The PCC Cascade Open Campus Clubs Survival Guide

Or eight easy chapters on cutting through the red tape.

Portland Community College Cascade Open Campus Student Clubs and Organizations Manual
Acknowledgements

Appreciation
Thanks go to the following colleges and organizations for unselfishly sharing their student club and organization manuals, policies, procedures and resources with PCC Cascade as we moved forward in our effort to develop this comprehensive manual:

Chemeketa Community College
MT. Hood Community College
Portland Community College
Spokane Falls Community College
Southern Oregon University
Association of College Unions - International
National Association of Student Personnel Administrators

Special Thanks
A special thanks to all of the Cascade Open Campus students, Dee Willette, David Lomax, and faculty and staff who work tirelessly with our clubs and organizations empowering students to learn, grow and achieve their goals.
Thanks to Christeen Johnson for her work in redesigning this book.
Thank you all for your hard work and effort.

Thank you
# TABLE OF CONTENTS

## 1 PHILOSOPHY AND PURPOSE OF STUDENT CLUBS AND ORGANIZATIONS ................................................................. 1
  1.1 PHILOSOPHY OF STUDENT CLUBS AND ORGANIZATIONS ......................................................... 1  
  1.2 PURPOSE AND OBJECTIVES OF STUDENT CLUBS AND ORGANIZATIONS ....................... 1  
  1.3 BENEFITS OF STUDENT CLUBS AND ORGANIZATIONS ..................................................... 1  
  1.4 TYPES OF STUDENT CLUBS AND ORGANIZATIONS ......................................................... 2  
  1.5 PURPOSE OF THE ADVISOR ......................................................................................... 3  
  1.6 ROLE OF THE STUDENT LIFE OFFICE .......................................................................... 4  
  1.7 ROLE OF ASSOCIATED STUDENT GOVERNMENT .......................................................... 4  
  1.8 ROLE OF THE COLLEGE .............................................................................................. 4

## 2 HOW TO START A STUDENT CLUB OR ORGANIZATION ................. 5
  2.1 STARTING A CLUB/ORGANIZATION ............................................................................ 5  
  2.2 CREATING INTEREST/GETTING MEMBERS ................................................................... 8  
  2.3 SETTING UP A CLUB/ORGANIZATION ......................................................................... 9  
  2.4 ROLE OF COMMITTEES ............................................................................................. 10  
  2.5 ADVISORS ................................................................................................................ 11  
  2.6 UPDATING CLUB INFORMATION .............................................................................. 12

## 3 RUNNING AN EFFECTIVE CLUB OR ORGANIZATION ........................... 12
  3.1 ELECTING OFFICERS................................................................................................. 12  
  3.2 RUNNING EFFECTIVE MEETINGS .............................................................................. 13  
  3.3 THOUGHTS ON LEADERSHIP ..................................................................................... 16

## 4 PROGRAMMING AND EVENT PLANNING ........................................ 18
  4.1 PLANNING AN EVENT ............................................................................................... 18  
  4.2 GETTING APPROVAL FOR AN EVENT OR ACTIVITY .................................................... 18  
  4.3 SEVEN STEPS TO SUCCESS ..................................................................................... 18  
  4.4 MASTER CALENDAR ................................................................................................. 21  
  4.5 RESERVING FACILITIES ............................................................................................ 21  
  4.6 RESERVING SPACE IN THE INTERIOR STREET ........................................................... 21  
  4.7 PUBLIC AFFAIRS OFFICE .......................................................................................... 21  
  4.8 STUDENT LIFE OFFICE .............................................................................................. 22  
  4.9 CUSTODIAL .............................................................................................................. 22  
  4.10 PUBLIC SAFETY ...................................................................................................... 22  
  4.11 FOOD SERVICE ....................................................................................................... 22  
  4.12 GRAPHIC SERVICES ................................................................................................ 23  
  4.13 FUNDRAISING EVENTS ........................................................................................... 23  
  4.14 TYPES OF FUND RAISING SOURCES OR ACTIVITIES ................................................ 24

## 5 FINANCE ................................................................................................. 26
  5.2 DEPOSITS ................................................................................................................. 26  
  5.3 HONORARIUM AGREEMENT ..................................................................................... 27  
  5.4 WITHDRAWALS-CHECK REQUEST PROCESS .......................................................... 27  
  5.5 WITHDRAWALS-PETTY CASH .................................................................................. 28  
  5.6 WITHDRAWALS-PURCHASE ORDERS ...................................................................... 28
1 PHILOSOPHY AND PURPOSE OF STUDENT CLUBS AND ORGANIZATIONS

1.1 Philosophy of Student Clubs and Organizations

For hundreds of years in both the European and the US college and university system it is has been recognized that not all important learning takes place in the classroom. Learning just as relevant to the student's academic, vocational and personal development takes place outside the classroom on the athletic field, in the music room and planning and implementing a club activity or program. Participation in student clubs and organizations fosters organizational, communication, interpersonal, critical thinking, planning, budgeting, conflict resolution and evaluation skills, just to name a few. The reason clubs and organizations exist at Portland Community College is to support and foster a student's academic and personal growth and development, both inside and outside the classroom, through involvement, commitment and personal discovery.

1.2 Purpose and Objectives of Student Clubs and Organizations.

The purpose of a student organization or club at PCC Cascade Open Campus is to give students the opportunity to combine components of their academic/vocational learning into personal action. In clubs and organizations students have opportunities to test their skills and abilities in "real world" situations; interacting with faculty, staff, other students and the local community. Students work together to set goals, develop action plans for achieving those goals, implement those plans and develop and maintain working relationships with others throughout the process. In such situations students address real challenges and solve real problems. Through their participation in such organizations students learn to apply the skills and responsibilities of leadership. They learn how to motivate themselves and others, to use and balance their talents, and to become involved in their community.

