

challenged. An advisor is always needed and will always be busy, but should assist the members in assuming as much responsibility as possible. This means that the advisor must assist students in preparing for their duties and responsibilities. An advisor needs to get to know the club members, help identify strengths and weaknesses in skill areas, and provide assistance in leadership development.

be in this alone! You may want to try the team advising approach to help lighten the load. Two advisors, for example, can share the duties and assist each other.

on the team get together and discuss each understanding. good idea to write down each

offer club advisors at the college. They can

Avoid turning individual and group student activities into advisor activities.

Give recognition for a job well done. Here are some examples:

Compliment members who do a good job;

Arrange to have outstanding students invited to community and civic organization meetings as special guests;

Announce student achievements to the student body through bulletin boards, the school newspaper, etc.;

Sponsor awards dinners for outstanding students;

Explore funding sources for outstanding students to attend state and national meetings;

Find out about scholarships for outstanding students;

Use recognition as a criterion for selecting members to attend state and national meetings.

Integrating the Student Clubs into the Curriculum

Some student clubs such as vocational clubs are considered an integral part of the curriculum. Some steps for integrating a club into the curriculum are as follows:

Examine both the goals of the club and the content and goals of the curriculum;

Identify those curriculum goals that the club might accomplish;

Communicate the curriculum goals to the student leaders in the club;

Involve the students in determining how the curriculum goals might be met through the club;

Determine a program of work to accomplish the curriculum goals. This program of work can become, in part, a section of the club

Involve the students in evaluating the program and the activities;

Recognize the individuals or groups within the club who have accomplished the activities in the program of work.

If the club is related to a program of study, the club meetings may be conducted during class time; this ensures involvement of all members, and also generates enthusiasm for both the club activities and the general curriculum. When students are involved in planning class activities, they tend to be more interested in participating in those activities. When students receive recognition for accomplishing short-term goals, they are more likely to enjoy the learning process, to be willing to participate, and to develop self-confidence. You, as the advisor, will benefit because motivated students are more likely to be cooperative and willing to accept responsibilities for themselves and the group.

College Hour

College Hour is unofficially scheduled every Tuesday (fall, winter and spring quarters) from 12:30pm-1:30pm on the Mount Vernon campus. College Hour is used for co-curricular activities and to conduct club meetings

and business. The VP of Instruction and the Dean of Students highly encourage faculty not to schedule courses during this time.

Advisor “To Do List”

This timeline may be subject to change based on policy and ASSVC Constitution updates.

Fall Quarter

Student Club/Program Roster Form: Rosters are due the second Friday of each quarter (except summer quarter). S&A funds will be frozen until a roster has been submitted to Student Life.

Advisor Training: Advisor training will be held during the first three weeks of fall quarter.

Student Technology Fee (Optional): The Student Tech Fee online request form will be available in the month of October.

Winter Quarter

Student Club/Program Roster Form: Rosters are due the second Friday of each quarter (except summer quarter). S&A funds will be frozen until a roster has been submitted to Student Life.

S&A Budget Request: The S&A Budget online request form will be available in month of January.

Spring Quarter

- Development of skills which assist students in becoming knowledgeable participants in community clubs;
- Opportunities for recognizing and rewarding students who may not receive similar attention through other school activities;
- Involvement of community members in student projects.

GETTING STARTED

Your rights as a club

A club is entitled to:

- The right to use the name of the college or ASSVC in connection with the club own name;
- The right to conduct fundraising functions;
- Use of the financial services provided by the college;
- Facility scheduling privileges.

Your responsibilities as a club

- You are considered an extension of the ASSVC and will be expected to conduct your programs or activities accordingly. Student groups are required to abide by federal, state, and local laws and the Skagit Valley College Student Rights and Responsibilities;
- You are responsible for turning in revisions to your constitution, meeting agendas and minutes to Student Life upon request;
- You are responsible for having prior approval from your advisor for events, activities, and outside communications.

Review of a club

The ASSVC is required to conduct an annual review of all clubs in order to verify club activity and to ensure that the constitution is up to date. In addition, the ASSVC has the right to review the activities of a club and may for cause:

- Place a club on probation
- Suspend a charter
- Revoke a charter

Club inactivity

Should your club remain inactive (cease activity) for a period of two years, your club will no longer be recognized by the ASSVC. A club may reapply for recognition as outlined.

After two years of budget inactivity, the total budget of an inactive ASSVC chartered club shall revert to the ASSVC Fund Balance Account.

What is a chartered student club?

A chartered student club is any student club that has been officially recognized by ASSVC. Student clubs may exist on campus without official recognition, but will not be eligible for subsidy by the ASSVC or be granted the benefits given a chartered student club.

Official Recognition

In order for a student club to become officially recognized by the ASSVC, it must submit to the ASSVC for approval a club or organization constitution (charter) along with the following:

- List of the current slate of officers
- Membership list
- Name of the faculty/staff advisor

What is a clubs constitution (Charter)?

