STUDENT CLUBS & ORGANIZATIONS GUIDEBOOK

In this handbook you will find information on ...

1. AN OVERVIEW

Clubs and organizations are part of the vibrant student life available at DEREE. There is a wide variety of clubs ranging from those that are academic or theoretical in nature to those that are more practical, all of which contribute to community life at the College. There are also student organizations that support activities and events that originate from administration offices of the College. Overall, students join a club or organization because they share a common interest and wish to develop that interest through group discussions, presentations, competitions, exhibitions and much more.

All DEREE students in good academic standing (C.I. 2.0 and above) are eligible to join college clubs. The Office of Student Affairs (OSA) oversees all clubs and organizations; clubs, however, must obtain and continue to receive official recognition and budget allocation from the Student Government.

All clubs/organizations must have at least one advisor. The advisor may be a member of the faculty or the administration and should be knowledgeable in the subject area. The selection of the advisor is made jointly by the members of the club/organization and by the OSA.

Each club/organization writes its own constitution based on a standard template. Club constitutions must be approved by the Student Government (SG) and registered with the OSA. Student organization constitutions/operating guidelines are approved by the OSA. The constitution specifies membership qualifications, organizational structure, and electoral procedures.

All clubs/organizations must have regularly scheduled meetings. Each club/organization has specific requirements for a student to be considered an active member written in their constitution. By the end of the fall semester, an Active Members List, including first name, last name and DEREE ID number of each active member should be submitted to the OSA.

All clubs may request funding from the College, but are not guaranteed funding each year. Allocation of funds for clubs will be determined by the Student Government. Allocation of funds for student organizations is determined by the OSA or the office under which they belong. Clubs/organizations may also choose to fundraise. All fundraising and spending must be approved both by the advisor and the OSA before the fundraising event takes place.

Clubs/organizations hold events and meetings as outlined in Articles 2 (Purpose) and 3 (Activities and Objectives) of their constitutions. They work closely with the OSA to promote and plan meetings, as well as on-campus and off-campus events.

At the end of spring semester an electronic portfolio should be submitted by each club/organization to the OSA. This portfolio will be used to evaluate clubs for awards at the end of the spring semester, and estimate budget requirements for the following year.

2. JOINING A CLUB/ORGANIZATION

A current list of the active clubs/organizations with their contact information may be obtained from the Student Life web page, as well as the Athletics and Student Life blackboard container. New students may register for membership by contacting the club/organization via email.

3. FORMING A NEW CLUB/ORGANIZATION

To start a new club/organization, students must complete the following forms:

1. Club/Organization Proposal Form, including the following information:
   - ✓ The proposed name of the club/organization.
   - ✓ A short description of the purpose of the club/organization and the activities through which the group intends to achieve its goals.
   - ✓ A list of at least five (5) currently enrolled DEREE students who wish to form the club/organization.
   - ✓ The name of the advisor who is willing to advise the club/organization.
2. Constitution / Operating Guidelines
3. Student Life Budget: Projected Expenses & Revenue

For student clubs/organizations, the aforementioned forms must be submitted to the OSA for approval. Within 15 school days after the proposal is submitted, the OSA must approve or deny the establishment of said organization. In the event the establishment of the organization is denied, the OSA must notify the group in writing why they have not been granted recognition. An appeal to a negative decision made by the OSA can be made in writing to the Vice President responsible for Student Life.

A proposed club/organization *will not* be established if its goals or activities are:

- ✓ Inconsistent with the mission or objectives of the College,
- ✓ In conflict with the Undergraduate Catalog and Student Handbook,
- ✓ In conflict with Greek law,
- ✓ In conflict with another club.

Once the club/organization has been approved, members should hold elections.

4. RETAINING ACTIVE STATUS

In order for clubs and organizations to maintain active status, allowing them to request funding, students must complete and submit the following every academic year:

1. Active Member List, signed by the President of the club/organization and the advisor

2. Current constitution

   ➢ If the club/organization constitution has not been amended, the following statement, dated, and signed by the President and Advisor must be submitted:

   "No change has been made to the constitution of (Name of Club/Organization) and the copy currently on file in the Office of Student Affairs is that under which our club/organization operates."

3. Updated, current budget and budget request

For clubs, the aforementioned documentation must be submitted annually to the OSA and the Student Government by the last day of spring semester to be considered for funding.

For student organizations, the aforementioned forms must be submitted to the OSA for approval by the last day of spring semester. Official approval must be granted by the OSA by the end of summer session I.

