Club Handbook

SGOC Office

Building 10, Common Area

360-475-7350

Student Clubs | Olympic College

Updated 2025

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Disclaimer Statement

By recognizing a club, Olympic College does not assume responsibility for the club's actions 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.

Official Non-Discrimination Statement

Olympic College provides equal opportunity in education, employment and college activities regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, use of a trained guide dog or service animal, or any other unlawful basis.

For other nondiscrimination policy-related inquiries, reach out to the Equal Employment and Educational Opportunity (EEO) coordinator, Chief Human

Resource Officer, Cathy Anderson, canderson@olympic.edu; 360-475-7332; Bldg. 5, Fifth Floor, 1530 Ohio Ave., Bremerton, WA 98337-1699.

For further details, please visit olympic.edu/nondiscrimination.

Starting a New Club or Re-chartering a Previously Chartered Club

1) Interested students should acquire a Club Charter Packet from the SGOC Office, bldg. 10 Common Area, or download.
2) Find **five** other interested Olympic College students (for a total of 6 students) to sign the charter and commit to being club members.
3) Find an Olympic College faculty or staff member who is willing and able to serve as a club advisor they will need to complete a Club Advisor Agreement Form. **Regular Student Employees (RSEs) or work-study students may not serve as advisors.** For assistance with finding an advisor, please reach out to the SGOC Director of Clubs and Student Life.
    a) There is a separate club advisor handbook that can be picked up from the SGOC Office, bldg. 10 Common Area or download (Club Advisor Handbook) A basic outline of club advisor expectations

can be found in the "Club Advisor Expectations" section of this handbook.

4) Complete the charter packet, including creating a constitution and by-laws. A sample constitution and by-laws can be found in the charter packet. For additional assistance, please reach out to the SGOC Director of Clubs and Student Life.
    a) Clubs affiliated with a parent organization are considered a chapter of the parent organization. These clubs must submit operating documents of the parent organization, such as the constitution and by-laws, along with their own constitution and by-laws with their OC Charter Packet. Regardless of affiliation with parent organizations, clubs are still to be student-led.
    b) Students interested in sports or high-risk clubs must meet with the SGOC Director of Clubs and Student Life, the SGOC Program Specialist II, and Athletics to determine if the desired club activity is covered by Olympic College's Assumption of Risk Form.
    c) The potential club advisor must have a background in the related field to advise.
5) Once the Charter Packet is complete, schedule a meeting with the SGOC Director of Clubs and Student Life and the SGOC Program

Specialist II to present your packet. At this meeting, if everything is in order, your club charter will be added to the agenda of the next SGOC executive council meeting.

A new Club Orientation and Advisor Training will also be scheduled following the successful charter of your club. (a

Note: Clubs must be scheduled to present their Charter to the SGOC Executive Council by the <u>second</u> executive council meeting of Spring Quarter. Clubs trying to charter after this will have to wait until the following Fall Quarter to present their charter.

Maintaining a Club Charter

1) At the start of each quarter, clubs must submit a quarterly update form to the SGOC Director of Clubs and Student Life. This form must be submitted by the second Club Congress of **<u>second</u>** of the current quarter

The form must include:

- Club meeting times and dates
- Activities completed in the past quarter
- Planned activities for the upcoming quarter

- Club meeting minutes
- Updated club charter packet (if applicable)
- Officer changes (if any)
- For budgeted clubs: a detailed breakdown of the current budget

a) Non-Budgeted Clubs update from

b) Budgeted Clubs update form

c) Failure to submit a quarterly update form by the second Club Congress meeting of the current quarter will result in a warning being sent to the club. The club will have five business days to respond and correct the issue. Failure to correct the issue may result in the club's charter being revoked

2) Clubs **must maintain at least six members** to be recognized as an official OC club.
3) In unforeseen circumstances, clubs may be maintained with two students and an advisor. Please reach out to the SGOC Director of Clubs and Student Life if this is the case.
4) Clubs must have a student club representative **at all Club Congress meetings**.

a) Advisors are welcome to attend Club Congress; however, they are not voting members. **A student representative is expected to attend even if the advisor attends.'**

b) When attendance by the designated club representative is not possible, another club member must attend.

c) If all club members cannot attend, contact the SGOC Director of Clubs and Student Life for special circumstance approval at least 24 hours prior to the scheduled meeting.

d) Failure to attend Club Congress without prior notification will result in a warning being issued to the club. The club will have 5 business days to respond to the warning. Failure to respond to the warning could result in the club's charter being revoked.

e) Club Congress times and dates are to be announced by the Director of Clubs and Student Life at least 14 days in advance (see the "Club Congress" section for more information).

5) Clubs must participate in each quarterly club fair. Dates of club fair each quarter will be announced by the SGOC Director of Clubs and Student Life at least 14 days in advance (see the "Club Fair" section for more information).

a) Failure to attend Club Fair without prior notification will result in a warning being issued to the club. The club will have 5 business days to respond to the warning. Failure to respond to the warning could result in the club's charter being revoked.

6) Clubs must maintain meeting minutes and an attendance roster each time they hold a meeting. These minutes and rosters should be submitted when the club submits their quarterly update forms. (See the "Meeting Minutes" section for more information.

7) If clubs wish to operate during the summer, they must submit an additional club charter packet by May 30 to the SGOC Executive Council for approval. Clubs that do not submit a summer charter will be required to pause all activities until the start of the Fall quarter. This is to ensure that clubs meet the minimum requirement once a month and have at least six students regularly attending meetings.

