

# Yavapai College Student Club and Organization Handbook

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Yavapai College recognizes that student clubs and organizations contribute to the educational, social, recreational, and personal development of students. The College further recognizes that students are free to organize and participate in voluntary clubs and organizations of their own choosing, subject to the provisions of the Yavapai College [Student Code of Conduct](#), general [college policies](#), and local, state, and federal law.

Yavapai College does not sponsor or assume responsibility for voluntary student clubs and organizations that are not formally registered with the college, in accordance with the terms and conditions described herein.

It is the responsibility of the officers, members, and advisors of student clubs and organizations to familiarize themselves with the contents of this manual. Copies of this manual are available in the student activities office. Questions concerning procedures or interpretation should be directed to the Specialist of Student Engagement and Leadership (SEL).

## **General Responsibilities of Student Clubs and Organizations**

- Student clubs and organizations are responsible for conducting their affairs in a manner consistent with district rules and regulations.
- Student clubs and organizations are responsible for ensuring that non-district individuals or groups, invited as an incidental part of a club or organization's program, comply with district regulations, policies, and procedures while on district property.
- Each student club/organization, its officers, or designated representatives shall budget, provide for, and promptly meet its legitimate financial obligations.
- All persons on district property are required to abide by district policies, college campus regulations, and shall identify themselves upon request to district officials acting in the performance of their duties.
- Each student club or organization is accountable for the actions of its members, on behalf of the group, anytime during the academic year in which the club or organization has been authorized.
- The functioning of registered student clubs and organizations shall be confined to and controlled by their active membership.
- Clubs and organizations may invite other members of faculty, staff, and other guests to participate in activities/events as appropriate.
- All officers and designated representatives of the registered student club or organizations must be students of the college for the length of their term in office.

- It is the responsibility of the student club or organization to keep the registration information, current advisors, or current activity status up to date at all times, with the Office of Student Engagement and Leadership (SEL).
- Violation of any regulation pertaining to the proper conduct of the student club or organization may result in disciplinary action in accordance with district Board of Trustees Policies and the Student Code of Conduct.

## **College Policies**

A full list of college policies can be found at [www.yc.edu/policies](http://www.yc.edu/policies). The entire college Student Code of Conduct can be found at [www.yc.edu/conduct](http://www.yc.edu/conduct).

Included here are college policies of particular relevance to student clubs and organizations. Although certain policies are included here, student clubs and organizations must adhere to all college policies. College policies are periodically updated, as necessary.

## **Student Club and Organization Disciplinary Actions**

All student club and organization members are expected to adhere to the Yavapai College Student Code of Conduct, as well as all policies and procedures of the college at all times.

A student club or organization that violates college policy may be suspended by the Dean of Student Development while their case is being reviewed. Suspended clubs or organizations receive none of the rights or privileges of active student clubs or organizations and may have their funds frozen until their case is resolved.

Any club or organization found to have violated any provision herein may be subject to disciplinary action, including an extended period on probationary status or have their recognition permanently revoked.

## **Prohibited Conduct**

All clubs/organizations must operate in accordance with the Yavapai College Student Code of Conduct. Detailed information about the Code of Conduct can be found at: [www.yc.edu/conduct](http://www.yc.edu/conduct)

## **Social Media Policy**

All Yavapai College clubs and organizations can have the option to maintain a presence on social media through **Instagram** or **Facebook** only. Each club or organization must create their social media accounts using a designated club email address, following the format: [clubname@yc.edu](mailto:clubname@yc.edu).

A club advisor must actively monitor all social media accounts to ensure responsible use.

Additionally, the account's **username and password** must be provided to the **Student Engagement Specialist**. This information will be kept on file to ensure continued access in the event of a change in student leadership or advisor.

All content posted on official club or organization social media accounts must adhere to the **Yavapai College Student Code of Conduct**. Posts must be appropriate, respectful, and non-discriminatory at all times. Clubs and organizations are expected to represent Yavapai College with integrity and professionalism on all social platforms.

Yavapai College Student Engagement social media accounts can be found under this handle: YavapaiCollege\_SEL. All clubs or organizations can send media to be posted on the official SEL Social Media pages.

