



ALAMO
COLLEGES
DISTRICT

St. Philip's College



2018-19 Student Organization Handbook

For more information, contact the Department of Student Life at (210) 486-2135.

Join the Tiger Nation!



INTRODUCTION

The Department of Student Life serves as the liaison between student organizations and the college. Our mission is to promote student engagement, offer co-curricular activities and transcript opportunities, and build strong student leaders. The Department of Student Life is committed to fostering the educational experience of students by providing co-curricular, extra-curricular, and experiential programs and activities that will contribute to their intellectual, moral, social, physical, and cultural development. Having a holistic experience that enhances the student's experience and promotes engagement in and outside of the classroom is critical to our students achieving success within their respective pathways.

A variety of clubs and organizations including academic, social, special interest, and honorary societies are available to students through the Department of Student Life. One of the many functions of the Department of Student Life is to provide assistance, encouragement, and support to each student organization on campus.

This handbook is a resource for student organization advisors, leaders, and members. The information is intended to help new student organizations “get started,” as well as help established organizations continue to grow. It is our hope that this handbook will help each organization accomplish its goals more effectively. In addition to college policies, copies of commonly used forms, and rules and regulations, the reader will find some suggestions for developing and maintaining a harmonious and effective student organization.

This Student Organization Handbook is a living document. Each year, the Department of Student Life reviews the handbook for accuracy and relevance. The college policies and regulations referred to in this handbook are accurate as of the time of printing. In case of a change in college and department policies or regulations, updates will be made immediately which will take precedence over previously published content included in this handbook. All information included is subject to change without notice or obligation. Student leaders and advisors will be notified of any changes in this handbook during the academic year.

Student organization members and advisors are responsible for becoming familiar with the contents of this handbook and are expected to follow all college policies, rules, and regulations as they pertain to student organizations.

The Department of Student Life is available to serve the needs of students, student organizations, and advisors. We welcome any comments or suggestions that will help us improve our services. If you have any questions or concerns that are not answered in this handbook, please come by the Department of Student Life office located in the Turbon Student Center, Suite 110 on the MLK campus and Building 1, D-143 on the Southwest campus. You may also reach us at 210-486-2135 to set up an appointment.

We wish you the best and look forward to working with you.

Dr. Angela McPherson Williams/Dr. Mac
Director of Student Success
Department of Student Life

Ms. Destiny Harper-Lane, ABD
Associate Director of Student Success
Department of Student Life

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ALAMO COLLEGES DISTRICT POLICY

F.5.1 (Policy) Registered Student Organizations

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the chief student affairs officer, the Vice President of Student Success (VPSS). It is the responsibility of each college to develop and disseminate guidelines regarding student organizations.

Each chartered and registered student organization has the responsibility to abide by the policies and procedures of the College District and local, state, and federal laws. Registration does not imply approval by the College District or its colleges of the activities of the registered organization.

More Alamo Colleges District policies can be found online at: <http://www.alamo.edu/district/policies/>

AlamoCARES



St. Philip's College is committed to providing a supportive learning environment and to fostering, safe, healthy relationships among our students. In this effort, St. Philip's College has initiated AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. It is our sincere hope that AlamoCARES will empower you to make well-informed decisions about life issues that affect your college years and beyond. Within the AlamoCARES site (<http://www.alamo.edu/spc/alamocares/>), you will find information on rights granted by Title IX* and resources to help educate and assist you when dealing with harassment and sexual violence.

* **Title IX** is a federal law that prohibits discrimination based on sex (gender) of employees and students of educational institutions receiving federal financial assistance. Title IX's prohibition of discrimination includes acts of sexual harassment and relationship violence.

St. Philip's College does not tolerate sex discrimination, sexual harassment, or sexual violence of any kind. To ensure compliance with Title IX, the Alamo Colleges have designated a District Title IX Coordinator and a Deputy Title IX Coordinator at each college.

Alamo Colleges Policy: H.1.2 Civil Rights Discrimination, Harassment, and Retaliation Responsible Department: Title IX/VII/ADA/504 Coordinator

Quality Enhancement Plan

The Quality Enhancement Plan or QEP is a multi-year project to improve an important aspect of student learning through broad-based involvement and is a requirement of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Our QEP is *Ethical Decision-Making*: the ability to connect choices and values with actions and consequences.

Ethical Decision Making Process

- Stop & Think – Determine Facts
- Identify the options
- Consider consequences for yourself and others
- Make an ethical choice and take appropriate action



You are encouraged to consider this framework when making decisions.

For more information, visit the QEP webpage at <http://www.alamo.edu/spc/qep/>



ALAMO
COLLEGES

AlamoINSTITUTES

An organization of six career pathways designed for students who have key interests, such as, but not limited to the following areas:

Creative & Communication Arts Institute	<i><u>The Arts, Audio/Video Technology and Communications*</u></i>
Business & Entrepreneurship Institute	<i><u>Business Management & Administration, Finance, Hospitality & Tourism, and Marketing*</u></i>
Health & Biosciences Institute	<i><u>Health Sciences*</u></i>
Advanced Manufacturing & Logistics Institute	<i><u>Architecture, Construction, Manufacturing, Transportation, Distribution & Logistics*</u></i>
Public Service Institute	<i><u>Education, Training, Government, Public Administration, Human Services, Law, Public Safety, Correction and Security*</u></i>
Science & Technology Institute	<i><u>Agriculture, Food & National Resources, Information Technology, Science, Technology, Engineering and Mathematics*</u></i>

*National Career Cluster

The Department of Student Life has aligned all of our co-curricular activities and events with the six Alamo Institutes. Stay tuned for continued opportunities to participate in activities which supplement and complement what you are learning in the classroom.



Want to know what's going on in Student Life? Want to get involved? Get synced with SPC by joining OrgSync today at <https://orgsync.com/login/alamo-colleges>.

What is OrgSync?

OrgSync is your way to connect to leadership and involvement opportunities.

Explore your Passions

St. Philip's College offers 25+ student organizations and clubs to get involved with including academic, civic, and community, recreational sports, leadership development, student governance, and honor societies.

Involvement on the Go

On the move? OrgSync connects you with leadership and involvement opportunities at the touch of a finger with the mobile app. Download the app on either iPhone or Android by searching "OrgSync" and access information you need to stay connected.

Campus Calendar

Locking for something to do on the weekend? Use the calendar feature to search events specific to your student organization or campus-wide events. You can R.S.V.P. for events and connect with friends to see what others are doing on campus.

Co-Curricular Transcript

Unsure about how to present your campus involvement during job interviews? OrgSync provides you with a co-curricular transcript of your involvement. This is an official document provided by the college of your professional and leadership development outside the classroom.

Remember- the Department of Student Life uses **OrgSync** as the official platform to post all events, student organization information, & involvement opportunities.

Coming November 15, 2018: OrgSync is getting a facelift and will be called *AlamoSYNC*! Do not fear- you will have the same functionalities (and some better ones!)- just in a cleaner, easier to use format! More to come!

Ready to join? Signing up is easy:

1) You can sign up two ways:

- Log into your ACES account and select the Student Tab. Click on OrgSync in the lower right hand corner.
- Visit <https://orgsync.com/login/alamo-colleges> and sign in using your Alamo Colleges District student email address (username@student.alamo.edu)

2) Create a password – no banner number required. After logging in, you are encouraged to customize your profile and add a photo after registering.

3) Once registered, select your college or search for available organizations to view updates and involvement opportunities.

Questions? Contact the Department of Student Life at 210-486-2135.

KEYS TO A SUCCESSFUL STUDENT ORGANIZATION

Every student organization is founded with a specific purpose in mind. This purpose defines the existence and mission of each student organization and serves as a guide for members when planning activities. The most important step that a student organization must take is goal setting. After specific goals have been established, a student organization should develop a plan for accomplishing each of these goals. Plans for accomplishing goals should address the following points:

- Who will coordinate the efforts to achieve each goal?
- What steps will be followed to accomplish each goal?
- Who will implement each step?
- When will each step be completed?
- Will funding be necessary to accomplish the goal?
- If funds will be needed, how will they be raised?
- What items or resources are needed to accomplish the goal? When will they be collected/purchased?

*Note: Goal setting will give your student organization direction, purpose and meaning while promoting member interest and member commitment.

WHY YOU SHOULD GET INVOLVED IN STUDENT ORGANIZATIONS!

Student organizations offer activities that are beneficial to the personal growth of their membership. Student organizations are unique and designed to serve a specific population/interest within the college community. The Department of Student Life encourages participation in student organizations and activities for all students.

Students that participate in student organizations have the opportunity to achieve the following:

- Gain valuable leadership skills and experience
- Learn to communicate, compromise, and collaborate in a team environment
- Learn to problem solve, resolve conflict, and communicate effectively
- Develop a sense of pride and school spirit
- Persist, be academically successful, graduate, and transfer

HOW TO START A NEW ORGANIZATION

Starting a new student organization is not difficult, but does require planning and organization. The steps students must take in order to establish a student organization are as follows:

Step 1. Define the purpose/s and goals of the proposed student organization.

Step 2. Select **two full time** faculty and/or staff members as advisors. Advisors and students should agree on the purpose/s and goals of the proposed student organization. The advisors must agree to accept the duties and responsibilities as the student organization advisor, as well as attend advisor training (**see information in the Advisor section of this document**).

Step 3. Register your student organization on OrgSync.

- Log into OrgSync, click on ‘Organizations’
- Click on ‘Register New Organization’
- Select ‘St. Philip’s College’
- Complete all sections of the registration form to provide details about your new organization

Step 4. Develop a constitution and by-laws for the organization.

