# Clubs & Organizations Manual

WAKE TECH
STUDENT ACTIVITIES

**Updated Summer 2022**

## Message from the Office of Student Activities

Thank you for serving as an Advisor for one of Wake Tech Community College's premier clubs or organizations! The Office of Student Activities supports and encourages student clubs and organizations. Please become familiar with the current policies on club funding, budgets, activities, etc. These procedures are intended for active clubs/organizations only and must be followed for you to successfully plan and implement your club's activities. This has historically ensured a smooth relationship between clubs and organizations and the Accounting and Business offices of the college.

Campus clubs and student organizations are part of the Enrollment & Student Services Division of Wake Technical Community College. They are a catalyst for student engagement as they provide opportunities for students with common interests to join together in activities and events that create a sense of community outside the classroom. We believe an engaged student is a successful student, and that is not possible without you!

The Office of Student Activities is here to assist you with any questions or concerns, so please do not hesitate to call or email our office if you have any questions or concerns as you begin to plan your events. We hope you have a wonderful and rewarding year!

Again, thank you for your willingness to serve.

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**Staff positions, titles, locations subject to change

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# Clubs and Organizations Procedures

## A. General Responsibilities of the Advisor

An Advisor is an integral part of every organization. Without an advisor, a student organization has no authority to meet or even exist. Advisors volunteer to work with student groups because they are interested in helping to develop student leaders. Your responsibilities/requirements are listed below.

**I. The Advisor shall be present whenever the organization:**

- Conducts any activity which is considered an official organization function, or which is held under the name of the organization, and to which members are extended written or verbal invitations.
- Conducts any meeting on or off-campus.
- During any club travel off-campus
- During any off-campus events and meetings.

**II. An Advisor Shall:**

- Be familiar with the policies and regulations governing student organizations and student conduct contained in the Student Handbook and the Club and Organizations Manual.
- Assist with the formulation and revision of the organization's constitution and bylaws.
- Advise the organization in planning activities, events, and developing a budget.
- Supervise activities and events of the organization.
- Not use personal vehicles for transporting students.
- See that activities and events are approved in advance through the Office of Student Activities, in accordance with established procedures.
- Oversee the finances of the organization and help ensure adherence to sound fiscal policies.
- Consult with the Office of Student Activities when questions and problems arise. **\*\*Please Note: Advisors must handle all deposits and funds for the club/organization. Note that students are not allowed to collect or handle funds on behalf of the club.**

# B. Clubs and Organization Forms

*Organization Registration*

This form is used for students/Advisors interested in creating a new club/organization. All student organizations must be approved by the college through the Office of Student Activities and please contact us for new club/organization requirements/procures.

This form is also used for yearly club reactivation. The number of active student clubs/organization may vary from year to year due to student interest.

Each year clubs will submit an *Organization Registration* electronically through XTRA. This form notifies us that the club will be active for the academic year. Upon receipt of the *Organization Registration* and required paperwork, the Office of Student Activities will allocate yearly reactivation funds for each active club.

Additional Documents Required for Reactivation:

- Updated Constitution (only if older than 5 years)
- Advisor Agreement (for every active club Advisor)
- *SGA Club Representative Contact* Form (details on page 9)
- Updated student roster on XTRA (at least 10 active members)

*Event Registration*

Please know that all club Advisors are expected to complete an *Event Registration* at least three to four weeks prior to any event in which:

- The event is outside of a scheduled club meeting.
- Any club event/meeting with a guest speaker.
- Funds will be collected or expended.
- The event has the potential to involve a controversial matter.
  **\*\*Please note:** If your club needs a cash box to make change for an event or for a fundraising event, please indicate that on your Form.
  If your club needs monetary prizes, please indicate that on your Form.

Detailed planning is critical to the success of any activity. Upon approval of your *Event Registration*, your event will be listed on XTRA and linked to the Wake Tech main page campus calendar. It is highly recommended that club Advisors follow these steps to ensure a successful activity and approval of your *Event Registration*:

1. The Advisor and student members plan an activity and outline the details.
2. The Advisor contacts vendors to get a price **quote** for goods and services needed. The authority to place orders or sign/approve contracts for goods or services lies solely with the Business Office.
3. The Advisor will submit a completed *Event Registration* for the requested

event electronically through XTRA along with all supporting documentation, such as quotes, invoices, vendor contracts, certificates of insurance, & Wake Tech Professional Services Agreement.

