College, through a local car rental agency, will arrange rental of a vehicle to transport students, if prior approval is obtained from the College. The following policies related to rental of a vehicle will be in effect:

- **A3.14.10.2.1** The rental of a vehicle to transport students must be for official college business and must be operated only by a Del Mar College employee having a valid driver's license, who is 21 years of age or older.
- **A3.14.10.2.2** The authorized driver of a rental vehicle must hold a current license and be qualified to operate the particular rented vehicle.
- **A3.14.10.2.3** The authorized driver must have an acceptable driving record and may not have had a DWI or DUI citation within the last five years.
- **A3.14.10.2.4** The authorized driver will ensure that only college employees and students are transported in the rented vehicle and that the vehicle's passenger capacity is not exceeded and all College policies are adhered to. The faculty sponsor for the student group must list all passengers to be transported in the rented vehicle to the Vice President of Student Services Office and the Purchasing Department prior to the scheduled trip.
- **A3.14.10.2.5** The authorized driver becomes personally responsible for all liabilities relating to the rental of the vehicle for violating policies governing vehicles rentals.

- **A3.14.10.2.6** The authorized driver and passengers are each responsible for using seat belts and other safety equipment while the vehicle is in motion.
- **A3.14.10.2.7** The authorized driver must get enough rest to prevent fatigue and must take reasonable safety precautions to ensure the safety of the passengers.

A3.14.10.3 Travel Forms: The faculty sponsor of any student group who will travel more than 25 miles from the College will submit the following forms: Application for Rental of Vehicle for College Travel (ADM 201), Calendar Request for Special Activities, Student Out-of-Town Travel, and the Waiver of Liability (for each student traveling to any school sponsored event).

Del Mar College Four Star Leadership Program

The Four Star Leadership Program is meant to motivate clubs to be more active on and off campus. Four Star clubs will be recognized through awards and recognition. A Calendar Request form must be filled for levels 2, 3, 4 before the event happens. No Calendar Request form is required for Level 1. The club achieving four star level and the most points accumulated during the year will be awarded “The Club of The Year Award.” The Best Community Service Award, The Best Campus Service Award and “The Most Improved Club (“on the point system”) will also be awarded.

Point System

- | | |
|-------------|---|
| Five Points | One Star Level (no Calendar Request form required)
A Club must turn in completed organizational papers on time to the Student Leadership & Campus Life Office. Deadline is the last Friday in September. |
| Five Points | Two Star Level (Calendar Request form required)
The Club must conduct an orientation session for club members. This orientation is conducted by the club advisor(s) or club officers or combination of both club advisor(s) and club officers. This orientation should cover: club constitution, officer’s duties, attendance policies, treasurer’s report and goals for the year. |
| Five Points | Three Star Level (Calendar Request required)
Sponsorship of both a campus service project and a community service project. This four star level is required for Student Service Fee funds. |
| Five Points | Four Star Level (Calendar Request form required)
Sponsor a <u>“Tutoring Session.”</u> The club must sponsor one tutoring session for Del Mar College students or test review. The club advisor(s) or club members conduct this session. A club can sponsor more than one tutoring session. |

Leadership Workshops

The Student Leadership & Campus Life Office will award five points for each activity sponsored by a club. The Student Leadership & Campus Life Office will sponsor leadership workshops during the school year. Clubs will receive five points for every leadership workshop attended plus one point for each member at the workshop. Club members must be present the entire workshop in order to receive points.

Fund Raiser Point System

Five Points	For any fund raiser (Calendar Request required)
+Five Points	0-\$500 net profit
+Five Points	\$500.01 - \$1,000 net profit
+Five Points	\$1,000 - + net profit

CODE OF CONDUCT

Preamble

Students are expected to observe standards of conduct inclusive of respect, order, morality, and personal honor characteristics of a Del Mar College student. The Student Code of Conduct has been established, to the end that the rights of the majority shall not be jeopardized by the inappropriate actions of a few.

Standard of Behavior

It is assumed that students eligible to enter college are familiar with the ordinary rules governing proper conduct of ladies and gentlemen. Guests of a student shall be the responsibility of the student.