- Upload constitution and by-laws into your OrgSync portal within 7 days of creating your organization

Step 5. If a new student organization is affiliated with a national organization, a copy of the national constitution and local bylaws must also be submitted to the Director or Associate Director of Student Success via email before the organization is considered active. The student organization must also submit a local constitution and bylaws. This must be completed before advertisement begins and the first meeting is held.

Step 6. Advertise establishment of new student organization and hold first meeting.

- A new organization must have at least 10 members and the President and Vice President identified to be approved. Members of the organization must complete the RSO membership application: <https://orgsync.com/140170/forms/179371>
- Use the *Active Chartered or Registered Student Organization Roster* included in this document and on the Department of Student Life OrgSync portal (under files) to gather active member, officer, and advisor information.
- Upload the Active Chartered or Registered Student Organization Roster into your OrgSync portal within 14 days of creating your organization. A new roster must be submitted each semester (by **September 15** for Fall and **February 15** for Spring) to capture new members, officer/advisor changes, etc.

After these steps are completed, the Director or Associate Director of Student Success will then approve the new student organization as a registered student organization.

REGISTRATION OF STUDENT ORGANIZATIONS

To receive and maintain an active status, a prospective student organization must submit the student organization Registration / Renewal Application annually and have a copy of the constitution and by-laws on file in the Department of Student Life. All registration materials must be submitted on OrgSync by September 15th (or the next business day) for the fall semester. Active student organizations during the spring semester may function through the summer session (members must be enrolled in summer classes).

Please note: Student organizations can also request recognition during the spring semester. The deadline for spring applications is February 15th or the next business day. ***Only organizations applying for funds by the fall deadline are eligible for funding in any given academic year.***

A registered student organization must meet the following criteria:

- Have a minimum of ten (10) members. Each member must complete an OrgSync profile and membership application. Only students who meet all eligibility requirements and are registered via online application will count toward organization membership.
- Each member must have a minimum cumulative grade point average of 2.0. First semester students are exempt from this requirement.
- The organization must have a constitution that includes a mission statement/purpose and objectives. The document must outline the organization's leadership structure (officers) and their duties.
- Have two full-time faculty/staff advisors. Part-time faculty/staff may serve with approval from the Director or Associate Director of Student Success.
- The organization must designate a Student Government representative, who must attend all SGA General Assembly meetings as set by the Student Government Association.
- All Advisors, Presidents, Secretaries and Treasurers must complete the bi-annual student organization training and a minimum of two (2) Lunch and Lead sessions a semester.

Student organizations may not conduct any business or engage in any activity (other than meetings) until the completed registration/renewal application has been approved by the Department of Student Life. Failure to register will restrict students from conducting any business or activity, participating in fundraising activities, receiving funds, and from using college facilities for meetings or events.

Incomplete registration applications will not be accepted. The Director of Student Success or designee will evaluate and approve/disapprove the student organization's application for registration. Notification of approval/disapproval will be provided to the requestor(s). If a student organization's application is not approved, the student group may appeal, in writing, to the Dean of Student Success. Final appeal authority rests with the Vice President of Student Success.

Registered student organizations have the following privileges:

- Access to college facilities
- Approval to post organization flyers on Student Life bulletin boards
- Permitted to host fundraisers
- Ability to host campus activities
- Access to Student Life resources

Limitations: Student Organizations are not eligible to use the college's Tax ID, tax exemptions or the college's nonprofit (501-C3) privileges. The college's 501-C3 does not extend to the student organizations. This is particularly relevant when making purchases and receiving donations. Make sure all donations are to the organization and not the college. If a business, organization, or other entity would like to give a tax deductible gift to a student organization, they must contact the Institutional Advancement Office (located in the Sutton Learning Center (SLC), Suite 319, 210-486-2887) for the procedure and to complete the appropriate paperwork.

EXPECTATIONS

Student organizations and their members are considered leaders on the campus. As such, you have access to the college in ways many students do not. In addition to the many privileges extended to student organizations and their members, there are expectations.

Attend Training Workshops: The Department of Student Life will host bi-annual trainings to provide student leaders (President, Vice-President, Treasurer, and Secretary) with necessary information for managing their organizations. Chartered Student Organizations (CSO) and Registered Student Organizations (RSO) are required to attend both training sessions. Exclusive Leadership Development Training and Resources will also be available on OrgSync. Monthly Lunch and Lead trainings will also be offered to provide hands on training, leadership development, and just-in-time updates to important department, institution, and District practices. All trainings are designed to make the student leader experience both positive and rewarding, while also strengthening the student's co-curricular transcript.

Advisor training is also mandatory each semester. Both advisors must attend to learn critical information about their role in the student organization. Both face-to-face and electronic trainings options will be available for advisors and student organizations.

Participation in College Events and Activities: Having pride in the college is one of the by-products of being involved in a student organization. Participation and supporting college events and activities are critical in building a connection to the institution and serving the student body. *Each Registered Student Organization must participate in 40 hours of service to the college per semester. With a minimum of ten members, each student can work four hours a semester, which may be one hour per month. Students must participate in two (2) college wide activities. Student organizations will be required to participate in various events to include: Spirit Days, Welcome Week Tents/Table, Club Rush, New Student Convocation and Alamo Institutes Expo, Homecoming Week, MLK March, and the Cesar Chavez March.* CultureFest is a unique event and will require an additional commitment from each organization. See *Compliance* for more information.

Peer Mentoring/Role Modeling: We expect the members of organizations to be examples for their peers. The student organizations are the bastion of student leadership. Your attitude and behavior should reflect the highest standards of excellence.

GUIDELINES

All student organizations are sanctioned by the Department of Student Life. Recognition of a campus organization does not constitute endorsement of its program or purpose by the college. Recognition is simply an agreement to exist on campus and may be withdrawn by the Director of Student Success if the

organization becomes inactive, or violates any federal, state, local, laws or regulations, including those of the college, or department. Should an organization's status change, the Director of Student Success will notify the organization in writing about the status change. A student group may appeal, in writing, to the Dean of Student Success. Final appeal authority rests with the Vice President of Student Success.

Student organizations should ensure the application/renewal form is completed and approved before scheduling any activities, meetings, and fundraisers.

All student organizations must maintain an active OrgSync portal with a minimum of two postings per month. Being active includes posting meeting minutes, photos, news, polls, approving involvement hours, or organization updates. All meeting minutes must be posted within 48 hours of your completed meeting.

Membership in a student organization shall not be based upon gender, race, color, national origin, religion, ability, sexual orientation or age. All organizations, although they may focus on a specific population/interest, must be open to all interested students. St. Philip's College students 17 years old and younger must have written approval from a parent or legal guardian to participate in student organizations.

Members of a student organization must: **a)** be currently enrolled at St. Philip's College with a minimum of six (6) credit hours; **b)** maintain a cumulative 2.0 grade point average (GPA)*; **c)** be in good standing with the college (not on administrative hold, scholastic/progress probation, under suspension for disciplinary reasons, or sanctions from the Dean of Student Success, or Student Conduct/Title IV; and, **d)** complete all required trainings and orientations.

Alumni, family and friends cannot be "members" of a student organization. They may, however, assist and participate in organization activities as a volunteer. All volunteers must sign a Volunteer Agreement located in OrgSync under the Department of Student Life portal.

All student organizations, their officers and members, are expressly forbidden to engage in any kind of hazing on or off campus which recklessly or intentionally endangers the mental or physical health or safety of any student for the purpose of initiation or admission into, affiliation with, or participation in the organization. Failure to adhere to these expectations could result in the student organization being suspended while the appropriate parties conduct investigations and determine disciplinary actions as outlined in the [Student Code of Conduct](#). The Director of Student Success will communicate a decision regarding the status of the organization in writing within ten business days. The student organization may appeal this decision with the Dean of Student Success.

Early College High School (ECHS) Student Membership in student organization and club sports is welcomed and encouraged. However, ECHS students must meet the following criteria:

- Pass reading and writing TSI
- Pass End of Course Exams
- Be registered in at least 6 college credit hours or minimum number of hours to participate in organization/sport

St. Philip's College students 17 years old and younger must have written approval from a parent or legal

guardian to participate in student organizations. ECHS students can participate in local activities, however, they should provide their own transportation to those activities. Participation in activities outside of Bexar County will require special approval by the SPC ECHS principal.

Student Government Association (SGA) Representative: Each student organization must have a (SGA) representative. That representative will be a working member of the SGA and is responsible for The representative must attend all SGA General Assemblies, report all SGA updates and events back to their student organization, and fulfill the responsibilities of an active member (as defined by SGA). Failure to attend General Assemblies could result in an inactive status for the student organization. The SGA representative must not be one of the student organization's officers, as the responsibilities of the SGA representative may interfere with the duties of an officer.

As part of the participatory leadership at St. Philip's College, the College President meets with the Presidents of each student organization. This monthly meeting is called the Presidents' Council. The Presidents' Council is an opportunity for student leaders to engage with the College President and share their experiences. The meeting is convened and led by the SGA President.

The St. Philip's College Student Government Association (SGA) is aligned with the Public Service Institute, but supports all six Institutes. Co-curricular activities enrich the student experience and support student success.