4. The Office of Student Activities will process the necessary paperwork and upon approval, will confirm the details with the Advisor and the Business Office.

5. In the case of an outside speaker for your club event or meeting, please see page 11 for our Guest Speaker Policy to help to fill out your *Event Registration*.
**\*\*Please Note: Club Advisors are not authorized to sign contracts, agreements, lease agreements, etc. on behalf of the club. If the event is promoted and advertised outside the college community, it must be approved by college officials. Please submit plans to the Office of Student Activities for approval.**

### *Program Planning Worksheet/Club Purchase Request*

This form is submitted electronically through XTRA when your club wants to spend money not related to club events (i.e. club t-shirts, swag, gifts.) Attach documents as required.

> **\*\*Please Note: Do NOT spend any personal or club money until this form has been fully approved.**

### *Create Reconciliation*

This form is used to request reimbursement for approved club purchases to the club Advisor. **Please don't spend any personal or club funds until your *Event Registration* has been fully approved.** This form replaces the *Special Funds Invoice.*

1. Complete this form electronically through XTRA after *Event Registration* has been approved when the club Advisor needs to be reimbursed for club purchases.

2. Attach documents as required and make sure receipts are very clear or request will be denied.
**\*\*Please Note: Under no circumstances will a club Advisor be reimbursed for out-of-pocket purchases over $250.00. Club fund reimbursements to student club members or club officers are NOT allowed. This form should not circumvent the use of other procurement methods, including Form 58, E-pro, and P-card. The approval process is lengthy; therefore, clubs should allow up to four weeks for the Business Office to process an E-pro, Purchase Order (Form 58), or Advisor reimbursement.**

### *Club Intent to Travel*

The Advisor or designated college faculty/staff member must accompany the organization on all off-campus club travel. Procedures are as follows:

1. Advisors must have approval from their Dean before travelling with a club or organization.
2. A *Club Intent to Travel* must be submitted electronically through XTRA for all off-campus club travel.
3. The Advisor shall submit all requests for travel to the Office of Student Activities using the *Club Intent to Travel*, **at least six (6) weeks** in advance of the date of travel. This is especially important if advance payment is required for a conference.
4. The Office of Student Activities will help confirm all travel arrangements and will complete the *Travel Authorization*.
5. Advance payment of club expenses is allowed for the club to travel. The *Club Intent to Travel* Form should show all expenses that will need to be reimbursed or processed for advance payment. (ex. Registration, hotel.) **Expenses not listed on the TA Form will not be paid or reimbursed.**
6. The Office of Student Activities will submit a *Travel Authorization.* Once approved, the TA will be sent to the Dean of Student Development, Senior Vice President of Enrollment and Student Services, and Executive Vice President of ESS for final approval.
7. It is required that each student travelling complete an *Emergency Notification Information and Travel Waiver of Liability and Hold Harmless Agreement* electronically through XTRA listing allergies, medications, and other pertinent health-related information. A travel packet of these documents will be prepared for the Advisor to take on the trip and a set retained at the college while the students are traveling.
8. If using an institutional vehicle, a copy of the *Travel Authorization* will be sent to the Business Office. **Under no circumstance will a student or non-employee of the college drive the institutional vehicle.**
9. Advisors are encouraged to reserve a state vehicle for travel between campus locations. *(Eagle Assist must be completed.)* No travel between campuses will be reimbursed.
10. Spouses/children/family members and all non- students are NOT allowed to travel on college-sponsored events or activities.
11. Advisors are NOT to share rooms with students under any circumstances.
12. Consumption of alcoholic beverages is strictly prohibited by both student club members and club Advisors during any club trip, event, or meeting.
13. The Office of Student Activities will submit the *Travel Reimbursement* and all applicable itemized receipts along with the original *Travel Authorization* to the Accounting Office for reimbursement processing.
    **\*\*Please Note: Any exceptions or deviations to the approved *Club Intent to Travel*, needs to be approved by The Office of Student Activities in writing.**

### Club Service Project Proposal

Each club is encouraged to participate in at least one community service project through the Office of Volunteerism and Leadership (OVAL) to receive an additional $100.00 towards your club account balance.  All community service projects must be approved in advance by filling out the Club Service Project Proposal electronically on XTRA. Upon completion, the funds will be deposited into the club account.