1.3 Benefits of Student Clubs and Organizations

1.3.1 Benefits To Students

♦ Develop leadership skills including: communication, problem solving, goal setting, planning, budgeting, interpersonal skills, conflict mediation, decision making, time management and others
♦ Apply the knowledge and skills learned in the classroom
♦ Learn to work as part of a team and contribute to group effort
♦ Learn to work with people from diverse backgrounds
♦ Enhance self-esteem
Meet and become better acquainted with community members
Become better acquainted with, and more appreciative of instructors, advisors, and other students

1.3.2 Benefits to Instructors/Advisors
- 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

1.3.3 Benefits to the 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

1.4 Types of Student Clubs and Organizations
Typically, there are four basic types of student clubs or organizations.

1.4.1 Academic Focus
One type of student club or organization has an academic focus or orientation. These clubs have a focus on a specific academic program or major. Students participate in these clubs or organizations in order to gain additional experience in their academic/vocational field by combining both classroom and out of class experiences and programs. It is common for the advisor of such a club or organization to be an instructor in the particular academic field. Examples of such clubs or organizations include: French club, Spanish club, Science club, Aviator's club, Marketing club, Welding club, Ophthalmic club, Hospitality and Tourism club, Academic Honorary Association, Environmental club, etc.
1.4.2 Special Interest Focus
A second type of student club or organization has a special interest focus. Students become involved based upon a common interest and wish to be around others who share the same interest. Often the advisor of this type of club has a similar interest. Examples of such clubs or organizations include: Ski club, Auto club, Martial Arts club, Travel club, Chess club, Christian club, Jewish club, etc.

1.4.3 Special Project or Issue Focus
A third type of student club or organization has a special project or issue focus. Sometimes these are similar to clubs or organizations with a special interest focus. Yet, these clubs or organizations provide students with expanded leadership experience and involvement. Again, often the advisor of this type of club has a similar interest. Examples of such clubs or organizations include: Republican club, Democratic club, Habitat for Humanity club, Gay Students Organization, Old Growth Forest Organization, etc.

1.4.4 Sports Club
The fourth type of club is a sports club. This type of student organization consists of students who have a particular interest in an athletic sport and wish to compete against other colleges, universities and community sports teams, but not at the intercollegiate level. The advisor of a sport club usually acts in the dual role of advisor and coach. Examples of sport clubs might include: Soccer club, Tennis club, Swim club, etc. Often a club or organization may take on functions of several categories listed above. These categories are not mutually exclusive, but are presented only to assist in clarification and recognition of the motivations that bring students together to form clubs or organizations.

1.5 Purpose of the 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 professional 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 two years at best. The advisor is the repository of club and organization physical records, understands the club's finances and is keeper of the organization's history and traditions. The advisor provides direction.
regarding college policies, behavioral expectations, community involvement and effective club operations. An effective advisor teaches students leadership skills and helps newer members develop the skills necessary to move into the club’s leadership positions in subsequent years.

The club or organization is run by the students, for the students. The advisor walks a balanced path between providing direction and stepping back and observing. Suggestions on successful advising are provided throughout this document. It is important to recognize that the advisor’s role is critical in the success of a student club or organization.

1.6 Role of the Student Life Office

The Student Life Office is the college's administrative unit responsible for student club and organization operations. This office is the repository of club constitutions, coordinates club financial functions, provides support for clubs and organizations in planning activities and programs, and provides leadership training for club and organization members. All college policies and procedures regarding student clubs and organizations are interpreted and administered through this office. The office is always ready to provide help and support to clubs and organizations. Likewise, all problems associated with student clubs and organizations should be referred to this office for review and resolution.

The Student Life Office provides support for club advisors, acting you might say as, advisor to the advisor. Advisor training, support and consultation are available through this office at any time.

1.7 Role of Associated Student Government

All student clubs and organizations must apply for charter recognition through the Associated Student Government (ASPCC) of the college. Each club or organization must present and have approved by ASPCC, a constitution which outlines the purpose and governing procedures for the organization. Student clubs and organizations are extensions of the associated student body of the college, and the ASPCC is the governing board of the associated students. Thus, the ASPCC is the body that approves and revokes student club and organization charters. Procedures for applying for charter recognition are outlined in detail later in this manual.

1.8 Role of the College

The Student Life Office has the authority and responsibility of developing and implementing procedures and regulations to assure for the smooth operation of student clubs and organizations.

To that end, policies and procedures are developed and implemented to provide for guidance, consistency and support of student club and
organization activity. The Student Life Office is responsible for implementation of these policies in most instances, and is responsible for the review and revision of these policies and procedures should such revision be warranted.

Also, there are many college policies and regulations which do not directly reference student club and organization operation, which still pertain to all entities of the college, including student clubs and organizations. These policies and regulations include, but are not limited to: student rights and responsibilities, student conduct code, harassment, safety and security, financial management, travel, employment, free speech, etc. If questions arise regarding any club or organization activity concerning college policy, procedure or regulation, consult with the Student Life Office for assistance and direction.

SECTION 2

2 HOW TO START A STUDENT CLUB OR ORGANIZATION

2.1 Starting a Club/ Organization

If you think you have the drive and the leadership skills to get your group off the ground, then you're ready to start the process. Becoming an officially recognized student organization at PCC Cascade Open Campus is easy. The first thing you should do is obtain the packet of information entitled “How To Start A Club” from the Student Life Office in the College Center. This packet has all of the information and guidelines you will need to start your club or organization. In addition, the staff in the Student Life Office will be able to help you and answer any questions you might have.

The following five steps will help you start your club/organization. Each step will be detailed for your assistance.

