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RED ROCKS
COMMUNITY COLLEGE

STUDENT LIFE

Club Handbook

[Updated and Maintained by Student Life]

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Student Life's mission is to develop academically successful students who are committed to personal growth, leadership, and service through inclusive co-curricular programming.

Introduction and Purpose

Red Rocks is committed to your total learning experience, both inside and outside of the classroom. As a part of this experience, clubs are formed in which groups of students can explore ideas and activities that support co-curricular interests. The Office of Student Life aims to enhance the college experience by supporting student clubs and organizations.

The Red Rocks Student Government (in conjunction with the Student Life staff) reviews requests from students who want to form a new club and/or maintain an existing club and evaluates these requests to determine if the group meets the criteria set forth in this handbook.

Roles and Responsibilities of Student Clubs

The responsibility for initiating and maintaining a club, obtaining funding, managing and promoting club business/activities, and organizing a record of club history is strictly that of the student members, in cooperation with the club advisor.

One of the foremost goals of a student club should be to **foster** and **develop** student leadership abilities in organization, planning, communication, teamwork and accountability. Club members will find many rewards, both personally and professionally, as a result of active participation.

A Few Limitations...

- Membership of official student clubs must be open to all fee-paying Red Rocks students. Participation in clubs is restricted to Red Rocks students ONLY.
- A minimum of two officers (President and Vice President) is required. Officers **MUST** be currently enrolled in at least a minimum of 6 credit hours RRCC.
- Clubs must consist of at least 5 current RRCC students, including President and Vice President, and a faculty or staff advisor.
- Clubs may not require members to pay dues.
- Clubs using an academic department's name must have approval from the department chair to do so.
- Initiation rituals, hazing and exclusionary processes are **NOT** allowed for any reason!

Benefits of Official Club Status

The primary reason clubs are encouraged to become officially recognized at Red Rocks is to maintain accountability, consistency and continuity within the college's framework. Clubs cannot be endorsed or supported by the college unless they follow the necessary steps for recognition.

There are numerous benefits for officially recognized campus clubs, including:

- Free promotion of club meetings and special events in the Student Life publications—the weekly *John Letter*, special promotional materials created upon request for posting and distribution; club contact information disseminated through Red Rocks website; and the college's logo and name authorized for use by the club.
- Please contact the Program Coordinator for assistance printing or designing your club's flyer. Allow 2 weeks for the design and creation of your flyer.
- Free use of the college's facilities and grounds for club meetings and special events, based on availability.
- Free snacks for club meetings and functions. Stop by the Student Life Desk to receive your allotment prior to your meeting.
- Funding for projects, events and programs open to the wider RRCC community.
- Opportunities for member recruitment at New Student Welcome Night, club fairs, and other college events.

Starting a Club

Step 1 Meet with Program Coordinator, Sara Oviatt

- Only currently enrolled students may initiate the process to form a new club.
- The Program Coordinator will talk to you about your proposed club and review the *Club Handbook*. This handbook includes the paperwork you need to get started as well as simple policies and procedures.

Step 2 Assemble Members and Advisor

- To start a club, the group must have at least 15 interested members and an advisor. Make a list with student name, email and S number.
- Members must be currently enrolled Red Rocks students who have paid student fees and are in good standing with the college.
- The advisor must be a currently employed Red Rocks administrator, faculty or staff member. The Office of Student Life must approve the selected advisor.
- The proposed club may hold interest meetings, post flyers, or host info tables to collect interested members and find possible advisors.

Step 3 Organizational Meeting

- Each proposed club must host at least one organizational meeting.

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- You can request that a Student Life staff member be present at your meeting to help you get organized.
- New clubs do not need a constitution to be recognized, but the organizational meeting is a good time to start discussing how the club will be operated.

