

COAHOMA COMMUNITY COLLEGE

Division of Student Engagement

Student Organization Manual

Clubs and Organizations:

Student organizations provide an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular campus life, and to develop socialization skills with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increased learning and community spirit. There are thirty active clubs and organizations that are listed as the following: Student Government Association, Accounting Society, Ambassadors, Band, Baptist Student Union (BSU), Barbering & Cosmetology Stylist, CCC Choir (Phi Chi Psi), Federation of LPN Club, Computer Science Society, Criminal Justice Society, Delta Epsilon Chi, Dormitory Council, Education Club, ENACTUS (formerly SIFE), English Club, Epicurean Club, Freshman Class, Health & Physical Ed, MOSA Club-ADN Program, NAACP, National Vocational & Technical Honor Society, Phi Beta Lambda, Phi Theta Kappa, Respiratory Care, Science & Math Symposium, Social Science Society, Sophomore Class, Skills USA, Wesley Foundation, Spanish Club (Pura Vida),

Coahoma Community College

Division of Student Engagement

Clubs/Organizations

The following clubs have been recognized as official College organizations.

Accounting Society	Deborah Carter
Ambassadors	LaShasa Griffin
Band (Tau Beta Sigma/Kappa Kappa Psi)	Christopher Jefferson
Baptist Student Union (BSU)	Karen Done/LaShasa Griffin
Barbering & Cosmetology Stylist	Shirley Hicks/Jessie Nunley
Black Literacy Society	Vera Griffin
CCC Choir (Phi Chi Psi)	Kevin Towers
Computer Science Society	Jeremy Pittman
Criminal Justice Society	Rosie Miller
Delta Epsilon Chi.....	Brennon Warr
Dormitory Council.....	Eugene Polite
Education Club	Barbara Boschert
English Club	Vera Griffin/Robert Rockett
ENACTUS (formerly SIFE).....	Deborah Carter
Epicurean Club	Brennon Warr
Freshman Class.....	Yvonne Mickel
Health & Physical Education.....	Shirley Edwards
MOSA Club (RN Program).....	Lorean Willingham
NAACP	Joseph McKee
National Vocational & Technical Honor Society	Tolernisa Butler
Phi Beta Lambda.....	Kim Hollins
Phi Theta Kappa	Patricia Furdge
Pura Vida (Spanish Club).....	Raymond Pullen
Respiratory Care	Willie Lockett
Science and Math Symposium.....	Angela Reynolds
Skills USA	Shelia Sanders
Social Science Society	Barbara Boschert
Sophomore Class	Deborah Carter/Shirley Hicks
Student Government Association	Christopher Dixon
Tiger Booster Club	Josephine Rhymes
Wesley Foundation	

**Coahoma Community College
Clubs and Organizations Contact List**

Club & Organization	Advisor	Email	Phone	Divisional Dean/Director
Accounting Society	Deborah Carter	dcarter@coahomacc.edu	4234	Dr. R. Brown
Ambassadors	LaShasa Griffin	lsgiffin@coahomacc.edu	414	Dr. R. Brown
Band	Christopher Jefferson	cjefferson@coahomacc.edu	4147	Dr. R. Brown
Baptist Student Union (BSU)	Karen Done LaShasa Griffin	kwdone@coahomacc.edu lsgiffin@coahomacc.edu	4155 4142	Mrs. K. Done
Barbering & Cosmetology Stylist	Jesse Nunley/ Shirley Hicks	jnunley@coahomacc.edu sferguson@coahomacc.edu	4181 4180	Mrs. A. Clark
Coahoman	Mary Caradine	mcadine@coahomacc.edu	4289	Mrs. K. Done
CCC Choir (Phi Chi Psi)	Kelvin Towers	ktowers@coahomacc.edu	4212	Dr. R. Brown
Computer Science Society	Jeremy Pittman	japittman@coahomacc.edu	4669	Dr. R. Brown
Criminal Justice Society	Rosie Miller	rmmiller@coahomacc.edu	4857	Dr. R. Brown
Delta Epsilon Chi	Brennon Warr	bwarr@coahomacc.edu	4215	Mrs. A. Clark
Dormitory Council	Eugene Polite	epolite@coahomacc.edu	4225	Mrs. K. Done
Education Club	Barbara Boschert	bboschert@coahomacc.edu	4278	Dr. R. Brown
English Club	Robert Rockett	rrockett@coahomacc.edu	4273	Dr. R. Brown
Epicurean Club	Brennon Warr	bwarr@coahomacc.edu	4215	Mrs. A. Clark
Federation of LPN Club			4691	Ms. B. Overton
Fellowship of Christian Athletes			4232	
Freshman Class	Yvonne Mickel	ygardner@coahomacc.edu	4269	Dr. R. Brown
Health & Physical Ed.	Shirley Edwards	sedwards@coahomacc.edu	4173	Dr. R. Brown
MOSA Club-ADN Program	Lorean Willingham	lwillingham@coahomacc.edu	4694	Ms. B. Overton
Multimedia Club	Ezra Howard	ehoward@coahomacc.edu	4083	Mrs. K. Done
NAACP	Joseph McKee	jmckee@coahomacc.edu	4828	
National Technical Honor Society	Tolernisa Butler	trbutler@coahomacc.edu	4169	Mrs. A. Clark
Phi Beta Lambda	Kim Hollins	khollins@coahomacc.edu	4166	Mrs. A. Clark
Phi Theta Kappa	Patricia Furdge	pfurdge@coahomacc.edu	4282	Dr. R. Brown
Respiratory Care	Willie Lockett	wlockett@coahomacc.edu	4233	Ms. B. Overton
Science & Math Symposium	Angela Reynolds	alreynolds@coahomacc.edu	4284	Dr. R. Brown
Social Science Society	Barbara Boschert	bboschert@coahomacc.edu	4278	Dr. R. Brown
Sophomore Class	Deborah Carter Shirley Ferguson-Hicks	dcarter@coahomacc.edu sferguson@coahomacc.edu	4234 4180	Dr. R. Brown Mrs. A. Clark
Skills USA	Shelia Sanders	ssanders@coahomacc.edu	4192	Mrs. A. Clark
Spanish Club (Pura Vida)	Raymond Pullen	rpullen@coahomacc.edu	4678	Dr. R. Brown
SGA	Christopher Dixon	cdixon@coahomacc.edu	4142	Mrs. K. Done
Student In Free Enterprise	Deborah Carter	dcarter@coahomacc.edu	4234	Dr. R. Brown
Wesley Foundation				Mrs. K. Done