Hold an informal meeting with interested students to determine the club’s purposes and objectives.
Complete a Club/Charter form.
Create a constitution.
Identify and successfully recruit a full or part time staff member (employed by PCC) to represent your club as the advisor.
Present your proposed club/organization for approval by the ASPCC with the preceding parts completed.
2.1.1 Holding an informal meeting

Hold a meeting with your peers to determine some core goals and guidelines for your club. Some goals might be for example, to represent PCC to the highest of its ability in chess. Guidelines might include maintaining a 2.9 grade average to remain a member. Remember to invite potential advisors to the meeting. They will be interested in what you have to say and will want to participate in the creation of a new club/organization. Advisors are making a commitment to assist and guide your organization through the politics of running a club or organization. They are not there to do it for you. Ask your advisor to commit to a mutual standard of activity.

2.1.2 Develop a club/organization constitution

Don't worry, writing a club constitution is easier than you think. Why do you need a constitution? All organizations need to establish procedures in order to conduct business effectively. A constitution is a way to establish these procedures. The constitution sets forth the principles that an organization is built upon. A constitution presents guidelines for your membership requirements and officer responsibilities. It establishes basic principles for future years that are not likely to change.

Constitutions need to be typed in a word processing document for easy editing and updates. Computers are available in the College Center for this purpose. A format and sample constitution is provided in the appendix. The “How To Start a Club” packet, which you can obtain at the College Center, contains more information about how to write a club constitution (see appendix).

The constitution will be presented to the ASPCC Legislative Council for evaluation and recommendation to the ASPCC Executive Board. Contact the ASPCC Club Coordinator (mailbox in the Student Life office) to accomplish this task. At the student government meeting club/organization’s constitutions are considered by the student representatives. It is vital that the club/organization of interest provide a representative to answer any questions the Council may have.

2.1.3 Identify and recruit an advisor

Identify and successfully recruit a full or part-time staff member employed by PCC to represent the club/organization as the advisor. This is an important part of starting a club and requires some effort and energy. First you have to find individuals who are interested in your organization. Second you need your potential advisor to be able to commit to your club/organization regarding their time, and energy in helping the club develop, attending club meetings and events, meeting with club officers, working with the Student Life Office, etc.
The key to finding a good advisor is to find someone with a sincere interest and passion about what your club or organization is about. An advisor with a true interest and commitment to your club’s mission or purpose will be willing to put in the time and effort.

In some circumstances PCC student clubs have had co-advisors who were NOT college employees. There are many reasons the college requires that the advisor of a student club or organization is a college employee. Some are obvious, such as knowing how the college operates, understanding college students, minimizing the liability of the college and the club, etc.

However, it is possible for a person who is NOT an employee of PCC to be a co-advisor for a student club or organization. Some benefits of a co-advisor of this type include experience working in the real world in a career field that is the focus of the club or organization, expertise over and above the PCC advisor for the club, etc. All clubs and organizations MUST have a PCC employee as their “advisor of record” and hopefully that advisor is active with the organization. If the club wishes to have a co-advisor who is not an employee of the college, the club must present their request to the Student Leadership Coordinator for review and approval.

In the "How To Start a Club" packet is the “Advisor Agreement” form that the potential advisor will sign to make a commitment to advise the club.

2.1.4 Prepare and present a constitution to the ASPCC

When your constitution is ready, you will present it to the ASPCC Club Coordinator for review. It is important that you complete all of the requirements before submission. The club coordinator will assist you in developing and completing an effective constitution. If the constitution is not complete, or if there are any concerns, the club coordinator will provide you with feedback and return the constitution to you for revision and resubmission. When the club coordinator finally approves your constitution, it will be forwarded to the ASPCC Legislative Board for review and ratification.

The ASPCC Legislative Board will review your constitution. Usually at this point all of the concerns and technical problems have been resolved through the Legislative Council review. However it is possible that the ASPCC may have questions about your constitution, or require some revisions. When the ASPCC Legislative Board ratifies the constitution, your club/organization is an official PCC student club/organization and can begin operations with all the benefits available to an officially recognized student club/organization.
2.2 Creating Interest/Getting Members

Recruiting new members is easy. If they meet the criteria for membership in the club/organization then they are eligible. In order to get their attention you need to advertise. To keep their interest, show them the many benefits of joining your club/organization. You must give them something to strive for which directly benefits them. Work with your advisor and the Student Life Office in developing a promotional effort to recruit members for your club. There is a small amount of money available through the Student Government to assist clubs in promotion and recruitment of new members. Work with the Club Coordinator to apply for this seed money.

2.2.1 Suggestions for recruiting new club members

♦ Personal, one-on-one interaction with perspective student members (most effective)
♦ Flyers, posters, handouts and table tents
♦ Announcements in the student newspaper
♦ Brief presentations in classes (with instructor’s permission)
♦ Brief presentations in public areas during the lunch hour (student center street, cafeteria, etc.)
♦ Informational meetings (well advertised of course)
♦ Announcements at the ASPCC meetings, Program Board meeting, and other student club and organization meetings

2.2.2 Benefits to Students

Students will experience many benefits from their participation in a club. It is important to share this with prospective students. Every student should be provided with the opportunity to participate in activities that develop and enhance his/her abilities. Student organizations are a means of reaching many kinds of people. These organizations provide opportunities for everyone involved. Some student benefits will include the following:

♦ Development of leadership skills involving communication, problem solving, meeting management, decision making, and conflict management.
♦ Applying knowledge and skills learned in the classroom.
♦ Learning to work as part of a team and contribute to group efforts.
♦ Learning to work well with people from diverse backgrounds.
♦ Enhance self-esteem.
♦ Meet and become better acquainted with people from the community.
♦ Become better acquainted with instructors/advisors.
♦ Have fun and meet other students
If you can convey to students that they will experience these benefits they will be more interested in checking out your club. Remember that students are very busy and if they are to make a commitment to your club/organization, it means that they will have to give-up time from some other activity. Thus, you must convince perspective student members that the benefits of being involved in your club are worthwhile enough to give up something else in their busy schedules.

