



# Student Organization Handbook



# Student Organization Handbook Index

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Revised 1/1/2026

# Introduction

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Welcome to the *Randolph Community College Student Organization Handbook!*

At RCC, we believe that student involvement is a powerful part of the college experience. Whether you're starting a new organization or stepping into a leadership role, this handbook is here to guide and support you. It contains everything you need to successfully organize, manage, and grow a student group – from initial planning to long-term impact.

Student organizations play an essential role in creating a vibrant, connected campus community. They offer opportunities to lead, serve, and make lifelong connections. RCC is proud to support your efforts as you build something meaningful both for yourself and your fellow students. How this handbook will be helpful:

1. **Starting a New Organization** - Clear steps for becoming a recognized RCC student organization and guidance on writing a constitution, finding an advisor, and recruiting members.
2. **Leadership & Team Development** - Support for building strong leadership teams and setting shared goals, and tools for communication, collaboration, and conflict resolution.
3. **Event Planning & Campus Engagement** - RCC-specific processes for event approval, space reservations, and promotion, and tips for creating inclusive, well-attended activities that enrich campus life.
4. **Funding & Budgeting at RCC** - Instructions on applying for funding through the Student Government Association, and help with budgeting, fundraising, and financial reporting.
5. **RCC Policies & Procedures** - Easy-to-understand explanations of college rules and expectations, and information on student conduct, safety, and accountability.
6. **Communication & Outreach** - Ideas for connecting with students, faculty, and the wider RCC community.
7. **Quick Help & FAQs** - Answers to common questions, and who to ask and where to go when you need help fast.

We're so glad you're taking an active role in campus life at Randolph Community College. If you ever have questions, ideas, or need support, the Student Life and Recruitment office is always here to help. We're excited to see what you'll accomplish!

--- *RCC Student Life and Recruitment*

# RCC Policy on Student Clubs and Organizations

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The following policy can be found in the RCC Personnel Handbook here:

<https://www.randolph.edu/policy-manual/xii-student-services/d-7-student-matters-organizations.aspx>

To state the College's policy regarding student clubs and organizations:

*Randolph Community College supports student participation in organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the Vice President of Student Success or designee. Organizational goals should support the interest and goals of the institution. The Vice President of Student Success will forward all approved club requests to the Student Government Association (SGA). The SGA must approve the club request before they can hold meetings.*

*Organizations will not discriminate based on race, color, religion, creed, political affiliation, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local antidiscrimination laws (I D – Equal Opportunity Policy).*

*Organizations must be self-supporting. SGA can assist with seed money for new clubs, and generally will give recurring funding to clubs each academic year. However, SGA will not be responsible for funding all club activities and functions. Joint SGA and organization activities can, however, be requested.*

*All organizations **must** have an advisor who is an RCC employee willing to supervise and participate in activities.*

*Organizations may not enter contracts for goods and services without the expressed permission of the RCC advisor and Vice President of Student Success or designee.*

*Organizations must maintain their financial accounts with the college business office. Accounts may not be maintained with external banks (North Carolina General Statute Section 115D-58).*

*Organizations must conduct all fundraising activities in accordance with the college fundraising policy (IV D – Internal, External and Non-College-Related Fundraising Policy).*

*Organizations that do not hold formal meetings at least once per semester may be terminated by the Vice President of Student Success. Such organizations will then be required to request reorganization to begin holding meetings.*

*Any organization that allows illegal or otherwise improper activities or behaviors will be terminated by the Vice President of Student Success. Consequently, requests for reorganization will be made.*

*Organization activities to include but not limited to cook outs, forums and other supported activities must be sanctioned by (1) the SGA, (2), the specific RCC advisor, and (3) the Vice President of Student Success or designee.*

*All major activities will require an outline of events to include a budget, if appropriate, and be submitted to the Vice President of Student Success for approval no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget to be submitted to Vice President of Student Success no later than one month prior to the event.*

**-END POLICY-**

# Creating a New Student Organization

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## ***Introduction***

Student organizations at Randolph Community College (RCC) serve as a cornerstone of student life and contribute meaningfully to the overall collegiate experience. These groups offer students valuable opportunities to connect with peers, pursue shared interests, and participate in activities that extend learning beyond the traditional classroom environment.

By joining or forming student organizations, students can engage with a diverse community, foster personal and professional growth, and explore leadership roles. These experiences enhance interpersonal communication skills, promote civic responsibility, and provide a platform for creativity and initiative. Student-led organizations also encourage collaboration, cultural awareness, and inclusivity—key elements that enrich the broader campus culture.

Participation in student organizations is not just an extracurricular activity—it is an educational experience that complements academic success. These groups contribute to a dynamic, inclusive, and vibrant college environment by supporting diverse perspectives and amplifying the voices of our student body. Through their initiatives and activities, student organizations help build a stronger, more connected community at RCC.

## ***Criteria for New Student Organizations***

To ensure the quality and integrity of student organizations at RCC, the following criteria must be met for a group to be officially recognized as a student organization:

- **Active Student Membership:** All officers and members of the organization must be currently enrolled students at RCC. The organization should maintain a consistent membership base to sustain its mission and activities.
- **Faculty/Staff Advisor Requirement:** Each organization must identify a full-time or part-time faculty or staff member of RCC who is willing to serve as an advisor. The advisor plays a critical role in supporting the group, offering guidance, and is expected to attend meetings and activities as needed.
- **Student Leadership:** Decision-making authority, leadership responsibilities, and operational control of the organization must reside with student members. While advisors offer support, it is the students who are expected to lead and shape the organization's direction.
- **Compliance with College Policies:** All student organizations must operate in accordance with RCC's policies and procedures, including those related to nondiscrimination, student conduct, and use of facilities. Organizations must also comply with state and federal laws.

In alignment with federal and state guidelines, the College does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, political affiliation, veteran status,

sexual orientation, or gender identity. This commitment extends to all aspects of college life, including the formation and operation of student organizations.

### ***Steps to Establishing a Student Organization***

To form a new student organization at RCC, students must complete the following steps:

1. **Initial Consultation**

Schedule a meeting with the Student Government Association (SGA) Advisor or designated Student Life staff member. During this meeting, students can discuss the concept of the organization, its goals, and how it aligns with the values and mission of RCC.

2. **Secure an Advisor**

Identify a full-time or part-time RCC faculty or staff member who agrees to serve as the organization's advisor. Advisors are essential in providing administrative guidance, ensuring compliance with college policies, and helping students navigate organizational challenges.

3. **Complete the Application Process**

Submit a completed "New Club Application Form" to the Student Life and Recruitment office. This form must include essential information about the organization's mission, membership, leadership structure, and proposed activities. The form is available online at: [https://randolphcc-my.sharepoint.com/:w/g/personal/bawatt.randolph.edu/ERoeckLsDI5CgttPxQcpLLoB6KnmNbCKUwMi\\_ba1LDdGfQ](https://randolphcc-my.sharepoint.com/:w/g/personal/bawatt.randolph.edu/ERoeckLsDI5CgttPxQcpLLoB6KnmNbCKUwMi_ba1LDdGfQ)

4. **Advisor and Student Life Staff Meeting**

After submission, a meeting will be arranged involving the Student Life and Recruitment staff, the proposed advisor, and the applicant(s). This meeting ensures mutual understanding of responsibilities, policies, and expectations for the new organization.

5. **SGA Presentation and Approval**

The final step is to present the proposed organization to the Student Government Association for review and formal approval. This presentation should clearly articulate the organization's purpose, intended impact, and plans for student engagement.

Once these steps have been successfully completed and SGA approval is granted, the organization will receive formal recognition from Randolph Community College. Without this recognition, the group will not be permitted to reserve campus facilities, conduct meetings, or access other privileges provided to registered student organizations.

### ***Annual Registration and Renewal***

To remain in good standing, each student organization must renew its registration annually. The faculty or staff advisor must complete this process with a Student Life member during the summer term. The deadline for registration will be established and communicated by Student Life and Recruitment staff.

Failure to register by the stated deadline may result in the suspension of funding, forfeiting funds being held in college accounts, and other privileges. Registration may be denied or revoked under any of the following circumstances:

- The application includes false or misleading information.
- Organization members or officers are not currently enrolled RCC students.
- The organization lacks a full-time or part-time faculty/staff advisor.
- The group violates college policies or fails to comply with local, state, or federal laws.

### ***Benefits and Privileges of Recognition***

Official recognition as a student organization provides access to a wide range of benefits designed to support student success and organizational growth. These include:

- **Use of Campus Facilities:** Student organizations may reserve campus spaces for meetings, events, and activities at no charge, subject to availability and college policies.
- **Facility Access for Events:** Organizations may request access to assigned college facilities for larger gatherings, special programs, and other approved events.
- **Use of RCC Name:** Recognized groups may use “Randolph Community College” in the name of the organization, consistent with branding guidelines and with the understanding that it does not imply endorsement by the College.
- **Access to SGA Funding:** Recognized organizations may apply for funding through the Student Government Association, subject to budget availability and application procedures.
- **Fundraising Opportunities:** Groups may conduct approved fundraising activities on campus to support their mission and events.
- **Promotional Support:** Recognized organizations may be included in college publications, marketing materials, and the RCC website to increase visibility and engagement.

