



STUDENT GOVERNMENT Clubs



Club Handbook

SGOC Office

TEC 101

360-475-7290

<http://www.olympic.edu/student-life/student-clubs>

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OLYMPIC COLLEGE

Greetings from the Student Government of Olympic College (SGOC) and the Director of Student Leadership & Success.

We applaud your effort to get involved by participating in an SGOC club. Recent surveys have indicated that students participating in co-curricular and extracurricular activities are more successful in their academic endeavors. As a member of an SGOC chartered club, you will have the opportunity to engage in activities that promote your interests. Developing leadership skills and collaborating with other entities on the Olympic College (OC) campus can be a rewarding and enjoyable experience. By forming a club on campus, you will embark on a number of enriching experiences that will be essential in your leadership development at OC and your overall academic and professional career.

The purpose of clubs is to engage the campus community in events and activities that enhance the educational experience of OC students. Your club is important to the greater college community. Clubs create educational, cultural, social, and recreational involvement opportunities for students. Lending your skills, talents, and abilities enriches OC student life.

We are committed to supporting you in your efforts to make your educational experience the finest and most memorable. We are more than happy to assist you in navigating campus resources, providing information to assist with organizing events. Your club's success is important to us.

This club handbook is provided to convey all the information necessary to organize and manage your club events and activities.

Thank you for participating in an SGOC club. We wish you success in this year's club activities.

Sincerely,

The Student Government of Olympic College



OLYMPIC COLLEGE

Olympic College Disclaimer

By recognizing a club, Olympic College does not assume responsibility for the club's action or activities, nor does it imply that the college in any way endorses the club's stated objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

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Chapter 1

Starting and Maintaining an SGOC Club

General Policies for Clubs

1. Clubs must maintain at least six members to be recognized as an official SGOC club. Clubs with membership below six students may lose their recognition status and funding.
2. Each club must have an Olympic College full-time or part-time employee (faculty, staff, or administrator) serve as an advisor. Students, or Regular Student Employees (RSE's), are not allowed to serve as advisors.
3. **An Advisor with an Advisor agreement on file with SGOC must be present for all off-campus trips and activities. There must be an advisor for every 11 students.**
4. Any Olympic College, full or part-employee, who does not have an Advisor agreement on file with SGOC are not recognized as official club advisors.
5. Each new and re-chartering club (if club was revoked the previous term) must present a charter, advisor agreement, constitution, and by-laws to the Student Government of Olympic College (SGOC) for review by the Vice President (VP) of Student Life, and attend an SGOC Executive Council meeting where each club will make a presentation to become a recognized club. All packets will be submitted through SGOC officers in TEC 101, no later than three business days before the next SGOC Executive Council (EC) meeting.
6. After recognition by the SGOC, club activity will be reviewed regularly. Quarterly update forms are **mandatory** for clubs to submit. **Inactive clubs will have their charters and funding revoked.**
7. Club membership must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status. Some clubs are chapters of national associations whose bylaws require certain limitations on membership. Membership limitations must be contained within the parent organization's bylaws and can only limit membership on class standing, academic standing, and/or major.
8. Clubs affiliated with a parent organization are considered a chapter of the parent organization and must submit operating documents of the parent organization, such as the constitution and bylaws, along with SGOC club application.
9. Clubs that involve sports or a high risk potential must go through a second layer approval through the Vice President of Student Services
10. When a club becomes recognized, it agrees to:
 - a. Abide by all state or federal laws and regulations
 - b. Abide by club constitution and by-laws
 - c. Abide by Student Code of Conduct
 - d. Abide by the SGOC constitution, by-laws and policies
 - e. Adhere to all Olympic College Policies and Procedures
 - f. Ensure that club members do not personally profit from any activity affiliated with the club, use budgeted SGOC funds for any expenses unrelated to club needs, nor solicit funds for personal use.
 - g. Only promote activities that do not present a demonstrated danger, act of violence/hate, or disruption of any college activity in any college facility.

11. Failure to abide by Olympic College policies/procedures and the SGOC constitution/policies will result in a review by the SGOC and possible loss of club status.