A club constitution is a document that provides structure for the club organization. It must include the following:

- Official name of the club
- Purpose of the club
- Membership criteria
- Job description/titles for the officers of the club
- Description of the elections procedure
- A statement indicating that the club is open to all students without regard to age, sex, race, creed, or national origin

Sample Constitution for Student Clubs

This sample is provided for use as a guideline only. Your actual constitution may be expanded or abbreviated, but should meet all requirements for being an officially recognized student organization, as specified in this handbook.

Article I - Name

Section 1 - The name of this club shall be (provide actual name that will be used for all business you conduct).

Article II - Purpose

Section 1 - It shall be the purpose of this club to (promote, organize, recognize, etc.)

Section 2 - A quorum shall consist of (X) voting members, or a percentage of voting members present at any regular or special meeting. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the club.)

Article VIII - Executive Board (optional)

Section 1 - Management of this club shall be vested in a board of directors, advisory council, executive board, etc.

Section 2 - The (board, council, etc.) shall consist of (chair, vice-chair, etc.) State the number of positions and their titles.

Section 3 - Powers and duties of each position.

Section 4 - State whether there will be reports to membership from the (board, council, etc.) If so, will reports be yearly, quarterly, etc.?

Article IX - Advisors

Section 1 - There shall be (one, two, or more) faculty or staff advisors who shall be members ex officio, with no voting privileges.

Section 2 - Method of selecting advisors.

Section 3 - Duties or responsibilities of advisor.

Article X - Committees (optional)

Section 1 - Standing committees (such as membership, financing, publicity, etc. Include composition, appointment, function, powers, and duties.)

Section 2 - Appointment of committees by (president, chair-person, council, etc.)

Article XI - Dues (optional)

Section 1 - Members shall pay dues in the amount of (X) on a monthly, quarterly, yearly basis. (Specify who shall have responsibility for maintenance of the account.)

Section 2 - Provision for accounting procedures of membership monies. (Procedures for allocating fundraisings, maintenance of accounts, notification to incoming officers of accounts' presence, etc.)

Section 2 - Method for amendment or revision.

Section 3 - Robert's Rules of Order (latest edition) shall govern meetings of this club within the requirements of this constitution and bylaws adopted by the membership of this organization.



Is responsible for training and advising all club advisors;

Is responsible for monitoring the conduct and behavior of clubs;

Is responsible for insuring that the records of clubs are kept up-to-date.

STUDENT PROGRAM COORDINATOR: MOUNT VERNON

Assist in the management of fiscal operations including budget development and tracking expenditures;

Assist in the development of short and long term plans for the department;

Assist with recruitment, hiring/election, and training of student government and program board members;

Co-advise, alongside the Director of Student Life, the campus student government group including college procedures, effective leadership practices, budget development and expenditure, and project planning;

Co-advise, alongside the Director of Student Life, the Mount Vernon Campus S&A Budget development process;

Provide information and advice to students, staff, program participants and the public regarding Student Life program content, policies, and activities and attend meetings of campus organizations as needed;

Provide resources for training student leaders and club/organization advisors that pertain to their activities.

STUDENT LIFE OFFICE ASSISTANT: MOUNT VERNON

Assist in the planning and development of student biannual leadership and club advisor training activities;

Is responsible for the coordination of events and programs that include student health and wellness programs, lecture series, performing arts series, and other programs/events developed by the Student Program Board.

STUDENT LIFE OFFICE ASSISTANT: WHIDBEY ISLAND CAMPUS

Provides administrative support to the Student Program Coordinator.

ASSVC Student Government

Housed in the Student Leadership Office on the Mount Vernon Campus and in the Student Clubs Office on the Whidbey Island Campus;

ASSVC is responsible for granting, reviewing, and when necessary, revoking clubs.

Club Officers

Assists the president with the responsibilities of that office;

Provides input in developing the meeting agenda;

;

Acts as committee coordinator;

Assists president in promoting club activities;

Assumes any other duties as assigned by the club president.

Secretary:

Assists members in understanding rules of correct parliamentary procedure;

After the election, hold a special orientation session for newly elected officers to acquaint them with their new duties in detail.

NOMINATION AND ELECTION OF OFFICERS

The nomination and election of officers is an important process. The following points may be helpful:

1. Discuss leadership qualities and the demands of each office. Stress that a leader must possess both ability and willingness to do the job.
2. The president pro-temp of the club should appoint a student nominating committee. Members may also volunteer to run for office. Be sure nominees have agreed to be on the ballot.
3. Check the by-laws for the correct election procedure. Prepare the ballots before the election, along with the forms for reporting the results.
4. Select students who are not on the ballot to count the votes. (You, as an advisor, should supervise this process.) Remind the students who are counting votes that the results are confidential. Many clubs decide not to post actual numbers of votes cast for each candidate.

6. The exact wording of each motion made, name of the person who made the motion, and whether the motion passed or failed;
7. Announcements made;
8. The time at which the meeting adjourned.

Provide the treasurer with information on accurate record-keeping procedures. The treasurer should be able to report the following information at each meeting:

1. The balance on hand as of the last meeting;
2. Income since the last meeting;
3. Expenditures since the last meeting;
4. Current balance on hand.

ROLE OF COMMITTEES

Committees are small groups assigned to carry out one or more tasks. Some of the major areas of concern for committees are:

- Program of work;
- Public relations;
- Social/recreation;
- Community service.