### ***Use of College Name, Facilities, and Representation***

While the College permits recognized organizations to use its name and facilities, this permission does not equate to official sponsorship or endorsement of the organization or its activities. The following guidelines apply:

- Student organizations must not present themselves as agents or representatives of RCC.
- The College name and facilities may only be used with respect and in compliance with College policies.
- No student organization may enter into agreements, make purchases, or otherwise commit the College to any financial or contractual obligations without prior written approval from authorized College officials.

## ***Liability and Responsibility***

Student organizations are considered independent student-led entities. As such, RCC assumes no responsibility or liability for the actions, decisions, or events of any student organization. All risk and liability resulting from the organization's existence and activities are solely borne by the organization and its members.

By registering with the College, each organization and its members agree to indemnify and hold harmless Randolph Community College, its employees, agents, and successors from any and all claims, damages, legal actions, or financial obligations that may arise as a result of their activities or operations. This includes, but is not limited to, lawsuits, injuries, property damage, and contractual disputes.

## ***Student Code of Conduct Compliance***

Registered student organizations are required to uphold the same standards of conduct as individual students. All members and leaders are expected to adhere to RCC's Student Code of Conduct, as well as applicable laws and college policies. Violations may result in disciplinary action, including:

- Probation: Temporary restriction of organizational privileges, either in part or in full.
- Suspension: Removal of recognition and privileges for a specified time period.
- Revocation: Permanent withdrawal of the organization's recognition and privileges.

If an organization is placed on probation twice within a single academic year, its recognition will be automatically revoked.

Additionally, individual members of a student organization may be held accountable for their actions separate from the organization itself. Misconduct or violations by individual members may result in individual disciplinary procedures in accordance with the College's Student Code of Conduct.

# Student Organization Advisors

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## ***Advisor Responsibilities***

Advisors play a vital role in supporting student organizations and helping them achieve long-term success. At a two-year institution like Randolph Community College, where student leadership may change frequently, the advisor provides essential continuity and institutional knowledge. Advisors are expected to be familiar with college policies and procedures related to student organizations and to serve as a resource and liaison between the organization and the College. Advisors who need assistance or clarification on institutional guidelines should contact a Student Life and Recruitment representative.

## ***Advisor Expectations***

Advisors are expected to:

- Be knowledgeable of College policies and procedures to ensure accurate guidance is provided to the organization. Advisors act as the primary point of communication between the student organization and the College administration.
- Be familiar with the Student Organization Handbook and any other institutional documents outlining expectations for student behavior, event planning, and campus involvement.
- Monitor the organization's budget. Each organization has a Student Activities club account managed by the RCC Business Office. Advisors must authorize all transactions related to this account. Off-campus accounts are not permitted. Advisors should work closely with the organization's Treasurer to maintain sound financial practices.
- Attend all regular and special meetings of the organization to remain informed, provide support, and offer input when appropriate. Student organizations should meet as often as needed to fulfill their goals, typically on a weekly or monthly basis.
- Support the leadership development and personal growth of student members, and assist in identifying and mentoring future leaders within the organization.
- Ensure all institutional requirements are met in a timely manner, including verifying the academic eligibility of student officers and assisting with organizational compliance and documentation.
- Stay informed of all organizational activities and events. Advisors should participate when possible and ensure all events are planned and conducted in accordance with College procedures.
- Uphold and reinforce College policies regarding prohibited items and behavior, including the use, possession, or presence of alcohol, tobacco, illegal drugs, or controlled substances at College-sponsored activities, whether on or off campus.
- Support the autonomy of student leaders by allowing them to guide the organization's goals, programming, and direction, while ensuring adherence to institutional guidelines.

- Assist the organization in establishing goals and planning events, offering input and suggestions that help members grow as effective student leaders.
- Be regularly available to attend general meetings and provide support and consultation outside of scheduled meetings as needed.

# What Students Should Know About Advisors

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## *How to Select an Advisor*

Student organizations are responsible for selecting an advisor who supports the group's mission and values. Advisors may be chosen from any department within the College and should be full-time or part-time employees. The standard advisor commitment is for one academic year, though this can be renewed annually.

The relationship between the organization and its advisor should be built on mutual respect and shared expectations. It is the responsibility of both the student leaders and the advisor to define their working relationship in a way that supports the success and sustainability of the organization.

## *Working with Your Advisor*

To maintain an effective and productive relationship with your advisor, student organizations should:

- Share meeting and event schedules with the advisor in advance so they can plan to attend and stay informed.
- Obtain the advisor's signature on all forms related to events, activities, and funding requests. Advisor approval is required for organizational paperwork.
- Respect the advisor's judgment. Advisors may say "no" if a proposal or idea does not align with College policies or organizational responsibilities.
- Seek your advisor's guidance on institutional policies and procedures. They are a key resource in navigating College systems.
- Define mutual expectations. Schedule a meeting early in the year to clarify roles, responsibilities, and communication preferences.
- Use your advisor as a sounding board. Before presenting new ideas to the entire organization, discuss them with your advisor for feedback and perspective.
- Maintain open communication. Establish a consistent method of staying in touch—email, meetings, or check-ins. If your advisor cannot attend a meeting, a designated officer should promptly brief them on what was discussed. For formal business to occur, your Advisor must be present to ensure adherence to college policies.
- A strong advisor-student relationship contributes to the long-term health of the organization and supports leadership development for all members.

# Student Officers and Responsibilities

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Each organization is recommended to operate with a minimum of three to four officer positions: President, Vice President, Secretary, and Treasurer. Duties may be assigned as needed to other positions. Additional positions may be added to the organization's discretion. Listed below are the basic duties and responsibilities of officers. This is only a guideline, as each student organization should create their own duties and responsibilities as appropriate.

## *President*

- **Provide Leadership and Direction:** Oversee the organization's overall goals and activities, ensuring alignment with the college's mission and policies.
- **Preside Over Meetings:** Lead regular and special meetings, maintaining order and encouraging member participation.
- **Represent the Organization:** Act as the official spokesperson in communications with college officials, advisors, and external partners.
- **Coordinate with the Executive Team:** Work closely with other officers to plan initiatives, delegate tasks, and monitor progress.
- **Ensure Compliance:** Make sure the organization follows all Randolph Community College guidelines, submits required forms, and meets deadlines.

## *Vice President*

- **Support the President:** Assist the President in all leadership responsibilities and step in when the President is unavailable.
- **Oversee Committees:** Manage and support committee chairs to ensure goals are being met efficiently.
- **Coordinate Internal Operations:** Help plan and implement programs, events, and internal processes.
- **Facilitate Member Engagement:** Help keep members informed, motivated, and involved in activities and meetings.
- **Monitor Progress:** Track goals, initiatives, and tasks, providing updates to the President and members.

## *Secretary*

- **Record Meeting Minutes:** Accurately document discussions, decisions, and action items from each meeting.
- **Maintain Records:** Keep organized files of the organization's documents, including member rosters, event logs, and correspondence.

- **Handle Communications:** Send out meeting reminders, agendas, and other notices to members in a timely manner.
- **Manage Documentation:** Ensure all required forms, reports, and official paperwork are completed and submitted.
- **Support Organizational Memory:** Maintain a historical record to aid future officers during transitions.

### *Treasurer*

- **Manage the Budget:** Develop, maintain, and report on the organization's financial plan in collaboration with the executive board.
- **Track Expenses and Income:** Keep accurate records of all financial transactions and ensure transparency.
- **Request and Distribute Funds:** Handle fund requests, deposits, and reimbursements in accordance with RCC procedures.
- **Fundraising Oversight:** Assist in planning and managing fundraising activities, ensuring compliance with college policies.
- **Report Financial Status:** Provide regular financial updates to the organization and submit required reports to the advisor.

# How to Write a Student Organization Constitution

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You may use the Student Government Association Constitution as a template to develop bylaws for your organization or the template found below this section. Feel free to modify it to suit your organization's needs and policies.

Initial adoption of bylaws requires a majority vote of the membership present at an organization meeting. You can adopt the bylaws in their entirety in a single motion or vote section by section. Once adopted, bylaw amendments normally require advance notice, and a two-thirds vote for adoption. Unlike Standing Rules, bylaws cannot be suspended, even by unanimous vote.

It is good practice to distribute paper or electronic copies to all your members on an annual basis and to keep a current copy on file with your minutes.

## ***What is a constitution?***

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. The constitution provides a foundation and a set of rules that will help to ensure the smooth operation of your organization.