## **Forming Student Clubs or Organizations**

### **Difference between Clubs and Organizations**

A club is a student-led group that is regulated by the Department of Student Engagement. Because the management of the club is intended to be a student learning experience, the day-to-day functions of the club are carried out by student members, although clubs must contract with an advisor. The advisor must be a full-time faculty or staff member who volunteers their time to assist with the club. Clubs must be open to all students who wish to participate.

An organization is either a National Chapter or Academic group that is closely tied to its specific department or division at Yavapai College and is overseen by that department or division rather than the Student Engagement and Leadership Department. Organizations accept members through application or affiliation with the organization's specific department/association. There may be member fees and/or scholarships associated with organizations. As organizations are overseen by their specific department, organizations must still submit their advisor information and event forms to the Department of Student Engagement and Leadership. New organizations must submit a New Club/Organization application, however submitting a constitution is not necessary.

## **General Requirements for Starting a Student Club or Organization**

New clubs and organizations may be initiated by a current student, staff or faculty member or administrator. General requirements for starting a student club/organization are:

- The club/organization must have a central purpose related to the mission of the college and serve academic, professional, social, or physical development of the members.
- The club/organization must be open to all Yavapai College students, with no barrier or unequal treatment based on race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin that inhibits or prevents any person's full participation in any activities which utilize district facilities.
- A minimum of five members are required to form a student club or organization.
- All registered members of a student club or organization must be current students, staff, or faculty members. Student organization activities may be open to members of the broader community.
- The club/organization must have at least one advisor, and that advisor must be employed by Yavapai College. The advisor must be a full-time faculty member or staff member and have the approval of their supervisor to be an advisor of a club/organization.

## **Submitting a New Club or Organization Application**

To propose the creation of a new club or organization, the members and advisor(s) must submit a [New Club/Organization Application](#) including:

- At least one designated student leader.
- At least one advisor.
- A list of members.
- Acknowledgement signed by the student leader(s) and advisor(s), stating that the college's anti-hazing and sexual misconduct policies have been reviewed and understood.
- A statement of nondiscrimination signed by student leader(s) and advisor(s), stating that there shall be no barrier or unequal treatment based on race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability or national origin, which inhibits or prevents any person's full participation in any activities which utilize district facilities.
- Clubs must complete and submit a [Constitution](#), via the application. [Sample completed club constitution](#). It is not necessary for organizations to submit a constitution.
- Starting a new organization must be approved by the department they will be associated with.

New club/organization applications, including model constitutions, can be downloaded from the student clubs and organizations page on the college website. [Clubs and Organizations page](#)

Applications to form a new student club or organization will be reviewed by the Dean for Student Development or a designee. The Dean will review applications within 30 days of submission. Applications can be approved, denied, or require the submission of additional information.

## **Logos**

Each club will be provided with the logo shown below, additionally with the club's name underneath. Creating a personalized logo other than the one provided is prohibited.



Organizations are permitted to have their own logo with the approval of the Marketing Department.

## **Recruiting Activities Before Being Approved as a Club or Organization**

Students, faculty, or staff interested in starting a new student club or organization may engage in activities to recruit members of the proposed club or organization with the permission of the Student Engagement and Leadership Division. Those interested in recruiting members for a new student club or organization should contact the Office of Student Engagement and Leadership.

## **Maintaining Active Student Club/Organization Status**

In order to maintain their status as an active student club or organization, groups must:

- Have one or more designated student leaders.
- Have one or more advisors employed by Yavapai College.
- Have three or more members (which can include the designated student leaders), who are current students.
- Hold or participate in at least one event that benefits the college community per year.
- Maintain their financial accounts in good status.
- Comply with all College policies.
- Have at least one designated student organization representative attend at least one All Club and Organization Meeting per academic year.
- Report any turnover in student leadership or advisors immediately to the Office of Student Engagement and Leadership.

## **Probationary, Inactive, and Suspended Status**

### **Probationary Status**

Student clubs and organizations that no longer meet all of the requirements for active organization status may be placed in probationary status by the Dean of Student Development. Student clubs and organizations in probationary status will have one semester to meet the standards required for active clubs and organizations. If, at the end of that semester, the student club or organization still does not meet the requirements for an active club/organization, it may be declared inactive.

## **Inactive Status**

If a student club or organization is declared inactive, it no longer qualifies for the rights and privileges of a registered student club or organization. Any items of the inactive club or organization stored in the student engagement area may be disposed of after two semesters. After two years of inactive status, any funds that remain in the club or organization's accounts may be redistributed.