Maintaining Club Status

1. Attend all SGOC Student Club Congress meetings: Each club's Congress Representative must attend all Club Congress meetings and give a brief report of club activities. Club Congress times and dates are to be announced by the VP of Student Life. The representative may voice the official position of their club on SGOC matters. When attendance by the representative is not possible, another club member must attend. If all club members can't attend, contact the VP of Student Life for special circumstance approval.
2. Maintain Club Membership: Clubs must demonstrate student interest by maintaining a minimum membership roster of six currently enrolled Olympic College students.
3. Renew Each Academic Year: Returning clubs will be required to file an updated Club Quarterly Update Form. This form is the same form used every quarter for updates in any officer changes, accomplishments, and activities. This indicates a level of active participation. Clubs of revoked status have the opportunity to file a request for renewal at the beginning of the next fall quarter using the Club Charter Request Form. This should be done no later than October 15th. If you are a club that has been granted a budget, you must charter before this point to retain your funding.
4. Club Quarterly Update Form: All clubs must complete a Quarterly Update Form at the end of each quarter or when they have a need to update any officer changes. This form is also used to list accomplishments of the quarter, to report any upcoming activities, and to receive seed allocations for the upcoming quarter.

Revoking Club Status

The SGOC may revoke or deny club charter status if the club:

1. Does not abide by the SGOC constitution and/or bylaws
2. Commits an act(s) of violence or hate
3. Disrupts College activities or classes in session at Olympic College
4. Violates state or federal law
5. Commits an action prohibited by the SGOC as listed in this handbook
6. Does not abide by the Policies and Procedures set by Olympic College
7. Fails to comply with the provisions under which the charter was issued or fails to meet the requirements as outlined in this handbook.
8. Is inactive for two consecutive quarters.
9. Fails to have a member participate in the scheduled SGOC Student Club Congress meetings AND Club Fairs.
10. Fails to submit a Club Constitution
11. Fails to submit required Club Quarterly Update Form.

First offense: Clubs receive a warning and are put on a 30 day probation. Second offense: Clubs will have their charter revoked.

The SGOC VP of Student Life will notify the club representative and advisor when a club's charter has been revoked. At this time, the club may appeal to the SGOC to regain recognized status; if the SGOC does not approve the appeal then the club funds will be returned to the General Club Fund. The club will have to re-submit an application to regain club status the next academic year.

Club Charter Process

In order to conduct business on campus, hold meetings, and present campus events and activities, a student club or organization must obtain official recognition from the Student Government of Olympic College (SGOC). Club recognition guidelines are as follows:

1. Pick up an SGOC Club Charter Packet from the SGOC office (TEC 101), or online at <https://www.olympic.edu/student-life/student-clubs>.
2. Create a club constitution. A sample constitution you can adapt into your own is available online at <https://www.olympic.edu/student-life/student-clubs/student-club-forms>, or email the VP of Student Life.
3. Read the packet and the SGOC Constitution **thoroughly**. Completely fill out all necessary forms including contact information.
4. Submit your packet through the SGOC officers in TEC 101 no later than three business days before the next SGOC Executive Council (EC) meeting. You will get an email response regarding which meeting you may attend.
5. A club representative **must attend** the SGOC EC meeting and present the SGOC with a brief description of the club's intent. The SGOC officers may ask questions at this time.
6. The SGOC will make a decision on club status to move forward with the chartering process at the meeting you attend.

**Extra information may be requested before charter approval.
Clubs may turn in their charter packet during Summer, Fall, Winter, or
Spring quarters. The charter will be official after approval through the
Executive Council.**

Where to Get Information

An SGOC representative should be available from 10 AM – 4 PM daily barring any meetings. The SGOC VP of Student Life is also available for questions and can be contacted via e-mail, phone, or in person during posted office hours.

E-mails will also be sent out regularly with information needed. The President and Officers require student emails on the charter forms. If there is any information needed, be sure to contact the VP of Student Life.