In the event that a club or an organization is not approved for operation by the OSA the group will be notified in writing and will be invited to meet with OSA staff to determine future actions to revive the club/organization or define its status as "inactive".

A club/organization can be denied funding or be determined *inactive* if:

- ✓ The above documentation is not submitted;
- ✓ The updated, current budget is not submitted along with the appropriate receipts for all fundraising and other transactions carried out by the Club using discretionary account funds ;
- ✓ Its goals or activities are inconsistent with the mission or objectives of the College;
- ✓ Its goals or activities are in conflict with the Undergraduate Catalog and Student Handbook, Greek law or another club/organization.

5. DISSOLUTION OF A CLUB/ORGANIZATION

A club/organization may be dissolved, thus assuming *inactive* status, by decision of its members, by submitting a written notification to the Student Government and the OSA.

An organization may be dissolved by decision of the OSA, for any of the following reasons:

- ✓ Failure to follow basic regulations (e.g. irregular meetings or failure to submit annual report or other as provisioned in the clubs or student organizations constitution)
- ✓ Low attendance: a club/organization may be dissolved if attendance is consistently below 5 members
- ✓ Violation of the College's rules and regulations as stated in the Undergraduate Catalog and Student Handbook, and/or the Student Clubs and Organizations Guidebook

Once a club/organization is dissolved, it assumes *inactive* status, and may not function as a campus club/organization. This means that the group may not use DEREE's name, services, or facilities. Information on inactive clubs and organizations is maintained on file in the OSA.

6. AMMENDING YOUR CONSTITUTION

To amend articles 1-6 of a club constitution, a two-thirds majority of those listed on the active members' roster must be present at the general assembly during which the amendment(s) will be discussed. Of the active members attending the general assembly, a 50% + 1 majority vote in favor of the proposed amendment(s) must be achieved to carry and pass said amendment(s), unless otherwise specified in the club's existing constitution. Articles 7-19 of a club constitution can be changed only after discussion with the advisor and a member the Office of Student Affairs. Changes made to articles 7 through 19 with the approval of the Office of Student Affairs must then be approved by the General Assembly of the club with a 2/3 majority vote. Club constitutions should then be submitted to the Student Government and the OSA to retain their active status.

Proposed amendments to student organization constitutions/operating guidelines should be discussed with their advisor and submitted to the OSA for final approval. The amended constitution/operating guidelines is/are not considered valid unless approved by the OSA.

7. ELECTIONS – TIMES

CLUBS & ORGANIZATIONS: All clubs/organizations hold elections during the first week of March. The elected governing body of each club takes office at the end of Spring Semester. The new governing bodies will plan their major events for the following year and prepare their budget, which should be submitted to the Student Government Elect by the final week of classes for the spring semester.

DEREE STUDENT ASSOCIATION: DEREE Student Association elections are held the third week of spring semester of each academic year.

The terms of the Executive Board and Administrative Cabinet shall end the first day of the fourth full week of classes of spring semester of every academic year, following the inauguration of the newly elected officer at which time the terms of their successors [Executive Board] shall begin. The appointment of the new Administrative Cabinet shall follow within two weeks of the inauguration of the Executive Board.

The term of the Council of Representatives shall end on the first day of the fourth full week of classes of spring semester of every academic year, following the inauguration of the newly elected Council of Representatives at which time the terms of their successors shall begin.

8. ELECTORAL PROCEDURES – CLUBS & ORGANIZATIONS

1. Submit the Active Members List, nominations and electoral committee (EC) to the OSA by the end of the second week of February. Refer to individual club constitutions to define an "active member". OSA will confirm member eligibility to vote and run for positions by checking current CIs. All lists will be returned to the advisor to be distributed to the EC.

2. Allow a weeklong period for nominations the second full week of February. All members being nominated for a position, must be in good academic standing as defined by the College (2.0/4.0 or above)

3. Appoint/elect an Electoral Committee (EC) by the end of the second week of February. No member of the EC may also be running for any GB position. The EC will be held responsible for any violations of the regulations of the elections.

4. The EC prepares submit the ballot to the Office of Student Affairs for approval and printing. (Ballot Template_A, Ballot Template_B, Ballot Template_C). All ballots are numbered. The EC announces in writing the rules of the voting procedure (e.g. use right or left side of the ballot, use cross or tick). All the members of the EC should be well informed of election regulations.

5. The EC should inform all members of the place and time they will be able to vote. Each club should hold their elections for a minimum of two (2) consecutive days for at least two (2) hours a day during Club Election Week.