2.3 Setting up a Club/Organization

2.3.1 Organizational Structure
The organizational structure of student clubs and organizations may vary slightly depending on their nature or purpose. Usually a club/organization will have a specific chain of authority and responsibility. A list of possible (but not required) club officer positions is provided below:

♦ President or Chairperson
♦ Vice-President
♦ Secretary
♦ Treasurer
♦ Publicity Officer
♦ Historian
♦ Activities / Events Coordinator
♦ Membership Coordinator
♦ Others???

2.3.2 Duties of Officers
The nomination and election of officers is an important process. Elected officers form an executive committee and under the guidance of the advisor should assume the leadership of the organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. In this way, students will understand exactly what their roles will be should they be elected to office. It is also important that all students understand that the most essential qualities for any officer are enthusiasm, interest and a willingness to devote the time necessary to make the organization a success. A brief outline of officers’ duties follows:

President: Calls and presides as chairperson over all meetings, prepares agendas, designates committees.

Vice President: Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position. The Vice President acts as the committee coordinator; assists the president in promoting organizational activities.
Secretary: Records minutes of all meetings, places items on agenda, acts as committee coordinator, assist the President in promoting organization activities.

Treasurer: Accounts for organization funds, collects dues, pays bills, records all financial information, makes financial reports at each meeting.

Publicity Officer: Gathers and classifies organization news, prepares news articles for publication or broadcast, sends reports of organization activities to the state and/or national organizations.

Historian: Maintains organization scrapbook and assists in maintaining organization bulletin board.

Activities/Events Coordinator: Coordinates special club activities, such as: club social gathering, club sponsored speaker on campus, club field trip, etc.

Membership Coordinator: Coordinates all efforts to recruit and maintain club membership.

After an election it is essential to hold a special orientation session for newly elected officers to acquaint them with their new duties in detail. The Student Life Office can assist you in conducting this orientation and training session.

2.4 Role of Committees

Committees are small groups assigned to carry out one or more tasks. Some of the major areas of concern for committees are special projects, public relations, social and recreational events, community service, and electoral committees.

Committees are the means by which organization activities are accomplished, and a well-organized committee made up of willing members can perform remarkable tasks. The executive committee needs to determine which committees are initially needed as standing committees. Consult your advisor whenever making a committee.

At the first standing committee meeting, a recorder should be selected who will provide the organizations secretary with a list of committee members and submit the report on committee activities at organization meetings. Remember that a committee should:

♦ Provide an opportunity for each member to participate.
♦ Outline the responsibilities of each member.
♦ Discuss overall aims and objectives.
♦ Work as a team.
♦ Meet regularly and follow an agenda.
♦ Report periodically to the vice-president, who serves as committee coordinator.

There are two kinds of committees. They are Standing and Special or Ad Hoc Committees.

2.4.1 Standing Committees
Standing committees are usually appointed for the entire year and are concerned with ongoing organization business. Examples of standing committees include the executive committee, special projects committee, and budget and finance committee.

2.4.2 Special or Ad Hoc Committees
Special or Ad Hoc Committees are appointed to address a specific short-term problem. They are formed to deal rapidly with current issues. After a special committee has acted on an issue it is immediately dissolved or discontinued.

2.5 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 for your club. Remember that advisors can be nearly as influential on a club and its success as the students themselves. The following outlines the core responsibilities of the advisor. These standards are only a starting point. The club/organization should work with potential advisors in determining mutual standards of participation.

The Advisor’s Role:
♦ Responsible for club activities, programs, and personnel, seeing that programs conform to the educational purposes of the college.
♦ Attends club functions and programs as required, to supervise and maintain college standards of behavior, use of facilities and equipment, etc.
♦ Provides counsel to members of the club so that academic standing of members is maintained.
♦ Assists in planning, supervising, and evaluation efforts of the club to provide meaningful social, cultural, and recreational opportunities that fit within the
club purpose.
♦ Promotes dialogue between club membership, college administration, student body, the college community and the local community.
♦ Approves financial transactions for club/organization.

The advisor is a critical component of the success of any student club/organization. As important as it is to find the right advisor, it is just as important to work closely with the advisor to make the club an enjoyable and meaningful experience for the advisor as well. Keeping an advisor interested and committed to the club requires close communication and trust between club leaders, members and the advisor.

2.6 Updating Club Information
Every academic term the ASPCC will hold a Club Fair. Club rosters will be posted so new members can join your club. Your club is required to submit a club update form (see appendix) each term. This form updates the roster of club officers, summarizes activities and events that the club has done during the past term, etc. This is an important process in that it allows the Student Life Office to document the effectiveness and positive impact of student clubs and organizations on students and the college. Your club will not be eligible for funding until this form is turned into the ASPCC Club Coordinator, Cascade Student Center building room 103.

SECTION 3

3 RUNNING AN EFFECTIVE CLUB OR ORGANIZATION

3.1 Electing Officers

3.1.1 Club Officer Positions
The number of officers varies from organization to organization, but usually includes a president, vice-president, secretary, and treasurer. Many organizations have publicity officers, historians, and activities coordinators. Elected officers form an executive committee, and under the guidance of the advisor should assume responsibility of the club/organization.

Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. Students will understand their roles better when elected to office. It is important that all the students understand that the most essential qualities for any officer are enthusiasm, interest, and willingness to spend extra time to make the club/organization a success. Descriptions of various club officer positions are provided in the previous section of this manual.
3.1.2 Nomination and Election of Officers

The nomination process of officers is simple and important. The following points may be helpful.

♦ Discuss leadership qualities and demands of each officer position. Potential leaders should recognize the enormous responsibilities they are about to undertake.
♦ The president might appoint a student nomination committee. Members may also volunteer to run for office positions. Be sure nominees agree to be on the ballot.
♦ Involve your advisor, he/she will have insights on proper procedures and ensure a smooth and fair election process.

3.2 Running Effective Meetings

3.2.1 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 make everyone’s 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 secretary prepare an agenda and have the necessary supplies handy.
Be prepared to assign and accept tasks as delegated by the club.
Begin on time!
Define objectives of the meeting.
Encourage brief discussion and be creative.
Clarify decisions made so that everyone understands.
Delegate responsibilities accordingly and be clear when establishing deadlines.
Be prepared, effective, and supportive.

3.2.2 Scheduling Meetings

Club meetings are more successful when they are scheduled for the entire term. Scheduling the meetings at the same location and time will help all members attend consistently. Work with the Student Life Office to schedule a regular meeting time and place in the College Center, or with the Campus Information Office to schedule a regular meeting time and place in a facility elsewhere on campus. Get your meetings scheduled at the beginning of each academic term and then publicize them to all student members, as well as to the college student population in general, so
new students interested in your club will know where to find your meetings.

Do not overburden members with many meetings. Make sure your meetings are effective and organized. By being punctual, dependable, and organized your chances of having productive meetings will compensate for fewer of them. Everyone will be happier.

### 3.2.3 Meeting Etiquette

The following list will provide some standards you will want to maintain in your meetings. They will ensure everyone will benefit from a fruitful and rewarding meeting.

- One person speaks at a time.
- Discussion needs to be limited to the topic at hand.
- Don't repeat discussion; agree with a previous speaker instead.
- Save war stories for after the meeting.
- Don't expect the meeting to begin late or end early because of your own schedule.
- Don't expect the agenda items to be rearranged to suit your personal preference or schedule.
- Keep your ego deflated.
- Make it a goal to seek out opinions from others.
- Be courteous and respectful.

### 3.2.4 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.

### 3.2.5 Official Meeting Procedures

An official procedure for conducting the organization’s business during meetings must be established in the constitution and be followed in the organization’s meetings. Some groups follow a “consensus” procedure, where decisions are arrived at 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 might be called "parliamentary consensus". This process is 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 consensus" style of running a 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 responsibility 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 are not adhered to. Rather, it is the chairperson’s responsibility, along with the advisor, to assist the group’s discussion to be productive and relevant.
- A final decision must be the result of a vote (this is where the process most resembles parliamentary procedure). The voting process is described below.

### 3.2.6 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 motion passes or fails.
- Votes can be taken any of the following methods.
  - Voice
  - Show of hands
  - Standing/Rising
  - Roll Call
  - Secret Ballot
- The results of the vote can be determined by:
  - Majority – at least one more than half the total cast votes.
  - Plurality – the largest number of cast votes.
  - Two Thirds – at least 2 of 3 people or literally two thirds of the cast votes.

### 3.2.7 Process For Making And Dealing With A Motion

- A member raises his/her hand and is recognized by the chair.
- The member states his/her motion, "I move that..."
- Another member seconds the motion, ensuring that at least one other person is interested in the motion, "I second the motion."
- The chair restates the motion.
The chair asks for any discussion on the motion.

Members may raise their hands and be recognized by the chair. One at a time they will be allowed to share their concerns or views in regards to the motion. No person may speak twice until everyone else who wishes to speak has done so.

The chair will ask for further discussion.

The chair takes a vote. “All those in favor of (restate the motion), please signify by saying ‘aye’, (or by raising your hand, etc.) All those opposed say, ‘no’ (or raise your hand, etc.).”

The chair and secretary count the cast votes and make sure they agree on the numbers.

The chair announces the results.

3.2.8 Meeting Agendas and Minutes

A clear agenda (see appendix) is essential for conducting business meetings. The agenda should be prepared one or two 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 (see appendix). 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 PCC Cascade Open campus 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 a bulletin board in an academic department or in the Student Center.

A sample meeting agenda and minutes are included in the appendix.

3.3 Thoughts on Leadership

3.3.1 People Can Develop Leadership Skills

People are not born leaders. That is good news. It means that anyone can become an effective leader. It also means that becoming an effective leader takes a lot of hard work. There are many skills you must develop to become an effective leader. Some of these skills include:
Successful and effective leaders build a "leadership toolbox". Inside this "toolbox" they store their many leadership skills. They make sure that their skills are sharp and cutting edge, because when they need those tools they need to be able to perform well. Dull tools, or using the wrong tool for the job is not only inefficient, but will make matters worse - just ask any mechanic or carpenter who rely on the right tools in good shape to get the job done. So, too, must a successful leader acquire a variety of leadership skills (tools) and keep them sharp so that when the situation calls for a specific leadership tool the leader can use the tool effectively.