> **\*\*Please Note: The community service project must be completed by the end of the academic year. Each club is eligible for only one paid service project per academic year. Clubs can participate in as many service projects as they wish.**

### Student Activities Swag Request

This form is submitted electronically through XTRA when your club/organization would like to request swag from the Office of Student Activities.

### Student Competition Travel Request

This form is submitted electronically through XTRA by a faculty/staff member when your club would like to apply for funding to take a group to a scholastic competition. This request does NOT guarantee funds and does NOT replace the need for a *Club Intent to Travel.*

### SGA Club Representative Contact

Each club must select one student to be the SGA Representative for their club/organization. This student should fill out the *SGA Club Representative Contact* electronically on XTRA. This student agrees to attend the monthly SGA General Assembly meetings. General Assembly Meetings are held the fourth Wednesday of each month during fall and spring semesters. They can attend in-person or online via Teams link provided on SGA webpage. This form is due at the time of Reactivation.

### Club President Contact

If your club/organization elects to have a club president, please have the student fill out this form at the beginning of each academic year.

### SGA Funds Request

Clubs & Organizations may apply for additional funding from the SGA by filling out the *SGA Funds Request* electronically on XTRA. Clubs must have completed some fundraising of their own and whenever possible completed one service project through the Office of Volunteerism and Leadership (OVAL). The SGA will award up to $500.

This form must be submitted at least 3 weeks in advance to be put on the agenda for the SGA General Assembly Meeting. Student leaders or Advisors in the club/organization must be present to request the additional funds at the General Assembly Meeting.

## C. Club & Organization Funding

**Yearly Reactivation Funds & Club Accounting**

Once the Office of Student Activities receives an *Organization Registration* from the club Advisor, the Director of Student Activities allocates funds directly to each reactivated club account. Currently, each club receives $500.00 per academic year. Allocated funds must be used for direct student use and clubs are encouraged to spend money for student engagement. Formally known as seed money. Clubs have a maximum account balance of $5000.00. If a club is inactive longer than 3 years, their entire account balance will revert to the Office of Student Activities. The Advisor (and treasurer if applicable) for each club/organization are responsible for maintaining an accounting record of all income received and expenditures.

**Fundraising**

All fundraising must be approved in advanced by using the *Event Registration* and providing the supporting documentation. **Advisors should always check with the Wake Tech Foundation Office before approaching businesses and other potential donors.**

**Club T-Shirt Order Procedures**

If you would like to order t-shirts for your club using club funds, the procedure is as follows:

1. Find a place to order t-shirts (Either online or through a local vendor that's affordable to your club.)
2. Design your t-shirt (If it has any Wake Tech Community College logo on it, it needs to be approved by The Office of Communications.)
3. Fill out *Program Planning Worksheet/Club Purchase Request* to request use of your clubs' funds. Upload your t-shirt design to the Form.
4. Once the Form is approved, order t-shirts with use of our Office of SA P card.
5. Once your t-shirts arrive, the Office of Student Activities will arrange for delivery or pick-up with the club Advisor.
   **\*\*Please Note: If you want to sell those club t-shirts to other students/faculty/staff as a club fundraiser, you'll need to fill out an *Event Registration* Form with all the details and wait for full approval. Request cash box for change if needed on your Form.**

**Depositing Club Funds**

- All checks should be made payable to the college.
- Deposits must be made by club Advisors only.
- Deposits can be made at any campus cashier using your club budget code.

# D. Off-Campus Speaker Procedures

The following off-campus speaker procedures are applicable to all clubs/organizations for all campuses of Wake Tech Community College.