**Coahoma Community College
Student Organizational Manual**

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Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

Preface

Student Organizations

Involvement in student organizations provides an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular life, and to develop special friendships with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increased learning and community spirit. All organizations must comply with the Student Organization Manual. The manual contains pertinent information regarding policies and procedures for which all student organizations are responsible.

If you have questions or comments concerning the operations of the Clubs and Organizations, please contact LaShasa S. Griffin, Assistant Director of Student Engagement in the Zee A. Barron Student Union 2nd Floor Office of Student Engagement, or call 621-4146, or email lsgriffin@coahomacc.edu.



GENERAL REGULATIONS FOR STUDENT ACTIVITIES AND ORGANIZATIONS

- ALL CLUBS/ORGANIZATIONS ARE REQUIRED TO SPONSOR AT LEAST 2(TWO) ACTIVITIES PER SEMESTER.
- ALL CLUBS/ ORGANIZATIONS MUST HOLD AT LEAST 3 MEETINGS PER SEMESTER IN ORDER TO OBTAIN AN ACTIVE STATUS. CLUBS/ ORGANIZATIONS WHO ARE NOT ACTIVE WILL NOT BE ALLOWED TO SPONSOR ANY STUDENT ACTIVITY FOR THE SEMESTER.
- ALL CLUBS/ ORGANIZATIONS ARE REQUIRED TO PARTICPATE IN INTRAMURAL SPORTS.

Recognition will be denied to any organization that selects its members on the basis of race, color, religion, disability, sex, age, sexual preferences, or national origin. **Only officially college registered (includes part – time students) students shall be eligible for active membership status in the student organizations.**

Academic Standard for Leadership

To hold offices in the Students Government Association or in student clubs/organizations, students must have a minimum 2.5 GPA for the preceding session and a minimum cumulative 2.5 GPA and complete a minimum of six (6) semester classroom credits hours. Holders of major office positions (SGA President, Vice President, and Chief of Staff; and Mr. and Miss CCC must maintain a 3.0 Grade Point Average (GPA) for the current and subsequent semesters during their appointment.

Scheduling Meeting, Activities

All clubs and student organizations must create a meeting calendar for the Office of Student Engagement. This calendar should have specified dates, times, and location assignments. The Student Engagement Office is requesting minutes from all meeting held.

Students Organization Standards

The college requires that all organizations seeking status on campus undergo a formal recognition process, which includes the following procedures:

- A. Register with the Office of Student Engagement as a group seeking college recognition (using the application form which can be obtained in the Student Engagement Office).
- B. Submit a list of all current members and the proposed faculty /staff advisor of the organization to the Office of Student Engagement.
- C. Submit, for approval, a copy of the organization's constitution and bylaws.
- D. Complete and submit the registration form packet that is required of all student organizations; and finally, in order to maintain official college recognition after such has been granted, organizations are expected to

comply with the following:

A. A. Register (complete paperwork) within one month of the beginning of classes in both the fall and spring semesters with the Office of Student Engagement (produce list of current members).