Chartered & Registered Student Organizations Responsibilities and Limitations:

- **Must** complete all training and required paperwork by designated deadline.
- **Must** meet and adhere to Compliance requirements.
- **Must** gain pre-approval through the Department of Student Life for all on- and off-campus events, volunteer projects, and fundraising activities at least **TWO WEEKS PRIOR** to scheduled events (*some events require additional time- please see student organization activities section below*).
- **Must** participate in the following mandatory events: Spirit Days, Welcome Week Tents/Events, Club Rush, New Student Convocation and Expo, Homecoming Week, MLK March, and the Cesar Chavez March, CultureFest, Recruitment Fairs, and C/RSO Training.
- **Must** have a District approved Agency Fund Account and may not maintain funds in an off-campus bank account.
- **Must** have a minimum of one (1) meetings per month. Agendas, minutes, and attendance rosters must be uploaded in the OrgSync Organization portal no later than 48 hours after the meeting.
- **Must** complete 40 hours of service to the college each semester. The Department of Student Life will offer service credit for various campus service opportunities. *See Compliance Checklist on pg. 43.*
- **May not** use the words "St. Philip's College" as part of the name of their organization (unless a Chartered Organization).
- **May not** enter into agreements/contracts with any person, company or the like without The expressed written consent of the Director of Student Success.
- **May not** enter into a payment agreement with any person, company or the like without the expressed written consent of the Director of Student Success.

Failure to observe the above guidelines and/or the Student Code of Conduct could result in the termination of the organization's recognition for a minimum of one academic year.

**Exceptions: The minimum GPA requirement shall be waived for first time in college students during their first semester.*

Compliance refers to completion of action items required for recognition as a student organization at St. Philip's College. Those activities include:

1. Officer and advisor training
2. Completion of OrgSync application and forms
3. College service hours
4. Student Government Association representation
5. Mandatory Event Participation (CultureFest, Spirit Days, Club Rush, Welcome Week Tents etc.)

Failure to meet the compliance requirements may result in an RSO being suspended from participation or recognition on campus and forfeiture of SSF funding. Please refer to the Compliance Checklist.

CultureFest is a college activity that is designed to engage students, staff, and faculty in the San Antonio Fiesta celebration. This is the largest student activity the college hosts, and we invite our community partners to share in the experience. All of the proceeds from this event go to the St. Philip's College General Scholarship Fund. **AS A RESULT, STUDENT ORGANIZATIONS ARE NOT PERMITTED TO RAISE FUNDS DURING THE EVENT FOR THEIR ORGANIZATION- NO EXCEPTIONS.**

Chartered and Registered Student Organizations are required to participate in this activity. They may support this event in a variety of ways: host a service area, serve as event staff, or work in the activity areas. Student organizations that do not participate in CultureFest will receive half of their Student Services Fees Allocation.

STUDENT ORGANIZATION CATEGORIES

Below is a list of categories of student organizations. The categories are as follows:

Academic organizations are centered on the students' classroom experience. The members of the organization meet outside of the classroom to plan, implement and develop co-curricular activities to enhance their learning and share with the students at large.

College Service organizations focus on making an impact on the college campus. Their efforts are intended to improve the college experience and campus life for all students. Student members serve as ambassadors to campus visitors, hosts during campus events and support for SPC community initiatives.

Community Service organizations primary focus is to have a direct impact, through service, on the greater San Antonio Community.

Cultural organizations serve as an outlet for students who wish to share their cultural traditions and

values with the college community.

Honor organizations recognize students for their academic achievement. Membership in the organization is usually based on a student's grade point average.

Faith Based organizations provide opportunities for students to commune with others who share their faith identities. The organization must be one of the recognized faiths. When appropriate, the students collaborate with Campus Ministry to share their beliefs and practices with the college community.

Political organizations allow students to engage the college community in public discourse.

Professional organizations are intended to help students prepare for their transition from school to career. The student members host events and activities to prepare for the world of work.

Special Interest organizations are groups of students who share a common interest, usually social in nature. They allow for their members to integrate a hobby, interest or idea into their college experience.

Sports organizations are an outlet for students who wish to compete in sports while attending St. Philip's College.

ADVISOR/STUDENT ORGANIZATION RELATIONSHIP

An important member of any student organization is the advisor. Every student organization must have two (2) full-time faculty or staff advisors to be officially recognized by St. Philip's College. Full-time faculty and staff are charged with being familiar with the Alamo Colleges District's Policies and Procedures; as such, they are entrusted stewards that help maintain the institution's integrity. One of their responsibilities is to ensure members of the organization follow the colleges' policies, procedure and the Student Code of Conduct.

Advisors serve a very important function to you and your organization and at least one advisor must be present at every meeting and/or event. Advisors provide a perspective that is generally different from group members. Their experiences and positions with the college help provide the ability to serve as consultant and evaluator. The advisor's presence makes the event or meeting "official" and all policies, procedures, and code of conduct apply.

The ideal relationship between advisors and the organization involves trust and respect. Advisors must feel that they can depend on the organization to act in a positive manner that will bring credit to the college. The organization needs to feel that campus advisors support the goals and endeavors of the organization.

Literature on the advisement of student organizations suggests three major areas of responsibility for advisors. They are: 1) maintenance or custodial functions, i.e. budget maintenance, activity approval forms, national and regional correspondence; 2) group growth and development functions; and 3) program content functions. The advisor may perform certain functions within any of the three categories. The three categories, as described below, provide a classification, a rationale, and a validity of group advising.

Maintenance or custodial functions include those activities that help to maintain the group and to minimize

the difficulties it encounters. Advisors interpret college policies and assist in resolving internal disputes and provide a validation signature when necessary. It is recognized that any of these activities may call for careful consideration by advisors and a great deal of working with officers or members of the organization.

Group growth and development functions are those that are designed to aid the group in improving its effectiveness in operation and to help it progress toward its goals. Activities that may fall within this category are teaching techniques of leadership, helping the officers understand the principles of the organization and administration.

Program content functions may be seen as an expansion of the group's objectives. Typically the functions will vary at different times throughout the life of the organization. The advisor's leadership role may fall within any of these categories as the situation dictates. New circumstances and situations may arise prompting advisors to change their approach and/or the organization activities. Advisors should not allow their groups to become dependent upon them and their decisions, but they should work toward becoming accepted as participants and as a part of the decision-making process of their organizations.

ADVISOR CRITERIA & RESPONSIBILITIES

Advisors of student organizations play a very important role in the development of the organization and its members. Advisors serve as mentors to the members of the student organization and provide valuable support to the student leaders and members. As such, each student organization is required to have **two advisors**. An advisor helps the student develop leadership skills such as time management, delegation, decision-making, critical thinking, and prioritization.

Advisors of SPC Student Organizations:

- Will be nominated by the prospective student organization's membership. Prospective advisors must be a full-time St. Philip's College faculty, staff, or administrator. (Part-time advisors will be considered under special circumstances.)
- Must be present at **all** student organization meetings and activities (both on and off campus).
- Lend advice and support, but should let the students determine the course for the organization.
- Should be familiar with the guidelines regarding student organizations.
- Should ensure the activities of the organization conform to Alamo Colleges District policy and the Student Code of Conduct.
- Serve for a term of at least one year.
- Assist students with maintaining registration status.
- Monitor membership eligibility requirements.
- Advise students regarding the Alamo Colleges District's policies and procedures.
- Act as a liaison between the student organization and the college administration.
- Assist with conflict resolution and mediation.

- Monitor all student organization fiscal transactions.
- Help maintain student organization records (member information, meeting minutes, event information, etc.)
- Provide guidance on planning and implementation of events.
- Serve as travel advisor for all student off-campus activities.
- Maintain appropriate professional decorum with student members.
- Attend Advisor Training each semester.
- Ensure their student organization follows all expectations to remain compliant.
- Officers will providing timely and accurate email correspondence, data, documentation, reports, etc. to the Department of Student Life when requested.

Advisors who fail to meet their responsibilities as outlined above and/or in accordance with the Alamo Colleges District policy D.1.1., Compliance with Policies and Procedures, shall be replaced by a simple majority vote of the membership and/or at the discretion of the Director of Student Success or designee.

DUE PROCESS

The Director of Student Success or designee shall maintain general supervision over all student organizations, which includes but is not limited to the following overall responsibilities:

- Granting or denying official recognition
- Approving or disapproving fundraising activities and special events
- Limiting or granting access to SSF allocations
- Offering assistance to all registered student organizations
- Providing periodic review of the operations and activities of all registered student organizations
- Financial audits of the agency accounts

According to Alamo Colleges District policy D.1.1., Compliance with Policies and Procedures, student organizations may be established within the college for any legitimate purpose. Registration of organizations will not be denied on the basis of the views expressed by the group. Registration will be denied if a group violates campus rules or guidelines, interrupts classes, substantially interferes with the opportunity of other students to obtain an education, or if it is reasonable to believe the group poses a threat to the college or the welfare of the campus community.

The Department of Student Life may withdraw registration of any student organization that refuses to comply with campus rules and guidelines or does not fulfill all responsibilities of being a Chartered Student Organization (CSO) or Registered Student Organization (RSO). Registration may also be suspended or withdrawn whenever a student organization's membership drops below the minimum

requirement of 10 active members. Each registered student organization has the responsibility to abide by the policies and procedures of the Alamo Colleges District and local, state, and federal laws. Registration does not imply approval by the Alamo Colleges District of the student organization's activities.

Campus recognition and sponsorship are privileges granted by St. Philip's College to student organizations. Similarly, the college can withdraw said privileges. An organization found responsible of violating district or college policies, or city/state laws, may be placed on probation, lose privileges, or have its charter/eligibility revoked by the college.