Club Expectations

1. Club membership must be open to all students and may not discriminate based on gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status.

2. Some clubs are chapters of parent associations whose bylaws require certain limitations on membership. Membership limitations must be contained within the parent organization's by-laws and can only limit membership based on overall academic standing and/or major
3. Club activities are led by students of Olympic college and are for students. of Olympic College. Club Advisors, guests, and community members are **not** permitted to submit club forms or make purchases on behalf of club representatives. All correspondence between the club and Student Government, including the submission of club-related forms, must be submitted by a currently enrolled OC student. Membership is restricted to actively enrolled students of OC. Community members or individuals from external organizations or institutions are not permitted to participate as club members.
4. Clubs are expected to meet a minimum of once per month, either in person, or virtually, or a hybrid of the two. If a club needs assistance with requesting a room to meet, please contact the SGOC Director of Clubs and Student Life.
5. An advisor with an Advisor Agreement on File with SGOC, must be present for all the trips and activities **<u>There must be at least 1</u>**

advisor for every 10 students for all off-campus trips/activities

(see the "Travel" section for information)

a. If additional advisor(s) are needed, they will have to sign an advisor agreement for the purpose of the field trip or activity at least two weeks prior to the event.
b. Any Olympic College employee who does not have an Advisor agreement on file with SGOC is not recognized as an official club advisor.

6. When a club becomes recognized, it agrees to:
    a. Abide by all state and federal laws and regulations
    b. Abide by the club constitution and by-laws
    c. Abide by the Student Code of Conduct (OC Community Standards)
    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.

Ensure that use of SGOC funds is not used for any expenses unrelated to club needs. Only promote activities that do not present and demonstrate danger,

acts of violence/hate, discrimination, or disruption of any college activity in any college facility.

1. Off-campus bank accounts of any kind are **not** allowed.
2. Individuals profiting from a club or soliciting club members is **prohibited**.
3. The purchase, consumption, or selling of alcoholic beverages and/or drugs at any club sponsored functions (including meetings, conferences and event) is **prohibited**.
4. Individuals not employed by Olympic College, RSE's and work-study students are **prohibited** from serving as a club advisor.
5. All voting members must be active registered students at Olympic College.
    a. Current SGOC officers are non-voting members, cannot hold officer positions, nor sign charter packets.
    b. Active registered students are students taking at least 1 credit at Olympic College in that academic quarter.
6. Food may not be purchased with club funds for regular club meetings. (See "Food Purchased with S&A Funds" for details.)
7. Hazing of any kind **will not be tolerated**.

8. Religiously affiliated clubs/programs may **not** use S&A funds for worship and/or the conversion of faith.
9. Allocation of funds to student political groups (as well as religiously affiliated groups) must be neutral with respect to the viewpoint of the groups and be open to all students. For further questions about this please contact the SGOC Director of Clubs and Student Life.
10. Clubs may not use funds to purchase gifts. Recognition awards for club affiliated services are appropriate and not considered gifts, these will be provided by SGOC to all club advisors every academic year

Note: Clubs must follow all expectations; failure to follow club expectations may result in a club's charter being revoked, depending on the severity of the offense. <u>Any such decision will be provided to the club in writing via email.</u>

Maintaining Good Standing

1. Have a membership of 6 or more enrolled Olympic College students.

2. Submit their Quarterly Update Form each quarter including meeting minutes and club member rooster.
3. Participate in all Club Congress meetings and Club Fairs.
4. Meet a minimum of once per month.

How to lose Good Standing

1. Missing a Club Congress meeting without proper notification to the SGOC Director of Clubs and Student Life.
2. Missing a Club Fair without proper notification to the SGOC Director of Clubs and Student Life.
3. Violating the policies outlined in this Handbook, the SGOC constitution, by-laws, and policies, and OC policies and procedures.
4. Repeatedly advertising unapproved flyers and posters
5. Failure to promptly appoint new officers at the start of a new quarter following an officer's departure
6. Failure to obtain the minimum membership.
7. Inappropriate use of funding.
8. Failure to submit a Quarterly Update form.
9. Failure to submit the previous quarter's meeting minutes and rooster.

10. Budgeted Clubs that exceed their approved budget will lose their good standing for the current fiscal year and the following fiscal year. During this two-year period, the club will be classified as a non-budgeted club while it works to regain good standing.
    - A club may appeal this decision if it believes the loss of good standing was unjustified, in accordance with the procedures outlined in **Appendix B**.

Next Steps after Losing Good Standing

If a club loses good standing due to one of the above actions, a warning will be issued in writing to the club officers and the club advisor explaining why the club has lost their good standing status.

All club activities will cease, and the club will not have access to funding until the issue is resolved. The club will be given the opportunity to remedy the situation, depending on the severity of the offense.

If the issue can be resolved, and a club's charter has not been revoked as a result of the offense, the club will issue a statement to the SGOC Director of Clubs and Student Life in response to the warning explaining the reasoning for the issue and the proposed remedy.

The club will have 5 business days after the warning was issued to submit their statement.

Revoking a Club Charter

The SGOC may revoke or deny a club charter 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. Fails to participate in 2 consecutive Club Congress meetings, without reasonable prior notification;
9. Fails to participate in Club Fair, without reasonable prior notification;
10. Fails to submit a Club Constitution and Bylaws;
11. Fails to submit a Club Quarterly Update Form.