Club Actions Prohibited by the SGOC

1. Off-campus bank accounts of any kind are **not** allowed.
2. Personally profiting from a club or soliciting from club members is prohibited.
3. The purchase, consumption, or selling of alcoholic beverages/illegal drugs at any club sponsored function (including meetings, conferences, and events) is prohibited.
4. Individuals not employed by Olympic College and RSE's are prohibited from serving as a club advisor. Alternately, all voting club members must be currently registered students at Olympic College.
 Current SGOC officers are non-voting members, cannot hold officer positions, nor sign charter packets.
5. Food may not be purchased with club funds unless the event is open to the general OC student population. Clubs must utilize various modes of publicity to promote their events including published or online communications. (See "Food Purchased with S&A Funds" for details.)
6. Hazing of any kind will not be tolerated.
7. Clubs may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status.
8. Clubs/Programs must consult the SGOC VP of Student Life or the SGOC VP of Finances before using S&A funds.
9. Religiously affiliated clubs/programs may not use S&A funds for worship and/or the conversion of faith.
10. Clubs may not use funds to purchase gifts. Recognition awards for club affiliated services are appropriate and not considered gifts.

**** Please read the entire SGOC Constitution and By-laws for complete understanding of SGOC functions. You will be held responsible for any information presented in the SGOC Constitution and this handbook. (See SGOC VP of Student Life, TEC 101, for a copy of the Constitution and By-laws.)****

Quarterly Update Forms

There are currently two kinds of clubs. There are budgeted clubs who have applied for and are allocated a set budget to spend through the year and there are the general clubs. **The *only* difference between these clubs is where they get their money.**

Due to the difference in where funds come out of, there are two different Quarterly Update Form.

General Clubs: The funds for these clubs come out of the Club Congress budget. The Club Congress budget is set aside yearly through the Student Government Budget Committee. Club representatives as a whole vote on how these funds are spent. Seed money will be placed into each personal club budget each quarter upon receipt of this form. If this form is not returned, a club's charter may be revoked for inactivity.

Budgeted Clubs: The funds for these clubs are allocated during the Winter quarter of the prior year. If these clubs do not complete their charter by October 15th of the following academic year, they can lose their budget due to inactivity. These clubs must consult the VP of Finances to learn how to manage and spend their allocated budget. These clubs have more responsibility managing how much they have spent and whether they are following the goals and plans set by the club during budgeting season. The Budgeted Club Quarterly update form is a single page front and back. Beyond clerical information, we want to know how much has been spent and how much is remaining. Keeping and maintaining a budget utilizes important leadership skills. If this form is not returned each quarter, the club's charter may be revoked for inactivity and the budget will return to the SGOC.

Responsibilities of *all* Club Officers

Club Charter: Make sure the club charter is filled out properly and turned in as soon as possible to the SGOC office (TEC 101). Clubs are responsible for notifying the SGOC VP of Student Life when there is a change in club name, club president, Club Congress representative, treasurer, club advisor, club purpose or club meeting times. This is typically done with the quarterly update form. The Director of Student Leadership and Success office communicates only with the club president, Club Congress representative and advisor designated on the club charter form. Please note that clubs are required to have an OC faculty or staff member serve as club advisor. (OC students are not allowed to serve as club advisors.)

Club Congress Meetings: Attend all Club Congress meetings or arrange for a representative to attend. If a representative does not attend these meetings, clubs may lose their charter.

Quarterly Club Fairs: Participate in all SGOC sponsored club fairs.

Liaison to SGOC: Inform the SGOC of club concerns, questions, and issues. Fill out forms and provide information to the SGOC when required. Make sure to receive approval from your advisor before spending club money. See [Spending Club Money](#) and [Approved Use of Club Funds](#) for complete spending instructions.

Enforcement of Policies: Be responsible for enforcing the SGOC Constitution and Club Handbook.