When a student organization is charged with a violation of district or campus policies, the Director of Student Success or designee will investigate the charges. Upon completion of the investigation, the Director or designee will be responsible for making a judgment as to the responsibility of the organization and determining the sanctions. Appeals of the decisions may be addressed, in writing within 10 days of the decision, to the Dean of Student Success. Final approval authority will rest with the Vice President of Student Success.

TRAINING & RESOURCES

All organizations must complete the following **training** workshops in order to be registered and active:

- Trainings for Primary Leaders: President and Vice President
- Training for Treasurers and Secretaries
- Advisor Certification and Risk Management Training
- New Member Training
- Student Organization Lunch and Lead Sessions

Registered student organizations will have access to **resources** provided by the Department of Student Life. The resources include: mail for student organizations will be deposited in the Department of Student mailbox, access to Student Life bulletin boards, general office supplies, and a college agency account. Some of these resources are limited, as such, priority is given based on registration date.

MEETING & EVENT SERVICES

The Department of Student Life provides access to various services for different types of events such as meetings, lectures, conferences, dances, and banquets. Chartered and Registered Student Organizations are welcome to reserve space in the Turbon Student Center (TSC) for meetings and programming. Once classes have been scheduled in the system, Chartered and Registered Student Organizations can reserve classroom spaces. To reserve space, indoor or outdoor, a facilities request should be completed with a member of the Department of Student Life staff. All requests should be submitted at least two weeks in advance. Some events require a minimum of six weeks' notice.

FUNDING

The primary source of funding for student organizations is fundraising (see fundraising guidelines in this document). To support student organization fundraising, Student Life encourages various fundraising opportunities. Among them are campus events and group sales.

Student Services Fees Allocations

Student Organizations are viewed as “incubators” for student leadership development. Student leaders,

through their involvement in organizations, enhance the college experience for all students. They provide support for campus activities such as New Student Orientation/Expo, Welcome Week, Club Rush, Homecoming and the annual CultureFest. The student leaders also host events and activities that highlight cultural diversity, promote career pathways and provide service to the community. The College, through the Student Services Fee Committee, recognizes their contributions and allocates funds from the Student Services Fee to help support an organization's programs and leadership development.

Chartered and Registered Student Organizations that meet the criteria will receive a Student Services Fee allocation. The allocation is to assist the student organizations with their general programming and fundraising efforts. An allocation may be provided to current student organizations.** Only student organizations who are 100% compliant (see below) may apply for funding. Student organizations will be required to submit an allocation request form located in OrgSync at least six weeks prior to their event. Funding will be based on the proposed budget and will be voted on by the Student Services Fees committee. The Director of Student Success will inform the Organization point of contact once a decision has been made to finalize paperwork and purchase details.

**New student organizations are not eligible for any funding during their first semester (16 weeks) of operation. After successful completion of first semester and if funds are available, a newly formed RSO can request financial support through the allocation request form.

Use of Student Services Fees

Please remember that Student Services Fees are funds contributed by all students. As such, student organizations and the Department of Student Life are responsible for spending funds in alignment with the rules and regulations governing Student Services Fees. Please remember the following limitations:

- Students should **never** purchase items in advance for the purpose of being reimbursed. All expenses must be pre-approved by the Department of Student Life.
- No food can be purchased without a pre-approved refreshment request (must be 6 week advance notice for Dean, Vice President of Student Success, and President approval).
- Student Services Fees cannot be used to fund deposits on items, all goods must be received prior to payment.
- Gift cards cannot be purchased with Student Services Fees.
- Gift cards and cash cannot be awarded as student prizes.
- Funds received must be used by November 30th for Fall requests and April 30th for Spring requests. No funds may be used for the Summer term. Please plan ahead.

Agency Account

Students organizations must maintain their funds in a District approved Agency Fund Account and follow Alamo Colleges District's fiscal procedures. As part of the registration process, all student organizations should request an Agency Fund Account through the Department of Student Life. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.

Deposits

Upon receipt of funds, student organizations will observe the following procedures:

1. Deposits must be made directly to the Business Office within 48 hours following an event. Please visit the Department of Student Life to complete a deposit slip. You must obtain two copies of

the deposit receipt from the Business Office: one for the organization and one for the Department of Student Life. **Checks must be made out to St. Philip's College or Alamo Colleges District.**

2. All receipts will be annotated with the following information:
 - a. Date of deposit
 - b. Person rendering deposit
 - c. Payer
 - d. Reason for deposit
 - e. Amount of deposit
3. Copies of receipts and deposit slips must be maintained as part of the student organization's fiscal records.
4. The Student Organization Coordinator (or a Director in their absence) should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

St. Philip's College and Alamo Colleges District will not be responsible for any financial obligations incurred by the student organization. The student organization and the advisor are responsible for all financial obligations.

The members of any organizations subjecting the Alamo Colleges District, SPC and/or the Department of Student Life to financial repercussions will forfeit their status as a Chartered or Registered Student Organization for a period of time to be determined by the Director of Student Success.

Audits - All organizations who receive Student Services Fees must account for the use of funds each semester. Organizations may be audited at any time. Organizations failing to turn in audits by the requested time will forfeit funding for their organizations for the remainder of the academic school year.

Withdrawals (Petty Cash)

Student organizations will observe the following procedures when withdrawing funds from agency accounts:

1. **Only designated student officers listed on the Petty Cash Form may withdraw funds from the organization's agency account.**
2. Funds can only be released to the student organization's designated officer. Release of funds will be subject to cash on hand at the Business Office. Contact the Department of Student Life for assistance withdrawing more than \$100.
3. Withdrawal of petty cash requires a non-travel petty cash request form. An authorized student, the advisor and Director of Student Success must sign the request. Money will only be released to the student. The advisor cannot pick up money from an agency account.
4. Funds received must be used by November 30th for Fall requests and April 30th for Spring/Summer requests.
5. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
6. **VERY IMPORTANT-Students and Advisors may NOT use their P-CARD or personal funds to purchase items for an event- no exceptions. Having a P-CARD and knowing the student org account number does not allow you to make purchases. Purchases are made with Petty**

Cash from Student Organization Agency Accounts, or by the Department of Student Life using Student Services Fees.

7. The Student Organization Coordinator (or a Director in their absence) should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
8. Funds withdrawn from an agency account may not be used for the purchase of alcoholic beverages, firearms, or for what would generally be considered illegal purposes.

Account Termination

If an agency account is inactive (either administratively or financially) for three (3) years, the Director of Student Success or designee will review the student organization's Agency Fund Form (account application) and dispose of the funds as specified in the application.

STUDENT ORGANIZATION ACTIVITIES

Chartered and Registered Student Orgs must adhere to the following guidelines when planning events to ensure events are approved on time. Please review each section below to identify where your event falls. All requests are subject to availability and administrative approval. Student organizations may be responsible for fees related to technical support, security, housekeeping, and grounds staff to facilitate their event.

Event Requests That Should Be Submitted Two (2) Weeks in Advance in OrgSync via Organization Portal:

This type of event is simple, open only to Organization Members and/or the SPC Community. This event is not a fundraiser and will not require a Student Service Fee Funding or a Refreshment Request. If funds are required, the Organization is able to use their Agency Account Funds to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 1. Go to Your Organization Portal on OrgSync
 2. Click on 'Events'
 3. Click on 'Create an Event'
 4. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent, however it is your responsibility to check back in Org Sync often for any status changes.
- If the event only requires a table request in the Turbon Student Center Lobby or outside in front of Heritage Pavilion, (Spirit Day, Organization recruitment, or student engagement activity) a request MUST be submitted in OrgSync.

1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Forms'
 3. Click on 'Turbon Student Center Table Request'
 4. Click on 'Go To Form'
 5. Fill out Form and Submit
- If Agency Account funds will be used for the event, please locate the *Authorized Signature Form for Petty Cash* and the *Request for Petty Cash* forms on the DSL OrgSync Portal, then work with the DSL Staff (Student Organization Coordinator or a Director in her absence) to complete the request
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Files'
 3. Click on 'Authorized Signature Form for Petty Cash Form'
 4. Click on 'Download Form'
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 - *This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)*
 6. Click on 'Request for Petty Cash Form'
 7. Click on 'Download Form'
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 11. The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

Event Requests That Should Be Submitted Four (4) Weeks in Advance in OrgSync via Organization Portal

This type of event is medium sized and open to Organization Members and/or the SPC Community. This event may include a request for larger venues (Heritage Room, Watson Fine Arts Theatre, E.L. Turbon Viewing Room) or a guest speaker. This event may be a fundraiser, which will NOT require a Student Service Fee Request for Funding or a Refreshment Request. As mentioned above, Agency Account Funds may be used to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 1. Go to Your Organization Portal on OrgSync
 2. Click on 'Events'
 3. Click on 'Create an Event'
 4. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.

- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent, however it is your responsibility to check back in Org Sync often for any status changes.
- If the event only requires a table request in the Turbon Student Center Lobby or outside in front of Heritage Pavilion, (Spirit Day, Organization recruitment, or student engagement activity) a request **MUST** be submitted in OrgSync.
 1. Go to ‘The St. Philip’s Department of Student Life’ Portal
 2. Click on ‘Forms’
 3. Click on ‘Turbon Student Center Table Request’
 4. Click on ‘Go To Form’
 5. Fill out Form and Submit
- If the event is a fundraiser, you will need to submit a St. Philip’s College Application for Fundraising Projects. Follow the Steps below:
 1. Go to ‘The St. Philip’s Department of Student Life’ Portal
 2. Click on ‘Forms’
 3. Click on ‘St. Philip’s College Application for Fundraising Projects’
 4. Click on ‘Go To Form’
 5. Fill out Form and Submit
- All funds raised by St. Philip’s College organizations **MUST** be deposited in the agency account setup and maintained by the St. Philip’s College Business Office within **48 hours following event**.
 1. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.
- The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If Agency Account funds will be used for the event, please locate the Authorized Signature Form for Petty Cash and the Request for Petty Cash forms on the DSL OrgSync Portal, then work with the DSL Staff (Student Organization Coordinator or a Director in her absence) to complete the request
 1. Go to ‘The St. Philip’s Department of Student Life’ Portal
 2. Click on ‘Files’
 3. Click on ‘Authorized Signature Form for Petty Cash Form’
 4. Click on ‘Download Form’
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director’s signature, and then turn into the Business Office (in the Welcome Center).
 - This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)
 6. Click on ‘Request for Petty Cash Form’
 7. Click on ‘Download Form’
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director’s signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.

10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
11. The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

***** If members of the organization plan to donate items or use their Agency Account for the fundraiser, you are NOT required to submit the Student Services Fee Request for Funding or the Refreshment Request. However, if you are seeking funding paid by Student Life- please see steps and timeline below. *****

Event Requests That Should Be Submitted Six (6) Weeks in Advance in OrgSync via Organization Portal

This type of event is medium to large sized, open only to Organization Members and/or the SPC Community. This event may include a request for larger venues (Heritage Room, Watson Fine Arts Theatre, E.L. Turbon Viewing Room) or a guest speaker. This event may be a fundraiser, which will require Student Service Fee Funding or a Refreshment Request. As mentioned above, Agency Account Funds may be used to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 1. Go to Your Organization Portal on OrgSync
 2. Click on 'Events'
 3. Click on 'Create an Event'
 4. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent, however it is your responsibility to check back in Org Sync often for any status changes.
- If the event only requires a table request in the Turbon Student Center Lobby or outside in front of Heritage Pavilion, (Spirit Day, Organization recruitment, or student engagement activity) a request **MUST** be submitted in OrgSync.
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Forms'
 3. Click on 'Turbon Student Center Table Request'
 4. Click on 'Go To Form'
 5. Fill out Form and Submit
- If the event is a fundraiser, you will need to submit a St. Philip's College Application for Fundraising Projects. Follow the Steps below:
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Forms'
 3. Click on 'St. Philip's College Application for Fundraising Projects'
 4. Click on 'Go To Form'
 5. Fill out Form and Submit
- All funds raised by St. Philip's College organizations **MUST** be deposited in the agency account setup and maintained by the St. Philip's College Business Office within **48 hours following event**.
 1. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.
- The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.

- If Agency Account funds will be used for the event, please locate the Authorized Signature Form for Petty Cash and the Request for Petty Cash forms on the DSL OrgSync Portal, then work with the DSL Staff (Student Organization Coordinator or a Director in her absence) to complete the request
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Files'
 3. Click on 'Authorized Signature Form for Petty Cash Form'
 4. Click on 'Download Form'
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 - This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)
 6. Click on 'Request for Petty Cash Form'
 7. Click on 'Download Form'
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 12. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 13. The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the Organization is seeking funds from Student Life for the fundraiser or event, you will need to submit a Student Service Fee Request for Funding Request. Follow the Steps below:
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Forms'
 3. Click on 'Student Service Fee Request for Funding'
 4. Click on 'Got To Form'
 5. Fill out Form and Submit
- If the event will include food, please locate the Refreshment Request Form and work with the Student Organization Coordinator (or a Director in her absence) to complete the request
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Files'
 3. Click on 'Refreshment Request Form'
 4. Click on 'Download Form'
 5. Fill out known details on Form (i.e. event information, purpose, refreshments requested, list of attendees, etc.) and Save. Email awilliams284@alamo.edu and dharper24@alamo.edu for continued support.
 6. After form is correctly filled out, it will be printed and sent up our chain of command for approval. Approval could take **2-3 weeks** depending on circumstances out of the Department of Student Life's control. You will be notified once form has been approved. Any questions on status should be made with the DSL staff only.
 7. Once approval is gained, your organization is responsible for establishing a point of contact to purchase food.
 8. You must secure a time for purchases with a Director of Student Life at least one week before your scheduled event.

9. The Director or Associate Director of Student Life will not make purchases for an event with **less than 3 days remaining** without special explanation from both the organization president and advisor (must be provided in email).

Event Requests That Should Be Submitted Eight (8) Weeks in Advance in OrgSync via Organization Portal

This type of event is medium to large sized, open to the public, may require administrator approval, may require student travel, may be held off campus, may include invitations to campus administrators, may include entertainment (DJ, band, dance group, etc.), typically includes high profile guest(s) to campus, and may require completion of marketing materials. This event may be a fundraiser, which will require Student Service Fee Funding or a Refreshment Request. As mentioned above, Agency Account Funds may be used to pay for event items (if funds are available).

- Every event begins with submitting an Event Request for approval with Student Life. Follow the steps below to complete your request:
 1. Go to Your Organization Portal on OrgSync
 2. Click on ‘Events’
 3. Click on ‘Create an Event’
 4. Fill out Event Request and Submit
- Be sure to include details about the location of the event, any tables/chairs needed in the space, any AV or media needs, etc.
- Events will be reviewed and approved/denied within three (3) working days by a member of the DSL team. An email and conversation correspondence will be sent, however it is your responsibility to check back in Org Sync often for any status changes.
- If the event only requires a table request in the Turbon Student Center Lobby or outside in front of Heritage Pavilion, (Spirit Day, Organization recruitment, or student engagement activity) a request **MUST** be submitted in OrgSync.
 1. Go to ‘The St. Philip’s Department of Student Life’ Portal
 2. Click on ‘Forms’
 3. Click on ‘Turbon Student Center Table Request’
 4. Click on ‘Go To Form’
 5. Fill out Form and Submit
- If the event is a fundraiser, you will need to submit a St. Philip’s College Application for Fundraising Projects. Follow the Steps below:
 1. Go to ‘The St. Philip’s Department of Student Life’ Portal
 2. Click on ‘Forms’
 3. Click on ‘St. Philip’s College Application for Fundraising Projects’
 4. Click on ‘Go To Form’
 5. Fill out Form and Submit
- All funds raised by St. Philip’s College organizations **MUST** be deposited in the agency account setup and maintained by the St. Philip’s College Business Office within **48 hours following event**.
 1. Organizations without an Agency account should still take their funds to the Business Office for holding until an account is made for you.

- The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If Agency Account funds will be used for the event, please locate the Authorized Signature Form for Petty Cash and the Request for Petty Cash forms on the DSL OrgSync Portal, then work with the DSL Staff (Student Organization Coordinator or a Director in her absence) to complete the request
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Files'
 3. Click on 'Authorized Signature Form for Petty Cash Form'
 4. Click on 'Download Form'
 5. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 - This form is only required once an academic year to establish authorized sponsors and officers (however, should be completed each time a change in leadership or advisors occurs)
 6. Click on 'Request for Petty Cash Form'
 7. Click on 'Download Form'
 8. Fill out details on Form and Print. Bring form to TSC 110 for a Director's signature, and then turn into the Business Office (in the Welcome Center).
 9. Once funds are given, the authorized officer is able to make purchases on behalf of the organization.
 10. Student organizations have five (5) working days to return receipts and/or excess funds to the Business Office.
 11. The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within six (6) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- If the Organization is seeking funds from Student Life for the fundraiser or event, you will need to submit a Student Service Fee Request for Funding Request. Follow the Steps below:
 6. Go to 'The St. Philip's Department of Student Life' Portal
 7. Click on 'Forms'
 8. Click on 'Student Service Fee Request for Funding'
 9. Click on 'Go To Form'
 10. Fill out Form and Submit
- If the event will include food, please locate the Refreshment Request Form and work with the Student Organization Coordinator (or a Director in her absence) to complete the request
 10. Go to 'The St. Philip's Department of Student Life' Portal
 11. Click on 'Files'
 12. Click on 'Refreshment Request Form'
 13. Click on 'Download Form'
 14. Fill out known details on Form (i.e. event information, purpose, refreshments requested, list of attendees, etc.) and Save. Email awilliams284@alamo.edu and dharper24@alamo.edu for continued support.
 15. After form is correctly filled out, it will be printed and sent up our chain of command for approval. Approval could take **2-3 weeks** depending on circumstances out of the Department of Student Life's control. You will be notified once form has been approved. Any questions on status should be made with the DSL staff only.