After a warning has been issued, the club fails to respond to or correct the issue. The SGOC Director of Clubs and Student Life will present the club's possible revoked status to the SGOC executive council. The club may appeal to the council to regain its recognized status. If the appeal is not approved or no appeal is made, then the club's charter will be revoked by SGOC. Any funds the club has will be returned to the General Club Fund. If the club's charter is revoked, they may attempt to recharter the next academic year.

See appeal process in Appendix B

Club Structure

Each club will create its structure according to their specific needs. This will be reflected in the club's constitution and by-laws. All officer responsibilities should be clearly defined.

When there is a change in officer, the person who previously held the position will provide change over documents to the incoming officer. These documents should include current work or projects, an explanation of how the position functions within the club, and any known future plans. The club advisor should assist with this change over.

Please notify the SGOC Director of Clubs and Student Life when there is a change or vacancy in the office. This is to keep club information distribution lists up to date.

Below are suggested officer positions and related duties:

President

I) Has overall responsibility for the operation of the club.

II) Calls and presides over all club meetings and sets the agenda.

III) Reviews and approves all financial activity.

IV) Maintains complete and up to date files.

V) Ensures club compliance with all OC governing documents.

VI) Ensures that there is a Club Congress representative.

VII) Ensures club participation in quarterly Club Fair.

Vice President

I) Perform the duties of the President in their absence or inability to serve.

II) Coordinate efforts to recruit new members.

III) Works closely with the Treasurer and President to plan club events and activities.

Treasurer

I) Responsible for the general supervision of the finances of the club. Including seed money received from submitting quarterly updates and all approved funding requests from Club Congress.

II) Responsible for the preparation of a budget when making funding requests at Club Congress.

III) Maintain up-to-date financial records of funds available and funds used.

IV) Give a financial report to the club (as needed).

V) Submit original receipts with appropriate forms to the SGOC (make copies and keep for club records).

Secretary

I) Keep an up-to-date membership roster.

II) Keep full minutes of all meetings and record all action taken by the club.

III) Maintain complete files which should include meeting minutes, club roosters, and current correspondence.

IV) Be responsible for all official club correspondence.

V) Works closely with President, Vice President, and Treasurer to plan club events and activities.

Club Congress Representative (Note: can be any of the above officers or done on a rotational basis)

I) Works closely with all other officers to give a thorough report of the club's

II) activities to club congress.

III) Has knowledge of the club's funding requests from club congress and can speak on the club's behalf for the use of the funds.

IV) Is the voting member for the club at Club Congress meetings.

Note: If you need help with meeting structure, constitution, or by-law changes, or have any other questions or concerns, please reach out to the SGOC Director of Clubs and Student Life.

Elections/Changes in Club Officers

If a club officer must vacate their position, for any reason, then there must be an election held within the club to fill the vacant position. The person who previously held the position will provide change over documents to the incoming officer. These documents should include current work or projects, an explanation of how

the position functions within the club, and any known future plans. The club advisor should assist with this change over.

Officers must be current OC students and may not be current members of SGOC.

If there is an issue with a current officer, the first step should be to contact your club advisor. If further support is needed, schedule a meeting with the SGOC Director of Clubs and Student Life to discuss the issue

To fill an officer position, there must be a 2/3 majority of club members who approve of the new officer candidate.

This vote can happen in several ways:

The interested candidate(s) self identifies.

They explain to the club why they would be fit for the position. This can be done in a brief speech, a submitted bio, or however the club wishes to accomplish this.

Then a vote is had.

This can be done based on the members that are currently present at the meeting. This works better if club members are notified to be present to vote prior to the meeting.

If too few members are present at the meeting, or the club wants every member to vote, then a vote can be sent out electronically for members to respond to.

If members wish to have their votes remain anonymous, then they can write their desired candidate down and these votes can be collected and counted.

If students do not self-identify, then club members can identify who they feel would be a good fit for the open position.

This can be done verbally by members present at the meeting. Or each club member can electronically or anonymously submit who they think should fill the open position.

If the person(s) agree that they would like to fill the open position, a vote can be had by one of the above methods.

If members wish to have their votes remain anonymous, then they can write their desired candidate down and these votes can be collected and counted.

Club Advisor Expectations

There is an entire handbook dedicated to the expectations of a club advisor. This is a small overview of the expectations. That handbook can be found at (Club Advisor Handbook)

1. 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).
2. OC Regular Student Employees (RSEs) or work-study students are **not allowed** to serve as club advisors.
3. The role of the advisor is based upon the nature and type of activities specific to each student club and thus varies significantly according to the style demanded by individual student clubs. However, the specific responsibilities performed by each advisor are similar.
    a. Advisors are **not** expected to perform the duties/tasks of clubs; rather, they are encouragers, resource referral agents, guides, and mentors.
    b. Advisors are expected to be aware of club events and issues and intervene as needed in conflict situations, miscommunications, etc.
4. Any Olympic College, full or part-employee, who does not have an Advisor Agreement on file with SGOC is not recognized as official club advisors.
5. **Interest and familiarity**: Be thoroughly familiar with the nature and objectives of the club. Read this handbook and familiarize yourself with the policies and procedures described in it.

a. Attend club meetings when possible. If attendance is not possible, know the general agenda or purpose of each club meeting. Have frequent communication with club officers and stay up to date.
b. Assist with changeover in officers by helping the new officer be up to date.
c. **Do** attend meetings when a club activity or fund request is being voted on.
d. Give written approval for all purchases the club wishes to make. This approval can be sent to the SGOC Program Specialist II when purchases are being reconciled (if the advisor made the purchase themselves) or prior to items being purchased for the club by the SGOC Program Specialist II.
e. Take an active part in forming club policies and procedures for operation. Support the club's goals and focus of the student club.

