

Student Organization Handbook

2015-
2016



4015 Avenue Q Galveston, Texas 77550
www.gc.edu



Galveston College is committed to expanding student academic and service organizations and campus activities, particularly those that promote social and cultural competencies to increase the level of student engagement with all facets of the campus community.

Whether your organization is a well established campus entity or a new group still in its infancy, we are excited that you have decided to come together and focus your talents towards making Galveston College a positive learning experience for all.

In this Handbook, you will find the rules and regulations that student organizations must follow to remain in good standing with Galveston College. If you have questions at any time throughout the year, please do not hesitate to contact the Office of Student Activities at 409-944-1234.

2015-2016

Important Phone Numbers

Office of Student Activities	409-944-1234
Office of the Vice President of Student Services	409-944-1341
Director of Counseling and Advising	409-944-1222
Media Services	409-944-1249
Public Affairs	409-944-1303
Security	409-944-1364
After Hours Security	409-996-7663

Office Location

**Office of Student Activities
Cheney Student Center (SC) Room 110**

**Student Government Association
SC 110**



IMPORTANT INFORMATION

A. All student organizations functioning at Galveston College are required to register annually with the Office of Student Activities.

B. Organizations must be established in accordance with regulations and guidelines at Galveston College as well as compliant with local, state and federal laws. Registration does not automatically imply that GC endorses an organization, nor will the college assume sponsorship for any organization's activities on or off campus property.

C. An organization may NOT use the name of "Galveston College" or an abbreviation of the name as part of the organization's name (except to designate location or a chapter). Organizations may not advertise or promote events in a manner that suggests that the function or event is sponsored or sanctioned by Galveston College, unless the event is formally co-sponsored through the Office of Student Activities.

See the following examples:

Correct use of name: Accounting Society, GC Chapter; Sports Activity Club at Galveston College
Incorrect use of name: GC Accounting Club; Galveston College Sports Activity Club

D. Registered student organizations have freedom of choice in the selection of members, provided there is no discrimination on the basis of age, race, color, religion, national origin, gender, disability, genetic information or veteran status.

E. Membership of registered student organizations is restricted to currently enrolled students, faculty, staff and alumni of Galveston College. All officers/representatives must be currently enrolled students at Galveston College.

RESPONSIBILITIES AND RIGHTS OF REGISTERED STUDENT ORGANIZATIONS

Responsibilities

It is the responsibility of every registered student (club)/organization and/or its representatives to:

1. Manage the organization and carry out activities within its own constitution;
2. Comply with all applicable local, state and federal laws;
3. Operate in accordance with all Galveston College regulations and policies;
4. Anticipate, provide for, and promptly meet its legitimate financial obligations;
5. Act in the best interest of the organization's members and Galveston College;
6. Comply with all documented procedures distributed by the Office Student Activities;
7. Take reasonable precautions for the safety and comfort of the participants at the organizations events;
8. Immediately notify Student Activities of any changes in the organization's officers/representatives, addresses, telephone numbers, or constitutions by completing the proper paperwork.

Rights

Registered student organizations may:

1. Use campus facilities (use of facilities is subject to pertinent regulations, adherence to procedures and subject to prior needs of the college itself);
2. Invite off-campus speakers, entertainers, artists and other guests to appear for scheduled meetings or assemblies (all activities must approved through the Office of Student Activities, the Vice President of Student Services, and the Vice President of Administration prior to the event);
3. Distribute literature relating to the organization's purpose and activities in those areas authorized by the current posting policies;
4. Be listed as a registered student club/organization in the Galveston College Student Handbook, on the Galveston College website, and in all Student Activities publications as appropriate; and,
5. Request funding for an organizational event or program from the Office of Student Activities.

CLUB REGISTRATION PROCEDURES

To be officially recognized by the college all organizations must apply for "Registered Student Organization" status.

The Office of Student Activities requires that each registered student organization have a minimum of two faculty or staff advisor(s). The advisor will be accountable for the organizations knowledge of and adherence to all rules and regulations. The advisor(s) must be in attendance at all of the organizations events from the beginning to conclusion and should be consistently and fully informed by organizational representatives regarding meeting dates and times. Dates should be cleared with the advisor before special meetings or social activities are planned. Student Activities can assist organization representatives in identifying Galveston College faculty or staff members who may wish to serve as an advisor.