3.3.2 People Can Develop Leadership Traits

Not only must successful leaders have sharp skills, they must also have a set of traits that encourage others to trust them and be willing to "follow" them. Some of these traits include:

**Persistence:** Not insistence. A strong leader hangs on a little longer, works a little harder.

**Imagination:** She/he harnesses imagination to practical plans that produce results.

**Vision:** The present is just the beginning. He/she is impressed with the possibilities of the future.

**Sincerity/Genuineness:** He/she can be trusted. They really are as they present themselves to others.

**Integrity:** She/he has principles and lives by them.

**Poise:** She/he isn't overbearing, but is friendly and assured.

**Thoughtfulness:** She/he is considerate, aware.

**Common Sense:** He/she uses good judgment based on reason.

**Altruism:** He/she lives by the Golden Rule. "Do for others what you would want them to do for you".

**Initiative:** She/he gets things started - NOW!

3.3.3 Servant Leadership

Finally, true leaders take the attitude that they are in leadership positions...
to serve others. For followers, the leader's job is to empower them to be able to become more successful. The work gets done, not by the leader, but by those he/she leads. The leader should focus on helping others grow and develop to the point where they don't need the leader anymore. A true leader is always trying to work her/himself out of a job by empowering others to become leaders. Thus, leadership is really servant-ship.

SECTION 4

4 PROGRAMMING AND EVENT PLANNING

4.1 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 preparation.

4.2 Getting Approval for an Event or Activity
The first step in planning an event or activity is to get it approved by the Student Life Office. All student events MUST be reviewed and approved in advance by the Student Life Office. You MUST complete an "Activity Petition" form (see appendix) and submit it to the Student Life Office for review and approval. The Student Life Office is available to assist you in planning your event or program. You are encouraged to meet with the Club Coordinator who will be happy to help you get started planning your event. The Activities Petition provides a brief outline of all of the possible details you might encounter in planning your event. By using the Activities Petition form you are unlikely to forget anything, and you will be planning far in advance.

4.3 Seven Steps to Success
One way to assure that your program or activity is a success is to follow the
“Seven Steps to Success”, outlined below:

Idea
Planning
Approval
Promotion
Implementation
Follow-up
Evaluation

Idea:
Have a general idea in mind. Brainstorm with others to get a variety of creative ideas for an activity or event. Know the purpose of your activity. For example, is the purpose education, service, entertainment, social or other? This will help you stay focused and get the job done.

Planning:

♦ **What:** Decide exactly what you are going to do. Write down all of the details.
♦ **When:** Decide on the day and time. Take into account your target audience in determining when to have an event.
♦ **Where:** Check to make sure the facility or room you want for the event is available. Reserve the place well in advance through the proper procedures.
♦ **Why:** Know the reason you are planning the event. This is essential if you want to get funding, or permission to use facilities, etc.
♦ **Who:** Know who is in charge. Delegate responsibilities and know who is going to help. Make sure everyone knows what their responsibilities are. Develop schedules of who is doing what and pass those schedules out to everyone involved. Don’t forget to work closely with your advisor.
♦ **How:** Where are your resources coming from (money, volunteers, facilities, etc.) Create a written promotional and advertising plan and implement that plan. Create a written budget plan for projected expenses and to be able to track actual expenses as they occur.

Approval:
All student initiated activity or programs, like those sponsored by student clubs or organizations, must be reviewed and receive approval from the Student Life Office. A proposed activity must be summarized on an Activities Petition form and submitted to the Student Life Office for review and approval far in advance of the tentative date of the event.

Promotion:
The success or failure of an event depends heavily on its promotion. Create a written promotion plan and follow your plan. The Student Life Office has a form called the "Promotion and Publicity Checklist" (see
appendix) which will help you develop a detailed promotion plan for your event or activity. Also, the Student Life Office has a packet entitled “Publicity Pointers” to help you with promotional efforts for your event. Follow the guidelines in this packet. Important points to remember about effective promotion include:

♦ Use the "Publicity Pointers" packet available in the Student Life Office.
♦ Follow policies and procedures for putting up posters and other advertisements on campus. A copy of the "Poster Policy" (see appendix) is available from the Student Life Office.
♦ **All promotion that will be going OFF CAMPUS, MUST first be reviewed and approved by the college's media and public relations staff.**
♦ The college is a public institution and all promotional material must follow college policies and meet generally accepted standards of decency.

Implementation:
Implementation is all about having your plan in place and following it. "Plan your work and work your plan", is another way to put this. Your plan, schedule, budget, etc. will provide for a smooth implementation if you follow your plan closely. Work with written plans, work schedules, budgets and other materials to provide for a smooth implementation.

Follow-up:
Follow-up is about making sure that everything is complete after the event. This includes cleaning the facility, sending thank you cards, paying bills, returning equipment or materials, completing the file paperwork and closing the file. An important reason follow-up is so essential is that a complete file makes it much easier for someone else in the future to successfully repeat your event.

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. The Student Life Office has event evaluation procedure forms that you are encouraged to use to evaluate your event. Work with the Club Coordinator for assistance in developing an evaluation plan for your program or activity. Samples of an evaluation form and a form to summarize the data collected from returned evaluations are included in the appendix. These are standardized forms used to evaluate all student activities programs. They will probably work well for your club events or programs.
4.4 Master Calendar
All events must be scheduled with the Student Life Office AND the Facilities Office. The Facilities Office maintains the campus master calendar and schedules all facilities on campus. The master calendar shows all events planned for the college. Perhaps you wanted to book the cafeteria for an event. Looking at the master calendar for the appropriate date would let you know immediately if the cafeteria is available at the time you want to schedule your event. If the requested time is already filled or simply unavailable you may need to find a later date when it is available. Questions about the master calendar can be answered at the Facilities Information Office located in Student Center Street.

4.5 Reserving Facilities
The Facilities Office is the central facility scheduling office for the campus. You should always START at the Facilities Office to reserve a place for your event. This office will direct you if you need to do anything else regarding reserving a facility. Reserving the use of the facility of interest can be done by reviewing availability by filling in the “Request for Facility Use” form (see appendix) which is available from the Facilities Office or Student Life Office. Student Center, rm 103, or by emailing carooms@pcc.edu.

Athletic Facilities
Athletic facilities are scheduled and reserved by the staff in the Athletic Department. You must contact these offices first to reserve space or facilities in their areas, and then register your event with the Student Life Office.