Record Keeping: Maintain minutes of each meeting, current roster of active members (with phone numbers and email addresses), maintain record of all expenditures/club budgeting procedures, and examples of all public relations work to advertise club meetings (posters, signs, fliers, correspondence, etc.) **The SGOC will require official copies of minutes for budget purposes.**

Meetings: Each club must hold at least 1 [regular, publicized](#) meeting a month. Please conduct meetings in an organized, business-like manner. Templates are available by request. The following is a typical outline for a meeting:

- Call to Order
- Roll Call
- Introductions
- Approval of Minutes
- Officer Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

SGOC Student Club Congress

The purpose of the SGOC Student Club Congress is to maintain open and effective communication between the SGOC, and all chartered clubs. The Club Congress shall meet as prescribed by the SGOC VP of Student Life. Voting members shall include: One member of each chartered club. The VP of Student Life will only have a vote in the event of a tie. Acting as chairperson is the SGOC Vice President of Student Life.

The Club Congress evaluates funding requests from the General Club Fund. Upon approval by the Club Congress, the SGOC Vice President of Student Life will facilitate the use of approved funds.

The VP of Student Life will review club activity quarterly and may determine status by vote of the Executive Council. The VP of Student Life will recommend to the SGOC that clubs failing to meet charter requirements have their charters revoked. Club representatives shall share information about their club's activities to encourage collaboration, prevent conflicting events, and promote camaraderie between clubs. All clubs must participate in Club Congress co-sponsored activities. **Club representatives must attend meetings or provide an alternate.**

Club advisors are welcome to attend and gather information for clubs but do not hold power to vote. Each decision made by the Club Congress is important. By not sending a voting member to the Club Congress meetings, clubs void the right to have a say in decisions. By all means necessary, please try and find voting alternates to attend the meetings in the event the assigned liaison is unable to attend.

Chapter 2

Purchasing and How to Use SGOC Club Funds

Services and Activities Fees (S&A Fees)

The Services and Activities Fee (S&A Fee) is collected quarterly through cashiering at the time tuition is paid. The fee is generated from student tuition. Funds are then allocated to the SGOC budget through the Olympic College Budget Office.

The SGOC Budget Committee recommends annual funding based on formal budget requests received from programs and clubs. SGOC monitors and authorizes expenditures of these funds. For more information regarding S&A Fees see the SGOC Vice President of Finances.

Club Funding Process

Officially recognized clubs will receive a specified amount in seed money. Seed money is only for non-budgeted clubs. Each club will receive \$50.00 seed money per quarter they are actively functioning. These funds are conditional to clubs returning the quarterly update forms to the VP of Student Life. These funds are available to support club activities and events. Please note that all club funds must be processed through the SGOC and Olympic College Cashier's Office. Clubs are **NOT** allowed to maintain off-campus bank accounts. Club seed money not used in the current school year will not be available after June 30th of the chartering year. Revenue generated through fundraising will still be available in the succeeding year, if it is not spent. Clubs that would like to access funds for program activities have a few options available to them:

1. Clubs may request funding from the SGOC Club Fund by submitting a [Club Funding Request Form](#) to the SGOC VP of Student Life. This form may be found at the SGOC office, at <https://www.olympic.edu/sites/default/files/images/home-feature/sgoc%20Club%20Fund%20Request%20Form.pdf> Funding requests are subject to Club Congress approval.
2. Any request of more than \$1,500 for any club involvements must be additionally approved by the SGOC prior to accessing funds according to, Article XIV, section 5 of the SGOC By-laws.
3. The club may seek out another club/program or college department to co-sponsor their event or activity.
4. Clubs may request funding from non-OC organizations in compliance with prior approval from the OC Foundation.

Approved Use of Club Funds

1. Clubs, their Advisor, Olympic College staff or faculty may:
 - Order food from Culinary Arts – email Culinary Arts Coordinator with club budget number for direct charge and include SGOC@olympic.edu in the email. A [Preapproval of Meals with Meetings form](#) must be completed, approved and submitted with your order. See [Purchasing Food with S&A Funds](#) for further instruction. An Olympic College Budget Administrator/Approver would need to sign off on this form. To find out who this is, contact the SGOC office.
 - Reserve Vans through the SGOC
 - Schedule rooms through the SGOC office
2. Once approval has been obtained for a purchase, the club is responsible for the submission of a detailed shopping list to the SGOC office at least two weeks prior to the event.