Students or advisors wishing to revive inactive clubs or organizations may do so by following the procedure listed under Reviving Inactive Clubs or Organizations below.

## **Reviving Inactive Student Clubs or Organizations**

Student clubs/organizations that have become inactive may be revived by students, faculty, or staff. Club/Organizations that are being revived must submit a New Student Club/Organization packet but may use the previously established constitution. The Dean of Student Development or designee will review applications to revive inactive student clubs/organizations.

Applications to revive an inactive student club/organization will be reviewed by the Dean for Student development or designee. The Dean will review applications within 30 days of submission. Applications can be approved, denied, or require the submission of additional information.

Revived student clubs/organizations may be able to access funds previously set aside for the student club or organization, depending on the original purposes of the funding and the goals/activities of the revived organization.

## **Suspended Status**

A student club or organization that violates college policy may be suspended by the Dean of Student Development while their case is being reviewed. Suspended clubs/organizations receive none of the rights or privileges of active student clubs or organizations and may have their funds frozen until their case is resolved.

Any club or organization found to have violated any provision herein may be subject to disciplinary action, including an extended period on probationary status or have their recognition permanently revoked.

## **The Advisor Role and Responsibilities**

All clubs and organizations must operate with an advisor identified by the student group and employed by the college.

It is the responsibility of the student group, in consultation with the SEL Specialist, student engagement and activities, to identify an organization advisor in accordance with college guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.

## **Responsibilities**

- The advisor(s) has a unique role with the club or organization, which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
- The advisor(s) must be a full-time employee of the college.
- The advisor(s) provides leadership and supervises all activities of the club or organization.
- The advisor(s) is responsible for implementation of all policies and procedures prescribed by the college.
- The advisor(s) serves as a role model, a facilitator, and a resource for college/campus procedures, policies, and business processes.
- The advisor(s) should promote good planning, organization, and interpersonal relationships.
- The advisor(s) is responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in connection with the use of facilities.
- In the event an advisor(s) cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified.
- The advisor(s) must travel to and from all offsite events from Yavapai College or Verde Valley Campus at which the student club or organization is based. Please see the travel policies section for more details.
- The advisor(s) is responsible for all club or organization expenditures.
- The advisor(s) ensures that purchases are appropriate, and that receipts and documentation are submitted to the appropriate office.
- The club or organization advisor(s) will assist the designated student leader(s) in monitoring organization expenditures.
- The Dean of Student Development may relieve an advisor(s) of their role if they prove unable to meet the required standards.

## **Funding**

### **Funding for Student Clubs and Organizations**

Recognized student clubs and organizations are allocated an account through Yavapai College for managing their finances. Student clubs and organizations are not allowed to maintain off-campus accounts. The SEL Specialist functions as the Purchasing Liaison for student **club**



accounts. All requisitions, check requests, card purchases, and petty cash requests are submitted to the SEL Specialist. The department or division of a specific **organization** is affiliated with oversees funds for that **organization**. All requisitions, check requests, card purchases, and petty cash requests for **organizations** are submitted to the Purchasing Liaison of that specific department/division.

Sources of funding for student clubs and organizations may include the Office of Student Engagement and Leadership, fundraising activities, membership dues, and donations.

Funding for student clubs and organizations:

- Shall be exclusively used for programs and purposes which are of benefit and/or in the interest of the student body.
- May not be expended for programs or purposes in violation of the law.
- May not be used, directly or indirectly, for partisan political or religious purposes.
- Shall be subject to normal district business and accounting procedures and practices.
- May not be reallocated, transferred, or utilized for purposes differing from the approved allocation.
- Shall not be expended for personal benefit or gain of any kind.

Student organizations may be part of larger, national organizations. National organizations that require membership dues shall keep a payment ledger recording dues paid and any terms relevant to student membership.

Registered student clubs and organizations may raise funds through either paid admission or voluntary donations. The funds are to be deposited in the designated student club or organization account with receipts for the next business day.

Registered student clubs or organizations may sponsor commercial vending on campus, with prior approval from the Office of Student Engagement.