6. The EC should arrange for a table in the main corridor with the OSA Student Assistant, and create a ballot box to use during elections, being as creative as they would like!

7. Once the election process is over, the EC brings the ballot box to the OSA where all ballots are counted in the presence of an advisor or OSA staff member. The number of ballots cast must reflect a 50% +1 majority of the active members. In case fewer than 50% +1 of the active members vote, a second round of elections must be held within one week. For the second round of elections a majority of 50% +1 active members is not needed.

8. If there has been an infraction in the election process an appeal may be submitted to the OSA in writing no later than one school day after the end of the elections. The OSA reserves the right to cancel the results of the elections if elections were not conducted in accordance to the above mentioned rules and regulations.

9. Once ballots are counted and results are determined, all clubs and organizations must submit the Student Life Governing Body Contact Information Form to the OSA. The form must bear the signatures of the president-elect and the advisor of the club. The new governing body takes effect on the last day of Spring Semester of every year.

10. All final election results will be posted on blackboard once the Student Life Governing Body Contact Information Form is received by the OSA.

9. ELECTORAL PROCEDURES – DEREE STUDENT ASSOCIATION

1. Elections will take place the third week of spring semester of every academic year. The second full week of classes of every spring semester will be Nomination and Campaign Week, and the third week of spring semester will be designated Elections Week. Regular elections will be held on Tuesday and Wednesday of Elections Week; should there be a tie in a specific position or should a candidate not obtain a majority vote for a specific position, including abstentions, repeat elections will be held on Thursday and Friday of Elections Week.

2. Polls will be open from 09:00-17:00 outside of the Office of Student Affairs, next to the "Elections Board" for a consecutive two-day election period.

3. In a non-computerized election, the ballot box shall be sealed upon the commencement of the election and remain sealed for the duration of the election.

4. Electoral Committee members shall not give information to voters about any candidate. If questions are posed, the Electoral Committee members should direct the student to the candidate list and background information posted on-line or on the elections board.

5. Ballot counting shall begin at the end of voting, by three members of the Electoral Committee, and continue until the election outcomes have been determined. Three witnesses consisting of the Secretary of the current Student Government, or other appointed officer in case the Secretary is running for the office in the current election, the Electoral Committee Chair, and a member of the Office of Student Affairs shall be present at all times during the counting of all ballots. All witnesses and counters must sign the final ballot result, which is to be posted outside the Student Government Office and the Office of Student Affairs after counting.

6. Each category on each ballot must give the voter the option to abstain from voting. Abstentions will be counted separately and posted accordingly, regardless of number. A final election candidate must gain a majority of total votes including abstentions. If a single candidate does not gain a majority, then a repeat election must be held.

7. Candidates must win an election by a two-vote margin, otherwise the election is declared a tie, and must be rerun for the specific position.

8. A candidate wishing to protest an election must do so no later than twenty-four hours after results have been posted, including weekends. This protest must be submitted in writing to the Office of Student Affairs and the Electoral Committee Chairperson. The Electoral Committee Chairperson must then present the protest to the Student Government and the Electoral Committee, who will rule on the protest.

9. The candidates for President and Vice-President of the DSA must run as a ticket.

10. Candidates may only run for one office during each election.

11. To run for DSA, each candidate must be a full time student, maintain a cumulative GPA of at least 2.5/4.0 at the time of nomination and be in good standing as defined by the Undergraduate Catalogue and Student Handbook, at the time of the elections and for two consecutive semesters prior to running for office.

12. A student running for a position in the DSA should be an active student on the DEREE campus throughout the duration of his/her term. Should a student who is planning in participating in a study abroad or internship opportunity that would require them to be absent for a period of time during their term; they should declare this fact in their campaign profile. In the case where the student running for the position accepts the internship or study abroad opportunity the candidate will be asked to resign immediately from their elected position. The positions will be filled as specified in the DEREE Student Association Constitution and Bylaws.

10. THE ROLE OF THE ADVISOR

Advisors play an instrumental role in the overall success of the club/student organization. They guide and direct the club/student organization members in carrying out their activities and help them work together in a spirit of cooperation, maintaining unity and continuity between each governing body.

Advisors are often faculty members or administrators who volunteer their time and talent out of interest in a particular activity and dedication to the College.

