

ASGRCC

Associated Student Government
of Rogue Community College



Associated Student Government
Rogue Community College

Clubs Handbook for
Students and Staff

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Welcome to ASGRCC's Clubs Handbook for Students and Staff

Hello,

Thank you for showing interest in starting a club at Rogue Community College. Clubs are a great way to meet new people who share your common interest. It is our privilege to help you through the process of starting and running your club throughout the school year.

Here are the steps in the process:

1. Find students who share the same interests as you. This can be done through flyers and word of mouth.
2. Locate a club advisor; this person **must** be a faculty or staff member of Rogue Community College. If you have any difficulty locating an advisor, the Associated Student Government can help you find one.
3. Fill out the club packet. All the paperwork is included in this packet and should be filled out completely. If you have any questions or concerns regarding the paperwork a member would be happy to sit down and discuss it with you, as well as help you fill it out.
4. Return the packet via email at asgrcc@roguecc.edu

This handbook should provide you with answers to many questions pertaining to clubs and organizations at Rogue Community College (RCC) and connect you with the necessary resources to operate a student club on any RCC campus. We look forward to spending time learning about your club and supporting any events you will be putting on.

Introduction to ASGRCC

The Associated Student Government of Rogue Community College (ASGRCC) is a student run organization comprised of appointed student government officers who represent the student body as a whole. ASGRCC is the voice for the student body and acts as a liaison for the students to the Administration, Staff and Faculty. We provide communication between campus organizations and the student body to create an atmosphere of open discussion and inclusion. We coordinate student activities that promote student engagement and leadership, maintain campus clubs and organizations, and keep abreast of political issues.

- The ASGRCC executive council team may be comprised of:

| Governance | Student Engagement |
|-----------------------------------|---|
| President of Governance | President of Engagement |
| Vice President of Governance | Director of Clubs & Activities for Josephine County |
| Business Specialist of Governance | Director of Clubs and Activities for Jackson County |
| | Business Specialist of Engagement |
| Director of Publicity & Media | |

ASGRCC Executive Council Assistance

The Director of Clubs, Organizations and Activities 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, club account, as well as other privileges granted to chartered clubs/organizations.

ASGRCC is happy to provide more information about the structure of our organization and the services we provide, and how we can support you. You can also contact the ASGRCC Advisor Chelsea Daugherty at cdaugherty@roguecc.edu with any questions or concerns.

Advisor Responsibilities

Club advisor responsibilities vary 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. If you choose to have multiple advisors, please be sure each one completes an advisor acceptance form.

Advisor Responsibilities:

- Confirm club officers are enrolled in a minimum of 1 credit at RCC.
- Oversee club activities and programming to ensure ASGRCC and RCC guidelines, policies, procedures, and the student code of conduct **are followed**.
- Knowledge and support of event planning.
- Attend club functions and activities as required to supervise and maintain college facilities use.
- Assist in planning and evaluating club efforts to provide meaningful opportunities for learning and student engagement.
- Promote communication between club officers, other clubs, and the ASGRCC Executive Council.
- Maintain clear and appropriate boundaries between students and staff. Display appropriate behavior to students as the advisor.
- Funding request guidance and support.
- Building and sustaining a Strong Team
- If you need to step down as the club advisor you should attempt to find a replacement advisor.

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. You should receive a recap of each ICC meeting from your club or request ICC minutes for your review.

Budgeting

- Oversee the financial integrity of the club.
- Only advisors are permitted access to the club funds.
- Ensures that all expenditures follow RCC and ASG procedures and are submitted in a timely fashion to the Student Life Coordinator.
- Working knowledge of ASG budget for clubs.

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 the ASGRCC Advisor(s):

Chelsea Daugherty

cdaugherty@roguecc.edu

541-956-7062

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 majority of the work. Ensure that your club is meeting regularly and reporting back to you as needed. As an 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 advisor intervention may become necessary to protect the club. Examples include students violating college policies; financial integrity of the club or internal conflict that damages the working order and efficiency of the group.

F.A.I.L. First Attempting In Learning

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. Delegate work to the students, oversee the progress and allow them the opportunity to grow as leaders. Student leaders must be allowed to perform their duties, make mistakes, and learn to resolve conflict.