Certain standards of conduct must be maintained and the following regulations must be respected if the College is to properly perform its educational mission. Any student not in compliance with any of the following rules may be subject to disciplinary action:

1. Academic cheating and plagiarism of any kind.
2. Furnishing false information to the College with the intent to deceive.
3. Malicious destruction, damage, unauthorized possession or misuse of College property, including library and laboratory materials and equipment, or of private property on the campus.
4. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
5. Physical or verbal abuse of another person in the College community. Any verbal threat or abuse or physical action against any College employee and/or student is considered sufficient grounds for suspension from the College, subject to disciplinary hearing.
6. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his/her will.
7. Use of possession of alcoholic beverages, drugs, or controlled substances while on College property or at any authorized activity sponsored by or for any College-related organization,

whether on or off the campus.

8. Disorderly conduct which inhibits or interferes with the educational responsibility of the College community or which disrupts the administrative or service functions of the College to include social-educational activities.
9. Actions which violate state, general law, and city or county ordinances.
10. Malfeasance or misuse of elective or appointed office in a student organization, its members, or the welfare of the College community.
11. Incurable or persistently irresponsible behavior.
12. Gambling on campus or on College property.
13. Possession of weapons or facsimile of weapons on campus or on College property.
14. Personality problems which disrupt teaching with detrimental effect upon other students.
15. Such other violations as the appropriate disciplinary agency may decide warrant such action, e.g., disruption of ongoing educational activities. See the Del Mar College's Web-site: www.delmar.edu on sanctions related to violation of the Student Code of Conduct

POLICY CONCERNING SPEAKERS AND OTHER PRESENTATIONS ON CAMPUS

Students are allowed to invite and to hear, through established procedures, any person of their choosing when the purpose of such an invitation is consistent with the aim of the organization and of the college. Approval and submission of a Independent Contract Agreement is required before a guest speaker is invited to appear on campus and designed to insure the orderly scheduling of facilities, the responsible preparation for the event, and to provide assurances that the occasion and speaker is conducted in a manner appropriate in an academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the view expressed, either by the sponsoring group or the College.

Speakers and/or other forms of communication which advocate, or would reasonably appear to advocate, the following are prohibited on campus: (1) violent overthrow of the government of the United States, the state, or any political subdivision thereof; (2) willful destruction or seizure of the institution's buildings or other property; (3) disruption or impairment, by force, of the College's regularly scheduled classes or other educational function; (4) physical harm, coercion, intimidation, or other invasion of lawful rights of the College's officials, faculty members, or students; or (5) other campus disorder or disruption.

Any approved campus organization presenting a speaker, or other form of communication, which

violates the preceding prohibitions, may be subject to appropriate disciplinary action.

A4.26.3 College Sponsorship: If a department wishes to have the College co-sponsor an event for which College facilities are used, the sponsoring department must submit a written request for sponsorship and must actively participate in the event. “Actively participate” means that the College will co-host the event and/or the department involved will directly participate in the event. The co-sponsor maybe required to pay appropriate utility costs and an additional amount to provide any additional services such as security officers and custodial or other labor services required by the College. Del Mar College will not be a joint sponsor with any non-College organization for political and sectarian gatherings. The College will not enter into joint sponsorship of any program or activity in which the educational implications are not self-evident and which does not directly supplement the educational activities of the College. The College will not knowingly enter into joint sponsorship of any project or program that will, or may, result in profit or private gain for the other sponsor or sponsors.

Under no circumstances will an employee use status or position to obligate the College in violation of Article III, Section 52, of the Texas Constitution, which prohibits the Legislature from authorizing political subdivisions of the state from making grants of public money or items of value to anyone.

RECRUITERS, SURVEYS, PETITIONS AND HANDOUT POLICIES:

Recruiters, surveys, petitions, handouts and any other written form of communication must be submitted to the Student Leadership & Campus Life Office for review prior to distribution. These routine procedures required by Del Mar College are designed to insure the orderly scheduling of facilities, the responsible preparation for the event, and in conducting the planned event in a manner appropriate in an academic community. A table(s) will be set up in the lobby of both student centers for recruiters, surveys, petitions, handouts and any other written form of communication. The scheduling of tables will be initiated through the Student Leadership & Campus Life Office. Sponsorship of recruiters, surveys, petitions, handouts and any other forms of communication does not necessarily imply endorsement by the Student Leadership & Campus Life Office or Del Mar College.