The responsibilities of an advisor, instructor, or coach are to:

✓ Assist in the development of skills,

✓ Supervise meetings or other activities sponsored by the group,

✓ Attend and supervise major events on campus even those held after class hours and on weekends,

✓ Chaperone or arrange for a chaperone for trips within Greece and abroad,

✓ Help the club or student organization elect officers and establish a meaningful program consistent with the objectives of the group and the College,

✓ Encourage interaction between members by assigning specific tasks and responsibilities,

✓ Facilitate leadership development and group initiative,

✓ Encourage students to keep an electronic portfolio of photos, videos, advertisements for every event. They can be uploaded on the College webpage and may be submitted for other College publications such as the yearbook, ACG magazine, etc. and for awards.

✓ Supervise the group's financial transactions to help ensure appropriate record keeping, and

✓ Work closely with the Student Government and the OSA to solve any problems that may arise.

11. FUNDING AND BUDGET BASICS

Planning ahead is the cornerstone of financial management. All active clubs may request financial support for planned activities and events from the Student Life College Account. All clubs and organizations may also create a Discretionary Account; all such accounts will be kept at the Business Office.

At the end of each spring semester, clubs may request financial support from the Student Life College Account by submitting their projected budget to the Student Government. A copy of the budget request should also be submitted to the Office of Student Affairs for reference. It is imperative that groups identify goals, events, and programs that they want to pursue before the academic year begins. While creating their budget, they should investigate and estimate all costs. The governing body must present their budget proposals and estimated expenses and revenue in order to apply for funding by **the last day of Spring Semester.** Besides being a necessary step in applying for funding it will help the governing body to focus on priorities and programs, help channel the energies of members, ensure member buy-in, help the group formulate attainable goals and identify constraints and challenges.

At the end of each fall semester, all clubs will be required to submit a complete audit report, listing all activities/events held during the previous spring and fall semesters, as well as corresponding receipts for all expenses made to date; this audit will determine the appropriation of funds for the semester ahead [spring]. At this time, clubs may also submit an updated budget projection.

All clubs should use the template budget sheets (Budget Sheets _ Template and Example) on blackboard to complete and submit their budget request and audit report.

The treasurer of each club is responsible for having the Budget Sheet with all Discretionary account transactions complete, including all receipts, up to date for auditing/inspection at any time requested by the advisor, the Student Government or the OSA. *Misuse of funds in the discretionary account may result in sanctions according to the Student Conduct Code*. It is important to make sure the governing body is well informed of the group's financial situation. Finances are a key factor in allowing a group to fulfill their mission and plan events. If a group does not know their financial standing they run the risk of overspending, planning too many events or underutilizing their resources.

Each club/organization is required to work within its budget and may not exceed it. After the initial budget approval by the Student Government for clubs, requests for expenditures from the Student Life College Account are processed by the OSA. The club president and its advisor must submit the appropriate form (On-Campus or Off-Campus Event Proposal Forms) or discuss other requests with the OSA. The OSA will then complete a requisition form. Once the requisition is approved the Purchasing Department will buy the materials requested.

To draw on Discretionary Account funds, the Treasurer/President must request the amount from the OSA; OSA staff will review the club/organization discretionary account record of transactions to ensure that the requested amount is available. Once availability of funds is confirmed, the Treasurer/President or other assigned GB member may obtain the requested amount. The Office of Student Affairs will give the president/treasurer a Cash Withdrawal Slip. This slip should be retained and submitted together with the receipt of purchase and the Discretionary Transaction Sheet during an audit.

To deposit money in the Discretionary Account, the Treasurer/President will receive a Cash Deposit Slip from the Office of Student Affairs. This slip should be retained and submitted with the Discretionary Transaction Sheet during an audit.

Several important considerations to keep in mind when planning for expenses:

- ✓ Funds remaining in the Student Life College Account at the end of the academic year **do not** roll over to the next year.
- ✓ Funds remaining in the Discretionary Account **do** roll over each year.
- ✓ The College reserves the right not to provide funding to clubs.
- ✓ The College will not fund travel expenses for events that do not directly contribute to the College community.
- ✓ The College will also not fund start-up costs for fundraising efforts. Start-up costs should be drawn from Discretionary accounts.

To assist students in planning and budgeting for expenses, the OSA offers training sessions for governing body members. Please e-mail studentaffairs@acg.edu or call 210 6009800 ext. 1197 to make an appointment.