Purchasing Food with S&A Funds

Purchasing food with S&A funds (club money) is **not** allowed unless the SGOC and the Director of Student Leadership and Success grants specific permission.

Clubs (and other S&A funded programs) may **not** purchase food for regular meetings with S&A funds.

Food may be purchased for special meetings. Prior approval by the SGOC and the Director of Student Leadership and Success and the VP of Finance must be granted.

Food may be purchased for and served at large events, only if the event is open and publicized to all Olympic College students. Food servers must carry a Washington State Food Handler's Card.

Chapter 3

Event Planning Instructions

Event Planning Instructions

Event Planning BASICS: If you would like assistance, Event planning folders are available in TEC 101

1. Brainstorm ideas for your event.
2. Investigate dates and space available. If using space in the BSC, complete the [Bremer Student Center Space Reservation Request](#) and submit this to roomscheduling@olympic.edu or see the Executive VP for more information.
3. Complete with the SGOC office:
 - Performance/Speaker Contract
 - Fund Requests
4. Advertise your event. All events need to be fair and open to all current OC students.
5. Set up Event.
6. Enjoy Event!
7. Clean up Event.
8. Conduct a post-evaluation.

The need to know information about Event Planning!

Before the Event

1. You'll first need to figure out what kind of event you want and how much it will cost. Don't forget to include advertising costs, supplies, food, payment for speaker/performer, and any other necessary items.
2. Make sure time/date are available for both the performers/speakers and the venue far in advance. For any space reservation, contact roomscheduling@olympic.edu with the building location in the subject. Remember to schedule set-up/breakdown with the appropriate venue contact. If tables, chairs, or OC backdrop are needed for the BSC, make sure to explicitly note it in your email. Please CC the SGOC office in these emails.
3. [Club Advisors must be on hand for club events](#) or make arrangements for another faculty/staff member to attend if you are unable to participate.
4. Once your dates are finalized, determine expenses of the event.
5. Meet with VP of Student Life and the Director of Student Leadership and Success to complete all Performer/Speaker contracts at least [4 weeks](#) in advance of the event.

Event Set-Up and Clean-Up Guidelines

As you begin planning your event, it will be important to reserve the room early and organize the set-up for your event. Contact roomscheduling@olympic.edu for any space reservations. Please note in the subject which building the space is in.

Information needed to help make your event successful:

- Draw a map of how you want the event set-up. A map of the BSC is available outside of the SGOC office or by email request. The map should include:
 - Chairs/tables – general idea of how they should be arranged
 - Stage, microphones, or any other equipment
- Estimated number of people attending
- Is food going to be served?
 - What type of food? (Cake/coffee? Snacks? BBQ? Catered meal?)
 - What type of service? (Self-serve, sit-down dinner?)
- Do you need extra garbage cans/recycling bins?

This information will help your set up crew better prepare for your event and make sure that the restrooms, tables/chairs, carpets, etc. are ready to go, and it helps them estimate the time needed for clean-up of the event.

Also, please note that “self-clean-ups” will reduce the cost of an event. Typically, this means leave the room the way you found it. If you have a large event, like a dance, a self-clean-up is not possible. If the event or meeting happens between Friday 4:30pm and Monday 7:00am, then custodial needs must be assessed. This will be done through room scheduling. **NO GLITTER OR CONFETTI AT EVENTS!**

Any tasks, such as the rearranging of furniture by untrained staff could lead to fire code and occupancy rating violations, injury to students, faculty, or staff, and damage to property. This also applies to “self-set-ups” where trained Facilities personnel are necessary for the proper moving and positioning of equipment and furniture.

Anything over 30 pieces of furniture being moved is not eligible for “self-set-up”.

Chapter 4

Advertising

Advertising On-Campus

Ranger Newspaper – Contact the Ranger staff at news@olympic.edu to advertise events in the campus newspaper or online. Advertising charges may be assessed, which can be charged directly to your club account.