B. B. Maintain at least five (5) active members. **Notify Office of Student Engagement when below (5) members.**

C. C. At all times, operate in compliance with college policy and regulations, with all federal, state, and local laws, and with parent organizations as applicable.

D. D. Maintain a constitution and bylaws in current state (which implies that these documents are updated at least every two years) consistent with the mission and goals of college.

E. E. Continue to accept responsibility for all financial obligations incurred and decisions made as an organization.

Recognized student organizations at Coahoma Community College are responsible for maintaining the standards:

I. Each organization must have one advisor who is approved by the respective Dean of the college and be a member of the college staff/faculty unless authorized by the Director or Assistant Director of Student Engagement. The advisor must be notified far enough in advance so that he or she can be present or arrange for appropriate representation for all meetings held.

II. Membership in the student organizations is limited to students of Coahoma Community College. All clubs/organizations must have membership of at least (5).

III. Activities of student clubs/organizations must be conducted in accordance with the city, county, state, federal and college regulations.

IV. The elected student leaders and staff advisor of the club/organization are the administrative coordinators for the group and must adhere to college regulations.

V. Clubs must obtain authorization for the off-campus trips and/or activities. All paperwork must be complete and submitted to the Director or Assistant Director of Student Engagement and Business Office at least two (2) weeks prior to trip or event.

A. Representatives shall be limited to the number of official voting delegates. The college suggests no more than 15 students per advisor.

B. An advisor or proxy **must** accompany any off-campus trip sponsored by the club/organization. The advisor has full authority of the college in matters relating to students conduct and welfare. ***Clubs/organizations are required to complete a Student Organization program Report Form after each event.***

VI. Failure to meet these prescribed standards or infraction of these regulations may result in:

A. Denial of use of college facilities.

B. Denial of recognition of the group as a club/organization.

C. Forfeiture of the right to representation in other college organizations such as SGA.

- D. Forfeiture of the right to representation in the college publications.
- E. Denial of privileges of some or all student activities and intramural sports for a stated period.
- F. Forfeiture of right to function as a group, including forfeiture of charter. If there is a violation of regulations, the student or group may have a hearing, according to Student Code of Conduct and Responsibility.
- G. Loss of officer status in organization.

Regulations, Procedures

- I. **Definition:** A Student Activity function is defined as activity or entertainment, sponsored by a college approved student club/organization, designed to promote growth and development of students.
- II. **Approval of Functions:** All functions must be approved at least one week in advance of the event.

The correct procedure is as follows:

- A. Clear the date on the student activity calendar with Student Activities Coordinator and advisor.
- B. Obtain an Activity Request Form from the Division of Student Engagement.
- C. Present the Activity Request Form to the advisor, unit Dean, and the Office of Student Engagement for approval.

Date, location, hours, budget, theme, agreement and signature of the organization's president, advisor and treasurer should be indicated on the form.

D. Completed forms must be submitted two weeks prior to the event. Upon approval of your request, space, publicity, invitation, and other preparations may be made. At the end of the event, an evaluations must be submitted within (5) days to the Office of Student Engagement.

E. All publicity must be approved by the club advisor and flyers must be stamped by Office of Enrollment and Student Services.

F. Public Entertainment

- 1. Student organizations may not hold entertainment open to the public without the consent of the unit Dean, advisor, Director or Assistant Director of Student Engagement.
- 2. All plans, scripts, librettos, and costumes must be approved by the club advisor.

III. **Location of Function:** It is acceptable to have an event on campus. A location may be disapproved because inadequate facilities, fire hazards or other reasons determined valid by the advisor, Campus Safety Director, and/or Director of Student Engagement.

IV. **Conduct:** Clubs/Organizations assume responsibility for members' and guests' conduct as follows:

- A. Only registered students with a valid student ID and other populations deemed necessary by the Assistant Director of Student Engagement may attend college events sponsored by student clubs/organizations, unless by special invitation.
- B. Attire should be appropriate (no doo rags, head scarves, hats, house shoes, sleeveless t-shirts, pajama's, etc.) for a public event.

C. Each group should refrain from using decorations signs and favors considered in poor taste or the promotion of a political party, because student clubs/organizations represent the college at all times.

D. Any function sponsored by or held in the name of a recognized student club/organization must abide by all regulations sated herein, whether the function is held on or off campus.

E. The college expects students to conduct themselves as mature adults, to dress and conduct social events in good taste, and reserves the right at any time to discipline students whose conduct is deemed against college regulations. (See the Student Code of Conduct in the Student Handbook for more details)

F. Use or possession of alcohol and/or drugs by students or advisors during any college sponsored activity is prohibited. Violation of this policy can result in disciplinary action.