The prohibitions stated above are applicable to all segments of the College including administration, faculty, students. Appropriate disciplinary action may be taken by the college if these prohibitions are violated. The prohibitions extend to any individual or group using any facility of the College.

For the protection of the College and the individual or group responsible, programs involving speakers from off-campus may be recorded for appropriate use by administrative officers and the Board of Regents.

B4.26 Rental and Use of College Facilities:

A4.26.3 College Sponsorship: If a department wishes to have the College co-sponsor an event for which College facilities are used, the sponsoring department must submit a written request for sponsorship and must actively participate in the event. "Actively participate" means that the College will co-host the event and/or the department involved will directly participate in the event. The co-sponsor may be required to pay the appropriate utility costs and additional expense to provide any additional services such as security officers and custodial or other labor services required by the College. Del Mar College will not be a joint sponsor with any non-College organization for political or sectarian gatherings. The College will not enter into joint sponsorship of any program or activity in which the educational implications are not self-evident and which does not directly supplement the educational activities of the College. The College will not knowingly enter into joint sponsorship of any project or program that will, or may, result in profit or private gain for the other sponsor (s).

Under no circumstances will an employee use their name or position to obligate the College in violation of Article III, Section 52, of the Texas Constitution, which prohibits the Legislature from authorizing political subdivisions of the state from making grants of public money or items of value to anyone.

PROCEDURES FOR REIMBURSEMENT/DISBURSEMENT

(An organization must submit minutes which reflect expenditures supporting activities have been approved by the membership in a general meeting.)

DEPOSIT OF FUNDS:

1. All money collected by organizations (whether by sales, contributions or donations) **MUST** be deposited promptly in the Business Office no later than the next business day. Organizations will use the DMC Money Turn-In Slip required by the Business office (see forms). All money to be deposited must be counted and "Turn-In" slip must be verified by the Treasurer and/or the advisor.
2. Organizations may not pay any bills from sales or fund raisers money collected A Del Mar College check will be used to pay bills incurred by the club.
3. The organization advisor and organization officers are responsible for all funds collected.
4. A treasurer's report **MUST** be distributed at all organization meetings.
5. A sales tax must be collected from sales and money from these sales **MUST** be claimed as sales tax when funds are deposited with the Business Office.

PURCHASES AND PRE-PAYMENT:

1. An organization must submit a Calendar Request Form, Activity Fund Requisition form, and a copy of approved organization minutes, authorizing the expenditure of organization funds, on prepayment requests. The Activity Fund Requisition and receipts, for prepayment or other purchases must be attached and turned in to the Student Leadership & Campus Life Office immediately upon conclusion of the approved activity.
2. Activity requisitions for payment **MUST** be completed and approved with the club president's and advisor's signatures as required. Any purchase or financial activity totaling over \$500 requires the approval and signature of the Vice President of Student Services.
3. Any request for payment must be accompanied by original receipts and attached to the Activity Fund Requisition.
4. Any funds approved by the organization and not spent must be returned and deposited in the organization account. (The DMC Money Turn-In Slip must be filled out and approved by the appropriate organization's signatures.)
5. Requests for payment for authorized expenses must be submitted to the Student Leadership & Campus Life Office on an Activity Fund Requisition form by Mondays before 5:00 p.m. with all necessary signatures on the form.
6. An organization may not have an off campus charge account or credit card.

REIMBURSEMENTS:

1. Original receipts **MUST** accompany the Activity Fund Requisition (AFR) form before a reimbursement is made.
2. Requests for reimbursement **MUST** be signed by the organization advisor, the organization president and the Director of Student Leadership & Campus Life.
3. The Del Mar ID number and complete address must be identified on the AFR when a check is to be paid to an individual.
4. When a reimbursement is payable to a company, the company's name, address, city, state, zip code and phone number must be clearly identified on the AFR form.

POSTER REGULATIONS

All posters must be registered with the Student Leadership & Campus Life Office.

1. Posters will not be placed inside classrooms. Classroom bulletin boards are reserved for official communications and for instructional purposes.