Fliers/Posters – Refer to “Olympic College Poster & Flier Guidelines” below and “Support Services for Clubs” under “Copying and Printing” for more information.

OC Web Calendar & Press/Media Release – Send a description of your event, along with the date, time and location or your flyer to the VP of Public Relations and Communications. Be sure to give the VP at least two-three weeks’ notice prior to your event.

Digital Display – The Digital Display advertisement can be sent to the SGOC VP of Public Relations and Communication for advice and guidance. It must be 1080x1920 and have all of the requirements for the Fliers as noted below.

Olympic College Poster & Flier Guidelines

Format

- All posters must be designed in a clean, professional format.
- Posters must clearly provide all necessary information for the public. This information includes: date, time, location, point of contact.
- All publicly posted material must have the following statement in its entirety: “Olympic College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. Learn more at www.olympic.edu.”
- Posters may be no larger than 11” x 17”. Fliers must be no larger than 8 ½” x 11”.
- Posters and fliers must include the Student Government club logo and state which club/organization is sponsoring the activity. If you have any questions, please contact SGOC office or VP of Public Relations and Communications.
- Any material clubs wish to post must be submitted for approval through the VP of Public Relations and Communication.

Location

- Approved posters and fliers can be hung on bulletin boards designated for this purpose. You must provide your own tacks. Posters and fliers are **not** allowed to be taped to walls or windows. Do not post on safety bulletins.
- Posters and fliers may not exceed the background against which they are attached.
- Fliers and posters are limited to one of each kind per posting location. Staff will remove materials on unauthorized places or areas.
- Posting and removal of fliers and posters is the responsibility of the sponsoring club/organization, and **must be removed the next business day following the event.**

Chapter 5

Travel and Off-Campus Events

Travel Procedures

An Advisor with an Advisor agreement on file with SGOC must be present for all off-campus trips and activities. There must be an advisor for every 11 students.

All events must be fair and open to all current OC students!

If your club/organization is planning to attend a workshop/conference or go on a retreat or field trip, all information regarding the event must be submitted to the SGOC office **at least THREE WEEKS prior** to the event or conference registration deadline in order for the proper forms to be submitted and payment processed on time or risk denial of funding. International trips need to be approved at least **2 months** in advance. The SGOC VP of Student Life will submit travel forms to the Director of Student Leadership and Success for approval. All necessary paperwork can be found at Olympic.edu (Clubs will be notified of any restrictions on regional, national, or international travel)

Club/Organization Travel Paperwork:

Conferences

- When attending workshops/conferences, please turn in the 522 Travel Voucher at least **three weeks** prior to the registration deadline.
- Other items that must be included with your 522 Travel Voucher include:
 - Field Trip Authorization Form – This is a list of all students (with Student ID numbers) attending the conference.
 - A completed registration form for the conference
 - A conference agenda
 - Release/Assumption of Risk form signed by **every** participating student (if under 18, a parent/guardian signature is required)
- Out of state or out of country travel requires additional approval from the College President.
- All persons registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.

Retreats/Field Trips

- When planning a retreat or field trip, meet with the SGOC VP of Student Life and the Director of Student Leadership and Success at least **three weeks** prior to the event.
- Items you will need for your retreat/field trip are:
 - Field Trip Authorization Form – This is a list of all students (with Student ID numbers) attending the retreat
 - Retreat agenda, which must reflect the *educational benefits* of the retreat or field trip
 - Release/Assumption of Risk form signed by **every** participating student (if under 18, a parent/guardian signature is required.) Advisor keeps a copy and originals are given to the SGOC office.
- All persons planning to attend the retreat must be enrolled for at least 1 credit at the time of approval and the retreat

**** Retreats and field trips should not be held at “resorts” or facilities perceived as purely “recreational.” Conference centers are most appropriate for retreat purposes.**

Mode of Travel

- **College-owned vehicle.** To secure a college-owned vehicle, complete a State of Washington Safe Driving Practices Acknowledgement Statement and submit it to the SGOC office along with a copy of

your drivers' license. Olympic College students not employed by the college are not allowed to drive the college van. An Olympic College employee **must** be on the trip and **driving** the vehicle at all times.

