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Section I

I. Philosophy and Purpose of Student Clubs and Organizations

It has been recognized by colleges and universities across the nation that not all learning takes place in the classroom. Classroom learning is complimented and enhanced by involvement in student organizations. The reason Great Basin College encourages student organizations is to provide academic and personal growth and development, both inside and outside the classroom, through involvement, commitment, and personal discovery.

The purpose of a student club or organization at GBC is to give student the opportunity to combine components of their academic learning, social lives, and personal interests and put them into action. In a club or organization, students have the opportunities to test their skills and abilities, develop leadership skills, and contribute to the college community.

While this handbook can provide the basic foundation and guidelines for the successful creation and operation of effective student organizations at Great Basin College, policies and

Meet and become better acquainted with community members
Become better acquainted with, and more appreciative of instructors, advisors, and other students.

Benefit to the Advisor/Faculty Member

Better know and understand students and their individual and collective circumstances.
See students successfully apply skills learned in the classroom.
Give students, the school program, and the instructors more recognition for a job well done in the classroom.
Positive reinforcement regarding one's role as an instructor.
Meet and work with community leaders in planning student organization programs.
Motivate and challenge students.
Meet and interact with other instructors and professional staff involved in similar activities in both a professional and social manner.
Have fun and meet other students.

Benefits to Great Basin College

Positive and effective direct communication with community members.
Positive public relations with community fostered through student organization programs.
Students become knowledgeable and effective members of community organizations and college committees and task forces.
Opportunities for students to be recognized for achievement and commitment.
Involvement of community members in college programs.

Section III

III. Purpose of the Club/Organization's Advisor

The advisor's role will be discussed throughout this manual. Research suggests that the success or failure of most student clubs or organizations is directly related to the involvement of a full time professional faculty or staff member acting as an advisor. Those clubs or organizations with an active and committed advisor consistently are more effective in recruiting students, retaining students, implementing and completing projects and activities, and receiving positive recognition from the college and the community.

Advisors provide the continuity from year to year for a student club or organization, which is especially important in a two year college where club or organization student leaders may only be involved for one year, or usually two years at the most. The advisor is the repository of club and organization physical records, understands the club'

Section VI

VI. How to



The bylaws will be presented to

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Suggestions for recruiting new club members

Personal, one-on-one interaction with perspective student members (most effective).

Flyers, posters, handouts and table tents.

Announcements on the monitors in the Leonard Center for Student Life.

Brief presentations in classes

Section VIII

VIII. Advisors

Club/organization advisor responsibilities vary with the activity of the club/organization. You may want to interview potential advisors to acquire the most suitable one

Section IX

IX. Running an Effective Club/Organization

Electing Officers/Club Officer Positions

The number of officers varies from organization to organization, but usually includes a president, vice-president, secretary, and treasurer. Many o

Section X

X. Running Effective Meetings

Purpose of Meetings

Meetings are held to coordinate and sustain activity within the club/organization. Productive meetings happen to be associated with organized clubs. Everyone is busy. To mcmg"gxgt{qpgøu" time and experience the most positive try to follow some of these suggestions.

Prior to the meeting let members know when, where, & how long the meeting will be.

Define the goals of the meeting clearly for everyone.

Have the president or secretary prepare an agenda and have the necessary supplies handy.

Be prepared to assign and

Keep your ego deflated.
Make it a goal to seek out opinions from others.
Be courteous and respectful.

Meeting Goals

Have a purpose for meetings. People will feel that their time is being used purposefully and not wasted. Here are some generic meeting goals:

- To conduct business.
- To complete the items on the agenda.
- To involve everyone in the group.
- To reach decisions on matters over which the group or individuals are concerned.
- To begin on time.
- To finish on time.
- To encourage participation.

Official Meeting Procedures

An official procedure for conducting the organization's meetings must be established in the club bylaws and be followed in the organization's meetings. Some groups arrive at a particular decision via discussion until everyone agrees with a particular decision. Other groups use parliamentary procedure, which is much more structured and requires very strict adherence to procedural guidelines.

Most student clubs and organizations opt for the use of what is known as a balance between the formality and rigid standards and guidelines of parliamentary procedure and the more relaxed and group discussion context of consensus. The following are key points of the parliamentary meeting:

An agenda is prepared and the group works from the agenda. However, additional issues can be brought up and discussed during the meeting. It is the chairperson's job to keep the group on track.