## ***Why should we have a constitution?***

Every registered student organization at Randolph Community College must file a current copy of their constitution with Student Life and Recruitment. A copy should be filed promptly if the document changes during the year. Your constitution serves an important purpose for your organization. The process of writing a constitution should help to:

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

Constitutions may seem like a burden to create, but if you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of a constitution will be a much easier and more rewarding experience.

## ***What should we include in our Constitution?***

A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers. The following is a list of items that must be included in your constitution as well as sample wording you may use.

## ***Name of Organization***

- The name of this organization shall be . . .

## ***Purpose***

- The most important part of any constitution is its purpose statement. Why does the organization exist? The purpose statement can also serve as a mission statement that can guide the work of your members.

## ***Membership Requirements***

**NOTE:** All student organizations at Randolph Community College must be open to all currently enrolled students, regardless of academic program, major, background, or other distinguishing characteristics. Organizations may not restrict membership based on programs of study or department affiliation.

However, student organizations may establish and enforce academic eligibility requirements, such as a minimum GPA for officers or general membership, as long as these standards are applied consistently and are clearly stated in the organization's governing documents.

- These are the specific requirements and responsibilities that are necessary for one to be eligible to join the organization.
- Some questions about membership to consider:
  - *Who is eligible for membership? Will there be different categories of membership? What are the rights of the different members? How can a member be removed (GPA, non-attendance, etc.)?*
- Sample Wording for the Membership section:
  - *Membership in this organization is open to all RCC students and will not be restricted on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation.*

## ***Officers***

- All officers must be currently enrolled students at Randolph Community College. The constitution should state how to become an officer, the various titles to be held, the selection process for these positions and a specific listing of each officer's duties.
- Some questions about Officers to consider:
  - *Who are the officers and who may qualify for each office? What are the duties of each officer? What procedure is to be followed in the event of a vacancy? How may an officer be removed?*
- Sample Wording for Officers section:
  - *Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. The term of office will be one*

*full year. The Executive Board of this organization is comprised of all recognized officers. The Executive Board shall meet in addition to regular organization meetings. The Executive Board shall appoint committees if they are needed to carry out organizational goals.*

### ***Elections/Voting***

- Every organization must have a standardized procedure for voting and elections in order to ensure continuity from year to year. Include eligibility, nomination and election process, and process for impeachment and replacement of officers in the procedure. The constitution should state how various decisions are made in the group and what type of vote is required to enact decisions.
- Some questions about Elections/Voting to consider:
  - *How often are elections to be held? How are nominations to be made? Who is eligible to run for an office? How is an election to be determined? By what means and how far in advance will nominations and/or elections be announced and/or members notified?*
- Sample Wording for Elections/Voting section:
  - *Elections are held once a year, one month prior to the conclusion of the academic year. Nominations are to precede Elections by two weeks. Any member that has been active with the organization for one or more semesters can run for office. Through a majority vote, a person can be elected to office. Members must be notified at least six weeks prior to the nomination period to prepare.*

### ***Meeting Procedure***

- The constitution should state when regular meetings are held and how to call special meetings. In order to conduct orderly meetings where all pertinent business within your organization gets addressed a procedure for conducting business should be established. Be sure to establish a quorum number for indicating the number of members required to be present prior to being able to conduct business.
- Some questions about Meeting Procedures to consider:
  - *How often will meetings be held? How will members be notified of such meetings? Who is eligible to vote at meetings? What constitutes a quorum at meetings (or elections)? (A quorum is the absolute number of members or the percentage of members required to be in attendance or to vote in order to conduct business).*
- Sample Wording for Meeting Procedures:
  - *The organization shall hold regular meetings during the academic term except when holidays, examination periods or other events make meetings impractical. Organization meeting day / time will be determined in the beginning of each semester by a  $\frac{3}{4}$  vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the*

*secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer.*

## **Finances**

- Some questions to consider about Finances:
  - *Will dues be required and if so, how much, how often, and to who are they paid? Who is responsible for collection and disbursement of funds? Who may authorize expenditures?*
- Sample Wording for Finance Section:
  - *The Treasurer shall maintain all financial records and shall co-sign with the president and advisor for all organization transactions. All financial accounts shall be established through the Randolph Community College Business Office.*

## **Committees (Optional)**

- Most organizations work through a committee system. In this section the standing and ad hoc committees should be described and their functions outlined. If you don't know which committees you will have, then grant the authority to develop them.

## **Advisor (Optional)**

- Some questions to consider for the Advisor section:
  - *What is her/his role in the organization?*
- Sample Wording for Advisor Section:
  - *The advisor shall be a full or part-time faculty or staff member at Randolph Community College. The advisor will assume the responsibilities outlined in this constitution and this Randolph Community College Student Organization Handbook.*

## **Authority/Supremacy**

- All student organizations are subject to the policies and procedures of Randolph Community College. Your constitution needs to include a statement about your group's responsibility to operate in accordance with these policies.

## **Amendments**

- As your organization evolves, certain parts of your constitution will need to change and evolve with it. That is why a procedure for creating amendments needs to be included in every constitution.
- Some questions to consider:
  - *By what procedure will amendments be proposed, discussed, etc.? How will such an amendment be incorporated into the Constitution? If by a vote, by what majority?*
- Sample Wording for Amendments section:
  - *Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendments will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of  $\frac{3}{4}$  of the general membership is required.*

## ***Ratification***

- Before a constitution can be fully utilized by an organization, it must have the support of the full membership. Thus, the membership must vote on passage of the constitution. The constitution must include the date it was ratified (adopted by the organization).
- A question to consider:
  - *By what process will the Constitution go into effect?*
- Sample Wording for Ratification section:
  - *This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership on this day September 30, 2025.*

Adapted from:

*\* Guidelines for Student Organizations: The Center for Student Involvement and Leadership, Appalachian State University. /*

*\*How to Write a Student Organization Constitution, Southern New Hampshire University.*

# Bylaws – Sample Template

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[Name of Organization] at Randolph Community College

## **Article I: Name**

**1.1:** The name of this organization shall be [Name of Organization] at Randolph Community College.

## **Article II: Purpose**

**2.1:** The purpose of this organization is [insert organization’s mission or purpose statement].

## **Article III: Authority**

**3.1:** This organization is a registered student organization at Randolph Community College and adheres to all campus policies as set forth in the Randolph Community College Student Code of Conduct and the Randolph Community College Student Organization Policies and Guidelines.

## **Article IV: Membership**

**4.1:** Membership in this organization is open to all students enrolled at Randolph Community College. Randolph Community College does not discriminate based on race, color, national origin, religion, sex, age, disability, pregnancy, political affiliation, veteran status, sexual orientation or gender identity in any of its programs, activities or services.

## **Article V: Officers**

**5.1:** The officers of the [insert name of student organization] shall be a President, Vice President, Secretary, and Treasurer. (Insert the name of additional officers if there are more or change the name to make them reflect what the organization will call them.)

**5.2:** List duties of all elected or appointed officers.

**5.3:** Qualifications necessary to hold office in the [insert name of the organization] are as follows...

## **Article VI: Elections**

**6.1:** Elections are held near the end of spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

**6.2:** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

**6.3:** Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.

**6.4:** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

## **Article VII: Executive Board/Committees**

**7.1:** The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting members.

**7.2:** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to act when action must be taken prior to the next meeting.

**7.3:** The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so, any actions taken by the Executive Committee may be rescinded or modified by membership by a majority vote.

**Article VIII: College Advisor(s)**

**8.1:** The advisor shall fulfill the responsibilities specified in the Randolph Community College's Student Organization Handbook.

**Article IX: Meetings and Voting**

**9.1:** Regular meetings shall be scheduled [insert day if you know it], otherwise just say during the academic year.

**9.2:** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

**9.3:** Business cannot be conducted unless a quorum of membership is present. A quorum for this organization is defined as most of the voting membership.

**9.4:** Members must be present to vote. Absentee or proxy voting is not permitted.

**9.5:** To vote a member must be in good standing. State what constitutes "good standing?" This may include meeting attendance requirements, academic requirements, etc. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.

**Article X: Special Committees**

**10.1:** If you have special committees, list their names and duties.

**10.2:** Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

**10.3:** The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

**Article XI: Conduct Violations**

**11.1:** All registered student organizations are subject to policies as outlined in the college's Student Code of Conduct. A registered organization may be sanctioned if it does not comply with the policies and procedures established by the college, with state and local laws, or does not function within its prescribed purpose. If the organization is found in violation, due process will be followed to resolve the matter. If the violation continues, the organization may be sanctioned. Possible sanctions may include, but not limited to, a reprimand, probation, withdrawal of the student organization registration, a fine, or other corrective remedies.

**11.2:** If an organization is placed on probation twice within a school year, its registration will be withdrawn. Individual student organization members can be adjudicated separately from the student organization from which he or she belongs, which may include removal from office.