6. **Review and Monitor Expenditures:** Assure sound financial and business practices that comply with state and college policies regarding expenditure of club funds.
    a. Ensure funds spent are within S&A guidelines, and that money spent does not exceed what was allotted.

b. Approve all purchases the clubs make and ensure all purchases are made with an OC purchase card. This can either be the purchase card of the advisor or the SGOC Program Specialist II.

7. **Monitor Record Keeping:** Monitor good record keeping of all club events, meetings, and plans. Check in with the club officer responsible for maintaining meeting minutes. As well as retain records of the club charter and club quarterly update forms for two fiscal years.
8. **Club Activities:** An Advisor must attend all club organized trips and events or plan for another faculty/staff member to attend if you are unable to participate. The stand in advisor must sign an Advisor Agreement with SGOC. An official Olympic College staff member must be present at all events for liability purposes.
    a. Advisors, or their OC staff employee designee, must drive the Olympic College van if it is used for a club activity.
    b. If a student wishes, or is required, to travel separately from the rest of the group due to a documented medical reason (physical or mental), the student must work directly with the Office of Student Disability Services to request and receive an official accommodation. This process ensures that all students are supported equitably and that the

college can provide the necessary resources to make travel safe and accessible.

c. Students should begin this process as early as possible to allow enough time for review and approval before the date of travel. Documentation will need to be submitted to the Office of Student Disability Services, who will confirm whether the request meets the accommodation requirements. For questions about this process, or for support in navigating the request, please contact the SGOC Director of Clubs and Student Life or the SGOC Program Specialist II

9. **Student Conduct:** Be aware of the expectations in the Student Conduct Code, especially regarding the prohibited use of alcohol and narcotic substances at college sponsored events. Report any violations to the SGOC office and the Program Specialist II
10. Resource/ Liaison: Be a resource person for the club. Serve as a liaison with the other campus offices and staff.
11. Teamwork/ Guidance: Encourage teamwork within the group and provide guidance in decision-making, trust building, and goal accomplishment
12. Traveling: An Advisor with an Advisor Agreement on file with SGOC must be present for all trips and activities. There must be at least 1 advisor for every 10 students for all off-campus trips/ activities.

In the instance of a change in advisor please notify the SGOC Director of Clubs and Student Life in writing to ensure the new advisor signs an advisor agreement.

If for whatever reason an advisor needs to be removed, the club officers collectively must address this issue with the SGOC Director of Clubs and Student Life and the SGOC Program Specialist II.

Quarterly Update Forms

There are two kinds of clubs: general clubs and budgeted clubs. All clubs start as general clubs.

General clubs request funding from Club Congress.

Budgeted clubs have applied for and are allocated a predetermined budget from S&A Funds. (See “Services and Activities Fees (S&A Fees)” for more information)

A general club can apply to become a budgeted club by demonstrating a clear need for an annual budget as opposed to making requests of Club Congress. Please meet with the SGOC Director of Clubs and Student Life, the Director of Finance and

Operation, and the SGOC Program Specialist II and demonstrate at least 2 years of consist activities that need a yearly budget.

General Clubs:

The funds for these clubs are drawn from the Club Congress budget. The Club Congress budget is set aside yearly through the Student Government Budget Committee.

Club representatives vote on how these funds are spent at Club Congress.

After submission of the Quarterly Update Form, seed money ($50 per quarter) will be allocated to each club. Note: If this form is not submitted, a club's charter may be revoked.

Requests made at Club Congress are separate from the $50 of allocated seed money received each quarter and are additional funding.

The General Club Update Form can be picked up from the SGOC Office, bldg. 10, Common Area, or online at (Non-Budgeted Club Quarterly Update Form)

Budgeted Clubs:

The funds for these clubs are allocated during the Winter quarter of the prior fiscal year.

Budgeted clubs must consult with the SGOC Director of Finances and Operations to manage and spend their allocated budget. These clubs are responsible for managing expenses and adherence to club goals set during budgeting season. There will be quarterly check-ins on the club's budget with the Director of Finances and Operations.

Budgeted Clubs that exceed their approved budget will lose their good standing for the current fiscal year and the following fiscal year. During this two-year period, the club will be classified as a non-budgeted club while it works to regain good standing. A club may appeal this decision if it believes the loss of good standing was unjustified, in accordance with the procedures outlined in **Appendix B**.

The Budgeted Club Quarterly Update Form will request specific information breaking down the annual budget of the club and the activities/events that the club budget will be spent on. For assistance in creating a budget contact the SGOC Director of Finances and Operations.

Budgeted Clubs do not make requests to Club Congress; their budgeting comes entirely from the SGOC allocation.

The Budgeted Club Update Form can be picked up from the SGOC Office, bldg. 10, Common Area or online at (Budgeted Club Quarterly Update Form).

Meeting Minutes

Meeting minutes and a roster of attendees must be kept for every meeting, even if the meeting is remote. Below is an example of what those meeting minutes should look like.

All meeting minutes from the previous quarter should be submitted with the quarterly update form. For example, in Winter Quarter all Fall Quarter meeting minutes and rosters should be attached to the quarterly update from when it is submitted.