USE OF FACILITIES

Generally, there are eight campus facilities, which a student club/organization might be interested in utilizing:

- A. Classrooms/ Whiteside Hall Lecture Room
- B. Student Union Building
- C. Athletic or Intramural Facilities
- D. Residence Hall Facilities
- E. Dining Hall Facilities
- F. The Gallery
- G. Georgia Lewis Theater
- H. Pinnacle Building/ Classroom(s)
- I. Marion Reid Gymnasium

It is important to note that these facilities are in high demand and the calendar for all fills up quickly. Advanced planning is important to reserve these rooms.

Various campus departments have the responsibility of managing these facilities; therefore, the procedures may vary from facility to facility. Each procedure is delineated below. An approval from the facility scheduling coordinator will be warranted for usage.

Classrooms

Contact the Academic Dean's Office (662) 621-4127 for the availability of the classroom space. If the room is available at the time requested, reserve the space through the administrative assistant.

The Gallery

Contact the Career Technical Dean's Office (662) 621-4218 for the availability of the classroom space. If the room is available at the time requested, reserve the space through the administrative assistant.

Dinning Hall Facilities

In order to reserve the dining hall facilities, reservations must be made with the Food Services Director (located in the Student Union Building) at 662-621-4179.

Equipment

Televisions and VCRs can be obtained by filling out a request form through the Library. Please plan ahead to request information.

STUDENT ORGANIZATION ADVISORS

Duties as Advisor of a Club/Organization:

It is important for the advisor, officers and members to ensure that the goals and objectives align with the college's goals and objectives, to evaluate those goals and objectives by semester for the better of a strengthened program for the oncoming year, and to discuss expectations for club/organizations initially. The agreed-upon expectations should be written and distributed so that all participants are aware that they are accountable for the guidelines. The advisor serves as a resource person and an overseer of administrative details.

- A. **Resource:** Advisors have organizational and community knowledge. Often they have been advisors of the club/organization in length and can share experiences that have occurred over the years. An advisor's professional and business associates, as well as friends in the local community are additional resources for clubs/organizations. With the assistance of a club advisor, outside resources can be used as speakers, financial contributions, and general support.
- B. **Administrative Details:** Advisors are employees of the college and therefore have critical information regarding college staff, operations, regulations etc. This can be of great benefit to clubs/organizations, especially when dealing with detail-oriented tasks with parliamentary procedures, Robert's Rules of Order, minutes and bookkeeping.
- C. **Rights and Responsibilities:** Advisors of clubs/organizations at Coahoma are afforded the rights and responsibilities of all students at the college. (See Student Handbook)

An advisor has the right to:

1. Receive ample notice of meetings and club functions that require his/her presence.
2. Document the behavior of students that are in violation of the Code of Conduct and Responsibility. Report the Disciplinary problem to Director or Assistant Director of Student Engagement for disciplinary action.
3. Support club endeavors and voice his/her opinion in matters of the college.

An advisor has the responsibilities of:

1. Attending all club/organization sponsored functions (including field trips/conferences) or getting a suitable replacement. Club/organizations' functions will not be considered official without the advisor present and individual members and the club/organization will be held responsible for unofficial acts undertaken.
2. Ensuring that any club publication is approved by the club advisor.
3. Approving and signing-off on all club expenditures.
4. Keeping abreast of the work and progress of the club.
5. Being a mediator when a problem arises that hinders the club's progress.
6. Empowering students with information (college and community) that will enable them to effectively work together and make progress toward social stability.

7. Maintaining a club/organization ledger and working closely with the treasurer to maintain records.
8. Ensuring that all officers meet the GPA and hours requirements and are not on disciplinary probation.
9. Conferring with newly elected officers to orientate them to their responsibilities and the club/organization's constitution.
10. Assisting the club/organization president in evaluating the performance of the club and other members.
11. Ensuring that the results from the evaluations are used to improve the effectiveness of the club/organization for the oncoming program year.
12. Ensuring that the president and a representative attend all Student Government Association meetings.

Changing Advisors

Student members, as an organization, should discuss the issues at hand with the advisor. If a club/organization is not able to work out programmatic issues with the advisor, the organization should set up an appointment with the Director or Assistant Director of Student Engagement to discuss the issues and the possibility of changing advisors. If approved by the Director or Assistant Director of Student Engagement, the club/organization may change advisor upon the approval by the Director or Assistant Director of Student Engagement. It is left to each club/organization to secure its own advisor.

Fund Raising

Before soliciting funds on or off campus, approved student club/organization must complete and submit an Activity Request Form to the Office of Student Engagement. Once approved, this document serves as the organization's official permit. It is the responsibility of the club/organization's treasurer to collect and disburse all funds. He/she shall be considered responsible to the president of the organization, the advisors, the members, and to the college. College rules do not allow any fund raising activity on campus that would be in direct competition with college contractors.

Ad solicitation, letters to businesses, organizations, political leaders, or churches must have prior approval by the Director or Assistant Director of Student Engagement. Permission of usage of the school's logo or letterhead must be obtained also from the Director or Assistant Director of Student Engagement.