These forms require basic information about the organization as well as the designation of three officers/representatives to serve as the contacts for the organization. The three individuals will be listed with the Office of Student Activities as the official representatives of the organization. Any on campus business must be conducted and approved by one of these three representatives.

All officers/representatives must be currently enrolled at Galveston College. At least one of the official representatives must attend a meeting with the Coordinator of Student Activities for the current academic year to certify that the official representative has read, understood and agreed to abide by the college, local state and federal rules and regulations.

A complete application package must include the following forms:

- Student Organization Registration Form
- Student Organization Advisor Information Form
- Student Organization Membership Form

An organization must submit the registration forms to the Office of Student Activities. Additionally, an updated copy of the Statement of Purpose, Constitution, and Bylaws developed by the organization must be submitted within 30 days of club or organization registration status.

Upon receipt of a completed application package, the Office of Student Activities will verify compliance of the student status of officers/representatives (after the census date). Following verification, the materials will then be submitted to the Vice President of Student Services and the Office of the President for final approval. The faculty/staff advisor will be notified immediately of the organization's status.

Temporary registration is available to new organizations to schedule meetings and solicit membership while establishing the group. The process requires that one currently enrolled student complete the application. The temporary registration is valid for 30 days and allows the organization to post signs and reserve space for organizational meetings and informational tables only. After the 30 day period, the group will not be recognized or allowed to recruit members.

PROCEDURES FOR CHANGING OFFICERS/ REPRESENTATIVES

When it is necessary for an organization to change officer (s)/representative (s), the advisor must email the Coordinator of Student Activities the new officer information.

If the change in officer (s)/representative (s) results in the removal of an individual who has attended a Student Organization Orientation, at least one current member must attend an orientation before the changes are official.

Galveston College

Student Organization Registration Check List

*Please note that you **will not** be a recognized organization until the following are completed.

To be officially recognized the following MUST be accomplished:

- A Student Representative/Officer has attended an Organization Orientation (*or met with the Coordinator of Student Activities*)
- Forms for Student Organization Registration are as follows:

[Student Organization Registration Form](#)

[Student Organization Membership List Form](#)

[Student Organization Information Form](#)

- Read and understand Student Organization Handbook (available online)
- Hazing Policy Acknowledgement (Remains on file with club Secretary)
- Identify Representative for SGA meetings (1 student)

Student's name: _____

- Identify what time is best for representative to meet with the SGA on a monthly basis

Meeting Day: _____

Meeting Time: _____

A complete application packet must be returned to the Office of Student Activities located in Cheney Student Center, Room 110.

Coordinator of Student activities will then review your packet and award your student organization recognition for the current school year.

Within in 30 days of approval a copy of the organization's statement of purpose, constitution, by-laws must be submitted to the Coordinator of Student Activities.

**Student Organization
Registration Form**

Name of Student Organization

2015-2016 Officers

President: _____ Email: _____

Mailing Address: _____

Phone: (Home) _____ (Cell) _____

Vice President: _____ Email: _____

Mailing Address: _____

Phone: (Home) _____ (Cell) _____

Secretary: _____ Email: _____

Mailing Address: _____

Phone: (Home) _____ (Cell) _____

Treasurer: _____ Email: _____

Mailing Address: _____

Phone: (Home) _____ (Cell) _____

_____ *List other officers on a separate sheet of paper and attach* _____

Signature of Advisor

Date

Signature of Advisor
Revised: 08/1/2015

Date

Student Organization Information

<p>Name of Student Organization</p> <hr/> <p>Statement of Purpose</p>

Advisor:

Name: _____

Mailing Address: _____

Phone Number: (Home) _____ (Cell) _____

Advisor:

Name: _____

Mailing Address: _____

Phone Number: (Home) _____ (Cell) _____

Advisor's Statement

I have agreed to serve as a student club or organization advisor for the
2015-2016 school year.

Advisor Signature

Date

Advisor Signature

Date

CONDUCT OF REGISTERED STUDENT ORGANIZATIONS

Galveston College welcomes student organizations and their efforts towards making the campus community a wonderful experience for all students through co-curricular programming; however; all organizations should act in the best interest of the group they are representing as well as the College.