**11.3:** If warranted, a written charge may be filed with Student Life and Recruitment staff. Student Life and Recruitment staff shall review the charge(s) and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Student Life and Recruitment staff will work with the Executive Committee and organization advisor to determine if any sanctions are warranted.

**Article XII: Impeachment**

**12.1:** Any member may initiate an officer's removal by the following procedure:

- Acquire the signatures of 1/3 of all voting members on a petition that states the reason for removal.
- The Executive Board shall then call for a removal vote within fourteen days of the filing of the petition.
- Organization members shall be notified at least one week prior to a removal vote meeting.
- At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
- Removal from office requires a vote of 2/3 of all voting members.

**Article XIII: Vacancy of Office**

**13.1:** In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

- The President shall call for an election within fourteen days after vacancy of any office.
- Elections shall be conducted as stated in the bylaws.

**13.2:** Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.

**Article XIV: Amendments**

**14.1:** Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

**14.2:** Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**14.3:** A copy of any amendments to these bylaws must be updated with Student Life and Recruitment staff within two weeks after adoption. These bylaws were adopted on [insert date that you make edits] and most recently revised on [insert date of latest edits].

# Conducting Effective Meetings

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Poorly planned meetings can feel disorganized, unfocused, or unnecessarily long --- leading to frustration and disengagement. However, when properly structured, meetings serve as a powerful tool for decision-making, collaboration, and progress toward organizational goals. A well-run meeting begins with thoughtful preparation and ends with timely follow-up.

## ***Before the Meeting***

To ensure a productive meeting, take the following steps in advance:

- Reserve an appropriate meeting space.
- Arrange the room to best suit the size and needs of your group.
- Prepare and distribute a detailed agenda ahead of time.
- Contact committee members and your advisor to request reports or updates.
- Print copies of the agenda and previous meeting minutes for attendees.
- Prepare any necessary handouts or visual aids.
- Confirm your advisor's attendance.

## ***During the Meeting***

Use the agenda to stay organized and keep the meeting on track:

- Greet members by name and create a welcoming environment.
- Use a sign-in sheet to track attendance.
- Begin the meeting promptly.
- Introduce any guests or new members.
- Conduct the meeting according to the prepared agenda.
- Maintain order and keep discussions focused.
- Distribute any relevant materials.
- Announce the date, time, and location of the next meeting.
- Share any additional announcements.

## ***Leadership Attitude***

As a leader, your energy sets the tone for the meeting:

- Demonstrate enthusiasm and help create a positive atmosphere.
- Be a role model by actively listening, showing appreciation, and engaging with members.
- Respect all viewpoints and encourage constructive contributions.
- Maintain professionalism and tactfully address off-topic side conversations.

## ***Meeting Atmosphere***

Create an environment that encourages participation and collaboration:

- Provide light refreshments when possible—even small gestures like candy can foster a more relaxed, welcoming environment.
- Promote open discussion and invite feedback on agenda items. Involving members in decision-making increases motivation and buy-in.
- Keep conversations focused. Redirect or conclude off-topic or unproductive discussions respectfully.
- Celebrate member achievements and milestones. Recognize contributions, birthdays, holidays, and organizational successes to build morale and community.

### ***After the Meeting***

The effectiveness of a meeting extends beyond its conclusion:

- Prepare and distribute meeting minutes within a few days.
- Meet with officers and your advisor to review the meeting and identify any areas for improvement.
- Follow up on action items and ensure members understand and complete their assigned tasks.
- Carry over any unfinished business to the agenda for the next meeting.

# Reserving Spaces on Campus

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## *Steps to Reserving a Space on Campus*

- Step 1: The advisor must log into *25Live*, which can be found under the “General” tab on the Employee Resources page of the RCC website. If your advisor does not have a *25Live* login, please reach out to IT and request one.
- Step 2: Click *Event Form*.
- Step 3: Complete the form, including all required sections such as, Event name, Event Type, Event Date and Time, and select an Event Location based on needs.
- Step 4: Click Save, which will submit this *Event Form*.

You will receive a confirmation email when this event and location have been confirmed. Please remember to check the calendar on the *25Live* site before requesting a room to see what is available.

# Ice Breakers Ideas for Student Groups

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What are icebreakers? They are games designed for group activities that will ease introductions, boost energy levels, and spark creative ideas! Here are some quick, fun icebreakers to try with your organization.

## ***Group Juggle***

Start with one ball and throw it to others in a sequence, saying the name of each person. As the game progresses, keep adding more balls. After the group gets the hang of the game, “Warp Speed” can be applied to see how fast the group can throw the balls through the set order.

## ***Birthday Boggle***

Everyone in the group remains silent. They must put themselves in order of birthday (date, month and year), without talking. After they have gotten themselves into what they believe is the correct order, go through the line and check their dates.

## ***Open or Closed***

Have everyone sit in a circle on the floor. A book is passed from person to person. As the book is passed, each person must say whether it is being passed open or closed. Example: “I received this open, but I am passing it closed.” The leader then says whether this is true or not. The secret is discovering what open and closed really mean. The leader has established this criterion before the round has begun. Example: Open may mean wearing glasses or having legs crossed. Closed may mean no glasses or legs not crossed. Caution people not to tell when they have figured out the secret. There are many variations to this game - be creative.

## ***Beach Ball***

Get a large inflatable beach ball and use a permanent marker to write numerous funny questions on it. The resulting tool is an “icebreaker ball” that you use in a group to throw around. The person who catches it has to answer the question touching their left thumb. They say their name, answer the question, and throw it to someone else.

## ***Hum That Tune***

Each person in the group is given a small piece of paper with the name of a nursery rhyme or other song written on the paper. All of the people who are given the song must hum that tune and find everyone else singing the song. Then they form a group.

## ***Human Scavenger Hunt***

The paper will have a series of questions on it (in a bingo format – in squares). Participants are required to find another participant who can answer “yes” to a question. They must have that person sign their name within the square. The object is to meet as many people as you can and fill a “BINGO!” (A complete line horizontally, vertically, or diagonally). You can only use each participant once.

# **Becoming a Thriving Student Organization**

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Student organizations come in all varieties at Randolph Community College. Some are large, some are small, some meet regularly, and some come together only a few times a semester. Some are academically based, some are honor based, and some meet simply for a common interest.

## ***Establish your organization on campus***

Participate in campus activities like the Club Fair and events that invite student organization participation such as Fall Fest and Spring Fling.

## ***Establish a solid group of core members***

Create bylaws that hold members to certain standards, such as regular attendance and participation.

Increase member involvement by instituting executive and chair positions and creating committees to oversee certain aspects of the organization.

Recognize and reward members for achievement, participation, and overall organization commitment.

## ***Establish your organization in the community***

Include a service component as part of your organization's membership criteria and require members to complete volunteer hours within the community each semester or host your own community service event.

## ***Go beyond at your meetings***

Think outside of the box when it comes to meetings and activities. Invite speakers from the community or even theme your meetings!

## ***Establish a solid relationship with your faculty/staff advisor***

Maintain communication regarding organization meetings and other activities.

Recognize your advisors for their continued support and invite them to your events.

## ***Facilitate effective transitions with officers from year to year***

Keep your organization strong by hosting transition meetings that allow each position to pass on relevant information and documents, tips, ideas, and goals.

# Financial Information

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Clubs maintain their accounts with the business office of RCC. No off-campus accounts are permitted.

## ***Acquiring Club Funding from SGA***

SGA assists with seed monies for new clubs, and generally, will give recurring funding to clubs each academic year. This is not required of the SGA.

After SGA has approved this funding for each club, Student Life and Recruitment will release these funds directly into the club's funding accounts via a Student Life/SGA Club *Funds Release Form* submitted to the Business Office by a Student Life and Recruitment staff member.

All funds are contingent upon a registration completed yearly by the advisor of each active club and organization.

## ***Using Club Funds***

To request the use of club funds, please utilize the following steps:

1. Student clubs may make a formal motion to purchase items, provided that the total cost does not exceed the available funds in the club's account.
2. Once the motion is approved and the advisor gives consent, students may proceed with purchasing the items using their own personal funds. After the purchase is completed, the advisor must submit the *Fund Request Form* to initiate the reimbursement process.
3. The Business Office will process the reimbursement once the form is received. Students will receive their reimbursement via check, mailed to the address provided on the form. Alternatively, students who have direct deposit set up in Self-Service with their bank account information will receive the reimbursement electronically.
4. If you have questions about your account balance or the reimbursement timeline, please contact the Business Office directly.

## ***Documents to submit to the business office to request use of funds***

1. Requisition form specific to the club, provided by the business office or Student Life and Recruitment.
2. Minutes from a club meeting that shows that club members approve of the use of funds.
3. Any supporting documents for purchasing an item such as a quote or receipt.