- **Air travel or other methods.** If using air travel or other methods, contact the SGOC VP of Student Life and the Director of Student Leadership and Success **before** making any arrangements. Olympic College has a contracted travel agency.

Upon Return

The next business day following the trip, receipts from the hotel, van rental, and any other miscellaneous expenses must be submitted along with a Travel Expense Voucher (A 20-A) to the SGOC office. This form can be obtained from the SGOC office or your advisor may find it on the common drive under X:\Shared Documents and Forms\Financial Services\Travel.

Chapter 6

Club Officers and Advisors

Club Organizational Structure

Each club will create its structure according to their specific needs. This will be reflected in the clubs' constitution and by-laws. Officers are sometimes "drafted" into taking on leadership responsibilities. Position responsibilities should be clearly defined. Below are some suggested officer positions and related duties:

President

- Has overall responsibility for the operation of the club
- Calls and presides at all meetings
- Reviews and approves all financial activity
- Maintains complete and up-to-date files

Vice President

- Perform the duties of President in his/her absence or inability to serve
- Other duties as needed
- Coordinates efforts to recruit new members
- Works closely with Treasurer and President to plan club events and fundraising activities
- Attends Club Congress Meetings

Treasurer

- Be responsible for the general supervision of the finances of the club
- Be responsible for the preparation of a budget
- Maintain up-to-date financial records
- Give a financial report at each meeting
- Processes all financial forms needed by the college to expend club funds and pay club bills
- Submit original receipts with appropriate forms to the SGOC (make copies for club records)

Secretary

- Keep an up-to-date membership roster
- Keep full minutes of all meetings and record all action taken by the club
- Maintain a complete file which includes minutes, copies of all contracts, current correspondence
- Be responsible for all official club correspondence
- Works closely with President, Vice President, and Treasurer to plan club events and fundraising activities.

Additional Suggestions

- Congressperson, Program Director, Public Relations Manager

Constitution or Other Additional Help

If you need help with meeting structure, or would like to create a constitution for your club/organization, please contact the SGOC VP of Student Life.

Responsibilities of Club Advisors

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility. Advisors act on behalf of the College in the event of an accident, injury, or disciplinary situation. Club advisors must be Olympic College employees (faculty, staff, or administrators). OC students are not allowed to serve as club advisors. The role of the advisor is based upon the nature and type of activities specific to each student organization and thus varies significantly according to the style demanded by individual student clubs. However, the specific responsibilities performed by each advisor are similar. **Advisors are not expected to perform the duties/tasks of clubs; rather, they are encouragers, resource referral agents, guides, and mentors.** Advisors are also expected to be aware of club events and issues and intervene as needed in conflict situations, miscommunications, etc.

Any Olympic College, full or part-employee, who does not have an Advisor agreement on file with SGOC are not recognized as official club advisors.

Interest and Familiarity: Be thoroughly familiar with the nature and objectives of the club. Read the Club Handbook and be familiar with the policies and procedures described in it. Attend club meetings regularly. Take an active part in forming club policies and procedures of operation. Support the mission and focus of the student club on campus.

Review and Monitor Expenditures: Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds. Sign all paperwork for expenditures. The Director of Student Leadership and Success will not approve financial forms without the signatures of the club advisor and club president. Abide by [Spending Club Money](#) and [Approved Use of Club Funds](#) requirements. Call the SGOC office regarding financial transactions, fundraising, and other funding questions. Funds will be deducted from the next year's allocation for clubs that exceed their budget limit.

Monitor Record Keeping: Monitor good record keeping of all club events, meetings, and plans.

Club Activities: Attend [all](#) club organized trips and large events – or make arrangements for another faculty/staff member to attend if you are unable to participate. An official Olympic College staff member must be present for liability purposes. Advisors, or their OC staff employee designee, [must](#) drive the Olympic College van if it is used for a club activity.