Registered clubs and organizations can be charged with violating local, state and federal laws and/or college policies. A student clubs and organizations and its officers can be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. Sanctions for a group, club or organization may include suspension, revocation, or denial of registration in addition to all appropriate sanctions provided for the Galveston College policy.



ALCOHOL AND DRUG USE

Alcohol

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library building, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; however, with the prior consent of the Board or designee, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, transmit; attempt to possess, use or transmit; or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; and/or
4. Any other intoxicant, or mood-changing, mind-altering, or behavior altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Students who violate this policy will be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

HAZING

Summary of The Texas Legislative Act Regarding Hazing (Effective September 1, 1987)

1. Definition of Hazing

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

The term includes but is not limited to: any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code.

2. Personal Hazing Offense

A person commits a hazing offense if he/she engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President of Student Services or other appropriate official of the institution.

Penalties

- Failure to report hazing: Fine up to \$2,000; jail up to 180 days, or both.
- Hazing without serious bodily injury: Fine up to \$2,000; jail up to than 180 days, or both.
- Hazing with serious bodily injury: Fine up to \$4,000; jail up to one year, or both.
- Hazing resulting in death: Fine up to \$10,000; jail not less than 180 days nor more than two years, or both. In cases, which do not result in death, community service may be imposed in lieu of a jail sentence.

3. Organization Hazing Offense

- a. An organization commits a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Penalties

- Hazing that does not result in personal injury, property damage or loss: Fine of not less than \$5,000 nor more than \$10,000.
- Hazing which results in personal injury, property damage or loss: Fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of such injury, damage, or loss.

4. Consent is Not a Defense

It is not a defense to prosecution of an offense that the person against whom the hazing was directed, consented to, or acquiesced in the hazing activity.

5. Immunity from Prosecution

The court may grant immunity from prosecution to each person who is subpoenaed and does testify for the prosecution. Any person reporting a specific hazing incident to the Office of Student Activities or other appropriate official and/or participates in any judicial proceeding as a result of the report is immune from liability, civil or criminal. Medical practitioners reporting treatment of students who have been subjected to hazing activities shall be immune from civil or other liability. Persons reporting in bad faith or with malice are not protected.

6. Sanctions in Addition to Other Penal Provisions

The educational institution may enforce its own penalties against hazing.

Hazing is defined as any action taken or situation created which, regardless of intent or consent of the participants:

- Produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule, or otherwise compromises the dignity of an individual;
- Compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies, and regulations of the college;
- Will unreasonably or unusually impair an individual's academic efforts, and/or;
- Occurs on or off campus.

All students are strictly prohibited from engaging in any hazing activity.

Examples of actions and activities, which are explicitly prohibited, include, but are not limited to, the following:

- Compelling individuals to consume alcohol or drugs;
- Paddling in any form, shoving, or otherwise striking individuals;
- Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism;
- Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel;
- Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness;
- Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep, loss of reasonable study time, or preventing an individual from attending class;
- The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.);
- Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food;
- Having substances thrown at, poured on, or otherwise applied to the body;
- Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation;
- Transporting individuals against their will, abandoning individuals at distant locations, or conducting any 'kidnap,' 'ditch,' or 'road trip' that might in any way endanger or compromise the health, safety, or comfort of any individual;
- Causing an individual to be indecently exposed or exposed to the elements;
- Requiring an individual to remain in a fixed position for a long period of time;
- Compelling an individual to be branded or tattooed;
- 'Line-up' involving intense, demeaning intimidation or interrogation, such as shouting obscenities or insults;
- Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which encourage the defacement or property, engage in theft, harass other individuals, groups of individuals, or organizations, or disrupt the normal activities of the college;
- Tests of courage, bravery, stamina, or sexuality;
- Intentionally deceiving new members, prior to initiation, to make them believe that they will not be initiated;
- Intentionally deceiving members (pledges, associates, initiates, etc.) to make them believe that they will be struck or hurt;
- Excluding an individual from social contact for prolonged periods of time; and/or,
- Compelling an individual to engage in acts of personal servitude.

Any of the activities described above upon which the initiation or admission into, or affiliation with or continued membership in an organization is directly or indirectly conditioned, shall be presumed to be 'compelled activities' the willingness of an individual to participate notwithstanding therefore consent is not a defense.

