

ASGRCC

Associated Student Government of
Rogue Community College



Associated Student Government
Rogue Community College

Club Advisor's Handbook

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Welcome Club Advisor

Welcome! You have been invited by a Rogue Community College club to serve as their advisor for this academic year. Please note that **no** clubs are chartered in summer term, because Associated Student Government (ASG) is not active that time of the year.

Depending upon the mission and activities of the club, clubs members' needs varies, so they may look to you for assistance and guidance. This handbook is designed to help guide you through your duties. If any questions arise, please contact the ASGRCC advisor at 541-245-7727 on the Riverside Campus (RVC) or the ASGRCC advisor at 541-956-7128 on the Redwood Campus (RWC). We encourage you, as the advisor, to read the club's mission statement for clarity and assurance that you can support their cause.

The main responsibility of the advisor is to make clear that all club activities, events follow the school policies and procedures, as well as the student code of conduct. Advisors are also expected to give guidance, be available and encouraging when needed. Remember, your most important asset for the club is your enthusiasm, team-building skills and your ability to help mold these student leaders.

One of your important tasks is to make sure that the club charter form is filled out completely and returned to the ASG Director of Clubs. The club will receive \$50 from ASG for a once-per-year chartering funds. As your club continues, whatever remain from the previous year will carry over. If there was another advisor the previous year, you will need to get your name on to the club account.

There are two main types of meetings, *Committee* and *Business*. Committee meetings range from standard club member gatherings to brainstorming of event and budget plans. Business meetings is where crafted plans seek approval from the board (club officers) and adviser. For example, ASG members discuss among themselves about having a Trivia night, planning out details of the event and final plan (**Committee**). They then bring their ideas to Executive Session, presenting them to the board (ASG officers) and adviser to seek approval (**Business**).

RCC clubs are required to have each meeting at least a once a month. Advisors are not required to attend committee meetings. However, you must be present for the following: **business meetings**, event approval, training, club financial decisions, special use of equipment, duration of events, meetings to observe progress, and when assistance is ask of you. **Every month, clubs are required to send a representative to the ASGRCC Inter-Club Council (ICC) meeting where all the clubs present funding and activity proposals.**

Upon recommendation by ICC, the ASGRCC Executive Council makes the final decision regarding club funding. If no club member is able to attend, the advisor may be asked to sit in. Remember, as club advisor you have no vote in any club proceedings. As a representative of your club at ICC meetings, you may vote the club's opinion by proxy.

This handbook is designed to assist you with tips and ASGRCC policies and procedures.

We hope you will find it useful and helpful. Have a good year!

Thank you,

ASGRCC Director of Clubs

Advisor Responsibilities

Club advisor responsibilities varies by the activity of each club. The following outlines the responsibilities of an advisor, but may not be inclusive of those responsibilities which are mutually agreed to by the club and the advisor.

Advisor Responsibilities:

- Oversee club activities and programs to ensure that they conform to ASGRCC and RCC guidelines, policies, procedures, and the student code of conduct.
- Attend club functions and programs as required to supervise and maintain college facilities use.
- Assist in planning and evaluating club efforts to provide meaningful opportunities.
- Promote communication between club officers, other clubs and the ASGRCC Executive Council.

ICC Procedures:

- The club advisor has speaking privileges even though the advisor has no vote in any club proceedings.
- Ensures that a club officer attends ICC meeting. In the event that no representative can attend, the club advisor can speak on behalf of the club by proxy.

Keeping a Strong Team:

- Help the Board of Directors/Club Officers delegate tasks to students, so they may learn valuable leadership skills.
- Oversee the work of the students allowing them to grow as leaders.
- Step in if:
 - a) There is a violation of the college guidelines, policies, procedures or the student code of conduct.
 - b) An internal conflict arises that may damage the efficiency of the group
- As the advisor you may find it necessary to request a member's resignation.

Budgeting

- Oversee the financial integrity of the club.
- Only advisors are permitted access to the club account.
- Ensures that all expenditures are correct and submitted in a timely fashion to the Business Office.