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 they 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:
- Active listening skills:
- Involve everyone:
- Ability to solve problems:
- Ability to make decisions:
- Give encouragement:

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 Members' Responsibilities to the Club Advisor

1. Communicate in a timely and effective manner with the club advisor.
2. Notify the club advisor of all meetings and if meeting days and times change.
3. Provide a copy of all minutes, club charters, event and activity plans, budget, AdHoc forms, ASGRCC funding request, activity waivers, and other essential documents to the club advisor and your county's Director of Clubs and Activities
4. Seek approval from the advisor before any changes in the structure of the club and/or changes are made to the charter/bylaws.
5. Seek advisor approval prior to planning events and activities.
6. Notify the advisor of any conflicts within the club that impacts the club's integrity, leadership, and purpose.
7. Understand the club advisor's role is to guide the club members in leadership and following college policies and procedures.

Responsibilities of a Recognized Club

1. Confirm that all club officers are enrolled in at least 1 credit as outlined in the ASGRCC Constitution.
2. Submit a Club Charter every academic year by the end of the **6th week of fall term** to ASGRCC.
3. Assign at least one club representative to attend each ICC meeting.
4. Attend Club Days hosted by ASGRCC each term.
5. Club Officers must notify ASGRCC if the club is no longer active.
6. Notify ASGRCC if there are changes to club officers' roles.
7. Clean up and arrange rooms back to their original condition after every meeting, event, and activity.
8. Work with your club advisor to confirm room reservations for meetings and events.
9. Provide ASGRCC advisor and Director of Clubs and Activities with club meeting times and locations each term.

10. Provide ASGRCC advisor and Director of Clubs and Activities with detailed information regarding scheduled/projected club events and activities.
11. Complete an event planning form and submit to ASGRCC Director of Clubs, Organizations, and Activities
12. Follow all policies, procedures, and guidelines of ASGRCC and Rogue Community College. 

Club Chartering

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 (s), and Club Constitution. (Forms attached).

Once charter is submitted

Upon receiving the completed Club Charter Application Packet, the Director of Clubs and Activities shall make a recommendation for charter to the Executive Council. The Executive Council shall charter all clubs that fulfill the requirements. \$100 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 club advisor or ASGRCC advisor is the only one who is permitted access to it.

Renewal of Charter

- Club and organization charters are active from fall to fall.
- Charters are due by the end of the 6th week of each fall term.
- Chartered clubs may have roll-over funds. If funds exist from the previous year, they will roll-over to the next academic year.

Privileges Granted to Chartered Clubs/Organizations

1. Use of College name and facilities through ASGRCC.
2. Funding through ASGRCC.
3. Co-sponsorship opportunities with ASGRCC
4. Assistance in the creation and distribution of marketing materials.

Use of College name and facilities

Room reservations are made through the club advisor. You will need to provide information on the date, time, location, number of people and type of activity when scheduling. Keep in mind that the

condition of the facility when you leave will reflect directly on your club or organization, ICC, and ASGRCC.

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.

Preparation of ASGRCC funding request:

1. Carefully think over the details of your plan. Make certain you have checked with the ASGRCC Advisor and Director of Clubs and Activities
2. Notify the Director of Club and Activities of your intent to submit a fund request form to be added to the ASG Executive Session Agenda.
3. Complete the **Allocation for Funds Request** with as much detail possible and submit to the Director of Clubs & Activities so it may be added to the next ASG Executive Session Agenda.
4. Your fund request will be considered as quickly as possible and you will be notified of the ASG Executive Council's decision.

Rejection of Proposal:

If the Executive Council rejects your application, you will have an opportunity to present additional information or a new proposal at a future Executive Session meeting.

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

- Please notify ASGRCC if you intend to fundraise or receive a donation.
- If money is collected the club advisor, ASG Advisor, or designated RCC Staff Member must be present at all times.
- If a student receives a donation, they should immediately deliver the donation to the club advisor.
- All revenue collected from an event must be deposited within twenty-four hours or the next business day after the event.
- In order to get cash in advance for an event, the **Change for Event Request Form** must be submitted to the Student Life Coordinator five business days prior to the event

Co-sponsorship of Activities with ASG

Additional funding is available through ASGRCC for club activities and we encourage clubs to utilize this funding. Each club is responsible for providing 25% of any requested money.

Preparation of marketing materials

Any marketing materials must be submitted for approval to the ASG Director of Publicity and Media prior to distribution. All marketing materials need to include your club logo and/or ASG logo.

Club Meetings

Clubs should meet a minimum of two times per term. Please refer to the scheduling [procedures above](#).