The group should focus on dealing with one agenda item at a time.

Member input is encouraged and the chairperson assists in facilitating the discussion to make sure everyone has a chance to speak.

Strict procedural rules about what can be discussed and who can talk

Voting Process

A member makes a MOTION. This ensures that only one item of business is dealt with at a time. No other main motion can be made until members have dealt with the first motion.

The motion is DISCUSSED. This ensures that the rights of the minority are upheld, because each member has the right to voice his or her opinion.

A VOTE is taken on the motion. This ensures that the majority rules, because the majority vote determines whether the m

Meeting Agendas and Minutes

A clear agenda is essential for conducting business meetings. The agenda should be prepared three days prior to the meeting and made available to club members by distribution, or by posting in a prearranged place. This allows members to see what business will be addressed in the upcoming meeting so they can decide if they want to attend or not. The agenda provides the critical structure in a meeting to make sure that the organization stays on task and gets its work done. An essential part of running effective meetings is the timely dissemination of club meeting minutes. The person responsible for minutes, usually the secretary, should complete the meeting minutes no later than three days after the meeting and provide copies for the club officers and advisor for review.

Also, there should be a place where the minutes are posted for all club members and other interested people to review them. Remember that an officially chartered student club/organization at GBC is a public body and all meetings are open for public review. A good place to post minutes might be on the club advisor's office door, on the same bulletin boards that SGA uses in Berg, McMullen, or Lundberg Halls. A Club Bulletin Board is available in the SOLAR Club Room in the Leonard Center for Student Life.

Section XI

XI. Programming and Event Planning

Planning an Event

Planning is essential to implementing a successful event. There is a saying that, "if you fail to plan, you plan to fail". Planning is a skill that many avoid because they believe that it is hard to learn or takes too much time to do. In reality, quite the opposite is true. You already know how to plan, what you need to work on is developing a system of organization for your planning. Also, if you don't take the time to plan, you will spend hours solving problems and dealing with last minute crises that could have been avoided with 20 minutes of organized planning at the beginning.

Your Club or Organization should be aware of the following Policy and Procedures:

Movie Events: http://www.gbcnv.edu/student_life/admin/generaldocs.html

Posting Fliers for Student Clubs/Organizations: http://www.gbcnv.edu/student_life/admin/generaldocs.html

Chalking: http://www.gbcnv.edu/student_life/admin/generaldocs.html

Public Forum/Free Speech: http://www.gbcnv.edu/student_life/admin/generaldocs.html

Tabling: http://www.gbcnv.edu/student_life/admin/generaldocs.html

Evaluation:

Evaluation is a critical part of programming any event or activity. An evaluation can be a written summary of questionnaires answered by event participants, or an informal debriefing with your advisor. An evaluation in the file will help those in the future determine what did and did not go well, thus avoiding any mistakes and capitalizing on the strengths of the program.

Building and Grounds - Reserving Facilities

The Buildings & Grounds (B&G) Office is the central facility scheduling office for the campus. Reserving the use of the facility of interest can be done by filling out the "Room Request Form (non-IAV only)" which is available on the website at <http://www.gbcnv.edu/rooms/index.html>. You should always **START** here to reserve a place for your event. This office will direct you if you need to do anything else regarding reserving a facility. The B & G Office will set-up and take down the n

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Up to five people from your club can be present, but the President and Treasurer must be present at the SGA meeting where the funding request will be discussed.

Funding Policies and Procedures

As each club is recognized through SGA an account is setup with the IDE "Eqpvtqnnngtøu" Office. It is suggested that at least once each month you contact the Eqpvtqnnngtøu "Qhhkegt" to determine your club account balance. Great Basin College is a public institution, and as such is subject to state law governing the handling of funds, (which includes yearly audits of all accounts). GBC has established policies and procedures that govern financial practices for the college. All SGA sanctioned clubs must abide by the rules to maintain their recognition.

As per college policy:

- 1) Student clubs and organizations shall adhere to college policies and procedures in handling their funds. There shall be no off-campus accounts for student club/organization fund control.
- 2) The Student Advocate initiates request for student club/organization fund control.
- 3) Fund procedures are established by the Eqpvtqnnngtøu Office.
- 4) U I C. "v j g" Eqpvtqnnngtøu "Qhhkeg." c p f "v j g" Xkeg "Rtguk f g p v" h q t "Dwukpguu" Chhcktu monitors funds.