Club Meeting Minutes Example

1. Date: 1/1/2023
2. Time: 2:00pm
3. Location: Building 10, Room 116
4. (Attach roster to the meeting minutes)
5. Roll Call of Officers and Advisor

6. Have a list of your officers and Advisor to indicate who was present at the meeting
7. **Approval of Agenda:** Have the assembled club members vote on if they approve the agenda for the meeting or if anything needs to be added/amended. They may vote yes if they agree, or no if they do not agree. Keep a record of the vote, names are not required but the number of yes and no votes should be noted.
8. **Approval of Previous Meeting Minutes:** Have the assembled club members vote on if they approve the agenda from the last meeting. If they were not present, they may abstain from the vote. They may vote yes if they agree, or no if they do not agree. Keep a record of the vote, names are not required but the number of yes and no votes should be noted.
9. **Old Business:** Follow up on past agenda items, check-ins or updates on things that are ongoing.
10. **New Business:** New items that need to be discussed. Example: upcoming events, votes on officers, discussions on funding needs and a vote on said need.
11. **Announcements** Campus events, club events, etc.
12. **Roster**
    a. Example

STUDENT NAME	CTC LINK
John Smith	0123456
Jane Doe	8675309
Gifford	9876543

Note: This meeting schedule above would be the way to start all meetings. Then you may go about your regular club activity. This portion can be very brief. You may even choose to have specific club meetings for these types of discussions. For meetings that are only club activities, simply have a roster of attendees. If you have any questions about running club meetings, please contact the SGOC Director of Clubs and Student Life.

Club Congress

The purpose of the SGOC Student Club Congress is to maintain open and effective communication between the SGOC and all chartered clubs.

Club Congress shall meet as directed by the SGOC Director of Clubs and Student Life, about once per month.

Voting members shall include: One member of each chartered club.

The SGOC Director of Clubs Student Life will act as chairperson and only have a vote in the event of a tie.

Quorum: Quorum shall consist of two-thirds (2/3) of the active chartered clubs, as determined at the beginning of each academic quarter. The quorum number shall be published and made available to all clubs within the first two weeks of the quarter. No official business may be conducted without a quorum present. There will need to be a two-thirds (2/3) majority of voting members present in order for a motion to pass.

The club's Club Congress Representatives must attend meetings or provide an alternate.

Failure to attend, without reasonable notification, will result in a warning being issued by the SGOC Director of Clubs and Student Life. The club will have 5 business days to respond, explaining what occurred and how the issue will be remedied in the future.

Clubs shall submit fund requests to the SGOC Director of Clubs and Student Life at least 48 hours prior to a club congress meeting in order for them to be added to the agenda.

The club congress representative should be familiar with the fund request and able to speak on the club's behalf when presenting the request to club congress.

The SGOC Director of Clubs and Student Life should send out the agenda and past meeting minutes 24 hours before the meeting.

Club Congress evaluates funding requests from the General Club Fund.

Each Club representative shall have one vote on if they approve,

disapprove, or wish to abstain from voting on a club's fund request.

Club representatives shall share information about their club's activities to encourage collaboration, prevent conflicting events, and promote camaraderie between clubs.

This can be done by either submitting an item to be added to the club congress agenda to the SGOC Director of Clubs and Student Life.

Or the club may present their activities update during the "open floor" section of the meeting.

All clubs must participate in Club Congress co-sponsored activities (such as Club Fair).

Club advisors are welcome to attend and gather information for clubs but are **not** voting members. They will be recognized in the "acknowledgement of visitors" portion of the meeting.

Club Funding Process

Officially recognized non-budgeted clubs will receive $50 in seed money when they charter and for every quarter that they submit a quarterly update form.

Seed money is only for non-budgeted clubs.

Each subsequent quarter after chartering, active clubs will receive an additional $50.00 in funding, provided that the club returns quarterly update forms to the Director of Clubs and Student Life. This additional funding is only provided during Fall, Winter, and Spring quarters.

Funds are available to support club activities and events. All club funds must be processed through the SGOC.

Clubs are **not** allowed to maintain off-campus bank accounts.

Club money not used in the current fiscal year will not be available after June 7th check in with program specialist II in advance to discuss the actual deadline

Any revenue generated through fundraising will be available in the succeeding fiscal year.

Once purchases have been approved, the club must submit a detailed shopping list to the SGOC at least two weeks prior to when the items are needed.

If your club is considering fundraising, please contact the Director of Clubs and Student Life for an overview of acceptable fundraising events.

Budgeted Clubs that exceed their approved budget will lose their good standing for the current fiscal year and the following fiscal year. During this two-year period, the club will be classified as a non-budgeted club while it works to regain good standing. A club may appeal this decision if it believes the loss of good standing was unjustified, in accordance with the procedures outlined in **Appendix B**.

Services and Activities Fees (S&A Fees)

S&A Fees are defined as fees, other than tuition fees, charged to all students registering at the state's community colleges and regional universities. S&A Fees are for the express purpose of funding student activities and programs at Olympic College. Student activity fees, student use fees, student building use fees, special student fees, or other similar fees are charged to all students. All club funding is supplied by S&A Fees.

Purchasing Food with S&A Funds

Purchasing food with S&A funds (club money) for regular meetings is not allowed.

Food may be purchased for special meetings and events. Prior approval by the SGOC and the Program Specialist II and the Director of Finance and Operations must be granted.

Food may be purchased for and served at events. Events must be open and publicized to all Olympic College students.

Food servers must carry a Washington State Food Handler's Card.

Have a roster for participants to sign at the special meeting and a Pre-Approval for Meals with Meetings/Light Refreshments MCLR) needs to be met before purchasing any food.