12. FUNDRAISING

Groups collecting money through ticket sales, product sales or general requests for donations for a specific cause or charity must clearly identify the money as "fundraising revenue." Patrons or customers should understand the mission of the fundraiser in order to have a choice whether to support or not support the endeavor. Fundraising events must be pre-approved by the advisor and the OSA. Submit the On-Campus Event form at least **4 weeks** in advance to the OSA. After the fundraising event, the money should be counted and recorded in the Discretionary Funds Master List in the OSA and subsequently deposited in the **Student Life Discretionary Accounts** at the College. The treasurer should keep a copy of the recorded transaction on the Discretionary Transaction Sheet. To raise money through the Student Lounge Coffee Shop use the following link http://doodle.com/poll/8m4t587vckbc8f88 to reserve dates and communicate with the Student Lounge Coordinators at studentcoffeeshop@acg.edu.

13. EVENT PLANNING FOR ON-CAMPUS ACTIVITIES

At the beginning of each semester, the governing body of each club or organization should meet with the OSA to discuss the meetings and events they plan to hold. In general the earlier an event is planned the better. An On-Campus Event form must be completed and submitted for any event planned on campus at least **4 weeks** in advance; major events should be planned *two months* in advance and all forms and requisitions completed at least *one month in advance*. If outside sponsors are involved it is recommended you contact them *at least two months in advance*. Meetings can be scheduled at any time, however it is recommended to hold a standard meeting time and place.

The OSA has developed the following procedures to assist students in planning and executing meetings and events:

TO RESERVE TABLES, CHAIRS, or BOARDS for use in the DEREE main campus corridor:

Stop by the OSA and speak to a student assistant at least 48 hours in advance.

TO RESERVE A ROOM FOR A MEETING:

Submit your space request by email to studentaffairs@acg.edu at least 48 hours in advance. The OSA will notify you regarding the availability of the space requested by email, within 24 hours of receiving confirmation from the Registrar's office.

TO POST AN ANNOUNCEMENT, MEETING OR EVENT ON BLACKBOARD:

E-mail the text or .jpg file you would like posted on blackboard to studentaffairs@acg.edu at least 3 days in advance. Please specify if you would like your event/meeting to be included on the OSA calendar on Blackboard as well.

TO PLAN AN ON-CAMPUS ACTIVITY OTHER THAN AN INTERNAL MEETING:

Complete and submit an On-Campus Activity Proposal Form to the OSA. **Submit at least 4 weeks in advance**.

TO ATTEND A COLLEGE SPONSORED OFF-CAMPUS EVENT:

Complete and submit an Off-Campus Activity Proposal Form to the OSA. **Submit at least 4 weeks in advance**. Submit a Disclaimer Form and a Medical & Emergency Contact Form for each student attending, as well.

USE OF OFF-CAMPUS VENDORS:

Outside vendors that require payment for their services or products must be requested through a requisition. Outside vendors that will donate or sell their product on campus must be approved by the OSA and the Business Office. A contract will be drawn up for vendors that sell on campus at least **two weeks** in advance of the event. *Do not forget to mention that you are planning to use outside vendors in your* On-Campus Activity Proposal Form.

14. COLLEGE SUPPORT SERVICES

If you are planning a major college event please submit the On-Campus Activity Proposal Form. You may request help from various college offices through requisitions and work orders. The governing body must complete all requisitions and work orders with the assistance of OSA staff.

Clubs and organizations do not communicate directly with other administrative offices with the exception of the Media Center. All communication takes place through the OSA.

SET UP AND PROMOTION – Technical Services – Technical services may help with the set-up of tables, chairs, boards, musical equipment, stage, and banners hung from College buildings as long as this request is not for a Saturday or Sunday. Communication with the office of Technical Services should be done only through the OSA where a work order should be completed at least four weeks in advance of the event. The earlier the work order is submitted the better, so that any conflicts can be resolved in a timely manner. Members of the Governing body must be present to assist technical services staff during set up.

KEYS AND AUDIOVISUAL EQUIPMENT – Media Center: Reserve audio visual materials, laptops, projectors, screens through this office located in the lower level of the John S. Bailey Library. Fill out the Media Center Equipment Request Form at least two weeks in advance of the event. Arrange for keys for the use of classrooms after six o'clock on Fridays and on weekends.

SECURITY AND CLEANING – **Office of Operations**: To secure entrance and parking on campus for speakers and vendors, submit a list of names, the company they represent and the license plate number to the OSA via email at studentaffairs@acg.edu at least one week before the event. The OSA will then forward this list to the Office of Operations. Always communicate to these individuals that they will be asked for a form of identification at the main DEREE gate (i.e. Greek ID card). To request cleaning during or after a major event, submit a requisition form through the OSA.

FOOD AND REFRESHMENTS – Office of Operations: Food drinks and refreshments for College catered events can be provided by an external caterer. Requests should be made through an On-Campus Activity Proposal Form. The OSA will then submit a requisition.