16. Once approval is gained, your organization is responsible for establishing a point of contact to purchase food.
 17. You must secure a time for purchases with a Director of Student Success at least one week before your scheduled event.
 18. The Director or Associate Director of Student Life will not make purchases for an event with **less than 3 days remaining** without special explanation from both the organization president and advisor (must be provided in email).
- All off campus activities will require an emergency/liability waiver (regardless of if the event is within 25 miles of campus or out of town). Students will complete the Emergency Information Form and the Waiver for Student Participants Form for each event.
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Files'
 3. Click on 'Emergency Information Form' and 'Waiver Student Participants Form'
 4. Click on 'Download Form' for both forms
 5. Have student fill out known details on Forms and Save. Email awilliams284@alamo.edu and dharper24@alamo.edu for continued support.
 6. Officers and Advisors are responsible for ensuring all forms have been completed by participating members prior to their event.
 - If the event will require travel and participation off campus (local or out of town), the SPC Student Travel Request form must be completed.
 1. Go to 'The St. Philip's Department of Student Life' Portal
 2. Click on 'Files'
 3. Click on 'Student Travel Request Form'
 4. Click on 'Download Form'
 5. Fill out known details on Form and Save. Email awilliams284@alamo.edu and dharper24@alamo.edu for continued support.
 6. After form is correctly filled out, it will be printed and sent up our chain of command for approval. Approval could take **2-3 weeks** depending on circumstances out of the Department of Student Life's control. You will be notified once form has been approved
 7. Officers and Advisors are responsible for ensuring all participating members are listed on the form prior to it being submitted to Student Life for approval

Additional instructions for C/RSOs:

- Events held during the college's operational hours (Monday – Friday, 8 am – 10 pm) will have access to all available facilities (Summer/January hours Monday – Thursday, 8 am – 7pm).
- Approved events held after operational hours (up to 12 am) have access to the following facilities: Turbon Student Center, Health and Fitness Center, Heritage Room, Watson Fine Arts Theatre and the Morgan Gallery. These activities require administrator approval and are responsible for fees related to security, housekeeping, facilities and technicians. These activities require a proposal to be submitted at least six (6) weeks in advance. The college facilities are not available to student organizations during holidays, college breaks or other times when the college is closed.
- Student requestors must inform Advisors of all events and should gain approval from their Advisor in OrgSync prior to Student Life approval. At least one advisor is also expected to be present at the event.
- Your event will not be approved if it does not follow appropriate timelines or include all necessary information.

- You are encouraged to advertise your event with flyers AFTER gaining approval. Create a flyer and email it to the Department of Student Life for approval at least **7 days before your event**. Email flyer to: spc-studentlife@alamo.edu; awilliams284@alamo.edu; dharper24@alamo.edu
- If you would like to advertise your event on Revel (once approved in OrgSync), email your flyer to dharper24@alamo.edu. Student Life can also include your event in the DSL Announcements and put a poster or flyer on one of our bulletin boards for you.
- If your event is in the Turbon Student Center during normal business hours, Student Life can open the door for you. For room access in all other buildings the Advisor will need to contact Campus Police @ 485-0099.
- All organizations should track the number of participants attending their event using the Event Participation Roster. This roster should be uploaded to the organization portal (under files) no later than 48 hours after the event.

All sanctioned college activities are governed by the Alamo Colleges District’s policies and procedures, the Student Code of Conduct, and St. Philip’s College rules and guidelines. Organizations hosting events and activities are expected to make sure their guest(s) and participants are aware of the standards and expectations of the college and the district.

Student Organization requests for all services must come through the Department of Student Life and be approved before their sponsored event. Failure to adhere to this may result in cancellation of your event or future funding and programming consequences. (ex: All room reservations, media requests, public relations requests, guest invitations including campus administration, etc. must come through Student Life.)

PUBLICITY & ADVERTISING

The college encourages student organizations to promote their activities and make others aware of the work they are doing. However, we want to ensure that the integrity of the college is maintained. As a result, we have established guidelines for publicity and advertising. The following guidelines apply to promoting your events and activities:

- All banners, posters and flyers must be submitted to the Department of Student Life for approval.
- Any publicity and advertisement that is being distributed to off-campus or to community entities will be forwarded to Public Relations for review (organization must allow for delay).
- All publicity must include the organization name, a contact person, and a contact phone number or email address.

Bulletin Boards

The Department of Student Life has bulletin boards for general posting throughout the campus. General posting is limited to those areas. Posters and flyers not approved by the Student Life will be removed.

- No posting in hallways, classrooms or restrooms
- No posting on glass doors, windows; vending machines or pillars.
- Items that are considered rude, lewd and/or obnoxious will not be posted on campus.
- We will not post items that promote the use of alcohol or drugs.

Items posted on bulletin boards hosted by other departments must have their approval and Department of

Student Life approval.

The Department of Student Life reserves the right to limit the amount and content of materials posted on campus bulletin boards. To review the current Posting Guidelines, please visit:

<http://www.alamo.edu/spc/student-life/>

Digital Signage, Web banners and SPCALL

This service is limited and reserved for special events and activities. If the event meets the criteria (medium to large sized activity, open to the public, venue can accommodate 200+ attendees, and all event plans are final and approved), the student organization must submit a Public Relations Request through the Department of Student Life. A minimum of six weeks is required for the request.

Social Media

Student organizations that want to promote their activities via the St. Philip's College Facebook, Twitter, or other social media must request access through the Department of Student Life. Student organizations that have a social media presence must register their accounts with the Department of Student Life.

INVITED GUESTS

On occasion, a student organization may have an opportunity to host a guest speaker, special presentation, a public official, or newsworthy event. Before confirming, these events/activities must be registered and approved by the Department of Student Life and possibly Public Relations. Registered events will have the following support:

- Invitations sent to the college's executive team. Organizations can request help with introductions, welcomes or greeting invited guest(s).
- Press Passes will be arranged for media outlets (must be specified). Any outlet not invited will be asked to leave by Alamo Colleges District Police Department.
- College photographer will be requested for the occasion.

PRIZES, AWARDS & RECOGNITIONS

The Department of Student Life understands that student leaders invest a lot of time, energy and resources into helping the C/RSO achieve its mission. Often, the group will decide to award or recognize its outstanding members for their dedicated work. However, there are guidelines for such recognitions:

- The organization must provide a copy of the agenda, minutes and attendance roster for the meeting, during which, it was voted to use organizational funds for the awards, prize or recognition.
- No cash awards are permitted.
- Gift cards (which can only be procured through donation or with funds raised by the organization, not Student Services Fees) cannot exceed \$50 per person.

Graduation Regalia

All regalia worn during the St. Philip's College graduation ceremony must be approved in advance by the Vice President of Student Success. There is a 90-day process for approval.

Officers of CSOs may wear stoles, while members of RSOs may wear graduation cords. SGA wears white cords with royal blue writing. C100 wears black stoles with gold writing. FULLC wears royal blue stoles with white writing, and PTK wears gold stoles with blue writing. The Department of Student Life purchases stoles for SGA, C100 and FULLC and gives blue and white cords to student leaders. **Other regalia designs and color must be approved in advance by the Department of Student Life.**

FUNDRAISERS

Fundraisers are a valuable tool to learn planning, budgeting, organizing, and implementing a strategy. Student organizations are encouraged to fundraise to gain these skills, off-set their expenses, and fund their various projects and activities. Fundraising dates must be approved by the Department of Student Life.

General provisions

- Only registered student organizations (who are in compliance) may hold fundraisers.
- The organization must complete and submit the online Event Request Form in OrgSync. If the student organization is using donated items, they must also complete and submit the SPC Application for Fundraising Projects in OrgSync. If the student organization needs funding from the Student Services Fee, they must complete and submit the Request for Funding form in OrgSync.
- The organization must complete and submit the online St. Philip's College Application for Fundraising Projects Form in OrgSync. The application must be submitted on OrgSync a minimum of **four weeks** prior to the requested date of the event.
- An advisor must be present during all fundraising activities.
- **All funds raised by St. Philip's College organizations MUST be deposited in the agency account setup and maintained by the St. Philip's College Business Office within 48 hours following event.**
- Organizations without an agency account should still take their funds to the Business Office for holding until an account is created for you.
- The Student Organization Coordinator (or a Director in her absence) should also be notified via email that all Business Office tasks have been completed within five (5) working days. A copy of the withdrawal/deposit receipts should be included in the email as well.
- The same restraints are imposed for off campus fundraisers as for those held on campus; they cannot involve the use of alcohol/drugs or any other activities that violate college or Alamo College District's policies and any state or municipal ordinances or laws.
- Student organizations should be careful to avoid competition with other organizations having fundraisers. Only one fundraiser is allowed per day, unless all organizations agree to multiple sales. Requests for fundraising will be accepted on a first come, first served basis.
- Student organizations are responsible for the cleanliness for both the SPC property and areas (on and off-campus) used for their fundraisers.
- The Department of Student Life periodically receives requests from off-campus entities for a listing of student organizations and/or their sponsors, for fund-raising activities. It is our policy to not provide such information directly to an off-campus entity. We will accept the information and distribute it to the organizations.
- Any organization wanting to sell items tax-free for fundraising purposes must adhere to the follow code:

ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 51.321, Tax Code, is amended to read as follows:

Sec. 51.321. UNIVERSITY AND COLLEGE STUDENT ORGANIZATIONS.

(a) 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, except that a taxable item manufactured by or donated to the organization is exempt from the taxes imposed by Subchapter C regardless of sales price unless sold to the donor, if the student organization:

(1) sells the item 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 by Subdivision (1) each month for which an exemption is claimed for an item sold.

(b) In each calendar year, the first \$5,000 of a qualified student organization's total receipts from sales of taxable items not otherwise exempt under Subsection (a) is exempt from the taxes imposed by Subchapter C.

(c) A student organization qualifies for the exemptions under Subsections (a) and (b) 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 as required by Subsection (d).

(d) A student organization must file with the comptroller a certification issued by the institution, college, or university described in Subsection (c)(1) showing that the organization is affiliated with the institution, college, or university.

(e) The storage, use, or consumption of a taxable item acquired tax-free under this section is exempted from the use tax imposed by Subchapter D until the item is resold or subsequently transferred.

SECTION 2. (a) This Act takes effect October 1, 2001.