Financial Regulations, Procedures

All financial transactions must be approved by the advisor, president and treasurer of the club. The officers and advisor of a student club/organization are responsible for seeing that the group observes the financial policies and procedures of Coahoma Community College and has the duty of informing appointees of the purchasing regulations. The treasurer is held responsible for collecting and depositing all funds in the club/organization account. A financial report must be submitted to Office of Student Engagement and Business Office at the end of the semester. The treasurer shares with the president and advisor the responsibility of informing members of financial duties and of proper purchasing procedures. All expenditures from club/organization funds must be approved by the organization, either by budget or by motion, properly seconded and passed by majority vote and signed off on by advisor, president and treasurer.

**** The Director or Assistant Director of Student Engagement must approve all Fundraising events****

- A. No organization shall have the right to disturb or infringe upon the privacy of residents of the college residence halls, study, lounges, dining hall, etc. (except with prior approval). Disturbing or interrupting the conduct of classes for purposes of raising funds is considered inappropriate.
- B. The advisor of each organization must approve all fundraising events. In addition, all items to be sold for fundraising purposes must be approved prior to items being ordered, by the Director or Assistant Director of Student Engagement. Generally, fund- raisers scheduled to occur during the last two weeks of the semester will not be approved.
- C. Student clubs/organizations may obtain space for approved fundraising activities on the Student Activities form.
- D. All fundraising events must be scheduled at least two weeks in advance with the Student Engagement Office by completing a Student Activities form. This form can be obtained in the Office of Student Activities.

HOW TO START A NEW CLUB/ORGANIZATION

Since part of the livelihood of the Office of Student Activities is the creation of new student organizations, we recognize the need to help those who wish to begin a new organization. The following list of steps is designed to assist in the development of club/organizational structure.

- A. Submit to Director or Assistant Director of Student Engagement a proposal (**in writing**) to start a new club/organization.
- B. Pick up an application form to start a recognized organization in the Student Activities Office.
- C. Determine the purpose (goals or objectives) of the prospective organization. In this development, please be cognizant of the college's Mission Statement (its goals and objectives) so that the purpose of the organization is in harmony with the purpose of the institution (any proposed organization which is not, will not be approved).
- D. Select a name for the organization.
- E. Obtain the signatures (and commitments) of at least (5) prospective members on the application form. Their addresses and telephone numbers should also be obtained for the files. The Student Engagement office requires that there be at least five members in each organization to ensure survival of the organization beyond the start-up phase. **Prospective organizations with fewer than five will be considered inactive.**
- F. Contact an interested faculty or staff member as a possible advisor for the club/organization. If he/she is interested, he/she should sign the application.
- G. Meet with the Director or Assistant Director of Student Engagement to discuss the process of approval for the petition. An invitation to the prospective advisor to this meeting is warranted.
- H. Complete and submit a "Student Organization Registration Form" (which is available from the Enrollment and Student Services Office) to the Student Government Association at one of their meetings.
- I. Meet with the Director or Assistant Director of Student Engagement for review/recommendation of your constitution and bylaws and membership listing. **Remember, each organization must have a Coahoma Community College Professional Staff or Faculty member as an advisor before meeting with the Assistant Director of Student Engagement.**

Please note: If a faculty/staff member of the college wishes to start a new club/organization, then please follow all applicable guidelines.

(ALL ORGANIZATIONS) The application packet is given to the Student Government Association for their review and recommendation during a scheduled meeting. All remarks will be noted on the inside of the folder.

1. The packet is given to the Student Activities Committees for their review and recommendation during a scheduled meeting. All remarks will be noted on the inside of the folder.
2. The application is presented to the President of the college for review and recommendation. The President of the college has the authority to accept or deny approval of an organization. The President also has the right to stipulate conditions on approval of a club/organization.
3. The application is returned to the Enrollment and Student Services Office where it is kept on file.
 - A. Elections for officers should be held at this time. If the officers listed in the registration form were temporary officers, please update this form in the Student Engagement Office.
 - B. Continue to meet with staff member from the Student Engagement Office, to discuss your needs, concerns, and issues. Please be encouraged to attend organizational leadership training workshops, sponsored by Student Engagement. Organizational funding may be contingent upon your attendance at such events.

RESTARTING AN CLUB/ORGANIZATION

If an organization is inactive for one year or two consecutive academics semesters, it must follow the same procedures for a new organization. If it is less than two academic semesters it does not have to renew its application, unless the organization chooses to do so. An inactive organization means that the group has not been holding meeting, has not participated in any events, or has fewer than five active members.