Event Planning

1. **Before the event think about:**
    a. Brainstorm ideas for your event. You'll first need to figure out what kind of
    b. event you want and how much it will cost.
    c. Consider how many people you expect to attend.
    d. Is food going to be served? What type of food?
    e. If there is food what type of service? (Sit down dinner, self-serve?)
    f. Did we submit a Pre-Approval for Meals with Meetings/Light Refreshments (MCLR) form?
    g. Do you need extra garbage cans/recycling bins?

h. Don't forget to include advertising costs, supplies, food, payment for
i. speaker/performer, and any other necessary items.
j. Investigate dates and space available then work with your advisor to follow these seven steps you should do before your event:

2. **To get the ball rolling:**
    a. Request space on campus using 25Live
    b. Notify Facilities by completing a Work Order to ensure custodial and other support services are available, including any necessary event prep and set-up/tear down. Then complete the Internal Event Planning Request Form.
    c. Contact IT for any tech, media, or connection needs.
    d. If Catering Send requests to events@olympic.edu.
    e. Send communication and marketing requests to communications@olympic.edu. 4-6 weeks before the event
    f. Notify Campus Security so they are apprised of the additional activity and off-campus visitors.
    g. If a performer or speaker contract is required, contact Purchasing, who handles all contracts
3. Club Advisors must be on hand for club events or plan for another faculty/staff member to attend if you are unable to participate.

4. **Complete with the SGOC office:**
    a. A planning meeting at least 4-6 weeks prior to the event
    b. Review how much the club will request from club congress. Go over the entirety of the event to ensure that everything that is needed is complete or planned for. If the club will need more than $1500, the request will be made to the SGOC Executive Council instead.
    c. Performance/Speaker Contract (if needed) must be completed at least 4 weeks in advance with Olympic College.
5. Fund requests shall be made to Club Congress 3 weeks prior to the event.
6. Requests greater than $1500 will be made to the SGOC Executive Council rather than to Club Congress
7. **Advertise your event:**
    a. All events need to be fair and open to all current OC students. If you need assistance with creating advertising for your event, please reach out to collaborate with the SGOC Director of Public Relations and Communications. Olympic College Communications may also be able to assist with advertising on the TVs around campus.
    b. Flyers can also be hung around campus. Flyers can either be printed by club members or ask the SGOC about duplicating services. Clubs may post flyers in buildings 4, 7, 8, and 10. However, please avoid

overcrowding the bulletin boards or placing flyers on every available space. Be considerate and leave room for others when posting.

8. **Set up the Event:**
    a. Have a general idea of the set up. Tables and equipment needed. These things will need to be included in your room request. Or you may need to make a request to facilities, make sure to bring this up in the planning meeting with SGOC.
    b. Include time to set up your event in the room request. For example, the set-up time for Club Fair is usually around 30 minutes before the start of the event for clubs to get their tables ready. If the event starts at 1pm, make the room request for 12:30pm.
    c. It may be helpful to draw up a plan of how you wish to set up your event.
    d. 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. If furniture needs to be arranged facilities services should be requested when reserving the room.
    e. Enjoy the Event!
9. **Clean up Event:**

a. Self-clean up events will reduce the cost of an event. This means leaving the room the way you found it.
b. Glitter and confetti are allowed at events if clubs "self-clean" the area with glitter and confetti. Custodial services will not be expected to clean glitter and confetti up.
c. 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-setups" where trained Facilities personnel are necessary for the proper moving and positioning of equipment and furniture.
d. If you have a large event, like a dance, self-clean-up is not possible and custodial services will be needed. This can be requested when you request to reserve the room.
e. If the event or meeting happens between Friday 4:30pm and Monday 7:00am, then custodial needs must be assessed and will also be done when requesting the room.
f. Conduct a club post-event debrief to go over how the event went.
g. Were there things that could have been done better?
h. Were there things that went very well?

i. Students, faculty, or staff, and damage property. If furniture needs to be arranged, facilities services should be requested when reserving the room.

Advertising on Campus

Clubs are required to advertise their regular meetings at least once a quarter, or if the meeting time/location has changed. (Where do they need to or are required to advertise at-perhaps we build a CANVAS site as we discussed for student safety-but also list posting boards on campus)

Clubs hosting or facilitating an event must advertise at least two weeks prior to the event.

Note: For assistance with advertising contact the SGOC Director of Public Relations and Communications.

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

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

Format

1. All posters must be designed in a clean, professional format.
2. Posters must clearly provide all necessary information for the public. This information includes the date, time, location, and point of contact.
3. All publicly posted material must have the following statement in its entirety: "Olympic College does not discriminate based on 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."
4. Posters may be no larger than 11" x 17". Fliers must be no larger than 8 ½" x 11".
5. Posters and fliers must include the Olympic College logo and state which club/organization is sponsoring the activity. If you have any questions, please contact SGOC or SGOC Director of Public Relations and Communications.
6. Before advising on campus. The club must send the flyer to SGOC to get approved, and the Student Government Clubs logo will be added by SGOC.
7. All flyers must include that the meetings and activities are open to all OC students.

8. Any material clubs wish to post must be submitted for approval through the Director of Public Relations and Communication.

Location

1. 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.
2. Posters and fliers may not exceed the background against which they are attached.
3. Fliers and posters are limited to one of each kind per posting location. Staff will remove materials from unauthorized locations.
4. 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.