There are two basic types of committees:

Standing Committees are usually appointed for the entire year and are concerned with ongoing club business. Examples of standing committees include:

- Executive committee;
- Program of work committee;
- Budget and finance committee;
- Public relations committee;
- Community service committee.

Special or Ad Hoc Committees are usually appointed to address a specific short-term problem or conduct a specific, immediate activity, and are dissolved after the purpose is accomplished. Examples of special or ad hoc committees include:

- Orientation committee;
- Election committee;

Specific activity committee, i.e., Thanksgiving food drive committee.

Committees are the means by which club activities are accomplished, and a well-organized committee made up of willing members can really get the job done.

The Facilities Use Agreement will stipulate a time at which events must end. It is the clubs responsibility to make sure all attendees leave at this time. A cleanup committee will be allowed to stay until the facilities are clean. The facility will be considered to be clean when:

Staging is dismantled and put away (if applicable);

All garbage generated by the event in the facility, bathrooms, and surrounding parking lots is gathered and put in one place;

Floors are swept, vacuumed, and mopped;

Decorations and other coverings are completely removed;

The group/club advisor has approved the cleanliness of the facility.

Supply	Location	Availability & Restriction
Cash box	Business Office	By request
Copier small jobs	Student Life Office	Please ask for assistance
Copier special jobs	Copy Room	By request, limited access
Duplicator big jobs	Copy Room	Please ask for assistance
Overhead projector	Media Center	By request
Paper cutter	Copy Room /Student Life Office	
Paper cutter (WIC)	WIC Copy Room	
Podium	Student Life Office	By request
Risers/staging	Student Life Office	By request
Slide projector	Media Center	By request
Sound system	Student Life Office	By request
Supplies (paper/folders)	Copy Room	Please ask for assistance
Supplies (paper/folders)	WIC Copy Room	
Video equipment	Media Center	By request
Video equipment (WIC)	Library	ext. 5322
USINCenter		

News (press) releases—A press release is a paragraph of information on your event that includes all the pertinent information on your activity. You use a press release to provide information to media sources about your activity (see example on following page). **Please make sure you get approval from the Public Information Office prior to sending out a news release. The Public Information Office will need the news release two weeks prior to the event.**

If you feel that you cannot write the story yourself, visit the newspaper or station office, or call your information in. Write down the information-- basic facts when giving the information to the media staff.

If one individual at a paper or station is especially helpful, try to always deal with that person.

In submitting photographs, remember to:

Use black and white glossy prints

Have the activity appear natural

Keep the number of persons or items in the photo to four or less

Avoid writing on the back of a photo. Attach the following information on a separate sheet to the lower back side of the photo with scotch tape, with:

Description of the activity

Name of club, school, city, and state

Who is in the photo list left to right, last name first, and title

When the event took place day, month, and year

Disclaimer

Press releases are free, but there is no guarantee that the media will accept/publish the release.

Some Other Reminders

After an event is over, always remove your flyers and posters promptly. Respect others: do not place a flyer or poster over another club

Faculty/Staff Mailboxes -Due to the amount of paper this requires and the tension it can create, this may be done only with prior approval from the Student Life office.

Who On Campus Can Get Your Message Out?

The Cardinal Newspaper is published at least three times a quarter. Write an article on your club and submit it to the paper, or provide the paper with an ad copy.

KSVR-FM The campus radio station that broadcasts in Skagit, San Juan, and Island counties. Provide the station with ad copy or ask if they'd let you talk about your club on the air.

Other Ideas

Making presentations at various community events is an excellent way to publicize the goals and benefits of the club, while providing experiences in public speaking for members at the same time.

Involving the community in your club activities makes for excellent public relations. Consider the following ideas:

- Invite speakers from a local civic association to address the club;

- Spon

2. Chartered student clubs

All such subsidized activities are under the jurisdiction of the ASSVC.

WHAT ARE THE BUDGET ACCOUNTS?

A budget account is an account similar to a checking account, through which financial transactions--revenue (deposits) or expenditures (withdrawals)--are incurred. **There are two types of budget accounts: club budgets [265-xxxx], and program [264-xxxx] S & A budgets.**

WHAT IS A CLUB BUDGET?

A club budget account is established specifically for a student club. Money in this account is held in trust by the college. Funds in the club budget account roll over to the following fiscal year.

WHAT CAN YOU USE YOUR S & A FEE-SUPPORTED BUDGET ACCOUNT FOR?

These accounts are under the jurisdiction of the ASSVC student government and are to be used to finance all programs sponsored by the ASSVC. Those in charge of an activity may determine how money in the account is to be spent, so long as the expenditure is not an improper expenditure of public funds, or contrary to sound financial practice and within the policies and requirements of SVC and state statutes.

OUR S & A FEE-SUPPORTED BUDGET ACCOUNT FOR?

State funds, which S & A fees are considered, may not be used for:

- Food expenditures (some limited exceptions apply)
- Gifts or prizes (monetary or material for services rendered)
- Items for personal benefit
- Personal memberships to state or national organizations
- Scholarships