(b) The change in law made by this Act does not affect taxes imposed before the effective date of this Act, and the law in effect before the effective date of this Act is continued in effect for purposes of liability for and collection of those taxes.

(c) For purposes of application of Section 151.321(b), Tax Code, as added by this Act, to the 2001 calendar year, the period beginning October 1, 2001, and ending December 31, 2001, is treated as a calendar year.

Organizations that do not wish to obtain the tax-free status may sell items and include sales tax. For more information regarding procedures, please contact the Director of Student Success.

On-Campus Fundraisers

A Request for Use of Facilities (located on the Event Request Form in OrgSys) must be submitted in order to request the space, area or location for the fundraiser. Included on that form are spaces to show the number of chairs & tables that may be required, along with the need for electric hook up support such as outlets and extension cords. Organizations using extension cords/outlets are responsible for their return to the department after the event.

Food Sales

All food sales must follow the Health Department guidelines.

Location of Sales - Food sales are permitted in designated outdoor areas: Applied Science Building Courtyard, Heritage Pavilion, Sombrilla (between the SLC and NTB), Center for Health Professions Atrium, Center for Learning Resources (CLR) Breezeway, the Turbon Student Center, and the Southwest Campus. Contact the Department of Student Life for reservations support or more information.

Raffles

The following are the guidelines for hosting a raffle or selling raffle tickets on campus:

- The raffle drawing must be a public event and a non-member of the club must complete the actual selection of the winning ticket.
- Raffles cannot extend beyond a 30-day period.
- The tickets must be numbered and the prizes must be listed on the tickets.
- In addition to the above guidelines, the item(s) being raffled must be in the organization's possession prior to tickets being sold. The Department of Student Life will validate possession as needed.
- The date/time of the drawing **must** be on the raffle ticket. A copy **must** be on file with the Department of Student Life.
- Raffle drawings cannot be extended for any reason beyond a natural disaster. In the event of a natural disaster, the drawing will be rescheduled for the first available business day following said disaster.
- Omission of any of the above guidelines will result in cancellation of the raffle, at which time all moneys must be returned to ticket holders. Failure to comply with these guidelines may result in termination of student club registration and all benefits associated with registered student organizations.

Outside Vendors

A student organization may invite an outside vendor to assist in a fundraising activity. Food vendors are not allowed. This information must be included when submitting the Event Request Form.

Off-Campus Fundraisers

A St. Philip's College Application for Fundraising Projects Form, Event Request Form, Request for Student Travel Form, and Emergency Waivers must be submitted in OrgSync at least *eight (8) weeks* prior to the event. **Failure to submit paperwork in a timely fashion will result in denial of request.**

TRAVEL

(This policy is in the process of being updated by Alamo Colleges District Administration. The guidelines below will be followed until an update is received.)

Some student organizations find it necessary to participate in programs that require out of town/overnight travel. Recognizing that some trips may be necessary, the Department of Student Life desires the trip to be a worthwhile endeavor and a learning experience. However, certain guidelines must be adhered to and the student organization's advisors will be held responsible for the overall conduct of the members to ensure maximum safety.

Students must be members of a recognized student organization to travel. They must have a 2.0 minimum GPA. (Academic class-travel falls under the category of field trips and is processed in a different manner.)

A Request for Authorization for Travel and Reimbursement (available in the Department of Student Life) for the advisor, a *Request for Leave for Student Organizations* and *emergency/liability waivers (for travel within or beyond 25 miles)* must be submitted **eight (8) weeks** in advance for approval.

Advisor/Sponsor(s) must accompany the students on the trip. One advisor per ten students.

All students going on a trip must be listed on the Request for Leave for Student Organizations and must be approved members of the organization. Their grade point averages must be listed.

Behavior expectations - Student organization members should always realize that they are official representatives of the college and should act in a manner that upholds the integrity and character of the college. The Director of Student Success or designee will take appropriate disciplinary action, if necessary, regarding irresponsible behavior.

Alcohol/Drugs – Consumption of alcohol/drugs during any college sponsored/funded activity is prohibited in accordance to the Student Code of Conduct. A drug incident, arrest, or involvement during a college sponsored/funded activity will result in immediate termination of organization's active status at St. Philip's College and all appropriate disciplinary action will apply to parties involved.

Travel Advance Agreement (Advisor's responsibility when issued college funds): If funds are needed, a **Request for Funds** (petty cash) along with appropriate documents must be submitted to the Department of Student Life **at least 8 weeks** prior to the trip.

The organization's treasurer is the person responsible for the withdrawal of trip funds that will be disbursed through the Bursars Office. The treasurer and the advisor are responsible for monitoring the expenditure of funds, to obtain receipts, and to file the appropriate paperwork.

Requester's Certification for Advisors and Staff members: Advisors and Staff traveling will be expected to agree to the following: I understand if I request a travel advance, a check, direct pay, or cash (up to \$300) it will be generated in my name. A credit memo for the amount of the travel advance will be entered in the accounting system. I understand I must submit the approved Travel Expense Statement within 10 working days from the date I return from the trip. After the 10 days, any and all Accounts Payable payments processed will be applied to the credit memo until the amount of the travel advance is

settled. I authorize the District to deduct all travel advances owed from my paycheck to settle any outstanding balance not repaid within 30 days of the date I return.

Conclusion of Travel

The Treasurer and Advisor are responsible for returning any unexpended funds to the Bursar's Office for credit. This should be accomplished no later than the end of first workday after return.

All documentation to account for the expenditure of funds, travel, and the trip in general, must be submitted to the Department of Student Life for reconciliation.

An Out-of-town Travel and Expense Statement (available in Student Life Office) and the Travel Narrative must be submitted to the Department of Student Life with all documentation within 10 working days from the date you return from the trip.

All travel paperwork must be approved before any purchases are made for the trip, such as registration fees, airline tickets, etc.

All receipts must clearly reflect the name of the establishment, its location, the date of purchase, the total cost and the number of persons served.

Funds allocated for the advisor use cannot be used to offset student expenses.

Funds authorized for one day cannot be exceeded whether or not the total authorized amount is spent or not.

Rules Governing Student Travel

The final authority for the rules governing student travel is the Alamo Colleges District Policies and Procedures. These rules are available at <http://www.alamo.edu/district/policies/>.

TRAVEL GUIDE

Student Code of Conduct

- All Alamo Colleges District's rules, policies and guidelines apply during all Alamo Colleges District's funded activities.
- Consumption or possession of alcoholic beverages is prohibited during college funded travel or activities.

Petty Cash/Travel Disbursement

- Allow 8 weeks for a travel advance to be processed.
- All disbursements are distributed to the Travel Advisor. The advisor will receive the advance through Direct Deposit, unless otherwise arranged.
- Make sure you can account for every penny of the money you are advanced.
- Get receipts for everything! Items that may require receipts: luggage fees, parking/valet fees, gas for rental and on site event registration.
- Avoid mixing travel money with personal money.

Registration

- Must be paid by a Department of Student Life P-card holder or by check from Accounts Payable if using college funds at least three weeks in advance.

Lodging

- Hotel reservations usually require a credit card. The group traveling will manage this responsibility. If you are funded by the college, the lodging will be covered in the travel advance. 2 students per room (minimum) and advisor has his/her own room - no assigning co-ed rooms.
- You must submit a Tax-exempt form for your lodging, or you will be held responsible for the uncovered taxes. Pick up a copy at the Department of Student Life.
- Make sure your hotel/motel receipts show a \$0.00 balance.

Items Paid in Advance

- Event registration, air and ground transportation and most meals.

Meals

- Each participant must complete a per diem receipt to receive cash. Students are not required to submit receipts for per diems.
- No per diems for day trips.

Transportation

- Transportation will be provided for travel beyond 25 miles of San Antonio.
- Van reservations are secured through the Department of Student Life when using college funds.
- Gas is provided for District owned, leased or rented vehicles. The expenses for gas are reimbursed.
- Air travel is reserved using an Alamo Colleges District's p-card by a Department of Student Life staff member.
 - An advisor must travel with students
 - All participants must travel together

Return

- **Within 10 working days** of completing your trip, return any remaining cash to the business office.
- Make copies of all receipts from the trip.
- Submit the original receipts (business office, hotel receipts, parking, etc.) to the Department of Student Life for reconciliation.
- Schedule your student body presentation.

ST. PHILIP'S COLLEGE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association** (SGA) is made up of elected officers and representatives of all student organizations. The Student Government Association is the premier student leader advocacy group at St. Philip's College. Their purpose is to represent the interest of the student body to the administration, faculty, and staff. They fulfill this purpose by participating in the College Leadership Team Meeting, college retreats, and serving on college committees. The SGA conducts surveys and hosts forums to gather input and feedback from students. That information is used to help inform the administration of the student body's position, opinions or ideas. Finally, the SGA serves the student body through various programs, events and activities.

For more information or to get involved in the Student Government Association visit the SGA office in the Turbon Student Center Room 209 or call (210) 486-2249.