The burden to ensure that student organization activities are acceptable rests with the student organization. This is a preliminary test for hazing: if you are not sure whether an activity is hazing, it probably is. Therefore, the activity should be dropped or discussed with the appropriate college official. Questions regarding the acceptability of a proposed student organization activity should be discussed with the Office of Student Activities.

The terms and concepts (e.g. humiliating, degrading, unusual, uncomfortable, embarrassing, demeaning, etc.) as it pertains to hazing shall be interpreted by Galveston College officials in relation to acceptable and applicable community standards.

The responsibility for enforcing the policy regarding hazing is as follows:

- a. The president or chair of each registered student organization is responsible for informing the members (including pledges, associate members, initiated members, affiliates, etc.) of the organization of the colleges policy regarding hazing. It is suggested that the president or chair read and distribute a copy of this policy to each member of the organization during the first meeting of each semester.
- b. The president or chair of each registered student organization is responsible for informing guests and alumni members of this policy and is additionally responsible for controlling the actions of guests and alumni members relative to this policy.

It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report said knowledge to the Office of the Vice President of Student Services.

EVENT PLANNING

A successful event is a well planned event!

Please take the time to read the rest of this Handbook so that your organization can make the most of the co-curricular opportunity here at Galveston College!

- ◆ PLAN EARLY
- ◆ SELECT YOUR VENUE
- ◆ DEVELOP MARKETING MATERIALS
- ◆ PROMOTE YOUR EVENT
- ◆ ENJOY YOUR EVENT



MARKETING & COMMUNICATION

LITERATURE DISTRIBUTION ON CAMPUS

Galveston College faculty, staff, students and/or members of registered student clubs/ organizations may distribute literature or other printed materials on campus grounds provided that:

1. Copies are stamped, dated and approved by the Coordinator of Student Activities or the Administrative Assistant to the Vice President of Student Services.
2. A stamped and approved copy of the literature/printed materials will remain on file with the Office of Student Activities.
3. The literature/printed materials are distributed within seven business days from the date it is stamped, dated and filed with the Office of Student Activities.
4. The literature/printed materials are distributed in person.
5. The literature or other printed materials are not forced upon others.
6. The free flow of pedestrian, vehicular, or other traffic is not obstructed at any point.
7. Each piece of literature/printed material identifies the name of the individual and/ or group distributing it.
8. The literature/printed materials do not litter the area.
9. Literature/printed materials do not promote non-permitted solicitation of commercial activities.
10. It is not political campaign literature which is prohibited within college buildings

Libelous material is prohibited and may not be distributed. Libelous material shall be defined to include defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard for truth.

SIGNS POSTED ON ON CAMPUS

The only signs permitted on Galveston College grounds are those that promote official GC events or activities.

GENERAL POSTING PROCEDURES

The following procedures are designed to permit maximum orderly use of the college property by the Galveston College students, faculty, staff, college departments, and student organizations for publicity purposes.

1. All fliers, posters or banners must have prior approval by the Coordinator of Student Activities or the Administrative Assistant to the Vice President of Student Services. Each copy must be stamped and dated prior to posting.
2. One copy of each approved stamped and dated flier must be kept on file in the Office of Student Activities.
3. All student clubs/organizations must obtain prior approval from the Coordinator of Student Activities before requesting duplication of materials from the Media Center.
4. It is the responsibility of the student club/organization to remove signs immediately after an event is complete.
5. All fliers, posters and banners regarding events that may be of interest to the community may not be posted off campus without prior approval from the Office of Student Activities, Vice President of Student Services and the Office of Public Affairs.
6. All materials to be posted off campus must contain the Galveston College logo and the policy statement. The statement is as follows:
 - **“It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, gender, disability, genetic information or veteran status.”**
7. All political campaign postings are prohibited within College buildings and/or grounds.
8. Posting on office doors or windshields of student’s and employees’ cars is prohibited.
9. Posting is permitted in the following areas ONLY:
 - a. Kiosks located in the Northen Building, one on each floor.
 - b. Bulletin boards located in Moody Hall and Regents Hall.

All materials must include the full name of the student club/organization and all content must be printed or translated in English.

Items improperly posted will be removed and discarded by personnel designated by the Office of the Vice President of Student Services.

Failure by a student organization to comply with regulations or posting procedures may result in suspension of posting privileges for one semester. Continuing to post while the privileges are revoked can result in the suspension of the student organization.