2. No poster should be larger than 22" x 28".
3. Posters should be placed **ONLY** on tile, brick surfaces, or hall bulletin boards. Posters will not be placed on painted, wooden, vinyl, glass, or marble surfaces, or entrance to any building.
4. Use **ONLY** Painter's Tape to attach posters.

WEST CAMPUS

Posters may be placed in the hallways of the General Purpose Building (both upstairs and downstairs), Flato (both upstairs and downstairs), Restaurant Management, Air Conditioning buildings, the Coleman Student Center, the Health Science Building, and the Public Safety Building.

EAST CAMPUS

Posters may be placed:

- In the hallways (tile or brick surfaces) of the Memorial Classroom Building, Fine Arts Building, English Building, The English Learning Center, Heritage Hall, Garcia Science Building, Aquatic Center, St. Clair Building, and the Gymnasium.
 - Venters Business Building (ask Secretary, Room 172, for proper placement of posters)
5. Posters or advertising material may not be placed:
 - In or on the Library or the Administration Building on the East Campus.
 - On the roof of buildings.
 - On the Ayers or Baldwin side of the buildings.
 - In the entrance to Wolfe Recital Hall.
 - In or on Richardson Performance Hall
 6. Any poster to be placed in the Harvin and Coleman Student Centers are to be left in the Student Leadership & Campus Life Office, which will post posters.
 7. All posters must be removed by the person or group sponsoring an activity immediately after the event.

ALL displays, posters, and other printed materials, including petitions MUST be presented to the Student Leadership & Campus Life Office, Rm. 105 of the Harvin Student Center, BEFORE being distributed, posted or circulated.

SAMPLE FORMS

CLUB OFFICERS - This form must be filled out and turned into the Student Leadership & Campus Life Offices at the beginning of the Fall and Spring Semesters. All organization officers' name, address, telephone (or e-mail address), and Del Mar I.D. number, advisor(s) names, and club meeting time, place, and day must be listed.

ORGANIZATION ROSTER - This form must be filled out and turned into the Student Leadership & Campus Life Office at the beginning of the Fall and Spring Semesters. List all organization members, who must be Del Mar college students taking at least three (3) college credit hours to participate in a club.

DEL MAR COLLEGE APPLICATION FOR STUDENT ORGANIZATION ACCOUNT - This form must be filled out and turned into the Student Leadership & Campus Life Office along with the Organization Officers and Organization Roster forms. These forms provide each organization with an organization account number issued by the Business Office.

ACTIVITY FUND REQUISTION FORM - Each blank on this form must be completely filled out each time an organization wants to pay, buy, or for reimbursement. This form requires documentation for expenses and the signature of the organization president, organization advisor, and Director of Student Leadership & Campus Life. The Vice President of Student Services signature is also required on expenses over \$500.

CALANDAR REQUEST FOR SPECIAL ACTIVITIES - Each blank on this form must be filled out each time an organization is sponsoring an activity. This form requires the signature of the organization advisor, organization president, and the Director of Student Leadership & Campus Life, and must be submitted two weeks in advanced before the scheduled activity.

INDEPENDENT CONTRACTOR AGREEMENT – This form must be approved before speaker services are rendered.

STUDENT OUT-OF-TOWN TRAVEL - This form must be filled out each time an organization travels out of town and must be completed in detail prior to the trip. The Waiver of Liability form must accompany the Out-of-Town form for each student traveling (see also Student Travel Policy).

WAIVER OF LIABILITY- This form must be filled out prior to a trip. The parent or legal guardian and student must sign for a student under 18 years of age. This form must be submitted to the organization advisor(s) prior to submitting it in to the SLCL Office.

APPLICATION FOR RENTAL OF VEHICLES FOR COLLEGE TRAVEL - This form, complete with all signatures, must be filled out and returned to the Student Leadership & Campus Life Office to be forwarded to the Purchasing Office.

REQUEST FOR DUPLICATING - This form is used for organization business only, and must be filled out if an organization is requesting on campus duplicating services. The organization will be charged appropriate duplicating charges, which will be deducted from the club account.

CHECKLIST FOR MEETINGS - Use as a checklist for Registered Student Organization meeting.

SAMPLE CONSTITUTION - An outline of sample constitution.

FORMS ARE AVAILABLE IN THE STUDENT LEADERSHIP & CAMPUS LIFE OFFICE