PHOTOCOPIES – Xerox: Permission by the OSA is required for free black and white photocopies for club/organization events.

ELECTRONIC COMMUNICATION – Information Resources Management: To set up a blackboard account, email account, user account on the CSO office (Club/Societies/Organizations) computer, stop by or email the OSA who will then communicate your request to IRM.

PROMOTIONAL MATERIALS – Integrated Marketing and Communication: To ask for assistance with promotional materials including logos and posters for events, stop by the OSA who will then book an appointment for the club/organization with IMC.

PURCHASING MATERIALS – Office of Operations – To ask for assistance in purchasing materials, such as t-shirts, bags, party materials etc, fill out an On-Campus Activity Proposal Form. Make an appointment to discuss details with OSA. The OSA will then submit a requisition.

15. REGULATIONS FOR OFF-CAMPUS ACTIVITIES

All student activities organized by student organizations or clubs that take place off campus are subject to several regulations.

<u>**College Sponsored Events: Obtaining Permission**</u>

1. Off- Campus Activity Proposal Form

To organize **ANY** off-campus activity that is funded through the STUDENT LIFE COLLEGE ACCOUNT, and/or will be using the DEREE name or emblems or symbols, submit an Off-Campus Activity Proposal Form and budget, and schedule an appointment to discuss the event with the OSA at least six weeks prior to the scheduled trip. *For any college sponsored trip the name of a chaperone* ***must*** *be included in the proposal form.*

Funds may be drawn from the STUDENT LIFE COLLEGE ACCOUNT and/or the DISCRETIONARY ACCOUNT.

The use of the name of the College, emblems or symbols of the College are prohibited for off-campus activities for which the above procedure has not been followed and for which the College has not given prior approval.

2. Selection Process

Describe the process and criteria for selecting participants for a conference, debate or other off campus event where participation is not open to all members. Submit a Selection Process Form to the Office of Student Affairs.

3. Disclaimer Form and Medical & Emergency Contact Form

All participants (or their parents or legal guardians if under 18 years of age) must sign a Disclaimer Form and the Medical & Emergency Contact Form provided by the OSA for any College sponsored event held off campus. The forms must be returned to the OSA five (5) days before the event. No student is allowed to participate without these documents.

In addition, the following information must be submitted to the OSA five (5) days in advance of the trip:

- ✓ a complete list of all students attending, including their name, student ID, email, cell phone
- ✓ name and cell number of a contact in Greece for each student participating/attending
- ✓ participants' flight information and accommodations (i.e.: flight number, name, address, contact info of hotel)

Responsibilities of the College

Other than providing one or more chaperones, the College bears no responsibility for accidents, unexpected occurrences, deviations from the schedule or loss of property belonging to students, should any of these incidents occur during an off-campus activity.

Student Obligations

Students who participate in off-campus activities sponsored by the College must:

- ✓ Follow the approved schedule.
- ✓ Follow the instructions of the chaperone(s).
- ✓ Display proper conduct at all times.
- ✓ Follow and abide by all local laws.

Not doing so will lead to individual/group discipline, which may include expulsion and/or dissolution of the club.

4. Off Campus Report

To evaluate the Off Campus events, students attending should fill out the Off Campus Report Form once they return, submit it to their advisor who will then add their comments and submit to the Office of Student Affairs.

<u>**Off-Campus Non-College Sponsored Events**</u>

Students have the right to organize non-sponsored events off-campus however they cannot be advertised using the college name and logo. The college bears no responsibility for the event, nor for transportation to and from the event. The advisor of the club or organization should be informed, but has no responsibility and is not required to attend. Student Life College Account funds may not be used for this type of event.

16. COLLEGE SPONSORED TRAVEL

All college sponsored travel planned for student organizations or clubs must adhere to the following regulations:

Obtaining Permission

To organize **ANY** college sponsored travel, submit an Off Campus Activity Form and schedule an appointment to discuss the trip with the OSA. *For ALL college sponsored travel the name of a chaperone **MUST** be included in the proposal form.*

Funds for a College sponsored trip are drawn from the STUDENT LIFE COLLEGE ACCOUNT through the requisition process.

The use of the name of the College, emblems or symbols of the College are prohibited for any conference, tournament or other activity attended by DEREE students for which the above procedure has not been followed and for which the College has not given prior approval.