## **Advances**

Advisors may request advances in order to cover reasonable expenses for student club or organization events. Advances can only be issued to student club or organization advisors. Advisors must return any unused funds and receipts for any funds spent. If an advisor does not return the funds and/or receipts for allowable expenses, the advisor is personally liable for repaying the funds advanced, and the student club or organization may face disciplinary action. Student clubs and organizations must have funds in their accounts in order to request advances.

Advances for clubs may be requested through the Office of Student Engagement and Leadership. Advances for organizations may be requested through their associated department/division.

Advances must be requested at least fifteen business days before they are required, and the remaining funds and/or receipts must be returned within five business days after the related event.

## **Reimbursements**

Students and advisors may be reimbursed for expenses related to student club/organization activities. To be reimbursed:

- Expenses must be allowable within college policy.
- The student club/organization must have the funds available in their accounts.
- Students/Advisors must send an email to the SEL Specialist for reimbursement, including a picture of the receipt, as well as the name and Y# of the purchaser. Purchasers must also turn in their **original** receipt to the Office of Student Engagement and Leadership.

Students/advisors should allow two to three weeks for reimbursement requests to be reviewed and processed. **Organizations** must submit receipts to the Purchasing Liaison of their associated department to be reimbursed.

## **Annual Account Review**

At the end of the spring semester advisors and student leaders/members are required to review any funds remaining in the student organization account. Unused funds will roll over to the following academic year.

## **Funds Belonging to Inactive Club/Organization**

Funds remaining in accounts for inactive student organizations may be redistributed once a club/organization has been inactive for two years.

## **Fundraising**

All fund-raising activities must support the purposes of the sponsoring student club/organization; all promotional materials for the activity must specify the intended use.

Violations of the rules and regulations governing fundraising activities are subject to disciplinary action in accordance with the Yavapai College Student Code of Conduct.

## **The Role of the Yavapai College Foundation**

It has long been the policy of Yavapai College that all fundraising efforts be coordinated through the Yavapai College Foundation (YCF). This enables us to avoid donor confusion and ensures that donors receive proper gift documentation. For example, we do not want someone to ask a donor for a \$50 donation to cover the cost of supplies on the day before the Director of Development is planning to ask that donor for \$1,000,000 for a new building. If any group you lead or advise is contemplating a fundraising project, campaign, or developing a grant proposal, please review the Fundraising Guidelines below. If you have any questions (or need any advice or guidance with your effort), please contact the Foundation Coordinator (x 2025), who will guide you to the appropriate individual to discuss the particulars about your fundraising project.

## **Fundraising Guidelines**

It is not necessary to seek approval for those fundraising efforts that are totally conducted on campus, and are primarily focused on raising small amounts of money or noncash items from members of the campus community, such as food drives; however, such activities must comply with all applicable Yavapai College policies.

YCF is aware that students and staff often engage in fundraising activities for which Yavapai College is not the intended beneficiary (such as when an athletic team or student club raises money for an outside charity like Susan G. Komen or Big Brothers Big Sisters). When an activity is not intended to benefit Yavapai College, it is not necessary to obtain approval from YCF, but the utmost care must be taken to make that distinction clear, both to YCF staff and the outside community, so that no one is led to believe the activity is a YCF-supported effort. Checks written should not list “Yavapai College Foundation” as payee, and funds received should not be deposited with YCF to be disbursed to other organizations. This could jeopardize YCF’s tax-exempt status. Yavapai College Foundation is a tax-exempt organization under IRC Section 501(c) (3), whose only purpose and mission is to support Yavapai College objectives and activities through resource development and to promote community awareness of the College and its programs.

**\*\*Please note: student clubs and organizations may NOT hold raffles.\*\***

Other fundraising events, such as auctions or phonathons, may have special guidelines. Please contact the YCF office to check into the legal considerations for these types of fundraising activities. Although the Yavapai College Foundation sends out a gift acknowledgement for every gift greater than \$25, donors really like knowing how they made a difference. A letter from your department or a handwritten note from a staff member or student is a great way to thank your donors and ensure future and increased gifts.

## **Monthly Meeting Calendar**

Meeting dates, times, and locations of all meetings and organizations will be posted on the Student Engagement and Leadership website every month. A shared document will be sent out the month prior for clubs and organizations to submit their information on dates, times, and locations for the upcoming month. Clubs and organizations must submit their information by the designated date every month to be featured for the following month.