FREEDOM OF EXPRESSION

The rights of free speech and peaceable assembly are fundamental to the democratic process. Galveston College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to the law, and to respect the basic educational goals of the college. Accordingly, the college insists that free expression not violate the rights of others. Disruption of the educational process and functions of the college, or violation of a law would constitute such a violation.

EMERGENCY AUTHORITY

In emergency situations, the President or designated college officials shall have the authority to take steps to prevent expressive activities that materially interfere with the educational missions of the college. Such activities include, but are not limited to the following:

1. Activities that are illegal.
2. Activities that deny the rights of other students, faculty, and staff of the college.
3. Activities that obstruct or restrict the free movement of persons on any part of the college campus including the free entry to or exit from campus facilities.
4. Activities that deny the use of offices or other facilities to the students, faculty, staff or guests of the college
5. Activities that threaten or endanger the safety of any person on the college campus
6. Activities that are likely to result in damage to or destruction of college property.

FINANCIAL MANAGEMENT



FINANCIAL MANAGEMENT

FUNDRAISING GUIDELINES

The State law allows student organizations affiliated with colleges and universities to sponsor a one-day, tax-free sale once each month. A student organization that sells only taxable items during the one-day monthly fundraising drive is not required to have a sales tax permit. Law requires that a sign indicating that the sale being held is part of a one-day tax free sale per month be posted by the organization. Another option is to provide each customer with a receipt indicating that the sale is part of the one-day per month, tax-free sale sponsored by your organization, which is officially registered at Galveston College. The club/organization is also responsible for paperwork showing purchases and sales in the event that the student organization is audited. Groups that conduct sales more frequently or that have sales with receipts exceeding \$5,000 per year must collect and remit sales tax.

When buying taxable items to sell, a registered student organization may supply the vendor with an exemption certificate. The exemption certificate should show the registered student organization (not the college) as the purchaser, and the reason for the exemption should state that the items are being purchased for sale during the organization's one-day, tax-free sale.

**All fundraising activities (including raffles) must be held in the college service area and be approved by the Advisor, the Coordinator of Students Activities, the Vice President of Student Services, the Director of Development & GC Foundation, the Vice President of Administration, the Vice President of Community Engagement and the College President.

FUNDING GUIDELINES

Each student club/organization should attempt to become self sufficient by collecting dues and scheduling fundraising activities. Registered student organizations who are in good standing with the Office of Student Activities may access departmental funds in the following ways:

Start Up Funds- Each academic year **“new”** registered student organizations are eligible to receive start up funds to cover initial costs. The number of active members in the organizations determines the amount of money provided. If the organization registers with less than 20 members, the organization will receive \$100.00. Organizations that register with more than 20 members will receive \$150.00.

Co-Sponsorship – Student Organizations may also apply for a co-sponsorship with the Office of Student Activities and the Student Government Association provided that the event meets the following criteria;

- It is an on-campus event.
- It is a free event.
- The event does not generate profit for the student organization.
- The event is open to all students.

CLUB ACCOUNTING

A student organization must operate its financial affairs in an orderly and responsible manner. All organizational funds must be kept in an organizational account within the Galveston College Business Office and will be monitored by the Office of Student Activities and their respective advisor(s). Additionally, all income regardless of the source should be deposited into the organization's account within five business days. Additionally, a monthly report is due to the Office of Development. The report should include the following: Event Name/Donor (if applicable)/Items Donated/Amount of Donation/Total Donation and Revenues for the event.

Accurate record keeping by the advisor, the club president and the club treasurer of all organizational income and expense activities are required in order to maintain a registered student organizational status with the College. A copy of the monthly report and all deposit slips must be retained in the club and organization file in the Office of Student Activities.

Check Requests

All check requests for payment of expenditures requires signatures from the Office of Student Activities and the Vice President of Student Services.

When an individual of an organization has pre-paid an approved allowable expense, he/she may be reimbursed upon the presentation of all of the supporting documentation regarding the payment. (i.e. Student Activities Expenditure Form, original invoice or receipt marked paid) A check request should be initiated at least 14 business days in advance.

Contracts

Anytime the purchase of items for resale, rental of equipment, off-campus facilities, etc., requires the signing of a contract, the contract must be approved by the Coordinator of Student Activities, the Vice President of Student Services, the Vice President of Administration and the College President. The contract will then be processed through the Business Office to arrange contractual agreements. A minimum of 14 business days is needed to process contracts. Contracts may only be signed by the President of Galveston College.