REGISTERING YOUR CLUB/ORGANIZATION

In the section of this manual on general policy and procedures, it is noted that the student club/organizations are required to register with the Office of Student Engagement at the beginning of each year. **We wish to emphasize this regulation again because it enables the Student Engagement Office to maintain better contact with your club/organization. Organizations, which are not officially registered with the Student Engagement Office, will not be able to hold meetings, sponsor activities/ events, receive approval for posting materials, or permission to reserve and/or use college facilities.** Forms for registering a club/organization are available in the Student Engagement Office or on the college's website, on the Student Life web page. The form requests such information as names, addresses, and phone numbers of current officers, a membership lists, and statement of goals and objectives for the academic year. Since membership lists can vary greatly and officers can be replaced, please update this registration each fall by September 5th. At the beginning of each new academic (calendar) year, each organization must submit a list of officers' name and numbers to Student Engagement no later than September 15th.

PRINTING AND DUPLICATING

Most student clubs/organizations have need of printing and duplicating services many times during the year. Here are some hints on printing and duplicating, which may prove helpful to you.

A. Administrative Services: There are fees charged for each of the services offered. If clubs/organizations have an active account in the business office, then that account may be charged for services rendered; all others must pay cash to the Business Office respective of the appropriate account. The “approved stamp” (see the Office of Student Engagement) must be obtained to copy materials.

B. Off- campus printing: There may be occasion when clubs/organizations wish to have printing/ duplicated work done by an off- campus printing firm. Should there be a need with an outside firm, please consult the Student Engagement Office before services are sought.

**** PLEASE NOTE: ALL ADVERTISING, WHICH IS PREPARED FOR DISTRIBUTION OR POSTING ON CAMPUS MUST HAVE THE APPROVED STAMP. FOR A LISTING OF POSSIBLE POSTING SITES, PLEASE CONTACT THE STUDENT SUPPORT SERVICES OFFICE. CLUBS/ ORGANIZATIONS MAY NOT SPONSOR OR CO-SPONSOR (AND THUS ADVERTISE EVENTS) WITH ANY LOCAL ESTABLISHMENT THAT SERVES ALCOHOL.**

*** POLICY ON FLYERS AND POSTERS ON COAHOMA COMMUNITY COLLEGE CAMPUS (INCLUDING RESIDENCE HALLS, CLASSROOMS & OFFICES)**

SIGNS ARE NOT TO BE POSTED ON GLASS OR WALLS IN ANY BUILDING WITHOUT PRIOR PERMISSION.

Posters and flyers are important parts of the advertising program for your organization or club. If the regulations below are followed, advertising should be effective and attractive. **Please note: All posters and flyers may not violate in any manner the Mission of the College.**

A. Only posters and flyers approved by the Director or Assistant Director of Student Engagement will be permitted to be posted or distributed in any manner. The poster and/or flyers must be stamped with an “approved” stamp or they will be taken down.

B. Posters may be placed in designated areas only and never on double sided tape or tape that cannot be easily removed. Questions about a particular building should be directed to the Office of Student Engagement

C. Sheets, banners, etc. must also be approved for positioning by Director or Assistant Director of Student Engagement or Student Activities Coordinator and will normally be approved only for campus- wide events and certain specific areas.

D. All clubs, organizations, or establishments that are not recognized by the college are prohibited to post advertising on campus without prior approval from Office of Student Engagement.

E. Club/Organization meeting times, dates, and location are excluded from receiving the “approved stamp” on advertisements.

F. Once an event is approved, the advisor/ president of the club/ organization should email a copy of the activity to the campus web master.

GLASS DISPLAY CASES

Some organizations will be given the privilege of having and using an organization bulletin board. If so, it is important to remember that while we consider the material posted on that board as internal to your organization, the board is in full public view. Consequently, care should be exercised on what is posted. Illegal or indecent material will be removed and disciplinary action may be taken against the club/organization. Space in the glass cases is to be shared with organizations. There is not enough space for all organizations, unfortunately.

OUTDOORS EVENTS

The Student Activities Coordinator and Director of Campus Safety must approve all events.

PERMITS

All activities must have a permit. The permit must be posted at the events location. A permit is acquired upon approval of the activity/ fundraiser.

CONFERENCES AND TRIPS

The Student Engagement Office encourages student leaders to participate in outside professional conferences and appropriate field trips. Participation in such events exposes students to new and innovative ideas and allows the college to interact with such other institutions in a professional manner. The following regulations and guidelines pertain to such travel.

A. Written notification of all travel, when representing a Coahoma Community College organization (whether to conferences, conventions, or field trips. etc.), must be submitted to Director or Assistant Director of Student Engagement and the Business Office for payment of expenditures. The Director or Assistant Director of Student Engagement must approve all travel by organizations.

B. Student clubs/organizations money may be used, if available, to finance such endeavors. Such money may be used to cover the following expenses:

1. Travel costs
2. Conference fees
3. Hotel room movies
4. Reasonable meal costs
5. Cultural enrichment opportunities

Remember that there will not be reimbursed for any conference expenses that were not approved in advance. Also, please keep in mind that proper planning for these trips well in advance is essential, since the college's Business Office needs at least one week to prepare any checks and/or reservations needed to be processed.