Effective Meetings

You will need to hold meetings to coordinate and sustain activity

- **Exchange** information & ideas
- **Solve** problems
- **Make** decisions
- **Share** concern
- **Explain** issues
- **Plan** activities

Here are some helpful hints:

Prior to the meeting:

- Let members know when, where, and length of the meeting.
- Define objectives of the meeting.
- Prepare an agenda and have any necessary supplies handy and ready to go.

During the meeting:

- Begin and end on time.
- Take meeting minutes
- Allow and encourage discussion
- Be creative.
- Delegate responsibilities define tasks, and deadlines.

Meeting Etiquette

- One person speaks at a time.
- The 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.

Inter-Club Council (I.C.C)

The ICC exists to facilitate the functions of all ASGRCC clubs/organizations, these meetings are **mandatory**. 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, and plan co-sponsored events. If a club misses two ICC meetings without representation the clubs charter may be revoked. Club advisors and officers will be notified of the revocation.

Club Activities and Liability

With each club activity an event and activity  planning form should be completed and submitted to the ASGRCC Director of Clubs and Activities.

Facilities and 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 Student Excursion Authorization Request Form.
- Security Notification
- Events after hours
- Events open to the public
- Insurance coverage
- Janitorial services

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

<https://web.roguecc.edu/risk-management/risk-management-forms>

Travel Forms:

- Student Excursion Authorization Request Form
- Medical Information & Emergency Contact Form
- General Purpose Waiver

Facilities work orders are entered through Mpulse 8 system.

If there are activities in which you have safety or risk management concerns, please  contact ASG at asgrcc@roguecc.edu

Club Status

Inactive

- If club advisors or officers step down, or the club stops holding regular meetings, the club will be deemed inactive. The club will have until the end of the term to establish new leadership and meetings.
- If the advisor wishes to step down from advisor duties it is their responsibility to find a replacement. If they are unable to find a replacement it then becomes the responsibility of club officers to find another staff/faculty member. ASGRCC must be notified of this change and a new advisor's acceptance form must be completed.
- If 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 & Activities to discuss the request for change.
- If Club Officers wish to step down, the club advisor will work with the Director of Clubs & Activities to find a replacement.

Club Revocation:

- If a club becomes inactive for a year or misses more than one ICC meeting in a term, their charter can be revoked and their funding account will be closed. Clubs can submit a new charter application form and all accompanying materials in order to become a recognized ASGRCC club/organization again.  There **must** be a 2/3 majority vote of the ASGRCC Executive Council.
- The club will be notified in writing as to the reasons for the revocation. They must also be notified as to what steps they need to take before they can reapply to regain official recognition with ASGRCC.

Appendix A: Club Orientation and Charter Packet 

ASGRCC

Associated Student Government
Of



Associated Student Government
Rogue Community College

Rogue Community College

Club Orientation Packet and Charter

Club Charter Application Form

Associated Student Government of Rogue Community College

| | | | | | |
|--|---|-----------------|--------------|-------------|-------------------------------|
| Name of Club/Organization | | | | | |
| New or Returning Club | | Choose an item. | | | |
| Club Officer | Name | | Email | | Phone |
| Club Officer (if more than 1) | Name | | Email | | Phone |
| Club Advisor | Name | | Email | | Phone |
| Club Advisor (if necessary) | Name | | Email | | Phone |
| <p>The undersigned representatives acknowledge that the approval of this charter application by the ASGRCC Executive Council is contingent upon receipt of the documents listed below. They are attached to this charter application form. If the charter is approved, the members agree to adhere to the ASGRCC constitution, By-Laws and Policies and Procedures, and all rules governing ASGRCC Clubs established by the RCC Board of Education, and the State of Oregon.</p> | | | | | |
| Club/Organization Check List (all items must be attached) | | | | | |
| <input type="checkbox"/> | Club Constitution/By-Laws | | | | |
| <input type="checkbox"/> | Club Officer List | | | | |
| <input type="checkbox"/> | Advisor Acceptance Form | | | | |
| <input type="checkbox"/> | Anticipated Club annual Balanced Budget | | | | |
| Club Officer Signature | | Title | | Date | Click or tap to enter a date. |
| <p>The Executive Council's decision on your Charter application shall be announced to you by the Director of Clubs, Organizations and Activities within 48 hours following the next Executive Council Meeting.</p> | | | | | |

**Sample - Club
Constitution/Bylaws**

**Associated Student Government of Rogue
Community College**

Suggested Format

Article I. Name

The name of this club/organization shall be called

Article II. Purpose (one statement or several)

The purpose(s) of this club/organization shall be:

Article III. Membership

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. The membership, policies, and actions of a student organization typically are determined by the vote of the club officers.