The College cannot reimburse tax. Therefore a college tax-exempt form is available in the Business Office for student organization's use when purchasing taxable items with organization or state funds with prior approval from the Office of Student Activities.

Student Organization Event Registration Check List

Important things to consider when planning your event:

- Confirm dates with the Coordinator for calendar for conflicts!
- Determine your budget
- Venue (room configuration)
- If outdoors, what is the inclement weather plan?
- Refreshments (Mr. C's Deli or outside catering)
- Flyers/Marketing
- Set up/clean up

Approvals required:

? A Student Representative has completed the following forms

- ✓ **Student Activities Expenditure Form**
- ✓ **Public Affairs Project/Event Request**
- ✓ **Service Request (for Facility use)**
- ✓ **Fundraiser Request**

? The club/organization advisor has reviewed and signed off on the appropriate forms for signature.

All required forms must be returned to the Office of Student Activities located in SC room 110 at least 3 weeks prior to your event for approval and marketing.

***Please note that your event will not be recognized/approved until the following are completed and approved by the Coordinator of Student Activities, the Vice President for Student Services, the Vice President for Administration, the Vice President for Community Engagement, and the College President.**

EVENT REGISTRATION PROCESS

The event registration process is required for all organizational business conducted on or off campus. The officer or faculty advisor of an organization will submit a Student Activity Expenditures Form for approval of an activity of the event at least three weeks prior to the date of the proposed activity or event to the Coordinator of Student Activities.

An event is not approved until the club president and faculty advisor are notified by the Coordinator of Student Activities.

Events that require registration are as follows:

1. Club meetings;
2. All on campus events (i.e. fundraisers, guest lecturers, social events, movies, blood drives); and
3. All off campus events (i.e. fundraisers, conference attendance, any travel).

An organization will obtain services of one or two police officers for major activities. The Office of Student Activities must approve exceptions to this policy.

Facility Reservations

The Coordinator of Student Activities will coordinate arrangements for room use and seating configurations on campus based on the type of event. The various facilities or locations for use on campus are:

1. Moody Lobby
2. The Atrium (in front of fountain)
3. Regents Hallway (in front of library)
4. Student Lounges (SC 105 and 100)
5. Seibel Wing (full or half), and other locations on campus.

All events with food **MUST** be held in the Atrium, the Seibel Wing, or the Student Lounges.



Galveston College Facilities Service Request

SR Number: _____

Date Received: _____

Requested By: _____ Ext. _____ Department: _____

Date/Time Requested: _____ Date/Time Required: _____

Please give **specific details** regarding work requested to expedite service.

[For Facilities Use Only]

Approved By: _____

Comments: _____

Signed approvals are also required for: Room set-ups; Moves; Refurbishing and Painting

Supervisor of Department: _____ Date: _____

Vice President of Department: _____ Date: _____

Vice President for Administration: _____ Date: _____

Job Performed By: _____ [Facilities Only]	Date Completed: _____ [Facilities Only]
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TRAVEL PLANNING

“Experience, travel—these are
education in themselves.”
~ Euripedes



Community College Day
Austin, Texas
2015

GUIDELINES FOR STUDENT TRAVEL

A "Student Trip-Application for Approval" form should be submitted to the Office of Student Activities at least two weeks prior to the date of the trip that should include: .

1. A complete description of the purpose of the travel
2. A copy of the program or conference should be attached to the request.
3. Registration fee documentation.
4. Travel mode and cost.
5. Waiver of Liability for all students.
6. Complete list of all students and other individuals traveling to the program/conference.

When the "Student Trip-Application for Approval" form has been approved, one copy will be returned to the advisor of the group traveling. Upon receipt of the approved application, a check request for estimated expenses to be incurred will be submitted by the advisor to the Office of Student Activities for an approval signature and then forwarded to the Vice President for Student Services for final approval. The check request for expenses will be forwarded to the Business Office for processing.

Upon return of travel, an itemized listing of all expenses incurred shall be submitted by completing the "Actual" portion of the Reimbursement Costs section of the travel form. Processing should proceed according to the signature line authority. All expense receipts are required for reimbursement.