C. If a vehicle is to be used; a staff/ facility member must drive the vehicle for the duration of the trip. If a personal vehicle is used for the approved trip, the college may reimburse the driver at a pre-determined rate.

D. Student leaders should remember that they represent both the college and their respective organization when they attend such events. Therefore, behavior, decorum, and dress should be exemplary.

E. Any travel that is outside the college's normal scope of travel for approved groups, the college advises the advisors to inform students that the college assumes limited liability (students should sign release forms). It is wise to consult the Assistant Business Manager, regarding this important issue, well in advance of the trip.

F. Naturally, the Director or Assistant Director of Student Engagement would assist any club/organization in planning and conducting travel or answer any question pertaining to this topic.

DISCIPLINARY ISSUES FOR STUDENTS ORGANIZATION

When a student club/organization is charged with a violation of the Code of Student Conduct (see the most recent edition of the Student Handbook), the Director or Assistant Director of Student Engagement will determine how the club/organization or specific members should be disciplined. The Director or Assistant Director of Student Engagement will if necessary conduct an administrative hearing in accordance with the Student Handbook. Student organizations in violation of college policy are subject to maximum sanction of termination of recognition from college, or any lesser sanction, including but not limited to, restriction or suspension of the privilege to sponsor programs or events, loss of funds allocated by the college, restitution for damages, loss of facilities use, fines, or written disciplinary warning.

Student clubs/organizations have the right to appeal any disciplinary sanction as outlined in the Student Handbook.

GOOD ACADEMIC STANDING

Students may hold offices (president, vice president, editor, secretary, treasurer, coordinator, chairperson, etc.) in student organizations only if good academic standing at the college.

Students vying to join other student clubs/organizations must be in good academic standing with the college.

Academic standing is defined in the College Catalog. Potential sanctions could include loss of eligibility or club/organizational membership or loss of holding a particular office within a club/organization.

Inactive membership may be maintained until a 2.0 GPA is completed. To maintain membership, a member must be in good academic standing. Good academic standing is a GPA of 2.0 or above.

Club Procedure for Recognition Checklist

- Attain approval from Divisional Dean or Director.
- Choose a club or organization name.
- Select an advisor (must be a full time CCC faculty or staff).
- Have five or more CCC students interested as petitioned members.
- Proposed club/organization must create and present a constitution to the Student Government Association (SGA). A petitioned member of the club/organization must present the constitution at an SGA board meeting. The proposed club/organization must receive 2/3 vote for the proposed club/organization to be sanctioned.
- Once sanctioned, proposed club/organization must hold first official meeting and select or elect officers, by the end of the fall semester.
- Once officers are elected, club/organization must complete club contact information paperwork:
 - Advisor and officer's names and addresses

Further Information:

- Contact the Assistant Director of Student Engagement for club/organization charter consultation.
- Club/Organization is chartered by the Division of Student Engagement.

FORMS

Coahoma Community College

Division of Student Engagement
3240 Friars Point Road
Clarksdale, MS 38614
(662) 621-4155

Student Organization Manual Verification Form

I, _____, hereby verify that I understand and agree to govern _____ Club/Organization by the guidelines stated in the Coahoma Community College Student Club/Organization Manual. I have obtained a copy of the Student Club/Organization Manual. I also agree to the terms of the requirements listed in the General Regulations section of the Student Club/Organization Manual that include the following:

➤➤➤➤ **ALL CLUBS/ORGANIZATIONS ARE REQUIRED TO SPONSOR AT LEAST 2 (TWO) ACTIVITIES PER SEMESTER.**

➤➤➤➤ **ALL CLUBS/ORGANIZATIONS MUST HOLD AT LEAST 3 MEETINGS PER SEMESTER IN ORDER TO OBTAIN AN ACTIVE STATUS. CLUB/ ORGANIZATIONS WHO ARE NOT ACTIVE WILL NOT PARTICIPATE IN STUDENT ACTIVITIES.**

➤➤➤➤ **ALL CLUBS/ ORGANIZATIONS ARE REQUIRED TO PARTICIPATE IN HOMECOMING ACTIVITIES AND PLACE A BANNER ON THE FENCE AT THE HOMECOMING GAME.**

➤➤➤➤ **ALL CLUBS/ ORGANIZATIONS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN INTRAMURAL SPORTS.**

Advisor

Date

Student Club/Organization Registration Form

Date Received

COAHOMA COMMUNITY COLLEGE
CLARKSDALE, MISSISSIPPI

STUDENT CLUB/ORGANIZATION REGISTRATION

1. **Organization Name:** _____

2. **Organization Classification (please circle One)**

Academic Career Technical Health Sciences Athletics Student Services

3. List of Officers:	Name	Phone#
President/Senate Rep	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Coronation Representatives	_____	_____