At the Organizational Meeting:

- Choose 2 main contacts for the new club. These 2 students will submit paperwork and communicate with Student Life and Student Government.
- Detail the purpose of the club.
- Outline the probable structure of the new club. Officer positions, meeting frequency, possible events, etc.
- Meet potential members.
- Decide on probable meeting times for after the club is recognized.
- Choose an Advisor.
- Take meeting notes and have interested members sign in. Attach meeting notes and sign in sheet to the Recognition Form

Step 4 Submit your Club Recognition Form

- The Club Recognition Form is designed to provide the Office of Student Life with important contact and club information specific to your organization.
- The Recognition Form must be complete and turned in to the Program Coordinator at least 24 hours prior to the Student Government meeting the club intends to attend for recognition. Forms turned in less than 24 hours in advance may not be allowed to attend the Student Government meeting that week.
- Include the Recognition Form, Organizational Meeting notes and interested student list

Step 5 Red Rocks Student Government Approval

- After the Recognition Form and additional materials are submitted to the Program Coordinator, they will contact the Student Activities Coordinator and Student Government President to be placed on the Student Government's business meeting agenda. Student Government meets every Thursday at 4:00pm during the Fall and Spring semesters and once a month during the Summer semester.
- At least one student contact must be present at the Red Rocks Student Government meeting to provide a brief description of the proposed club, including purpose, meeting information, event ideas, etc. Your advisor's attendance is encouraged but not required.
- The Red Rocks Student Government will consider your presentation and ensure you have met all required criteria before voting on whether to give your group official club status.
- If Student Government has concerns about the club's purpose, or the club does not meet requirements:
 - Student Government may vote to "table" approval for a time to allow for further discussion. Student Government will inform the main student contacts of any meetings held to discuss the proposed club so they may be present.

- Student Government may vote to not approve the proposed club. If this happens, they will provide reasons why the club was not approved. The proposed club must wait at least 1 month before reapplying for approval. The proposed club may meet unofficially during this time so they may address concerns.
- Once approved by the Red Rocks Student Government, your club can take advantage of opportunities designated for recognized clubs.

The First 3 Months as an Official Club

- Hold at least one meeting on campus per month.
- At the first official meeting, hold elections for officers. At least 2 officers are needed for most clubs. Sports or high-risk clubs need to elect a Safety Officer.
- If not yet done, set up an email account for the club and designate an officer to maintain the account. Give the account information and password to Club Advisor and Student Life to keep on file. If you plan on using social media as a club, see the social media policy for information.
- Create a constitution and submit to Student Life to keep on file. See the handout “Constitution Guidelines” for more information.

Maintaining Your Club

The following steps are essential in maintaining official club status throughout the school year:

- Submit an updated Club Renewal Form within the first three weeks of every semester (or immediately after election of club officers). You must notify the Program Coordinator if your club experiences a change in officers and/or advisor after the original semester’s form has been submitted.
- Maintain a club email via any mail host service i.e. RRCCfrisbeeclub@yahoo.com Be sure to give the email password to the club advisor and Program Coordinator to keep on file. If you plan on using social media as a club, see the social media policy for information.
- Hold at least one meeting on campus, per month. All meetings must be open to all students. Submit an agenda or meeting notes to Student Life following the meeting.
- Review the Club Constitution on file with Student Life every semester when Renewal Form is submitted. If changes are needed, hold a vote of club members to approve changes, then re-submit to Student Life.
- All official club meetings must be publicized through the Student Life office. Notice of club meetings will be posted on the club bulletin board.
- Official business meetings, elections, or changes in advisors may only be made while the semester is in session. Special events such as trips or conferences that can only be held during semester breaks must have advisor and Program Coordinator approval.

Changes

- Any changes to the club name and significant changes to the club’s mission statement or purpose must be submitted via a revised Recognition Form and approved by Red Rocks Student Government.
- Minor changes to mission statement and constitution need to be approved by the Club Advisor and Program Coordinator.

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- Submit a new renewal form when making changes to club officers, advisors, or changing meeting times or place.

Club Officer and Advisor Training

Club Officers must complete Officer Training every year for club to maintain official status. Newly elected officers must complete training within 3 months of their election. Officer Training is offered in-person at the beginning of the semester, and online year-round.

All new advisors will complete Officer Training within 3 months of club recognition by Student Government. An optional yearly training is offered for returning advisors as well.

Club Roundtable

All Club Officers will be invited to join Club Roundtable on D2L. Club Roundtable includes resources, trainings, and discussions to maintain an active and effective club. Monthly participation in Club Roundtable either in-person or online is required to maintain Official Status.

In-person Club Roundtable meetings are held the first Wednesday of the month at 2:00-3:00pm in the Mt. Evans Room. Club officers who are not able to attend in person should login to the D2L space to complete that month's training and participate in discussions.