Article IV. Officers

Section 1.0 Officers shall consist of President, Vice-President, Secretary, Treasurer, Other.

Section 2.0 Duties of the President shall be:

Section 3.0 Duties of the Vice-President shall be: etc.

Article V. Meetings

The club shall meet every week or bi-weekly or once a month. The meetings shall be run by the President. Meeting time, date and location shall be announced by flier and e-mail.

Article VI. Abandonment

If this club/organization is inactive for two consecutive terms the remaining funds should be returned to the ASGRCC Executive Council.

Article VII. Amendments

An amendment may be initiated by any member of the club and passed by a two-thirds majority vote of the members present at the meeting. Amendments must then be approved by the ASGRCC Executive Council

This is only a sample. These articles are mandatory, but the additional article may be

added.

Club Member List
Associated Student Government of Rogue Community College

| | | | | | | | |
|-------------------------------------|--|--------------|--|--------------|--|--------------|--|
| Name of Club or Organization | | | | | | | |
| Club Officer | | Email | | Phone | | | |
| Club Advisor | | Email | | Phone | | | |
| Club Officers List | | | | | | | |
| Name | | Title | | Phone | | Email | |
| Name | | Title | | Phone | | Email | |
| Name | | Title | | Phone | | Email | |
| Name | | Title | | Phone | | Email | |
| Club Members List | | | | | | | |
| Name | | | | Phone | | Email | |
| Name | | | | Phone | | Email | |
| Name | | | | Phone | | Email | |
| Name | | | | Phone | | Email | |
| Name | | | | Phone | | Email | |
| Name | | | | Phone | | Email | |

The officers above assume responsibilities for the operation of this club/organization and must be a registered student at RCC. The ASGRCC Executive Council will be notified in the event of a change in club contact person.

| | | | | | |
|-------------------------------|--|-------------|-------------------------------|---------------|-----------------|
| Club Officer Signature | | Date | Click or tap to enter a date. | Campus | Choose an item. |
| Club Advisor Signature | | Date | Click or tap to enter a date. | Campus | Choose an item. |

Club Advisor Acceptance Form
 Associated Student Government of Rogue Community College

| | |
|--------------|--------------------------|
| To: | ASGRCC Executive Council |
| From: | |

| | | | |
|---|--|---------------|-----------------|
| Re: Acceptance of Advisor Role for | | | |
| Name of Club/Organization | | Campus | Choose an item. |

| | |
|--|---|
| I have received, read and understand the following: | |
| <input type="checkbox"/> | I have received and read the Clubs Handbook. |
| <input type="checkbox"/> | I accept the responsibility of advisor for the club/organization |
| <input type="checkbox"/> | I understand I must attend one Interclub Council meeting each month or send a club representative on my behalf. |
| <input type="checkbox"/> | I understand that my club will be allocated a \$100 start-up fee. |
| <input type="checkbox"/> | I understand the rules of fundraising should my club wish to participate in this activity. |
| <input type="checkbox"/> | I understand the rules of the field trip and know where to find field trip guideline forms. |

| | |
|-------------------------------------|-------------------------------|
| Signature of Club Advisor | |
| Printed Name of Club Advisor | |
| Date | Click or tap to enter a date. |

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 the ASGRCC Advisor:

Chelsea Daugherty, cdaugherty@roguecc.edu

Anticipated Club Budget

Associated Students of Rogue Community College

| | | | | | |
|----------------------------------|--|--------------|--|--------------|--|
| Name of Club/Organization | | | | | |
| Club Officer | | Email | | Phone | |
| Club Advisor | | Email | | Phone | |

| Anticipated Income | |
|---------------------------|-----------|
| Current Balance | \$ |
| ASG Fund | \$ 100.00 |
| Fundraisers | \$ |
| Donations | \$ |
| Other Income | \$ |
| Total Income | \$ |

| Anticipated Expenditures | |
|---------------------------------|-----------|
| Current Expenditures | \$ |
| Activities | \$ |
| Supplies | \$ |
| Total Expenditures | \$ |