2018 – 2019 SGA LEADERSHIP

EXECUTIVES

Interim President	Angelia Jacobs
Vice President (MLK)	Dorathy Tarpeh
Vice President (SWC)	Yvette Martinez
Secretary	Brianna King
Historian	Equere "Kae" Ekaete
Parliamentarian	Ali Al Siddiqui
Treasurer	Geraldine Anderson
Commissioner	Keiko Stanberry
Commissioner	Geraldine Anderson
Commissioner	Shelby Watts
Commissioner	Sandra Trevino

ST. PHILIP'S COLLEGE STUDENT ORGANIZATIONS

Basketball (Men/Women)
Collegiate 100 (C100)**
Culinary,
Hospitality, and
Tourism
(C.H.A.T.)
SPC Cyber Tigers
Engineering World
Health (EWH)
Eureka Science Club
Future Latino Leaders for
Change (FULLC)**
I Am Woman
LVN to AND Mobility
Program Student Nursing
Organization
(LAMPSNO)
Math and
Engineering Club
Music and Art
Club (MAC)
National
Association of
Home Builders
(NAHB)**
Occupational Therapy
Assistant Student
Organization (OTA)
Phi Theta Kappa**
Philosophy Club
Physical Therapy
Assistants
Respiratory Care
STEM
Spirit & Pride Crew

Student Government
Association **
Tiger 1 Electric Car Club
Tiger Spirit Squad
Tiger Techs Automotive
Club
T.I.G.E.R. Club
Vocational Nursing
Student Association
(VNSA)
Welding

****Chartered Student Organizations** are organizations that are established by a College Office or Department to support the ongoing interest of St. Philip’s College. Membership is limited to students who have displayed a level of success as a student and who personify the character and integrity of St. Philip’s College. Members of Chartered Student Organizations must participate in College wide activities to include: New Student Convocation, Welcome Week, Club Rush, Homecoming, Martin Luther King March, Annual Golf Tournament, Culture Fest, Juneteenth Parade and the Caesar Chavez March. In addition, each organization is responsible serving on college committees related to their charter and purpose.

Categories of Student Organizations

Chartered Student Organizations have the same Rights and Responsibilities of Registered Student Organization. However, because of the nature of their relationship to the college, Chartered Student Organizations are allowed additional benefits:

- Use of the SPC Logo on printed materials and correspondences
- Use the words “St. Philip’s College” as part of the organization’s name
- Special Renewal and Reapplication Processes
- Resources and privileges of the sponsoring Office/Department

Registered Student Organizations are organizations that are established by a group of students who share a common interest.

All rules apply.

Interest Groups are organizations that have fewer than the required number of members to be a Registered Student Organization or did not meet the registration deadline; but, are allowed to function in a limited capacity to bolster interest, recruit members or await approval for the next semester.

This level does not require an advisor; does not get a SSF allocation; and cannot have fundraisers. They are allowed to assemble on campus and reserve space.

Chartered Student Organization Process

This is an organized procedure whereby a recognized St. Philip's College student organization may apply for chartered student organization status. The following are requirements for all chartered organizations:

Step 1: Secure Department Sponsorship. An Academic or Student Services Department must accept the responsibility for assisting students in organizing and maintaining a chartered student organization by agreeing to support, supervise, and advise their activities. Submit a letter of support for Charter from each of the following:

- Department Chair
- Dean
- Vice President of Division

Step 2: Develop Organization Mission: The mission of the student organization must align with and support the mission of the Department and the mission of the college as a whole.

- Describe how the student organization aligns its mission to that of the sponsoring department and the college.

Step 3: Establish GPA Requirements for Members. Chartered Student Organizations (CSOs) are held to a higher standard than other student organizations. Included in those higher expectations are minimum grade point averages for members and officers. It is the expectation that the chartered organizations, in consultation with the sponsoring department, determine the minimum GPA for officers. The Department of Student Life requires a minimum of 2.25 GPA for officers. All minimum requirements should become part of the Constitution for that chartered organization. Other higher expectations may include exemplary conduct and civic responsibility involvement.

Step 4: Establish Functions and Constitution. To qualify as a chartered student organization, the functions of the student organization would generally be performed by the college if the group did not exist.

- Describe what functions the organization will carry out on behalf of the college.
- Letter of support from sponsoring department that describes access to resources to include: office space, supplies, advisory support from 2 FT employees (faculty or staff) and commitment to ensuring continuity and sustainability of student organization.
- Refer to page 10 of CSO/RSO Handbook for information on organizations that do not fulfill their responsibilities of being a CSO/RSO.
- Submit a copy of the organization's constitution reflecting minimum standards, functions, expectations of Chartered Student Organizations.

Step 5: Submit Required Documents to Department of Student Life. The recognized student organization requesting chartered status must be a registered student organization in good standing for a minimum of five consecutive years.

- Department of Student Life Registration
- The student organization must submit meeting agendas and minutes demonstrating continuous activity for five consecutive years.
- A sustainability plan to include: recruitment of new members, retaining of returning members, and succession plan for officers.
- Provide evidence (photos, letters of support, etc.) of participation in college wide activities (see below) during the three consecutive years.

**Chartered Student Organizations are organizations that are established by a College Office or Department and receive approval from the Vice President of Student Success to support the ongoing interest of St. Philip's College. Membership is limited to students who have displayed a level of success as a student and who personify the character and integrity of St. Philip's College. Members of Chartered Student Organizations must participate in College wide activities to include: New Student Orientation, Welcome Week, Club Rush, Homecoming, Martin Luther King March, Annual Golf Tournament, CultureFest and the Caesar Chavez March. In addition, each organization is responsible serving on college committees related to their charter and purpose.

Student Organization Important Dates

Renewal/Registration	Important Dates
Academic Year Priority Registration Begins	First Day of Class
Academic Year Registration Deadline	September 15 – Fall February 15 - Spring
Training & Workshops	
Student Organization Executive Training Presidents, Vice-Presidents, Treasurer, & Secretary	October, February & Online
Student Services Fee Allocation Training	September
Mandatory Advisor Training	October, February & Online
Monthly Lunch & Leads Sessions (for Officers, Members & Advisors)	Monthly (subject to change based on SPC/DSL calendar of events)
New Member Training	October, February & Online
Fundraising	
Fall Window	September 15 - November 30
Spring Window	January 25 – April 22

Compliance Checklist & Helpful Documents

Checklist	Date Completed
Paperwork <ul style="list-style-type: none"> • Application • Current Roster • Constitution • Advisors 	
Members (Submit Roster with application) <ul style="list-style-type: none"> • Executive • General • 2.0 Minimum GPA 	
Organization Meetings (at least 2 per semester) <ul style="list-style-type: none"> • Attendance • Agenda • Minutes 	
Training Workshops <ul style="list-style-type: none"> • President & Vice-President • Treasurer • Members • Advisors 	
SGA Representative	
40 points of service to the college per semester: <ul style="list-style-type: none"> • New Student Convocation and Expo (Aug./Jan.) • Welcome Week (Aug./Jan.) • Club Rush (Aug./Jan.) • Homecoming (Oct.) (Game Night, Pep-Rally, Blue & White Dance) • MLK March (Jan.) • Caesar Chavez March (March) • Community Garden (Second & Fourth Saturday) • Juneteenth Parade (June 19) 	
CultureFest (April)	
Department of Student Life Approval	

SAMPLE CONSTITUTION

PREAMBLE

States the purpose and goals of the group.

ARTICLE I---NAME

States the official name of the organization.

ARTICLE II---MEMBERSHIP

States the requirements for membership and size limitation (a minimum of ten (10) members).

ARTICLE III---OFFICERS

Contains the list of officers, their term of office and the qualifications and duties for its officers.

ARTICLE IV---EXECUTIVE COMMITTEE

Outlines the structure of the executive committee (board or council), the method of selection and their term of office. Provisions for vacancies of officers or executive members should be specified in this article or in the by-laws.

ARTICLE V---ADVISORS

Students will submit their recommendations for advisors. However, all recommendations must be approved by the Director of Student Life.

ARTICLE VI---MEETINGS

Designates the regular meeting dates and times and provisions for calling special meetings.

Each organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order. (Usually stated in the by-laws).

After an amendment, insert the date that it was passed in parenthesis.

Provisions for the disbursement of funds in case the organization becomes defunct (ie. all remaining monies are to be given to some specific charitable organization or scholarship fund at St. Philip's College).

RECOMMENDED DUTIES OF OFFICERS

Any organization has the right to specify the duties and responsibilities of its officers. Yet certain duties are almost always given to key officers, normally including the following, which are not all inclusive:

President

- To call meetings.
- To preside over meetings.
- To appoint committees and individuals for special assignments.
- To represent the club in dealing with outsiders.

Vice President

- Presides over meetings in President's absence.
- Certain assigned duties (social chair, membership campaigns).

Secretary

- Keeps written account (minutes) of each business meeting,
- Reads minutes at meetings.
- Official club correspondence.
 - a. checks roll
 - b. writes announcements and invitations

Treasurer

- Handles all money
 - a. dues
 - b. fund-raising
- With proper documentation, deposits funds at the Bursar's Office.
- Gives Treasurer's report.

Student Government Representative

- Attend All SGA meetings.
- Serve on SGA committees.
- Report back to organization updates and information.

Other officers and duties should be spelled out in the club's constitution.



STUDENT REQUEST FOR LEAVE

Organization: _____
Purpose of Trip: _____
Destination: _____
Date and Time of Departure: _____
Date and Time of Return: _____

Names of Student(s) attending the Conference or Field Trip:

Name	Banner ID#	GPA
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVALS

_____ Advisor Traveling	_____ Date
_____ Dr. Angela McPherson Williams, Director of Student Life	_____ Date
_____ Dr. Paul Machen II, Dean of Student Success	_____ Date
_____ Dr. Mordecai Brownlee, Vice President of Student Success	_____ Date

OUT OF STATE TRAVEL

_____ Dr. Adena Williams Loston, College President	_____ Date
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Attach any supporting materials in regard to the conference or trip.