# Funding for Student Organizations

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Student organizations can receive funding in multiple ways. See below for more information on how to acquire funds.

## ***Funding through Student Activity Fees***

This is funding received through student activity fees paid by the general student population and administered through the Student Government Association (SGA) and Student Life and Recruitment.

Student organizations may receive a modest base amount at the beginning of the Fall Semester with opportunities to earn more each semester through SGA meetings attendance and other engagement opportunities designated by Student Life and Recruitment.

Student organizations may also receive a start-up in an amount designated by Student Life and Recruitment.

## ***Criteria to Receive Funding through Student Activity Fees***

- All registered student organizations must be in good standing and must have completed the yearly registration.
- The student organization is actively meeting and contributing to the College.

## ***Receiving Earned Funds***

Funds earned throughout the semester (including SGA meetings attendance) will be verified and participation in other SGA events will be transferred into the student organization account at the end of each semester.

## ***SGA Fund Request Process***

Student organizations may make a request from SGA to receive more funding, but must meet with the SGA Advisor and SGA President to determine eligibility, following the outlined steps below:

### ***Step 1: Proposal & Motion***

- The respective club or organization must formally propose the intended purchase or event expense during their respective club meeting.
- A motion to request funds should be made, approved and recorded in the meeting minutes.

- The motion must include:
  - A description of the items or services to be purchased.
  - The estimated total cost.
  - Explanation of the need for funding and why club funds are insufficient.
  - Please be as specific as possible in terms of cost.
- A representative of the club or organization must then present the event/project idea to the SGA to request funding from the SGA.
- The SGA will then approve or deny the request for additional funding.
- If approved by the SGA, the SGA Advisor will move the funds to the organization's account. Please allow 14-21 business days for this process.

***Step 2: Purchase by Student (If approved)***

- Once the motion is approved by SGA, the student representatives from the organization may personally purchase the items using their own funds.
- Keep all original, itemized receipts for reimbursement.

***Step 3: Submit the Fund Request Form***

- The advisor must complete and submit the *Fund Request Form*.
  - The advisor should maintain access to the *Fund Request Form*.
  - Attach meeting minutes showing the approved motion.
  - Include copies of receipts or invoices.

***Step 4: Reimbursement***

- Approved reimbursements are issued via:
  - Check, mailed to the address provided on the form.
  - Or Direct Deposit, if the student is enrolled in Self-Service with bank account info on file.

# Rules Governing Student Organization Accounts

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To promote accountability, transparency, and fiscal responsibility, all student organizations are required to maintain a financial account through the Randolph Community College Business Office. This centralized system ensures that all student funds—especially those derived from student activity fees—are properly managed in accordance with college policy and best practices.

## ***Account Requirements***

All student organization funds must be deposited into a College-managed account.

- No off-campus or private bank accounts are permitted.
- Petty cash boxes, informal cash handling, or personal reimbursement systems outside of college policy are prohibited.

Student activity fees and all other funds raised or received by the organization must remain in the institutional account until officially disbursed through the College's financial processes. This system of internal controls exists to reduce the risk of error, fraud, or misappropriation and ensures compliance with applicable financial regulations.

## ***Expenditure Procedures***

All spending must be approved in advance by a majority vote of the organization's members and the organization's advisor before any purchase is made or commitment is entered into.

Receipts must be submitted to the Business Office, and purchase requests or reimbursements must follow institutional procedures. Student Life and Recruitment staff can provide guidance on forms, deadlines, and approved uses of funds.

Under no circumstances should an individual make a purchase expecting reimbursement without prior approval and confirmation of eligibility.

## ***Treasurer Responsibilities***

The organization's treasurer plays a key role in maintaining accurate and up-to-date financial records:

- The treasurer and advisor should work closely together to track all deposits, disbursements, and current balances.
- At each meeting, the treasurer should present a financial report outlining:
  - All incoming funds (receipts).
  - Approved expenditures.
  - The current account balance.

Financial reports should be shared transparently with all members, fostering trust and organizational accountability.

Monthly account reports showing itemized activity and cash balances may be requested by the treasurer and advisor via email to a Student Life and Recruitment representative. These reports should be reviewed carefully, and any discrepancies or concerns should be reported immediately.

### ***Additional Guidance and Support***

Student organization officers and advisors are encouraged to attend financial training or seek assistance from Student Life and Recruitment staff when setting up budgets, organizing fundraisers, or managing large purchases.

Organizations are expected to manage their budgets responsibly and maintain spending within their available funds. Overspending or mismanagement may result in loss of funding privileges or suspension of the organization's registration.

If leadership changes occur mid-year, a financial transition meeting with the new officers, outgoing treasurer, advisor, and a Student Life and Recruitment staff member is strongly encouraged to ensure smooth handoff of financial responsibilities.

# Student Organization Fundraising Policy

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## ***Purpose***

This policy outlines the guidelines and limitations for student organizations related to fundraising activities on behalf of the college. It ensures compliance with institutional financial controls, promotes equitable use of campus resources, and aligns student-led initiatives with the mission and values of the college.

## ***Policy Overview***

Student organizations recognized by the college are not permitted to raise or collect monetary donations or sell goods or services for any purpose. This restriction is in place to maintain transparency, ensure compliance with state and institutional financial regulations, and prevent the mishandling or misappropriation of funds.

Monetary fundraising includes, but is not limited to:

- Collecting cash or checks during events or tabling
- Accepting digital payments via apps like Venmo, PayPal, CashApp, Zelle, or GoFundMe
- Selling goods (food, merchandise, crafts) for fundraising or profit
- Selling tickets or charging admission for the sole purpose of generating profit or donations
- Providing Services (tutoring, car washes, photo booths) in exchange for money
- Soliciting funds from individuals or businesses on behalf of the organization

These types of fundraising efforts may only be conducted through officially recognized college processes or partnerships that involve the Business Office and/or College Foundation and must be approved in writing.

## ***Permitted Activities***

While monetary fundraising is not allowed, student organizations are encouraged and permitted to support their initiatives and community service goals through non-monetary activities, such as:

### **1. In-Kind Item Drives**

Clubs may host collection drives for tangible goods that serve a specific purpose or charitable cause. Examples include:

- Canned food or non-perishable items.
- Clothing, coats, or blankets.
- School supplies or hygiene products.
- Toys or holiday gifts.

These drives must clearly identify the beneficiary (e.g., local shelter, nonprofit organization, campus initiative) and must be approved in advance by a Student Life and Recruitment representative and the College Foundation.

## **2. Community Support Drives**

Clubs may organize awareness-based events or donation stations that encourage the campus community to bring items from home to support a cause. These should be promoted as voluntary and should not involve any exchange of money or goods for profit.

## **3. Partnerships for Item Donations**

Student groups may collaborate with campus departments or outside organizations to collect donated goods or offer services, provided that no money changes hands and all activities follow college guidelines.

### ***Event Approval and Oversight***

All student-led collection initiatives must be submitted to Student Life and Recruitment and the College Foundation for review and approval at least two weeks in advance of the event or campaign launch. This ensures coordination with other campus events and prevents duplication or confusion.

Student groups should be prepared to provide:

- A detailed description of the item(s) being collected.
- The name of the organization or individuals who will receive the donations.
- A timeline for the collection and distribution process.
- Any promotional materials or messaging to be used.

### ***Additional Notes***

Student organizations are responsible for maintaining accurate records of items collected and distributed.

All promotional materials must clearly state that no monetary donations will be accepted and no goods or services will be sold.

Any violation of this policy may result in the loss of club privileges or recognition.

## ***Fundraising FAQ:***

Q: Can our club raise money for our own events or activities?

A: No. Student organizations are not permitted to raise or collect monetary donations of any kind, including cash, checks, or digital payments. This includes selling items or charging for entry with the intent to raise money.

Q: Can we collect money using apps like Venmo, PayPal, or CashApp?

A: No. The use of personal or organizational accounts on digital payment platforms for fundraising is not allowed. All monetary transactions must go through approved college processes, and student groups are not authorized to manage funds independently.

Q: What kinds of fundraising activities are allowed?

A: Student organizations may host non-monetary fundraising efforts, such as:

- Item collection drives (e.g., canned goods, clothing, hygiene supplies).
- Donation drives for charitable causes involving physical goods.
- Awareness campaigns or service initiatives that do not involve collecting money

All activities must be approved in advance.

Q: Can we partner with an outside organization or business for donations?

A: Yes, but only for in-kind (non-cash) donations like supplies or items. All partnerships must be approved by the Student Life and Recruitment office before being promoted or announced.

Q: Do we need approval to run a collection drive?

A: Yes. All fundraising or collection activities—monetary or not—must be submitted to Student Life and Recruitment and the College Foundation for review and approval at least two weeks in advance.

Q: What if someone offers our club a cash donation?

A: Politely thank them and inform them that the club cannot accept monetary donations. If they still wish to support your cause, encourage them to donate goods.