Field Trips

An OC staff/faculty serving as the club advisor, with an Advisor Agreement on file with SGOC, must be present for all field trips and activities.

There must be at least 1 advisor for every 10 students.

All events must be fair and open to all current OC students. SGOC can only fund travel for current OC students and OC faculty/staff.

If your club is planning to host a one-day field trip, all information regarding the event must be submitted to the SGOC office at least 4 weeks prior to the event and proper forms to be submitted (listed below). The club must secure payment at least 3 weeks before submitting all proper forms to SGOC. The club can request funding from Club Congress for under $1,500 and SGOC Executive Council for over $1,500.

International, out-of-state trips and/or overnight trips need to be approved at least 2 months in advance. All necessary paperwork can be found at Olympic.edu (Clubs will be notified of any restrictions on regional, national, or international travel).

Club Travel & Overnight Trips

An advisor, with an Advisor Agreement on file with SGOC, must be present for the duration of all travel. There must be at least 1 advisor for every 10 students. All events must be fair and open to all current OC students. SGOC can only fund travel for current OC students and OC faculty/staff.

Lodging & Rooming - Minors may not share overnight accommodations with unrelated adults unless otherwise approved by parent/guardian.

Students must room with peers of the same age and identify gender.

Advisors must stay in the same hotel/facility but not in the same room as students.

Workshops/conferences - When attending please schedule a meeting with the SGOC Director of Clubs and Student Life and the Program Specialist II at least 4 weeks in advance during work hours in order to ensure all paperwork is submitted 3 weeks prior to travel.

Forms that will need to be submitted:

1. Travel Authorization Form which can be found on CTCLink under financial self-service. This should be filled out and submitted by the advisor 4 weeks in advance.

Note: If students are receiving money for meals, the advisor must submit their cash advances request on CTCLink.

Please refer to Accounting SharePoint to learn more about travel policy, travel authorization, cash advance request, and expense report instructions.

2. A list of all students (with Student ID numbers) attending the conference.
3. A completed registration form for the conference
4. A conference agenda

5. Release/Assumption of Risk form signed by every participating student (if under 18, a parent/guardian signature is required)

Note: Out of state or out of country travel requires additional approval from the College President or Vice President of Student Affairs.Services.

All students registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.

6. For For minors (16–17) a Parental/Guardian Consent and Release Form, including:
    a. Permission to travel.
    b. Emergency medical authorization.
    c. Release/Assumption of Risk form signed by a parent/guardian and a student under 18.

Must be approved by the Program Specialist II at least 4 weeks in advance.

The club must secure payment before submitting all proper forms to SGOC. The club can request funding from Club Congress for under $1,500 and SGOC Executive Council for over $1,500.

Students may arrive and depart at varying times if they communicate their plans and provide written documentation signed by both them and their advisor. Minors must also have written consent from a legal guardian prior to the trip.

International, out-of-state trips, and/or overnight trips need to be approved at least 2 months in advance. All necessary paperwork can be found at Olympic.edu (Clubs will be notified of any restrictions on regional, national, or international travel).

Mode of Travel - College-owned vehicles. The club advisor or a designee must be on the trip and always driving the vehicle.

If a college vehicle cannot be obtained, contact the SGOC Director of Student Leadership and Engagement and SGOC Program Specialist II to look at renting a vehicle through Enterprise with state contracted rate.

Air travel or other methods. If using air travel or other methods, contact the Director of Clubs and Student Life and the SGOC Program Specialist II before making any arrangements.

Solo traveling- Students may arrive and depart at varying times if they communicate their plans and provide written documentation signed by both them and their advisor. Minors may not drive themselves or others to or from college-sponsored events.

Upon Return - After the trip, the following must be submitted to the SGOC Director of Clubs and Student Life and the SGOC Program Specialist II :

Receipts from the hotel, van rental, and any other miscellaneous expenses must

Travel Expense Form on cTcLink.

Sign in sheets for per diem or meal money and add type of forms needed

If a student could not participate in the travel as initially requested, the student must refund the per diem or meal money.

Out-of-State travel Procedure

To ensure student safety, accountability, and proper approval for any club-related travel outside of state, clubs must abide by these seven steps.

Initial Planning -

- Club discusses purpose of travel
- Advisor(s) must agree to support the trip and be in attendance

Submit Travel Request

- Submit Out-of-State Travel Request Form (edit Link) and Travel Authorization in cTcLink 4-6 weeks in advance
- Include destination, dates, purpose participates, advisor, and budget

Advisor Review

- Advisor must review for alignment, safety, and value
- Advisor approval required

Campus Approval

- Reviewed by Student Government & Advisor
- Additional requirements communicated if needed

Required Paperwork

- Travel waiver completed, Emergency contact info submitted 4-6 weeks prior to travel
- Attend briefing if required

Travel & Conduct

- All Students must follow student Code of Conduct and Club travel and Overnight Trip policies as noted on page
- Minors must have signed parent permission on travel 4-6 weeks in advance
- Trip Lead communicates issues to Advisor

Post-trip Follow-Up

- Submit trip summary within 1-2 weeks of return
- Complete expense report in cTcLink completed by advisor

Appendix A

Resources and Important Contacts

Student Government of Olympic College (SGOC)

Email: sgoc@olympic.edu; Phone: 360-475-7367 7484; Building 10 Room Common Area116

SGOC Director of Clubs & Student Life

Click here to email

SGOC Director of PR & Communications

Click here to email

Chung-Hoon, Erin (helpful for event planning)