ASGRCC Advisor Contact:

Club members' needs vary depending upon the mission and activities of the club. If you become unsure of a situation or need advice please contact of the ASGRCC Advisors:

Melissa Merryman	Riverside Campus	541-245-7727	mmerryman@rogucecc.edu
Jenny Jackson	Redwood Campus	541-956-7128	jjackson@rogucecc.edu

Suggestions

Building a solid team

Once the team is in place, the organization should be set up in a self-efficient manner, where students do the work. As advisor, guide the club in setting up additional committees, and do not hesitate to delegate as students will learn valuable skills by completing tasks on their own.

When to Pick Up the Pieces

Permit student leaders the freedom to explore their duties and responsibilities, but be cautious of their actions to prevent jeopardy to the group. As students learn leadership skills, conflicts within the group often need a more experienced mediator or resource to consult with when resolving encountered problems. This is the time an advisor is needed.

Occasionally when large challenges are about to be faced, advisor intervention may become necessary to protect the club. Examples include, students advocating violation of the college policies; financial integrity of the club is at risk; or internal conflict that damages the working order and efficiency of the group. Advisors may exercise their veto power or request a member's resignation.

However, for the most part, student leaders should be allowed to perform their duties, make mistakes, and learn to resolve conflict on their own. Many advisors found that occasional checkups on the clubs' progress and having timelines for major tasks help avoid complications.

Don't take it personally

It is important to remember that your success as an advisor is not always reflected in the performance of the club; these activities are all about learning leadership skills. As the advisor, you are not expected to be, and should **not** be, the club's workhorse. Delegate work to the students, oversee the progress, and allow them the opportunity to grow as leaders by doing the work themselves.

Club Members' Responsibilities to the Advisor

- I. Communicate in a timely and effective manner with the advisor.
- II. Discuss club expectations of the advisor's role with the advisor.
- III. Notify the advisor of all meetings including committee and business meetings.
- IV. Provide a copy of all minutes, club charters, event and activity plans, budget drafts for event and activity planning, AdHoc forms, ASGRCC funding request, fundraising request, waivers, and other essential documents to the advisor.
- V. Seek approval from the advisor before any changes in the structure of the club and/or changes are made to the charter/bylaws.
- VI. Seek advisor approval prior to planning events and activities.
- VII. Notify the advisor of any conflicts within the club that impacts the club's integrity, leadership, and purpose.
- VIII. Understand that the advisor's role is to guide the club members in leadership and following college procedures and policies.
- IX. Understand the responsibility to uphold the club's integrity and leadership is upon the club members.

Responsibilities of a Recognized Club

- I. Confirm that all club members are enrolled in at least 1 credit as outlined in the ASGRCC Constitution.
- II. Submit a Club Charter every academic year during fall term to ASGRCC. If this is not possible, please contact the Director of Clubs for consultation.
- III. Student clubs are open to all students without regard to race, color, gender, religion, age, sex, national origin, disability, marital status, veteran status, or sexual orientation.
- IV. Assign at least one club representative to attend ICC each month.
- V. Attend Club Days hosted by ASGRCC each term.
- VI. Club Officers must notify ASGRCC if the club is no longer active.
- VII. Clean up and arrange rooms back to their original condition after every meeting, event, and activity.
- VIII. Send room reservations and setup needs to ASGRCC.
- IX. Provide ASGRCC with club meeting times and locations each term.
- X. Provide ASGRCC with scheduled club event and activities.
- XI. Seek AdHoc approval for events and activities by completing the AdHoc Proposal Form for all event and activity planning, and submitting to ASGRCC.
- XII. Consider risk management in all event and activity planning and take action steps to ensure risk and liability are properly addressed.
- XIII. Follow all policies, procedures, and guidelines of Rogue Community College.

Introduction to the Associated Student Government of Rogue Community College (ASGRCC) Handbook

The following pages contain excerpts from the RCC Associated Student Government handbook which directly relate to RCC clubs. Since ASGRCC funds and oversees clubs, we feel it is very important for you to know the policies and procedures as they are stated.

The Constitution of the Associated Student Government of Rogue Community College

ARTICLE XI. CLUBS AND ORGANIZATIONS

Section 1.0 Membership

Membership shall consist of those students who are officially enrolled at Rogue Community College.

Section 2.0 Recognition

Official recognition shall be granted to all clubs and organizations meeting the requirements as stated in the Policy and Procedures Manual.