Q: Can we sell items like baked goods or t-shirts to raise money?

A: No, not for the purpose of collecting funds. However, if items are being distributed for free or as part of a promotional giveaway, and the activity is pre-approved, that may be permitted. Always check with Student Life and Recruitment staff first.

# Volunteering as a Student Organization

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## ***Purpose***

The purpose of this policy is to provide clear guidelines for students and student organizations participating in volunteer and community service activities representing the institution. The policy ensures that all volunteer engagements are safe, ethical, inclusive, and aligned with the values of the college while minimizing liability for both students and the institution.

## ***Scope***

This policy applies to all currently enrolled students, recognized student organizations, and club advisors who wish to participate in or organize volunteer activities on behalf of the college—whether on-campus or off-campus, independently or in partnership with a community organization.

## ***Definition of Volunteering***

Volunteering, as defined in this policy, refers to the act of students offering their time and services to support a cause, project, event, or organization without financial compensation, either as individuals or as part of a recognized student group.

Volunteer activities include, but are not limited to:

- Community clean-up days.
- Food bank assistance.
- Clothing or supply sorting.
- Event staffing for nonprofit partners.
- Tutoring or mentoring programs.
- Campus-based service projects.

## ***Policy Statement***

Student-led volunteerism is highly encouraged as part of the college's commitment to civic engagement, community development, and leadership growth. However, all volunteer opportunities coordinated through or by student organizations must be approved and documented in advance to:

- Ensure student safety.
- Verify the credibility of the partnering organization.
- Track participation for institutional reporting.
- Ensure that volunteers understand expectations, risk, and liability.
- Uphold the institution's values and public image.

# Volunteering Requirements

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## ***Pre-Volunteering Requirements***

Before participating in any volunteer activity as a representative of the college, students and advisors must complete the following steps:

### **Step 1: Submit a Volunteer Activity Proposal Form**

Student organizations must complete and submit the *Volunteer Activity Proposal Form* to Student Life and Recruitment no later than two (2) weeks prior to the planned service event.

The form must include:

- Name and location of the service activity.
- Description of tasks involved.
- Date(s) and time(s) of service.
- Transportation details.
- Name and contact information for the host organization.

### **Step 2: Complete the Necessary Forms**

A student representative and the advisor must complete the *Volunteer Activity Proposal Form*. Only after this form has been completed, submitted and approved, will the organization be allowed to move forward with the process of volunteering.

Following the approval of the *Volunteer Activity Proposal Plan*, all participating students must complete the following:

- *College Liability Waiver Form*
  - A college liability waiver form is a document students sign to acknowledge and accept the risks of participating in certain activities. It helps protect the college from legal responsibility in case of accidents or injuries.
- *Emergency Contact Form*
  - An emergency contact form is a document that collects the names and phone numbers of people to contact in case a student experiences a medical or other emergency. Colleges use it to ensure they can quickly reach someone who can provide support or make decisions if needed.
- *Parent/Guardian Consent Form*
  - A parent/guardian consent form is used to get formal permission for a student—usually a minor—to participate in a specific college activity or event. It confirms that the parent or guardian understands the risks and agrees to let their child take part.
- *Student Conduct Agreement Form*
  - A student conduct agreement form outlines the behavior expectations for students during a specific college program or event. By signing it, students agree to follow the rules and understand the consequences of misconduct. It helps promote a safe, respectful, and responsible environment.

Every student who plans to attend the volunteer event must complete each form that is applicable to them. If the forms are not completed and submitted to Student Life and Recruitment, the student is not approved to attend the event. The organization advisor should maintain a folder with all the collected forms.

### ***During the Volunteer Activity***

While engaging in volunteer work, students are expected to:

- Represent the college professionally and respectfully.
- Wear appropriate clothing and name tags if required.
- Follow all rules and directions provided by the host organization.
- Refrain from any behavior that could reflect poorly on the institution.
- Immediately report any incidents or injuries to the advisor or Student Life and Recruitment staff member.

### ***Failure to Comply***

Failure to follow this policy may result in:

- Denial of future volunteer event approval.
- Loss of student organization privileges.
- Disciplinary action if a violation of the Student Code of Conduct occurs.

# Day & Overnight Travel Policy

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Randolph Community College encourages student involvement in educational experiences beyond the campus and recognizes that overnight travel is sometimes necessary to support student development, leadership training, and organizational engagement. To ensure the safety and accountability of all participants, the following policy outlines the procedures and requirements for overnight student travel sponsored by or affiliated with the College.

## ***Travel Authorization and Planning***

All overnight travel conducted by student organizations must be approved in advance through the College's official travel management system, Emburse Enterprise. Student organization advisors are required to submit a complete travel request in Emburse Enterprise no later than fifteen (15) business days prior to departure. This request must include a detailed trip itinerary, a list of student participants and advisors, transportation arrangements, lodging information, and a proposed budget. Travel that has not been properly entered and approved in Emburse Enterprise will not be permitted.

In order to comply with Randolph Community College's travel approval process, each student attending an overnight trip must be delegated to the advisor within the Emburse Enterprise travel system. The advisor is responsible for initiating this request and ensuring that all participating students are properly delegated to them before submitting the group travel request.

This delegation allows the advisor to submit travel on behalf of each student and ensures all necessary pre-travel documentation and approvals are completed accurately and on time. Travel requests will not be processed unless proper delegation has been completed in Emburse Enterprise for every attending student.

For assistance with the delegation process, advisors may contact the Purchasing Office.

Travel must be directly related to the purpose of the student organization and must provide a clear educational, leadership, service, or organizational benefit. Only currently enrolled students in good academic and disciplinary standing are eligible to travel on behalf of the College.

## ***Advisor Requirement***

Each overnight trip must be accompanied by a full-time or part-time faculty or staff member serving as an official advisor. Advisors are expected to travel with the student group, assist in the coordination and supervision of trip logistics, and act as the primary contact in case of emergency. The advisor plays a role in ensuring compliance with college policies throughout the duration of the trip.

## ***Required Forms and Documentation***

All students participating in overnight travel must complete and submit the following forms to the Student Life and Recruitment prior to departure:

- *College Liability Waiver Form.*
- *Emergency Contact Information Form.*
- *Parent/Guardian Consent Form* (if the student is under the age of 18).
- *Student Conduct Agreement Form.*

These forms must be submitted prior to the leave date. Students who fail to submit all required applicable documentation will not be allowed to travel.

## ***Conduct Expectations***

While traveling, students are representatives of Randolph Community College and are expected to adhere to the College's Student Code of Conduct. Inappropriate behavior, the use or possession of alcohol, tobacco, illegal substances, or any violation of local, state, or federal law will not be tolerated. Travel for all college-sponsored trips and events is strictly limited to students, faculty and staff who have been officially authorized and approved in advance. Students may not invite or bring guests, family, or unauthorized individuals while traveling. Students are expected to comply with all instructions issued by the advisor or any college official while traveling.

Violations of conduct expectations may result in immediate removal from the trip at the student's expense, revocation of future travel privileges, and referral for disciplinary action upon return.

## ***Post-Trip Responsibilities***

After the conclusion of the trip, student organizations must complete all financial reconciliation through Emburse Enterprise, including submission of itemized receipts and any required documentation. In some cases, a post-travel summary or reflection report may be requested by Student Life and Recruitment.

## ***Additional Information***

For clarification on any portion of this policy or for assistance in preparing a travel request, student leaders and advisors should contact the Purchasing Office. Staff are available to assist with Emburse Enterprise submissions, form collection, and travel planning to ensure compliance with institutional procedures.

# Publicity Ideas for Student Organization Events

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Publicity is very important to any organization. Good publicity allows organizations to attract new members, raise donations and awareness, announce programs and services, and educate the community. Therefore, for your organization's publicity to bring results, careful and thorough planning should be put into your campaign. Start early!

The most effective publicity allows the reader to quickly grasp all the important facts of the program while being creative and eye-catching at the same time. Promotional materials should be clearly printed with a message designed to evoke a response from the viewer. It is more important for your message to be clear and understandable than for your items of publicity to be extremely artistic. Here are a few suggestions for publicizing your event:

- **Word of Mouth:** Personal solicitation and endorsement are the best and most effective ways to promote activities. Announce the event at your weekly meetings.
- **Early:** Advertising for the event should start 2-3 weeks before the event, but not any earlier because people may forget about your event when it happens.
- **Color:** All your publicity can benefit from the use of color. Just remember these simple rules: Use basic colors for lettering-they are easier to read. Avoid using red in limited light.
- **Balloons:** Advertise using balloons on the day of your program.
- **Lollipop Lingo:** Hand out lollipops with an event message attached.
- **Costumes:** If your upcoming event has a theme, rent costumes that go with it and have organizational members wear them while handing out event information.
- **Unusually shaped posters:** Different shapes will draw more attention than the typical square or rectangular poster.