Relationship Between Members and Advisor

A positive working relationship between the club members, officers and advisor is integral to the success of the group. The following suggestions may help foster that relationship:

- Schedule meetings at a mutually agreeable time for club officers, club members and advisor.
- Keep the advisor informed of all club meetings and activities, as well as progress in the development and implementation of proposed plans.
- Meet regularly with the advisor to brainstorm ideas, request feedback, seek advice and discuss problems.
- Recognize and appreciate the advisor's time and effort. Remember: advisors are volunteers!

Club Funding and Fundraising

Clubs do not automatically receive funding; they must request money. The maximum amount of funding for club allocations is determined annually depending on budgetary factors. Club funding can be categorized:

- **Yearly Club Allocation:** Clubs are eligible for up to \$400 per fiscal year (July 1-June 30) to finance activities, equipment, supplies, etc. Any unused portion of the yearly allocation does not carry over year to year.
- **Club Fundraised:** Money the clubs fundraise through activities like bake sales, t-shirt sales, etc. or awarded to the club for participation in Welcome Days, Club Fairs, Trick or Treat, or funds awarded for Club of the Year can be used to finance club activities, equipment, and supplies. Unused portions of fundraised money carry over year to year until the club is inactive for 3 consecutive semesters.

It is important to plan ahead for your funding request in order to undergo the funding process:

- Discuss the activity or purchase at a club business meeting. **Ensure the meeting's minutes reflect a favorable vote by the majority of the members.**
- Complete the appropriate Purchase Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator, who will advise you on how to proceed.
- Submit your Purchase Request at least 2 weeks before you need the items, allowing for more time if shipping is required. Payment for guest speakers can take more than 6 weeks, so plan ahead!
- Club members, officers or advisors should NEVER purchase items for the club on their own. **YOU CAN NOT BE REIMBURSED!** All purchases must be made by the Program Coordinator.

Fundraising

Clubs may choose to raise funds to support special projects or make donations to charitable organizations. The procedure is as follows:

- Discuss the fundraising proposal at a club business meeting. **Ensure** the meeting's minutes reflect the favorable vote by the majority of the members.
- Meet with the Program Coordinator or Club Advisor to go over steps and processes.
- Complete the Fundraising Activity Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator, at least 4 weeks prior to your fundraising activity.
- Events where money is handled must have at least 2 people present, one of whom is a full-time RRCC staff member. Anyone handling money must have a current Cash Handling Training on file.
- The Office of Student Life and the RRCC Controller, prior to the actual event, must approve all fundraising proposals.
- Any money raised for club use will remain in the club account until it is spent or as long as the club maintains official status.

Remember

- Clubs cannot establish or maintain off-campus checking or other banking accounts.
- All equipment purchased by the club is college property and reverts to the ownership of the Office of Student Life if the club becomes inactive.

Club of the Year Award

All active clubs will be eligible for “Club of the Year” as voted on by Student Life Staff at the end of the spring semester. Clubs interested in being considered for the award will have the opportunity to present to Student Government. The date of the presentations will be announced to all clubs at Roundtable and via email during the spring semester. The presentation should contain club activities, events, collaborations, etc. and explain why the club should be considered for the award.

Student Life Staff members will vote and one club will be recognized as “Club of the Year”. The winning club will receive an additional funding allocation to their account.

Suspension and Grievance

When Things Aren’t Working Right

If the Office of Student Life receives evidence that any club or club members are not observing club, Student Life, college, state, and/or federal policies/procedures, the staff has the right to take appropriate action.

The Office of Student Life will present the club and advisor with a letter that states the exact nature of the violation and a recommendation for a course of action and timeline for the club to correct the problem. If the problem is not corrected within 30 days, the Program Coordinator will notify Student Government of the problem and recommend the club be suspended.

The following circumstances are examples:

- Official status may be suspended if the club does not fulfill its required steps for maintaining official club status.
- Official status may be suspended if the club does not adhere to the policies and procedures outlined in the *Club Handbook*.
- Official status may be suspended if the club or club members violate the Red Rocks Community College Student Code of Conduct outlined in the *RRCC Student Handbook*.

Any organization that loses its official status will lose its privileges and will no longer exist as an official club at Red Rocks. An organization that has been declared suspended must resubmit a Club Recognition Form before it can be considered for reinstatement by the Office of Student Life and the Red Rocks Student Government.

All of us at Red Rocks Community College and Student Life want to make your club experience as positive as possible. Please feel free to discuss any questions, concerns or comments you have with the Program Coordinator so that we may better serve your club.