GALVESTON COLLEGE

Student Travel Procedures

*Student Travel and Use of Motor Driven Vehicles and Equipment:
reference Texas Education Code Section 51.950, and Senate Bill No. 263*

These travel procedures apply to faculty and staff who engage in transporting students off campus to an activity or event that is organized, sponsored or funded by the institution, using a vehicle owned or operated by the institution, or travel that is required by an organization registered at the institution. These travel procedures are considered to be minimum standard and all student travel covered under this procedure must have an approved "Student Travel" form (with required departmental signatures) on file with the Office of Student Activities.

It is required that a designated faculty and/or staff member(s) accompany each student travel group. **The designated faculty/staff member must collect and submit the Student Trip Approval form and the Waiver of Liability for all travelers and submit to the Vice President of Student Services and the Vice President of Administration on the day of travel.** All college rules and regulations must be followed, refer to the Galveston College Catalog for Student Rights and Responsibilities, the Student Handbook, the Faculty Handbook and the Employee Handbook.

Groups of over 14 passengers (not including the driver) must be required to obtain commercial/chartered transportation. This will be reviewed on a case-by-case basis and final decision for such an event will be given by the Vice President of Student Services or his/her designee after consultation with the student organization's advisor or the faculty/staff representative and the Vice President of Administration. Chartered transportation must comply with all state and federal laws. Groups under 14 must travel by college owned, leased, rented, or privately owned motor vehicles in accordance with Galveston College Transportation Management legal policy CJ.

For student/student organization travel, only employees of Galveston College are allowed to drive college owned/leased motor vehicles. Galveston College students, student workers, and work/study students are not allowed to drive College owned/leased motor vehicles, and are not covered as drivers under the College insurance policy. Any employee who is to drive a college vehicle must first provide the Director of Facilities with a copy of his/her valid CDL for approval.

A student/student organization that rents, leases or uses a privately owned motor vehicle for college sponsored travel must obtain liability insurance. Because personal automobile insurance will be considered first in the event of an accident, all persons who use their personal vehicles while conducting college business should be aware of the possibility of personal liability related to such use. **No individual shall be required to use his/her personal vehicle to perform college-related activities.**

All state and federal laws will be followed when operating a vehicle for student/student organization official travel, including proper insurance and Texas CDL License for operation of a vehicle. Drivers will comply with all applicable traffic laws and regulations.

All occupants must use seat belts and other safety devices when the vehicle is in motion. Manufacturer suggested vehicle capacities must be followed when vehicles are used by students/student organizations, in accordance with Galveston College Transportation Management local policy CJ).

The following activities are **PROHIBITED** for drivers while driving a college owned/leased vehicle:

- *driving while under the influence of impairing drugs or alcohol (also prohibited in personal vehicles),
- *use of radar/laser detection devices,
- *use of headphones or earphones, and
- *use of cell phone (for reasons other than business related calls)/texting, smoking.

The fatigue of the vehicle operator should be considered at the time of travel and only rested drivers should operate a vehicle (in accordance with Galveston College Transportation Management local policy CJ).

Students will be liable for any medical expenses (with the exclusion of student athletes, covered under SB20CC Plan of Insurance) and must sign the "*Waiver of Liability and Hold Harmless Agreement*" prior to student travel. Each student who travels by motor vehicle or any other form of transportation to participate in a college related activity must sign a copy of the "*Medical Treatment Release Form*". Any traveling student under the age of 18, must have the "Medical Treatment Release Form" signed by a parent or guardian. Clubs or organizations that travel frequently are encouraged to have consent for treatment forms on file for all travelers with the advisor (s).

Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy.

Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with the Galveston College Corrective Administrative Action Procedure.

Individual students who violate this procedure and the safe travel rules approved by the college are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action to include loss of charter and/or loss of funding. In the event of an incident or violation, student and/or student organization disciplinary action(s) will be determined by the Vice President of Student Services.





Notes



Notes







Iveth Munoz, Vice President
Darian "Skye" Prefontaine, President
Zoe Barrie, Secretary (pictured from left to right)



Brooke Ford
Treasurer



Esdras DeSouza
ATC Representative



Mariah Garcia
Historian



Tristan MacDonald
Communications
Officer



Kyla Lockley
Parliamentarian



Eloy Garcia, Jr.
Ambassador
Representative