By-Laws of the Associated Student Government of Rogue Community College ARTICLE XI. CLUBS AND ORGANIZATIONS Section 1.0 Membership

This section is complete as stipulated in the Constitution.

Section 2.0 Official Recognition

Official Recognition shall be granted to all clubs and organizations meeting the following requirements:

Section 2.1

Club or Organization Constitution/Bylaws

The club/organization seeking official recognition must submit a constitution subject to ratification by the Executive Council.

Section 2.2

Club or Organization Purpose & Mission Statement

Official recognition may be granted to those clubs or organizations whose purpose and goals are within the established purpose of ASGRCC.

Section 2.3

Non-discriminatory Clubs or Organizations

Official recognition may not be granted to any club or organization supporting a policy of discrimination by race, color, religion, sex, national origin, age, disability, or sexual orientation.

Section 2.4

Constitution/Bylaws must include the following articles:

- a) Name
- b) Purpose/Mission Statement

- c) Membership Responsibilities & Requirements
- d) Officers Requirements & Responsibilities
- e) Meeting: Describe how will be run, when will it be, etc.
- f) Abandonment
- g) Amendments

Section 2.5

Information Sheets

Information sheets on officers, constitutions, and budgets, shall be attached to the Policies and Procedures Manual under the Clubs and Organizations Policy.

Section 2.6

Annual Renewal

Annual renewal of clubs and organizations may be gained by resubmission of the charter application, annual budget, officer list, and advisor acceptance sheet.

Section 3.0 Revocation

Official recognition may be revoked from any club or organization that is in violation of any of mentioned requirements or for other extreme reasons as deemed necessary by the Executive Council.

Section 3.1

Revocation Process

Revocation of official recognition must be by a two-thirds (2/3) majority vote of the Executive Council.

Section 3.2

Revocation Notice

Clubs and organizations that are subject to revocation must be notified in writing as to the reasons for revocation. Clubs and organizations must also be notified as to when they might reapply for official recognition and of whatever measures must be taken by the club or organization before this application would be granted.

ASGRCC Policies Policy # 1090 - Clubs Policy

The Associated Students of Rogue Community College (ASGRCC) shall charter clubs in accordance with the following regulations.

Gaining a Charter

The following items must be submitted in order for clubs to be chartered: Club Charter Application Form, Club Advisors' Acceptance Form, Club Constitution, and Club Annual Balanced Budget (Forms attached).

Club/Organization Funding

Upon receiving the completed Club Charter Application Packet, the Director of Clubs and Organizations shall make a recommendation for charter to the Executive Council. The Executive Council shall charter all clubs that fulfill the requirements. \$50 charter fund and a club account shall be granted to the chartered club/organization. The club account will be created by ASGRCC's Accounting Specialist, and the advisor is the only one who is permitted access to it.

Please note that funding is available through ASGRCC for club activities and we encourage clubs to utilize this funding. In order to request funds for activities or supplies from ASGRCC, please fill out an *Allocation for Funds Request*. Each club is responsible for providing 25% of any requested money, excluding any fees regarding licensing.

Preparation of ASGRCC funding request:

1. Carefully think over the details of your plan. Make certain you have checked with all the appropriate offices involved in carrying out your idea (Plant Services, Business Office, Student Services, etc.). Secure their support as appropriate.
2. Complete the **Allocation for Funds Request** with as much detail possible. NOTE: Please be accurate in describing the details of your project's budget. Clubs are required to contribute 25% of all requested money.
3. Bring your completed application to the Inter-Club Council Meeting, and give to the Director of Clubs and Organizations. The Director will give this information to the Executive Council to get it approved unless a club representative would like to present the application to the Executive Council themselves, by attending an Executive Council Meeting.
4. Your application will be considered as quickly as possible and you will be notified of the Council's decision.

Acceptance:

If your proposal is accepted, you will be expected to give additional information on budget items, work orders, implementation schedules, or other details as requested by the council. All general policies of the college must be followed.

Rejection of Proposal:

If the council rejects your application, you may request a time to personally present a new proposal or additional information at an Executive Council meeting.