Email: echung-hoon@olympic.edu; Phone: (360) 473-2832

Dr. Heather Lukashin,

All Club business with SGOC must be through Olympic College Email

The Dean of Student Services and Engagement Associate Vice President of Student Development and Engagement

Email: hlukashin@olympic.edu; Phone: 360-475-7199

Dr. Cody Rogers,

Office of Community Standards Director & Title IX Coordinator

Email: crogers@olympic.edu; Phone: 360-475-6836

Room Requests

25Live

Duplicating Services (For Advertising)

duplicatingservices@olympic.edu; Phone: 360-475-7155; Building 15 Room 107

Facilities Services

facilities@olympic.edu; Phone: 360-475-781

Appendix B

Appeal Process

If a club disagrees with the loss of good standing or the decision to revoke its charter, the club has the right to appeal. The following process must be followed:

Written Notice of Appeal :

The club must submit a written appeal to the SGOC Director of Clubs and Student Life within 5 business days of receiving the warning or notice of charter revocation.

The appeal must include:

A clear statement that the club is appealing the decision

The specific grounds for appeal (e.g., misunderstanding, procedural error, new information, or disagreement with the severity of the decision)

Supporting documentation or evidence, if applicable

Review by the SGOC Executive Council

Upon receipt of the appeal, the SGOC Director of Clubs and Student Life will schedule the club to present their appeal at the next available SGOC Executive Council meeting, or a special session if necessary.

A minimum of 3 business days' notice will be provided to the club regarding the date and time of the appeal hearing.

Appeal Hearing

Club representatives will be given up to 15 minutes to present their case.

SGOC Executive Council members may ask questions for clarification.

The SGOC Director of Clubs and Student Life may provide additional context regarding the original decision.

Deliberation and Decision

After the hearing, the SGOC Executive Council will deliberate in a closed session.

The Council may:

Uphold the original decision

Overturn the decision and reinstate the club’s good standing or charter

Issue a probationary period with specific conditions for reinstatement

A written decision will be provided to the club within 3 business days of the hearing.

Finality of Decision

The decision of the SGOC Executive Council is final for that academic year.

If the appeal is denied, the club may reapply for recognition in the next academic year following standard rechartering procedures.

Appendix C

OC's Community Standards and Expectations

As representatives of Olympic College, student clubs play a vital role in shaping our campus culture. Membership brings opportunities for leadership, teamwork, and growth, but it also carries the responsibility to uphold the College's values and policies. All student organizations and their members are expected to follow the Student Code of Conduct and related policies at all times, whether on campus, during travel, at events, or online.

The following sections highlight key areas of responsibility for clubs. These standards help ensure a safe, inclusive, and respectful community where all students can thrive.

Harassment, Discrimination, and Title IX

All members of Olympic College clubs are expected to contribute to an environment that is respectful, inclusive, and free from harassment or discrimination. Behavior that demeans, excludes, or targets individuals based on sex, gender, race, ethnicity, religion, disability, sexual orientation, or any other protected status is strictly prohibited.

In addition, clubs must comply with Title IX, which prohibits sex- and gender-based discrimination, including sexual harassment, sexual assault, dating or domestic violence, and stalking. These behaviors have no place in student organizations and may result in both individual and organizational disciplinary action.

Students who experience or witness harassment, discrimination, or sexual misconduct are encouraged to report concerns to the Title IX Coordinator or the Office of Community Standards. Resources, reporting options, and supportive measures are available to ensure safety and equity for all students. Reports can be made at OC Report It.

Olympic College's Title IX Coordinator is your resource for questions, concerns, and support related to equity, discrimination, harassment, and sexual misconduct. The Coordinator ensures the College's compliance with federal and state laws,

oversees fair and impartial processes, and connects students and employees with supportive measures and resources. Whether you are seeking information, need accommodations, or wish to make a report, the Title IX Coordinator is here to help create a safe, respectful, and inclusive environment for all members of our community. Contact Cody Rogers, Title IX Coordinator at titleix@olympic.edu, or in the Bremer Student Center, room 119.

Hazing

Olympic College strictly prohibits hazing in any form. Hazing includes any activity, regardless of willingness to participate, that endangers the physical, emotional, or psychological health or safety of a student as a condition of joining or maintaining membership in a group. This applies to initiation rituals, team-building activities, or any other organizational practices. Hazing is against both college policy and state law, and violations may result in disciplinary action against individuals and/or the organization, including loss of recognition and privileges.

Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.

Student groups that knowingly permit hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.

Student groups found responsible for violating the code of student conduct, college antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

Alcohol and Drug Use

Clubs must comply with all state and federal laws, as well as college policies, regarding the possession, distribution, and use of alcohol and drugs. The unlawful or irresponsible use of alcohol or drugs during any club-sponsored event, activity, or travel is strictly prohibited. Club funds may not be used to purchase alcohol or

drugs. Violations may result in both individual and organizational consequences, including sanctions and loss of funding.

Accountability

Student clubs and their members are accountable for upholding the Student Code of Conduct and college policies at all times. Both individuals and the organization itself may be held responsible for violations, whether they occur on or off campus, during events, or while traveling. Consequences may include educational sanctions, loss of privileges, suspension of club activities, or withdrawal of college recognition. Leaders of clubs and organizations have a special responsibility to model appropriate behavior and ensure their members understand and follow all expectations. Student leaders of clubs found in violation of the Student Code of Conduct may have their leadership role revoked.

All Club business with SGOC must be through Olympic College Email