## **Planning and Organizing Events**

Student clubs and organizations that are planning events must submit the [Event Form](#) to the Office of Student Engagement and Leadership. The Event Request Jot Form should be submitted within an appropriate time frame. Events involving 50 people or less must be submitted at least 2-3 weeks before the event. Events, involving up to 100 people, must be submitted at least one month before the event. Events involving more than 100 people must be submitted multiple months before the event.

Approval for the event will happen within 7-10 days upon receiving the jot form request.

After the event is approved, clubs and organizations may submit their flyer to Ruff's House for advertisement.

Student organizations may use district facilities on a space-available basis consistent with district rules and regulations.

## **Student activities area**

In addition to general district facilities, the Prescott and Verde Valley campuses include meeting/event space, lounge space, storage, and work areas available for student organizations and activities. Student clubs and organizations may use and/or reserve the space as available.

The Student Lounge on the Verde Valley campus is located in building F, and includes a games area, and meeting/lounge space.

The Roughrider Lounge on the Prescott Campus is located in Building 3, and includes a games area, meeting/lounge space, and limited storage for student organizations.

Storage available for student organizations is subject to availability and approval by the Office of Student Engagement and Leadership. Student organizations may not store perishable, unsanitary or hazardous materials. Store items must be reviewed each semester.

## **Regulations Governing Use of District Facilities**

- District facilities shall be used in accordance with all the regulations stated herein and pursuant to federal, state, and local laws.
- Request for facility use must be processed through the SEL Specialist through an Event Request form. All requests must be submitted within an appropriate time frame. Please reference “Planning and Organizing Events” above for more details.
- An officer or authorized representative of the student club or organization must be in attendance during the use of district facilities.
- The advisor and designated student leaders are responsible for the proper care of facilities, and the advisor is responsible for ensuring that all of district/college/campus rules and regulations related to the use of district facilities are adhered to.
- No student club or organization may reserve facilities for use by another club or organization.
- Users requiring special facility arrangements, equipment, maintenance, or staffing may be charged. The district reserves the right to require an advance deposit.
- A request for use of a district facility may be denied if the request is not in accordance with district/college/campus regulations governing such matters; and shall be denied if circumstances are such that the event will present a clear and present danger to the orderly operation and peace of the district/college/campus.
- Certain spaces on campus require additional approval to reserve. These include the Community Room and the Rider Diner. Organizations interested in using those spaces should consult with the SEL Specialist.
- Academic activities have priority over non-academic activities when reserving classroom space.

## **Emergencies**

If an emergency occurs during a student organization activity, participants should first see to their immediate safety and contact the appropriate authorities (police/fire department/paramedics). As soon as the immediate risk has been addressed participants should inform the Director and Specialist of Student Engagement and Leadership of the situation. Organizations should also contact the director of their specific affiliation.

# **Travel**

## **Travel Planning**

All student travel must be approved by the student club/organization advisor. Student clubs and organizations MUST submit a [Travel Form](#) two weeks prior to any travel as a club or organization before traveling, even if they are not using campus vehicles or facilities. This allows the college to keep an accurate record of student activities, and to respond to emergency situations, as necessary. Clubs may submit their travel form to the Office of Student Engagement and Leadership. Organizations may submit their travel form to the director of their associated department/division.

Advisors must accompany members of the student club/organization on any offsite travel from the Prescott campus or the Verde Valley campus.

## **Travel Funding**

Student clubs that have funds available or are approved for funding from the Office of Student Engagement and Leadership, may be reimbursed for travel expenses. In order to be reimbursed, students and advisors must submit a travel form at least two weeks before the event and provide the receipts and appropriate travel forms within a week after the event. Clubs may be reimbursed through the Office of Student Engagement. Organizations may be reimbursed through their associated department/division.

## **Use of College Vehicles**

College vans may be reserved for student club and organization events. The use of a college van requires a certified driver. In addition, there is a mileage charge for the cost of college vehicles to that club or organization. Clubs interested in reserving a van or having an advisor certified to drive should contact the Office of Student Engagement and Leadership. Organizations interested in reserving a van or having an advisor certified to drive should contact their associated department/division. More information on the use of the college vans can be found here:

[www.yc.edu/v5content/facilities](http://www.yc.edu/v5content/facilities)