Resolving Conflicts

Should a conflict of interests, such as, favoritism by the Director of Clubs and Organizations resulting in uneven distribution of funds; inadequate representation and/or lack of communication arise between the Director of Clubs and Organizations and a club, the following guidelines shall be put into effect:

1. A committee shall be formed consisting of one Executive Council member (excluding the Director of Clubs and Organizations), one Inter-Club Council member, and one student chosen by the ASGRCC advisor.
2. The committee will discuss all allegations with all involved parties and submit their findings to Executive Council.
3. If the allegations are found to be true, the Director of Clubs and Organizations shall be asked to resign within three days of the Executive Council meeting.
4. If the allegations are found to be false, all allegations will be dropped and the committee disbanded.

Fundraising – ALL STEPS MUST BE COMPLETED AND APPROVED BY THE COLLEGE

- In order to hold a fundraiser or solicit donations, your request activity must be approved by RCC's AdHoc. Before the club presents to AdHoc, please complete the AdHoc Proposal form and send to the Associated Student Government for completion assistance (form attached).
- You will need to fill out a **Request to Conduct Fundraiser/Solicitation Form** twelve business days in advance and receive approval. (Solicitations should be used with discretion. A thank you card must be mailed to the donor.)
- If money is collected at the door of an event, the club advisor or a representative from Rogue Central or Financial Services must be present. Revenue generated from admittance is to be deposited at Rogue Central with a deposit slip.
- All revenue collected from an event must be deposited with Rogue Central within twenty-four hours or the next business day after the event. For the club account number needed to deposit funds, please contact ASGRCC's Accounting Specialist at least five business days prior to the event.
- In order to get cash in advance for an event, the club advisor need to have completed the **Change for Event Request Form** and turned it into Rogue Central at least twenty-four hours prior to event. At the end of this event, monies will be split into "borrowed" and "profits," and turned into Rouge Central with a Cash Deposit Slip.

Inter-Club Council (I.C.C)

Each club/organization is granted one voting seat on the ASGRCC Inter-Club Council. The ICC exist to facilitate the functions of all ASGRCC clubs/organizations, these meetings are **mandatory** to retain current charter. ICC meets every month. All clubs must send a representative to every ICC meeting. ICC

provides an opportunity for clubs/organizations to be involved with student issues on campus, meet with other club/organization representatives, exchange ideas, plan co-sponsored events, and ensure coordination of events on campus all funding requests to the Executive Council are recommended by the ICC. If a club misses two (2) ICC meetings without representation the clubs charter may be revoked. A written revocation to the club advisor and officers will be sent via email with procedures to re-charter the club.

ASGRCC Executive Council Assistance

The Director of Clubs and Organizations is the Executive Council member who will facilitate the operation of clubs/organizations and the Inter-Club Council. This person will answer all of your questions regarding the charter forms, bank account, as well as other privileges granted to chartered clubs/organizations.

Privileges Granted to Chartered Clubs/Organizations

1. Use of College name through ASGRCC.
2. Use of College facilities without charge.
3. Use of campus vehicles.
4. Organizational mailbox through ASGRCC.
5. Co-sponsorship opportunities with ASGRCC.
6. Funding through ASGRCC.
7. Assistance in advertising, poster, and flyer production, and copies. Some assistance in distribution.
8. Inter-Club Council membership and voting privileges.

Renewal of Charter

- Club and organization charters are active for one academic year (Please note that charters are inactive summer term).
- Each fall term, clubs must update their Officer List, Changes to Constitution/Bylaws and Advisor Acceptance Form.
- Re-chartered clubs must also submit their annual budget for the new academic year. If any old funds exist from the previous year, they will roll-over to the next academic year.

Facilities Scheduling/Use

As a chartered club/organization you may use campus facilities free of charge. The first step in planning a meeting or special event is scheduling the room. Room reservations are made through the Advisor of ASGRCC. You will need to provide information on the date, time, location, number of people and type of activity when scheduling. Use of campus facilities is a privilege that ASGRCC enjoys. Keep in mind that the condition of the facility when you leave will reflect directly on your club or organization, ICC and ASGRCC.

Effective Meeting

You will need to hold meetings to coordinate and sustain activity

Exchange information & ideas
Share concern

Solve problems
Explain issues

Make decisions
Plan activities

Everyone is busy, in order to make a member's attendance enjoyable and worthwhile, you must use yours and their time wisely and productively.