Student Participation

To ensure fairness, each student may participate in ONE College sponsored trip per fiscal year (July 1 – June 30) organized by any one club/organization. For example, Student A may be selected to participate in no more than ONE College sponsored trip with Club A; however, if Club B would also like to be represented by Student A, he/she may also participate in no more than ONE College sponsored event with Club B. Exceptions to this policy must be justified in writing to the Office of Student Affairs and must be communicated to all club members via email.

Disclaimer & Medical Emergency Forms

All participants (or their parents or legal guardians if under 18 years of age) must sign a Disclaimer Form and the Medical & Emergency Contact Form provided by the OSA for any College sponsored travel. The forms must be returned to the OSA five (5) days prior to scheduled departure. No student is allowed to participate without this document.

In addition, the following information must be submitted to the OSA five (5) days prior to scheduled departure:

- ✓ a complete list of all students attending, including their name, student ID, email, cell phone
- ✓ name and cell number of a contact in Greece for each student participating/attending
- ✓ participants' flight information and accommodations (i.e.: flight number, name, address, contact info of hotel)

Responsibilities of the College

Other than providing one or more chaperones, as determined by the College, the College bears no responsibility for accidents, unexpected occurrences, deviations from the schedule or loss of property belonging to students, should any of these incidents occur during College sponsored travel.

Student Obligations

Students who participate in College sponsored travel opportunities:

- ✓ Follow the approved schedule.
- ✓ Follow the instructions of the chaperone(s).
- ✓ Display proper conduct at all times.
- ✓ Follow and abide by all local laws.

Not doing so will lead to individual/group discipline, which may include expulsion and/or dissolution of the club.

Off-Campus Non-College sponsored travel

Students have the right to organize non-sponsored travel however they cannot be advertised using the college name and logo. The college bears no responsibility for the event, nor for transportation to and from the event. The advisor of the club or organization should be informed, but has no responsibility and is not required to attend. Student Life College Account and Discretionary Account funds may not be used for this type of event.

17. COMMUNICATING EVENTS AND MEETINGS

Calendar of Events - The OSA maintains a master calendar of student organized events. All student activities and events are scheduled through this Office. The OSA works with the Registrars' Office, the Office of Athletics, the Office of Alumni and College Events and the Office of the Dean of Faculty to book rooms and ensure there are no conflicting events. Major events open to the general public will be posted on the Master Calendar of Events on the College webpage.

Blackboard – The OSA will post announcements, meetings and events on the Student Life Calendar for the entire student body to see. Students must send an email to OSA at least 3 days in advance.

ACG e-mail – each student organization has its own e-mail account. The OSA and other college offices will communicate with the club/organization using this account. All club/organization correspondence must occur through the official club/organization email account rather than personal email accounts. .

Club/Society/Organization Office (CSO Office) – Office hours are set for each student organization/club/society through the Student Government at the beginning of each semester. The OSA is informed of the office hours and they are posted on the door of the CSAR room. Each club/organization/society is entitled to a space in the room and is responsible for the tidiness of the room. (This room is also known as the CSO office.)

Bulletin Boards – Large glass cases are located along the corridor of Level 3 of the main building on the Aghia Paraskevi campus to help keep students informed about on and off campus events. Also there are bulletin boards on level 4, 5, 6 and 7. There is also a glass case in the CN building. In addition to the OSA, other College offices and student groups post notices on the boards. Check bulletin boards daily for items of interest.

The following regulations apply to all posters placed on bulletin boards.

- ✓ Posters must be no larger than A4 for posting on all boards except for Events at DEREE board.

- ✓ Posters must be checked by the club's advisor. If for some reason Greek is to be used, a copy in English must accompany it.

- ✓ Posters must be stamped and dated by a staff member of the OSA at the Aghia Paraskevi campus.

- ✓ Advertisements on the DEREE Classifieds board will remain for 15 days. They may be renewed at the OSA.

- ✓ Posters and announcements may not be posted in classrooms or anywhere else on campus walls/doors or windows.

- ✓ Anyone removing posters without proper authorization will be subject to disciplinary action.

Plasma screens– Students may post announcements on the plasma screens located in the library, student success center, and CN building. They should submit a jpg or PowerPoint slide in landscape to the OSA studentaffairs@acg.edu at least 5 days in advance of the event.