The college recognizes officially registered student clubs/organizations to hear off-campus or outside speakers on the various campuses. However, there is no absolute right to assemble to or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations or events on campus shall be limited in the following particulars:

1. An *Event Registration* must be completed and submitted electronically on XTRA for approval by an officially registered student club/organization. A speaker bio needs to be included on the Form for approval.
2. If the speaker is to be paid, the college requires the following to be obtained by the Advisor and uploaded to the *Event Registration* prior to approval being granted:
    a. Speaker fee/quote (upload at bottom of Form under Event Documentation.) Quote must include speaker name as it will appear on check, business address, email, and phone number.
    b. W-9 of speaker (upload at bottom of Form under Additional Upload.)
3. No invitation by such an organized group shall be issued to an outside speaker without the prior approval of the Director of Student Activities, the AVP of Enrollment and Student Services (ESS) and the VP of ESS.
4. Any club/organization meeting for which an outside speaker will be invited will be required to submit a volunteer application with the Human Resources Office; limit presentation to members of the club/organization (or request permission to allow non-members to attend); and abide by college policies and procedures related to employee behavior, dress code, and expectations.
5. A request for an outside speaker by a recognized organization may be denied if the AVP of Enrollment and Student Services (ESS) and the VP of ESS determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation because of the speaker's advocacy of such action as:
    a. the violent overthrow of the government of the United States, the State of North Carolina or any political subdivision thereof;
    b. the willful damage or destruction, seizure or subdivision of the institution's buildings or other property;
    c. the forcible disruption or impairment of or interference with the institutions regularly scheduled classes or other educational functions;
    d. the physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students;
    e. other campus disorder of a violent nature, provided that such advocacy would prepare the group addressed for imminent action and steer it to such action and further provided that there is a reasonable apprehension of such imminent

lawless action. In determining the existence of a clear and present danger the Dean of Student Development may consider all relevant factors including whether such speaker has, within past years, incited violence resulting in the destruction of property at any assembly or has caused the forcible destruction of property at any assembly or of regularly scheduled classes or other functions at the college.

6. In the event of a proposed meeting when there is a reasonable possibility that a speaker, members of an organization, or others may violate federal, state, or local laws or campus regulations in the course of that meeting, the AVP of Enrollment and Student Services in conjunction with the Chief of Campus Police will make recommendations to Vice President of Enrollment and Student Services to prescribe reasonable conditions for the orderly and scholarly conducting of the meeting. Such conditions may include, but are not limited to, limiting the audience to the inviting organization's membership, appointing one or more officials of the institution to preside over the meeting, authorizing a search of all persons entering the area of the meeting, and other such conditions as the institution deems appropriate.

7. The representative of the club/organization inviting the speaker shall at the time of the invitation provide the speaker or his or her agent a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulation committed by him or her while on campus.

8. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the board and/or institution concerning the use of campus property and facilities.

# E. Marketing Procedures

**Recruitment Opportunities**

Each fall semester, the Office of Student Activities will host an event such as Facts and Snacks Club Fair to assist students in connecting with and learning more about the student clubs/organizations and what they have to offer. Clubs & Organizations may also recruit separately from this event and host events to recruit new members.

Other ideas to advertise and recruit more members include:

- Building a presence via Instagram and Twitter and tagging our Student Government Association account so we can share @waketechsga to increase student engagement. Also tag @wtccstudents. Creation of a new club/organization social media page must be approved by the Wake Tech Webmaster and Office of Communications.
- Work with your Department Head to develop a strategy to get the word out to students. Posting club events on blackboard with permission from other faculty, flyers on your office doors, etc.

- Every fourth Wednesday we have Student Government General Business meetings, and each club is asked to send a club representative so they can promote their club activities to the student body.

**Flyers and Posters**

We encourage club Advisors to direct students to XTRA for up-to-date club events and information. Fully approved events are listed on XTRA automatically and posted to the Wake Tech main webpage campus calendar. If a club would like to have flyers posted on Southern Wake Campus or Scott Northern Wake Campus, the Advisor needs to send them via interoffice mail to be approved. Students from our SGA will be responsible for putting them up and taking them down in a timely manner. For clubs active on Perry Health, RTP or Western Wake, please contact the Office of Student Activities to start the process.