4.6 Reserving Space in the Interior Street
Clubs and organizations can reserve a space and table in the Student Center Street area to provide information about their club, conduct activities, fund raise and conduct many other types of programs or projects. As with all club events or activities, you must complete an Activity Petition and have it approved by the Student Life Office. Then you must reserve a space in the Student Center Street by completing a "Vendor Agreement Form" (see appendix) which you can get from the Student Life Office.

4.7 Public Affairs Office
The Public Affairs Office of College Advancement approves all off campus advertisement (see "promotion" above). This office is available for consultation to assist you in your promotional efforts off campus. The office can assist you in developing press releases and public service announcements to distribute to off campus media. Complete the "Publicity Form - Press Release" form (see appendix) and meet with a staff member in the Public Affairs Office for assistance.
4.8 Student Life Office
The Student Life Office is an important resource for all clubs and organizations. Most of your questions can be answered by the Student Life Office. Don’t be shy, introduce yourself to the student life staff and let them know what you need.

4.9 Custodial
The Plant Services Office will set-up and take down the necessary elements of any event based on the PCC campus. You can schedule their assistance by calling extension 4800 well in advance of your event. The Student Life Office can help review and revise your request if necessary and then submit it to the Plant Services office via the electronic work order request system if necessary.

4.10 Public Safety
The Public Safety Office is open anytime there are any activities on campus. Anytime an accident occurs you need to call the Public Safety Office. They will respond immediately with the proper corrective measures. If appropriate you will also be asked to complete an Incident Report form to document a situation. FOR AN EMERGENCY you can reach the Public Safety Office by dialing extension 4444 on any campus telephone. For non-emergency reports call extension 4902.

4.11 Food Service
IN MOST CASES if you want to have food served at any event you need to have PCC provide the food. This is because PCC has an exclusive food service contract with an outside food service provider. Sometimes there are exceptions to this requirement and they are made on a case-by-case basis. Consult with the Student Life Office when you meet to go over your Activity Petition find out what options you have regarding food. Requests for catering must be made at least 72 hours in advance. All food requests must go through the Student Life Office.
4.12 Graphic Services

The Graphic Services Office is the college's full-service printing department. Graphic Services is an auxiliary service, which must generate revenue to pay its operational expenses. So, Graphic Services charges for its work, but the costs of printing, sign making and other services are usually less than charged by local, private, graphic service businesses. The least expensive way to utilize Graphic Services is to have your poster, flyer or other project completely laid out and ready to be printed. If you need layout assistance, Graphic Services can provide it, but you will be charged for staff time, just like a private business. To request work to be done by Graphic Services you must complete a “Graphic Services Job Request Form” (see appendix). This form is available at the Graphic Services Office or in the Student Life Office in the Student Center. The Student Life Office provides limited graphic services for clubs. To request Posters you must fill out the “Copy Enlargement Request Form” found in the Student Life office at least 1 week in advance.

4.13 Fundraising Events

Regulations specifically govern how fund raising is allowed by organizations. On-campus clubs and organizations which are recognized by the associated student government are eligible to conduct fund raising events. EVERY fund raising event proposed by a student club or organization MUST be submitted to the Student Life office for review and approval by completing an Activity Petition form. If a student club or organization proceeds with a fund raising effort without review and approval by the Student Life Office they may have their student organization status revoked.
4.13.1 Right of Sale & Distribution

4.14 Types of Fund Raising Sources or Activities

4.14.1 Associated Student Government or Student Organizations
Council Funds Request

Requests for financial support from the Associated Students of Portland Community College (ASPCC) MUST be submitted in writing to the ASPCC using the “Funds Request Forms” available in the Student Life Office in the Student Center (see appendix). Funds provided through ASPCC come from the student fee budget, which is funded by the “student activity fee” collected from all students enrolling for credit classes. Grants are funds that the club or organization does NOT have to pay back. If a club applies for funds from ASPCC they may be approved to receive a grant, a loan, or a combination of both. Contact the Club Coordinator in the Student Life Office for more information about how to apply to ASPCC for a grant. Club Advisors must sign off on all requests for funds prior to money being allocated.

4.14.2 Fund raising event (social, performance, athletic, etc.)
Fund raising events in this category might include a concert, theater performance, martial arts demonstration, special dinner or other type of event where there is a charge for admittance. Revenue generated from admittance is used to offset the costs of the event. Any remaining profit is deposited in the student club or organization’s account to use for organization business. Additional support may be sought to provide underwriting (funding) for the event, such as donations of food, entertainment, supplies, etc., which help reduce costs and allow that club or organization to earn more profit from the event. (Please note that any off campus solicitation of donated items MUST be approved in advance following college procedure. This is outlined below under the section about "off campus solicitations".)

4.14.3 Fund raising sale (food, arts, crafts, books, etc.)
Fund raising sales might include a hamburger feed, bake sale, book sale, crafts sale, or other type of sale. If food is involved it is important to follow these guidelines:

♦ All fund raising events MUST be registered and approved by the Student Life Office in advance. You must submit an Activity Petition to the Student Life Office for review and approval, just as with any other activity or event.
♦ If the event is a food sale, food must be purchased from the college's food service department. The contract between the food service provider and the college allows for a specific number of fund raising food sales events for
student groups each year, thus allowing the club or organization to maximize their profit from the event.

♦ Food prepared by individuals, such as bake sale items, must meet specific requirements for health and safety reasons. You MUST indicate in the Activity Petition if you will be providing this type of food in your event. The Student Life Office will then provide you with the specific health and safety guidelines that you must follow in order to make this type of food available.