Here are some helpful hints:

Prior to meeting:

- Let members know when, where, and length of meeting.
- Define goal of meeting for yourself and with other officers.
- Prepare an agenda and have any necessary supplies handy and ready to go.

During the meeting:

- Begin on time.
- Define objectives of meeting.
- Allow and encourage discussion, but keep it productive.
- Be creative.
- Clarify decisions made.
- Delegate responsibilities define tasks, and deadlines.

Universal Meeting Goals and Etiquettes

Meeting Goals

- To conduct business.
- To complete the items on the agenda.
- To involve everyone in the group.
- To reach decisions on matters over which the group has control.
- To assign tasks to appropriate sub-groups or individuals.
- To begin and end on time.
- To encourage participation.

Meeting Etiquette

- One person speaks at a time.
- Discussion needs to be limited to the topic at hand.
- Don't repeat discussion.
- Save stories for after the meeting.
- Don't expect the meeting to begin late or end early due to your own schedule.
- Don't expect agenda items to be rearranged to suit your personal preference or schedule.
- Make it a goal to seek opinions from others.

Leadership

Leadership is not a one-person job; it is the responsibility of the group as a whole!

Bottom Line: Your group may have a chairperson or a president, but she/he cannot be effective without the help and cooperation of everyone involved.

What does a leader do?

- Sets an example in word and action for others to follow.
- Introduces new ideas to the group.
- Helps solve problems and settle differences.
- Organizes the group in order to accomplish group goals.

What makes a good leader?

A few qualities of an *effective* leader are:

Good communication skills: You must be able to get your message across in speaking and writing.

| **Good listening skills:** Make yourself approachable and be willing to listen to the members of your group.

| **Involve everyone:** No one likes to be left out. Everyone has a voice, a valuable opinion, and ability to contribute to the group process.

| **Ability to solve problems:** Know how to compromise and cooperate with your group members.

| **Ability to make decisions:** Be fair in balancing your wishes and judgment with those of your group.

| **Give encouragement:** Like you, your members need positive reinforcement and encouragement along the way.

Ultimately, it is up to a leader to take responsibility for the group's process and progress!

- Seek help and information, your group is a valuable source of information and ideas!
- Make things happen! If you don't take the initiative, neither will your group.
- Be decisive!
- Be energetic and enthusiastic!
- Offer help and information, a give and take relationship is necessary for a group to function effectively!

Be committed!!!! Be actively involved!!!!

You cannot be a good leader without the help and cooperation of your group!

Club Activities and Liability

With each club activity risk management needs to be considered. Risk management considerations include but are not limited to:

- Off campus activities and events and/or overnight trips
 - Any attending member must file a Waiver form and the advisor must complete the Field Trip Forms.
- Security Notification
- Events after hours
- Events open to the public
- Insurance coverage

All ASGRCC club activities are an extension of the college, therefore, both students and staff are expected to uphold appropriate conduct. The use, possession, distribution, manufacture, vending, or being under the influence of alcohol and other drugs are not permitted on the college campus or at any college-related activity.

Forms are located under Risk Management on RCC's Human Resources website

<https://web.roguecc.edu/human-resources/forms-information>

Travel Forms:

-Student Travel Guidelines

-Off-Campus Field Trips / Sponsored Events

The screenshot shows a web browser window with the URL <https://web.roguecc.edu/human-resources/forms-information>. The page content is organized into sections:

- Request Form**
 - [Professional Growth/Development Travel Auth Form](#)
- STUDENT EMPLOYMENT**
 - Forms**
 - [Student Worker Agreement](#)
 - [Begin-to-Work Form](#)
 - [Student Timecard](#)
 - [Student Worker Termination Form](#)
 - Resources for Managers**
 - [Student Employment: Hiring Guide for Managers](#)
 - [Student Evaluation Guidelines](#)
- RISK MANAGEMENT**
 - Risk Management Forms**
 - [Incident Report Form](#)
 - [General Purpose Waiver](#)
 - [Driver Authorization and Waiver](#)
 - [Visiting Organization Agreement](#)
 - [Auto Accident Guidelines](#)
 - Workers' Comp**
 - [Supervisor Responsibilities in Event of an Injury](#)
 - [Recommended Occupational Medicine Facilities](#)
 - [Return to Work Information Form](#)
 - [Workers' Compensation Claim Form 801](#)
 - Ergonomics**
 - [Ergonomic Procedure](#)
 - [Office Ergo Tips & Stretches](#)
 - Travel Forms**
 - [Event Sponsor's Responsibilities](#)
 - [Event Sponsor's Travel Checklist](#)
 - [Field Trip Off-Site Training and Club Events Agreement & Release Form](#)
 - [Off-Campus Travel Request Form](#)
 - [River Rafting Course - Waiver Packet](#)
 - [Student Off-Campus Field Trips / Sponsored Events](#)
 - [Student Travel Participation Agreement / Emergency Info Form](#)
 - [Study Abroad Waiver](#)
 - [Travel Evaluation Form](#)
 - [Underage Student Chaperone Agreement](#)
- VOLUNTEERS**
 - Volunteers**
 - [Volunteer Handbook](#)
 - [Volunteer Setup Packet](#)
 - [Volunteer CBC Packet](#)

Annotations on the screenshot:

- A green arrow points from the left to the **RISK MANAGEMENT** section header.
- A yellow box with the text "Complete all forms within the arrows." has green arrows pointing to the "Field Trip Off-Site Training and Club Events Agreement & Release Form", "Off-Campus Travel Request Form", "River Rafting Course - Waiver Packet", and "Student Off-Campus Field Trips / Sponsored Events" links.
- A yellow box with the text "Only if you are river rafting." has a green arrow pointing to the "River Rafting Course - Waiver Packet" link.

If there are activities in which you have safety or risk management concerns, please contact Human Resources at 541-956-7329 or the ASGRCC advisor at 541-245-7727.

Inactive Status

If during the course of the year the club advisor withdraws sponsorship, the charter becomes inactive and must be renewed in order to retain ASGRCC recognition. The Director of Clubs and Organizations must be notified about this change.

- If the advisor wishes to step down from advisor duties, it is the responsibility of club membership to find another staff/faculty member willing as advisor. ASGRCC must be notified of this change and a new advisor's acceptance form must be completed.
- In the event that club members wish to change advisors, they must first discuss the change directly with the advisor. The next step is to involve the ASGRCC Advisor and Director of Clubs to discuss the request for change.

If a club becomes inactive for a year, their funding account will be closed. Clubs that have been inactive for more than one year must submit a charter application form and all accompanying materials in order to become a recognized ASGRCC club/organization.

ASGRCC Club Allocation for Funds Request

Club Name: _____

Date: _____

Club President: _____

Phone: _____

How will funds be spent? Please include an attachment if more items are needed.

Item # 1 (example: pizza 10 x \$20 = \$200.00) _____

Item # 2 (example: decorations = \$100.00) _____

Item # 3 _____

Item # 4 _____

Total: \$ _____

How much does your club plan to contribute towards this event. How much is from other sources? (if applicable)? Note: 25% of cost must be covered by your club or funding from other sources.

Funding from other sources (if applicable)\$ _____

What is your total budget? \$ _____

How much are you requesting from ASGRCC? \$ _____

Signature: _____
Club Advisor

Signature: _____
President of Club

The following will be filled out by ASGRCC

Approved

Disapproved

Reasons for Disapproval:

Signature: _____
Director of Clubs of ASGRCC

Signature: _____
ASGRCC Advisor

**Please contact the Director of Clubs to get your allocation request put on the ASGRCC agenda.
The AdHoc Proposal form must be completed and accompany this form.**



Associated Student Government
Rogue Community College

Student Event/Program Planning Checklist

Event/Activity Title: _____	Sponsor: _____
Date: _____	Time: _____
Venue: _____	Contact/Chairperson _____
Phone _____	Email: _____

Event Type: Social _____ Educational _____ Emotional _____ Cultural _____
 Spiritual _____ Other (please specify) _____

Specific Purpose / Goals of Event:

Outcomes:

Strategic Goal Connection:

Student Services Divisional Goal:

Target Audience:

Open to Community: Yes _____ No _____ **Security Notified?** _____

Waivers Completed? _____

Project Partners/Co-sponsors: _____