Each club should have a club member that acts as a treasurer or similar position and maintains financial records. The SGA Treasurer will provide club members with their beginning balance. Please contact the SGA treasurer to obtain ongoing club account balances throughout the year. At the beginning of each academic term a printout of each cludøu "g z r g p f k v w t g u" c p f " revenue will be made available to each club. In the event that the SGA does not have a Treasurer, r n g c u g " e q p v c e v " v j g " E q p v t q n n g t ø u " Q h h k e g ø "

Withdrawals-Purchase Orders

All orders and purchases must be processed through the

Host Accounts

Before an item may be purchased, the sanctioned club must present and be approved for the request by SGA. The club must bring a copy to the SGA of their club minutes showing proof of event/money approval. Once approval is given by both the club and the SGA, the purchase may be made. Clubs may use their own club account for the purchases of activities, travel, or prizes for activities. However, there are specific rules regarding items considered to be hosted expenses. Host expenditures are items such as meals, beverages, flowers, and small gifts/mementos by or on behalf of employees or guests of the college in conduct of necessary business activities (GBC Policy and Procedure, Host Accounts, Section 4.3).

To acquire a Departmental Purchase Order (DPO), contact the appropriate club support staff or the Vice President for Student Services. Remember that the DPO must be acquired *before* placing an order. To acquire a DPO, the club account number must be used or, with the purchasing of host items, the SGA Host Account number #0276-040-2020 must be used. When purchasing host items, a GBC Host Expense Documentation and Approval Form must be submitted. A copy

If the receipts include host expenses, the person issuing the DPO will prepare a Journal Voucher. This Journal Voucher is done to transfer the host items from the SGA host account #0276-040-4242 and the SGA minutes must also be attached to the Journal Voucher.

Cash Box

If a club is going to have an activity and needs cash for an activity, request a cash box from the

Deposit receipts and backup of expenditures need to be kept on file by the club treasurer. Every academic term the SGA will send out a statement to each club advisor and club treasurer in order to reconcile the club account register. You may also request a club account statement at any time from the bookkeeper.

When a change of officers occurs the club advisor needs to make sure that the bookkeeping records are handed to the new officers and that the club account signature card with the SGA and Vice President for Business Affairs office is updated with new advisor and officers signatures.

Section XIV

Responsibility of the club officers and members

Club Officers must demonstrate proper behavior at all times. Officers will assist the advisor in educating other club members as to what is and is not acceptable behavior. All members are held to the same behavioral standards. The nature of a leadership position in a student club or organization requires that a club officer exhibit a standard of behavior that far exceeds those of other club members. Club officers should always remember that other student members are looking to them for leadership, guidance and as a role model.

For further information regarding the student code of conduct it is located on line at http://www.gbcnv.edu/rights_responsibilities/conduct.html

Off Campus

All off campus activities are scheduled through the appropriate office prior to the event or activity. Off campus activities are still regulated by GBC. Behavior that is, and is not, accepted off campus is generally the same as on campus. Participants (whether a student, employee or someone unaffiliated with the college) involved in an off campus activity sponsored by any entity of GBC, such as a student club or organization, are subject to GBC policies and procedures, as well as the guidelines set forth by the Student Code of Conduct. GBC is dedicated to provide support for off campus activities and in order to do so effectively needs the cooperation of everyone. Even more so than an on campus activity, those participating in an off campus activity are representing the college and thus, it is essential for their behavior to meet the highest standards of integrity and propriety.

Use of Tobacco, Alcohol and other Drugs

The use and abuse of alcohol, tobacco and/or other drugs (ATOD) is a serious concern for the college and warrants special recognition in this section. The use of ATOD when involved in any way in a club activity, program, meeting or project, whether on or off campus, is strictly prohibited. Violation of this policy is considered a serious offense and will result in the immediate implementation of student conduct procedures to resolve a situation where this type of policy violation occurs. It is important to remember that the sanctions which can be imposed as a result of a student conduct proceeding range from written warning through expulsion from the college.

If an advisor or another college employee involved in a club or organizati

Section XVI

XVI. Great Basin College Code of Conduct/Policies

Student Groups and Organizations

Student groups and organizations may be charged with violations of the student code of conduct. A student group or organization and its officers may be held collectively and individually responsible when violations of these Policies by those associated with