No flyers/posters will be placed inside classrooms without the approval. Classroom bulletin boards are reserved for official communications and instructional purposes.

Flyers/posters will only be placed on Student Activities or common-use campus bulletin boards. Clubs must obtain approval from the appropriate departments to place flyers/posters on departmental bulletin boards, i.e., ILC, Math Department, Library and must communicate this to the Office of Student Activities. No poster will be placed on painted, wooden, or vinyl surfaces or where otherwise prohibited.

  **\*\*Please Note:**
1. Please be respectful of other clubs/organizations flyers. No clubs/organizations will cover or alter the flyers of other club/organizations.
2. Only those clubs/organizations recognized and approved by the college shall have the privilege of using college facilities or publicizing their activities.
3. All displays, posters, and other printed materials, including petitions, used outside the college must be presented to the Director of Student Activities to be approved by the Office of Communications before being distributed, posted, or circulated. Copies of petitions and handouts will be placed on file with the Director of Student Activities.
4. Any logos/designs for clubs to be used outside the college should be approved by the Office of Communication. Please submit the documents to the Office of Student Activities for review.
5. Creation of new club Instagram/Twitter or other social media must be approved by the Wake Tech Webmaster and Office of Communications.
6. Clubs and Organizations that would like to distribute literature of any kind may do so in the free speech areas on each campus. Please contact campus police for additional information. (919-866-5911.)

## F. Club Advisor FAQ's

1.  Q: What do I do if our club receives a monetary club donation? A: Advisors must provide donors a Gift-in-Kind Form from the Wake Tech Foundation for tax purposes. Please contact the Foundation Office for more information.
2.  Q: Can my club hold a raffle? A: Raffles may only be conducted by clubs/organizations that are designated non-profit. Clubs cannot utilize another organization's non-profit status as a means of becoming eligible to conduct raffles. In the event an organization is deemed non-profit and opts to conduct a raffle, they are limited to two per academic year. Any club that does not have non-profit status who conducts a raffle will be in violation of Wake Tech's Student Code of Conduct. Based on interpretation and guidance from the NC Community College System Office.
3.  Q: Can my club hold a bake sale? A: In compliance with sanitation codes, clubs may not conduct bake sales. Clubs may sell pre-packed food/drink items as a fundraiser with approval from the Office of Student Activities.
4.  Q: Do all club events need approval? A: Any activity/event that a club wishes to sponsor that occurs outside of scheduled meeting hours is considered an official club event and must have an *Event Registration* completed and approved prior to advertising or purchasing items for the event. This may include fundraising, professional off-campus speakers, and campus-wide initiatives.
5.  Q: Who can join my club? A: Only currently enrolled curriculum students paying the Student Activity Fee may be active club members.
6.  Q: Can I charge membership dues? A: You may charge club memberships. The Office of Student Activities does not recommend charging memberships as it may be a barrier to student involvement.
7.  Q: How do I reserve a classroom for a club meeting? A: Use Ad Astra to reserve a classroom or speak to your department admins. Conference rooms are reserved in Outlook calendar location.
8.  Q: How do I buy gift cards? A: Per College policy, gift cards can only be purchased from Barnes & Noble through an Epro or State Employees Credit Union through a Form 58, at limited locations. I will check with the Office of Student Activities prior to purchasing gift cards. I understand that if I purchase gift cards without following the College policy, it is possible that I will not be reimbursed for the purchase.
9.  Q: How do I request reimbursement? A: For reimbursement to club Advisor for out-of-pocket expenses from an approved club event, please complete *Create Reconciliation* with clearly visible receipts.
10. Q: How do I check my clubs account balance? A: Email Student Activities Technical Assistant, Regina Austin (raustin@waketech.edu)

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# Accreditation

Wake Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees,

diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500, www.sacscoc.org, for questions about the accreditation of Wake Technical Community College.



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