ACG Website – The ACG Website has pages for Student Clubs and Student Organizations under the STUDENT LIFE section. Each student club or organization is encouraged to submit current material. The webpage should be set up with the following information:

- ✓ Name of organization and logo, standard meeting time and place and club e-mail. (update each semester)

- ✓ Opening paragraph explaining the purpose of the organization and types of activities that are usually planned. (use your constitution as a reference)

- ✓ A section on planned activities for the year (update each semester)

- ✓ Current governing body contact information (update each year)

- ✓ Photos with captions and video from events

18. USE OF THE DEREE LOGO

To use the college logo on promotional materials please submit the material in an electronic form that can be manipulated (Illustrator, Corel Draw, Photoshop – not in jpg) to the OSA **at least four weeks in advance** of the date it needs to go to print. OSA will then forward it to the IMC.

19. CREATING YOUR OWN LOGO

Guidelines:

1. Each logo should have its own identity.
2. It shouldn't include any part of the new or old logo of DEREE. The reason for this is so it can be combined with the DEREE logo in any type of promotional material or publication. (T-shirt, banners, flyers etc.)
3. Your logo should have two versions: color, and black and white. The more colors in your logo the more expensive it is to create promotional materials.
4. Consult with IMC for designing an appropriate logo.
5. The logo must be approved by the advisor and the OSA.
6. In order to create or change an existing logo, the majority of the members at general assembly must agree.

20. AWARDS

In an effort to recognize outstanding achievements and promote continual development the OSA organizes a Student Awards Ceremony night at the end of every academic year. Club and organization members are eligible for the following awards:

Honorable Mention: Graduating Students of DEREE organizations – This award recognizes the contribution of the graduating members of DEREE organizations. These graduating seniors have displayed dedication to, and respect for, their alma mater and its high ideals.

Emerging Leader Award – This award recognizes a first or second year student, exemplifying promising leadership qualities, by actively participating in College life, while upholding good academic standards and cultivating a community of ethos and mutual respect among his/her peers, setting the ground-work for a life of leadership.

The College Life Leadership Award – This award recognizes a graduating student who has excelled in leading his/her fellow students while upholding the core values of DEREE, including respect for others, responsible action, and high achievement. This leader has motivated his/her fellow students with his/her vision. The student has demonstrated problem solving skills and professionalism when working with the College administration and fellow students. He/she has encouraged fellow students to work as a team in completing projects and executing initiatives and has contributed to major College events, working with other student organizations, clubs or societies to create a cohesive community at DEREE.

Student Life Club Excellence Award – This award recognizes the College club that has demonstrated excellence in the following areas: College and community spirit, leadership in developing initiatives and programs, individual member learning, and professionalism in overcoming challenges.

Clubs and organizations submit electronic portfolios of photos, videos, advertisements for events and accomplishments for the academic year. After reviewing the electronic portfolios, nominations by students, faculty, staff and administration for one club or organization are submitted to the OSA.

Outstanding Organization/Club Member Award – This award recognizes the most valuable member of each club and organization. The award recipient has demonstrated devotion to a club or organization by helping to plan, manage, and attend events and meetings, and by inspiring fellow members with their vision and guidance.

College Spirit Award – This award recognizes a graduating student who has exemplified the spirit of DEREE with pride as a dedicated member of the ACG community. This student has actively participated in College life while maintaining high ethical standards, good academic achievement, and has given of him/herself without expecting recognition or reward.

21. LIST OF FORMS

The OSA has developed the following forms to assist students in running their clubs and organizations successfully. Please download, fill out and either email to studentaffairs@acg.edu or return to the OSA.

STANDARD FORMS

Club/Student Organization Proposal Form - To create a new club/organization or register the club/organization each June.

Student Life Governing Body Contact Information Form – Submit after elections every March.

Active Members List - To register active members submit at the end of each semester.

Constitution Template – To create or amend your constitution.

Budget Sheets_ Template and Example Submit to DSA to receive funding, keep track of spending from Discretionary account and Student Life Account

Ballot Template_A, Ballot Template_B, Ballot Template_C – Submit to the Office of Student Affairs for approval and printing

EVENT PLANNING FORMS

On-Campus Activity Proposal Form - to plan an activity other than an internal meeting. Submit at least 8 weeks in advance.

Off-Campus Activity Proposal Form - to plan a college sponsored off campus event. Submit at least 8 weeks in advance.

Disclaimer form - To attend College sponsored off-campus events. Submit 5 days in advance.

Medical & Emergency Contact Form – to attend a College sponsored off-campus event. Submit 5 days in advance.

Media Center Equipment Request Form – To reserve audiovisual equipment. Submit 10 days in advance.

Selection Process Form – To attend a College sponsored off-campus event. Submit 8 weeks in advance.

Off Campus Report Form – To evaluate an Off Campus Event. Submit within two weeks after returning.