## *Other Ways to Advertise Your Event*

- Dry-Erase Messages.
- Poster.
- Banners.
- Theme-oriented objects on campus.
- Having art majors, graphic designers help with graphics.
- Announcements at beginning of classes.

## *Essential items to include in all publicity*

- Name of attraction or event.
- Date of event.
- Time: beginning and ending.
- Location of event.
- Admission price (even if it's free).
- Contact information of the sponsoring organization.
- Any co-sponsoring organization names.

# Social Media Accounts

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## ***Social Media Guidelines***

Social media helps RCC connect with students, staff, alumni, and the wider community. These platforms — like Facebook, Instagram, Twitter, LinkedIn, and YouTube — support outreach and engagement. The Office of College Marketing (OCM) has created these guidelines to ensure consistency and professionalism across all college-affiliated accounts.

## ***Before You Start a Social Media Account***

Running a social media page takes time and planning. Make sure you have the staff, schedule, and tools needed to update content consistently — ideally posting at least 2–3 times a week. It’s best to have at least two people managing each account.

Before launching an account:

- Define your goals and how you’ll measure success.
- Know your audience and what matters to them.
- Choose a clear and recognizable account name.
- Create a plan to hand off account access when staff or students leave.
- Notify OCM about your account by emailing [ocm@randolph.edu](mailto:ocm@randolph.edu). Add OCM as an admin or share login info securely in case recovery is needed.

## ***Creating and Managing Content***

When posting:

- Represent your department or group accurately, using inclusive language like “we” and “our.”
- Start conversations by asking questions and responding to comments.
- Use visuals — photos and videos are more engaging.
- Always make content accessible.
- Link to the RCC website when sharing important resources.
- Tailor your content for each platform. For example, a tweet may be short and to the point, while a Facebook post might include more details and a photo.

**Example:** Twitter: “Our Nursing students participated in an interdisciplinary simulation. #RCCProud”

Facebook: “Our Nursing and Radiography students collaborated in a simulation to transport and assess a stroke patient. Learn more: [link] #RCCProud”

## ***Best Practices***

- Give shout-outs and share positive mentions of RCC.
- Check facts and spelling before posting. If you make a mistake, fix it quickly.
- Collaborate with other RCC accounts and departments.

- Promote your content through email, newsletters, or by tagging @RandolphCC. For Instagram Stories, tag @RandolphCommunityCollege so OCM can re-share your post.
- Submit posts early in the week if you want them featured in RCC's Friday Finds Instagram Story series.

### ***Handling Negative Comments***

If you receive criticism:

- Respond respectfully and address concerns when appropriate.
- In some cases, ignoring a post may be best.
- Delete or hide comments only if they include personal attacks, hate speech, nudity, spam, or illegal content.
- Not sure what to do? Contact [ocm@randolph.edu](mailto:ocm@randolph.edu) for help.

### ***Other Notes***

Keep account details secure. Inactive or duplicate pages reflect poorly on the college and may be removed. Contact OCM for support with content planning, accessibility, or account management.

### ***Social Media Accessibility***

Making your content accessible isn't just the right thing to do — it's legally required under the ADA and Section 508. Accessibility ensures that everyone in the RCC community can engage with your content, including those with disabilities.

### ***Videos***

- Always include accurate captions for videos, including Instagram Reels, Facebook Reels, or YouTube Shorts.
- Automatic captions are helpful but must be reviewed and edited for accuracy.

### ***Writing Posts***

- Use correct punctuation and capitalization so screen readers can interpret your text properly.
- Save emojis for the end of your post to avoid disrupting the sentence flow.

### ***Use CamelCase for Hashtags***

Write hashtags using capital letters at the start of each word (#RadiographyLabTour) so they're easier to read for everyone, including screen readers.

## ***Alt Text for Images***

Alt text is a short description of an image, written so blind and visually impaired users can understand the visual through a screen reader. Be clear, concise, and specific.

### **Example:**

Instead of “Photo of three students”, try “Three students walk through the plaza on a sunny spring day.”

### ***Tips for writing alt text:***

- Include proper names if relevant (e.g., building names).
- Avoid describing race, gender, or appearance unless it’s contextually important.
- Don’t include emojis, hashtags, or unnecessary details.
- Only describe what’s essential for understanding the image.
- If the image is a graphic or collage, mention that in the alt text.

## ***Posting Flyers or Graphics***

Avoid posting text-heavy flyers as your main social content. Instead:

- Use a simplified graphic with only key info (event name, date, time, location).
- Put full event details in the caption.
- Skip QR codes — they don’t work well on mobile. Use direct links instead.

Need help creating visuals? Contact OCM or fill out the Print/Marketing Request Form.

## ***How to Add Alt Text by Platform***

- Instagram: Tap “Advanced Settings” > “Write Alt Text”
- Facebook (desktop): Click “Edit” > “Alternative Text”
- Twitter (X): Click “Add Description” (desktop) or “+ALT” (mobile)
- LinkedIn: Click “Alt Text” below the image (desktop or mobile)

If you have any questions or need help with accessibility or content planning, email [ocm@randolph.edu](mailto:ocm@randolph.edu).

# RCC Printing and Marketing Request Options

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You can access all these services via the RCC employee portal under Print/Marketing Request, typically allowing a minimum of 14 days lead time. If you don't get a confirmation screen or email after submitting, your request likely didn't go through, and you'll need to resubmit. All charges must go through the club's accounts.

## ***Available Services Include:***

### **Reprint Requests**

- Used to request additional copies of previously printed items, such as business cards, flyers, or brochures.

### **Graphic Design**

- Used to request new designs or major redesigns of printed or digital materials such as flyers, brochures, logos, booklets, banners, or vinyl signs.

### **Marketing Campaigns**

- Used to request help developing promotional campaigns, including coordinated advertising, social media posts, or storytelling strategies related to events, programs, or initiatives.

### **Press Releases**

- Used to request media coverage or written press content for notable achievements, events, programs, or community impact stories. Marketing will draft and share content for your approval before publishing.

### **Newsletter Submissions**

- Used to submit content for the Randolph [in] Focus weekly employee newsletter. Submissions are due by Friday at 3 p.m. for inclusion in the following Wednesday's edition.

### **Digital Updates**

- Used to request updates to RCC's website, event calendar, digital signage, or internal TV screens.

### **Photo/Video Requests**

- Used to request photography or video coverage for events, classroom activities, or promotional purposes, subject to availability.

### **Backdrop Use**

- Used to reserve RCC's branded collapsible backdrop for use at events, ideally submitted two weeks in advance.

### **Promotional Item Requests (Swag)**

- Used to request branded giveaways like pens, T-shirts, tumblers, and more, in collaboration with the RCC Campus Store.

### **Branded Event Materials**

- Used to request access to physical RCC-branded event materials such as table runners, tablecloths, and canopies.

# Bringing an External Visitor/Speaker to Campus

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Student organizations at Randolph Community College may invite external visitors or speakers to campus to enhance educational, cultural, or social programming. All events must comply with RCC policies and procedures to ensure safety, alignment with College missions, and adherence to the Student Code of Conduct. Request should be submitted at least fifteen (15) days in advance to Student Life and Recruitment. Approval must be confirmed before any promotion, setup, or visitor arrival.

## ***Visitor/Speaker Approval***

Before hosting an external guest, student organizations must obtain approval from Student Life and Recruitment and their advisor. Requests should include the visitor's name, affiliation, event title, purpose, date and time, and expected audience. Only approved visitors may be invited on campus. The visitor should complete the online *External Visitor Form*, found here: <https://forms.office.com/r/jrCq71rz6L>.

## ***Facility Reservations***

Organizations must request the appropriate campus space for the event, including classrooms, auditoriums, or meeting rooms, through the standard RCC facilities request process located on *25Live*. Reservations should account for occupancy limits, equipment needs, and any safety or security requirements.

## ***Contracts and Payments***

Student organizations are not authorized to sign contracts or pay speakers directly. Any honoraria, travel reimbursement, or service fees must be approved and processed through the college utilizing the organization's funding account, with signatures from the advisor and Treasurer where required.

## ***Marketing and Promotion***

All publicity, including flyers, social media posts, newsletters, and digital signage, must be coordinated through the Office of College Marketing or Student Life and Recruitment. Materials should clearly identify the sponsoring student organization, and no promotion may occur until the event has been officially approved.

## ***Safety, Security, and Hosting***

Student organizations are responsible for welcoming visitors, guiding them on campus, and managing event logistics. Depending on the event size or topic, Student Life and Recruitment or Campus Safety may require additional security. Visitors must follow RCC conduct policies, and the hosting organization ensures compliance throughout the event, including setup and cleanup.

## ***Follow-Up***

After the event, the student organization should submit any required feedback or evaluations and report incidents, issues, or suggestions to the advisor or Student Life and Recruitment.