4. **When are officers elected?** _____

5. **Organization Adviser(s)** _____

6. **Regular Meeting time scheduled:** _____

7. **Statement of Club/Organization's Mission Statement**

8. **Goals and objectives for the year (Can Attach to form)**

9. **Please list any special membership requirements for students:**

(OVER)

*Student Organization Activity
Evaluation Form*

I. General Information

Name of Club/ Organization _____

Name of Activity _____

Date(s) of Activity _____

Place of Activity _____

Advisor(s) Present _____

II. Activity Summary

Number of participants served Students: _____ Faculty/Staff _____

Please give a brief description of the activity, what needs to be considered to make the next activity better, and how it will assist you in your collegiate endeavors.

Rate the activity on the following scale: 1 _____ (Poor) 2 _____ (Fair) 3 _____ (Good) 4 _____ (Excellent)

Please return this form to the Student Engagement Office within 5 days after the activity.

**DIVISION OF STUDENT ENGAGEMENT
FACILITY REQUEST FORM**

Please submit at least **ONE WEEK** in advance. Type or print clearly in ink. See instructions on reverse side.

Name of Group, Department, or Individual _____

Home Phone _____

Contact Information _____ Bldg. & Dept or Home Address _____ Work Phone _____

Room(s) Requested	Dates	Times
<u>Magnolia Room</u> Capacity 180-250	_____	_____ a.m./p.m. to _____ a.m./p.m. _____ a.m./p.m. to _____ a.m./p.m.
<u>Career Center</u> Capacity 10-20	_____	_____ a.m./p.m. to _____ a.m./p.m. _____ a.m./p.m. to _____ a.m./p.m.
<u>Ebony Room 1</u> Capacity 10-25	_____	_____ a.m./p.m. to _____ a.m./p.m. _____ a.m./p.m. to _____ a.m./p.m.
<u>Aerobics Room</u> Fitness Center	_____	_____ a.m./p.m. to _____ a.m./p.m. _____ a.m./p.m. to _____ a.m./p.m.
<u>Marion Reid Gym</u> Capacity 180-250	_____	_____ a.m./p.m. to _____ a.m./p.m. _____ a.m./p.m. to _____ a.m./p.m.

GENERAL INFORMATION

Expected Attendance: _____ Open to non-campus public? Yes No

SET-UP REQUESTED:

Use of Chairs: How many? _____

Use of Tables: How many? _____

Use of Podium: Yes No

PA System? Yes No

PowerPoint? Yes No

Projection Screen? Yes No

Note: Decorating is to be done on the day of the event.

SERVICES REQUESTED

Cafeteria Services? _____

Housing Services? _____

*Security Services? _____

Bowling Center? _____

Game Room? _____

(*Note: Campus Police is mandatory for after hour activities)

I understand that requests are not approved unless all fees are paid and the Director or Assistant Director of Student Engagement has signed this form.

I understand that all requests are approved in accordance with Coahoma Community College's regulations regarding the usage of facilities and are subject to cancellation if conditions make it necessary. I understand that faculty advisors, sponsoring departments, and/or requesting groups will be responsible for their group's activities and conduct during the function and may be required to pay for repair or replacement of damaged areas or items. I understand that usage fees are payable in advance. The Abuse of regulations may result in restricted or withdrawn privileges.

SIGNED: _____
Faculty Advisor (College Activity) Date

SIGNED: _____
Coordinator of Student Activities Date

SIGNED: _____
Organization Representative Date

SIGNED: _____
Director of Campus Safety Date

SIGNED: _____
Director or Assistant Director of Student Engagement Date

Coahoma Community College Flyer/ Poster Policy

The following areas have been authorized for displays or flyers:

- Student Union Building Bulletin Boards (cafeteria hall and front foyer)
- Lee Flowers Bulletin Boards (1st floor foyer and 2nd floor hallway)
- Residence Halls Bulletin Boards (Lobby)
- Whiteside Hall Bulletin Boards (1st floor: Lecture Hall area and 2nd floor foyer)
- Student Affairs Multi-Complex Bulletin Board (side hallway of Fitness Center)
- Library (1st floor: Computer Services and Campus Safety/ 2nd floor Library: Please give all material to the Library staff)
- Curry Hall Bulletin Boards (Business and Computer Science Department hallway and Health and Physical Science hallway)
- McLaurin Career and Technical Building (Glass Display Board: Please give material to Office staff)
- Sigmon Career and Technical Building (Please give all material to Office staff)
- Robert Mason Allied Health Center Bulletin Board (Please ask Office Staff for locations to post)

Please note:

- All flyers must be approved by the Office of Student Engagement before posting
- An approved stamp given by the Office of Student Engagement will verify all authorized flyers
- Flyers are not to be posted on glass or doors without permission
- Flyers are not to be posted in the bathrooms or elevators