Student Conduct: Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to the prohibited use of alcohol and narcotic substances at college sponsored events. Report any violations to the SGOC office and the Director of Student Leadership and Success.

Resource/Liaison: Be a resource person for the club. Serve as a liaison with other campus offices and staff. Please notify the SGOC VP of Student Life of any changes in the club officers or advisor.

Teamwork/Guidance: Encourage teamwork within the group and provide guidance in decision-making, trust building, and goal accomplishment.

Traveling: An Advisor with an Advisor agreement on file with SGOC must be present for all off-campus trips and activities. There must be an advisor for every 11 students.

APPENDIX

Center of Student Life

Dan Scheuler Director of Student Leadership & Success TEC 101 360-475-7443

Student Activity Coordinators

BSC 119 360-475-7453
StudentOrganizer@olympic.edu

Student Government of Olympic College

SGOC@olympic.edu

Danielle Murphy	President	TEC 101	360-475-7292
VACANT AT DRAFTING	Executive Vice President	TEC 101	360-475-7294
Anthony Laguren	Vice President of Student Life	TEC 101	360-475-7291
VACANT AT DRAFTING	Vice President of Finances	TEC 101	360-475-7293
Rowan Sibley	Vice President of Public Relations	TEC 101	360-475-7295
Sarah Simmons	Vice President of Poulsbo	OCP Std. Svcs. Office	360-394-2780
Joseph Barboza	Vice President of Shelton	OC Shelton, 2 nd floor	360-432-5415

Other People or Departments You May Need to Contact

Barry Janusch	Director, Bremer Student Center	BSC 111 bjanusch@olympic.edu	360-475-7458
Randy Olson	Director, Campus Safety & Security	HSS 1 st Floor rolson@olympic.edu	360-475-7800
Cashier	Cashier's Office	HSS 1 st Floor WebPayment@olympic.edu	360-475-7181
Catering Services	Catering & Food Services	BSC Cafeteria	360-475-7577
Custodial Services	Clean up assistance	Facilities	360-475-7819
Media Services	Audio/Video Equipment	Library 118 mediaequipment@olympic.edu	360-475-7773
The Ranger Newspaper	Advertisements/Story Ideas	HL 118 news@olympic.edu	360-475-7693
Room Scheduling	Room Scheduling, outside the BSC	TEC 101 sgoc@olympic.edu	360-475-7290

(Fax Number: 360-475-7454 (for official club business only) – see SGOC Office for outgoing fax use)

Support Services for Clubs

The following services and resources exist to assist club leaders:

Office/Event Supplies:

Basic office and event supplies (pens, markers, butcher paper) are available in the Student Multipurpose Room (HL 116). These supplies are open for student and club use. Please check out items like tables and chairs through the SGOC office. Please return unused items in a clean and orderly fashion.

Office Space

Clubs can use the Student Multipurpose Room (HL 116). This space is available for student use. Reservation of the room is required to allow all students a chance to utilize the room.

Copying and Printing

Large copy requests (over 30 copies) must be approved by the SGOC VP of PR & Communications. Once approved, the request will be sent to the duplicating services office by the VP of Public Relations and Communications. This will be charged to your club's budget. This service may take up to 2-3 working days. You will be informed through your student email when your materials are ready for pick-up in TEC 101.

Fax Services

The SGOC office has a fax machine for students and student clubs. If you need to have something faxed, please stop by and ask someone in the SGOC office to assist you. You may only send and receive official club business documents with the Olympic College fax machine.

Room Reservations

Student clubs may use Olympic College classrooms and conference rooms at no charge.

For the Club Room (HL 116): sign up is located in TEC 101

For any space reservation, contact the SGOC

For Reservation of the Gym, contact the SGOC

*See also Event Set-up/Clean-up Guidelines

Budget Management

All club funds are managed by the SGOC Vice President of Finances and the SGOC Vice President of Student Life. They are available to answer any questions you may have regarding club finances.

Consultation Services

The SGOC office is available to provide club leaders and advisors with event planning advice, advertising and additional ideas.