# **Guidelines for the Distribution of Food on Campus**

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To promote a safe and healthy environment for students, faculty, staff and campus visitors, Randolph Community College requires the following strict guidelines regarding the handling of food. It should be emphasized that what follows is a guide only, and not a guarantee that compliance with this guide will ensure the safety of any and all foods which may be offered by student organizations/groups, and consumers of such foods should be aware that some element of risk exists when purchasing/consuming food prepared and served by such organizations/groups operating on a volunteer basis.

In all cases, groups, individuals, and Departments, are responsible for maintaining food safety at their events. Randolph Community College does not guarantee or certify the safety of any non-college food. Under no circumstances shall Randolph Community College assume liability for any non-college food provided by individuals, groups, or others, at their events.

If a particular organization/group has further questions about the safety of foods it desires to offer or pertaining to the proper handling of such food or its preparation, it should contact Student Life and Recruitment staff for further recommended guidance.

## ***Two Types of Food for Distribution***

TCS foods are defined as foods that require time/temperature control (keeping hot foods hot and cold foods cold) for safety. Examples of TCS foods are meats, poultry, fish, shellfish, or dairy foods, (including custards, whipped creams, cream fillings, cheeses, cheese fillings, or pure butter buttercream fillings/frostings). **At no time will TCS foods be used, sold, given away, or distributed on campus.**

Non-TCS foods are defined as foods that do not require time and temperature control for safety such as pre-packaged snacks and certain bake sale items (see list below). They are packaged commercially produced food not requiring any refrigeration/heating. This includes chips, candy, bottled juice, soda, purchased cookies, doughnuts, and popcorn and cotton candy machine products. All food must be purchased at a licensed commercial/retail food establishment, (i.e., grocery store).

## ***Selling and Distributing Food on Campus***

Student Life and Recruitment reserves the right to deny permission to any organization/group should it deem their proposed event a potential health/safety risk by distributing any type of foods not prepared by a commercial caterer or licensed food

establishment to be out of compliance with Health Department regulations, including foods purchased at a licensed commercial/retail food establishment.

**Organizers and sponsors of student food distributions must practice safe food protection and sanitation practices at all times.**

During distribution: Food-grade safe non-latex gloves must be worn in between proper hand washing. All servers must frequently and properly wash their hands in between each glove use, (i.e., sole use), and used gloves must be discarded. Hand sanitizer should be used after proper hand washing has occurred.

**Shared bowls or containers for serving food(s) are not allowed.** Individually pre-packaged items and individual serving of those items

Labeling. All items should have a label that clearly identifies each type of baked food.

Allergens such as wheat, peanuts, tree nuts, dairy, soy, eggs, fish and shellfish should be identified with labels or tent cards for each type of item. **Food allergies are serious and may be deadly.** It is important to know all the ingredients for this reason.

Individuals or groups who wish to distribute food on campus must agree to review and abide by the RCC Guidelines for the Distribution of Food on campus.

# Showing a Film on Campus

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## ***Film Screenings and Copyright Compliance***

Student organizations at Randolph Community College must follow federal copyright law when planning film screenings. A public performance license is required for any film shown on campus unless it qualifies for a specific legal exemption. The guidelines below—adapted from the Motion Picture Association of America (MPA)—clarify what constitutes a public performance and how to remain compliant.

### ***What Is a Public Performance?***

A public performance occurs when a film is shown beyond a private home setting, such as during a club meeting or campus event. Examples include:

- Screenings held in classrooms, auditoriums, lounges, or common areas.
- Events open to club members, students, or the public.
- Free or ticketed showings.

Simply purchasing or renting a DVD, Blu-ray, or digital copy does not grant public performance rights. Most consumer film products are licensed only for private, in-home use.

Unauthorized public performance includes any screening outside a private home without the appropriate license—even if:

- No admission fee is charged,
- The event is for educational or recreational purposes,
- The film was legally purchased or rented.

### ***Face-to-Face Teaching Exemption (Instructional Use Only)***

The only exception to licensing requirements applies to classroom instruction, under the Face-to-Face Teaching Exemption. This permits instructors to show films only when all of the following conditions are met:

- The film is shown during a scheduled class session.
- It is part of formal instruction.
- The setting is a classroom or similar instructional space.
- All attendees are enrolled students receiving academic credit.
- The screening is directly related to the course and appears on the syllabus.

This exemption does not apply to student clubs, residence halls, or general campus programming.

## ***Legal Requirements Under U.S. Copyright Law***

According to the Federal Copyright Act (Title 17, U.S. Code):

*“Public performance” rights must be secured for showings held in restaurants, private clubs, campus venues, recreation centers, libraries, or any non-classroom setting—regardless of admission fees or nonprofit status.*

Violating this law can result in serious legal and financial consequences.

## ***Penalties for Copyright Infringement***

Showing a movie without a proper license—even unintentionally—may result in:

- Civil fines ranging from \$750 to \$30,000 per infringement.
- Criminal penalties up to \$150,000 per willful violation.
- Additional costs, including legal fees and damages.

## **Ignorance of the law is not a valid defense.**

## ***How to Show a Film Legally on Campus***

To screen a film as part of your student organization’s programming:

- Select the movie you want to show.
- Obtain a public performance license from an authorized distributor.

*Primary Licensing Provider:*

Swank Motion Pictures, Inc.

 800-876-3344

 [www.swank.com](http://www.swank.com)

Licensing fees typically range from \$325–\$425 for current releases and \$525–\$625 for pre-home release titles.

Once licensed:

- The film will be shipped to you before the scheduled event.
- Use the pre-paid shipping label provided to return the film on the next business day after the screening.

## **Showing a Film on Campus FAQ**

Q. We own the DVD; do we still need a license to view or show it in public?

A. Yes. The location requires a license regardless of who owns the DVD. While you may own the current DVD, you are only granted the right to view it in your home, not to show it in public.

Q. We do not charge admission. Do we still need a license?

A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. We are non-profit. Do we still need a license?

A. Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. We show DVDs on our closed-circuit system. Do we need a license?

A. Yes. The Copyright Act provides that closed-circuit transmissions are automatically deemed public performances.

Q. We are not open to the public. Do we still need a license?

A. Yes. Any location outside of the home is considered public for copyright purposes.

## Early College Students

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Early College High School students are eligible to participate in student organization's and club's activities on- and off-campus; however, the student and his or her parent or guardian must sign the *Parent/Guardian Consent Form* before participating in any off-campus activities.

# Student Driver Policy

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## ***Vehicles Owned or Leased by the College***

Students are not allowed to drive College-owned, rented, or leased vehicles for college-sponsored activities and programs such as registered student organization events, student life, athletic or academic programs, or any activity funded through the College. This includes activities where students are participating on behalf of, or representing, the college in some official capacity, or attending off-campus meetings as student representatives of the college or student government.

## ***Students Driving Personal Vehicles***

The College strongly discourages students from using personal vehicles for college-sponsored activities or programs. In the rare exception, where a student must drive his or her own vehicle for college business the following rules apply:

- Any student driving personal vehicles for college business must have a valid driver's license.
- Students choosing to drive their own vehicle to college sponsored conferences, field trips, etc., will not be reimbursed for fuel costs or any other cost related to such travel. They will also assume primary liability for any accidents or injury incurred during such travel.
- Accident deductibles, tickets, violations, etc. incurred by students while using a personal vehicle for college business are the responsibility of the driver.
- The College is not responsible for any physical damage to the student's vehicle.

The College does not reimburse students for insurance or auto club membership.

Early college students and students under 18 are not allowed to drive personal vehicles to college-sponsored activities and programs.

## Code of Conduct

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All registered student organizations are subject to policies as outlined in the *Student Code of Conduct*. A registered student organization may be sanctioned if it does not comply with the policies and procedures established by the College, with state and local laws, or does not function within its prescribed purpose. The student organization will receive due process in resolving the issue. If the organization is found in violation, due process will be followed to resolve the matter. If the violation continues, the organization may be sanctioned.

Sanctions may include probation or withdrawal of the student organization registration. If an organization is placed on probation twice within a school year, its registration will be withdrawn. Individual student organization members can be judged separately from the student organization to which they belong.

## Dissolution of Student Groups

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Any organization interested in ceasing their group's activities and registration prior to the end of the academic year, should follow the following procedures:

- Send an email notifying Student Life and Recruitment staff of your plans to dissolve the student group.
- Follow the organization's constitution to abide by any predetermined instructions for dissolving the group.
- Hold a final meeting where minutes can be recorded of the group's decision to cease activities.
- Pay all debt obligations held in the group's name. Any remaining funds in the organization's account will be transferred back to the general student activities account.

### Acknowledgement

*This handbook was developed through a review of best practices and policy documents from various higher education institutions. We gratefully acknowledge the publicly available resources that informed this work, adapted to fit the unique mission of Randolph Community College.*