4.14.4 Concession stand commissions
During various events on campus the Student Life Office will operate a concession stand where event attendees can purchase drinks and snacks. At various times during the year a club or organization’s student members can staff the stand. This is a great opportunity for a club to be of service (providing concessions for a PCC event) as well as raise money for the club or organization. Contact the Student Life Office for details about when events are scheduled and opportunities to operate concession stands.

4.14.5 Off campus solicitation
Soliciting donations of any kind from any individual or organization off campus MUST be approved by the club advisor and the Student Leadership Coordinator. The “Off Campus Solicitation Request form” (see appendix) MUST be completed and forwarded for the appropriate review and approval signatures. This form can be obtained from the Student Life Office in the Student Center.

Solicitation of donations off campus is a very lucrative and very special circumstance. The reason for so many reviews and the required approval is because often the Development Office is officially working with an off campus company or organization requesting donations to the college. Often these donations are worth tens of thousands of dollars. If such an off campus organization is approached by many different "PCC groups" (i.e. student groups, academic departments, etc.) for donations, it is possible for them to become offended and feel like they are being taken advantage of, resulting in their withdrawing their multi-thousand dollar donation offer. So, to avoid this possibility, all off campus solicitation requests must follow the procedures outlined above and in the off campus solicitation request form. Work with the Student Life Office for assistance in completing this form.

4.14.6 Raffles
Student groups and organizations may conduct raffle drawings to raise funds for their club accounts. Raffles are governed by very specific state laws and require additional planning. To conduct a raffle you must meet with the Club Coordinator and complete the "Raffle Worksheet" (see appendix) and receive approval from the Student Life Office. The Club Coordinator will work closely with you to make sure you are following the
state requirements to conduct a raffle.

SECTION 5

5 FINANCE

5.1 Financial Policies and Procedures

5.1.1 Club Budgets and Accounts

All bookkeeping functions for club accounts are transacted in the Student Life Office by the Assistant to the Student Leadership Coordinator. As each club is chartered an account is set up with the clubs seed money. It is suggested that at least once each month you contact the Student Center to determine your club account balance.

Portland Community College is a public institution, and as such is subject to state laws governing the handling of funds, (which includes yearly audits of all accounts). PCC has established policies and procedures that govern financial practices for the college. All PCC chartered clubs must abide by the rules to maintain their charter.

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) Student Life Office initiates request for student club/organization fund control.
3) Fund procedures are established by the Financial Services Office.
4) Student Life Office monitors funds.

Each club should have a club member that acts as a treasurer or similar position and maintains financial records. The Assistant to the Student Leadership Coordinator will provide club members with their beginning balance. Please contact the Student Life Office to obtain ongoing club account balances throughout the year. At the beginning of each academic term a printout of each club’s expenditures and revenue will be made available to each club. With few exceptions club money does NOT roll over from year to year.

5.2 Deposits

ALL monies collected for your club or organization MUST be
**deposited into the club account.** Deposits should be made directly to the Student Life Office located in the Student Center. Completely fill out the PCC “Cash Deposit Form” (see appendix), which is available from the Student Life Office, and be sure you have written in the correct information. Upon submission of a deposit you will receive a [deposit receipt](see appendix) which you should keep in your club financial records. The club treasurer, in conjunction with the advisor, should keep track of all transactions made. Deposit receipts will be directed to the club treasurer who maintains permanent records for the club.

### 5.3 Honorarium Agreement

An important document to become familiar with is the “Honorarium Agreement” (see appendix). This is the agreement or contract that you will complete in order to pay an individual for services provided, like a speaker, consultant or someone providing a service rather than a product.

Don't forget to get this form filled out in a timely manner so that your speaker will be paid on time. It can take up to three weeks to process checks.

### 5.4 Withdrawals-Check Request Process

**IMPORTANT NOTE:** ALL requests to use club funds (whether check request, petty-cash reimbursement or purchase order) MUST have the signature of at least two club officers who are listed on the Club Account Signature Card (see appendix) in the Student Life Office (preferably the president and the treasurer) AND the club advisor.

To pay for something via a college check takes time and good pre-planning. The college writes checks twice weekly. Checks are automatically mailed to the intended payee - unless specifically requested on the check request form to be given to the person initiating the check with the intent of that person delivering the check personally to the intended payee.

A check request MUST be submitted to the Student Life Office two weeks in advance, for a check to be printed and either mailed or made available for pickup in the Business Services Office. **Planning ahead is the key.**

All check requests must be accompanied by some type of paperwork: an invoice, bill, performance contract, memo from the advisor with an estimate of the cost of an item you expect to purchase, something to document the reason the check is being requested.

Reimbursements made to students and staff members over the amount of $50.00 are made through the check request process. If the check request is to reimburse a person, include with the receipts the person's name, address, social security number, club name and the purpose of the
purchase. Checks will be mailed directly to the person being reimbursed.

Cash advances for club event expenses and supplies can be made to the club advisor through the check request process. Advisors have to agree to the process and are responsible for getting receipts turned into the Student Life Office immediately following an event.

5.5 Withdrawals-Petty Cash

Reimbursements for club expenses of **$50.00 or less** can be processed more quickly using the petty cash reimbursement process rather than the check request process. Obtain a Petty Cash Voucher from the Student Life Office. Obtain the appropriate club officer and advisor approval signatures and then bring that form and the receipts to the Student Life Office. **Allow at least one day** for the Student Life Office to review and approve the request. After approval by the Student Life Office you may take the petty cash form to a Business Services Office cashier and submit it for cash.

5.6 Withdrawals-Purchase Orders

All orders and purchases over $500.00 must be processed through the PCC Student Life Office using the purchase order process (this must take place prior to placing an order). Smaller purchases may also use the purchase order process.

5.7 Club Financial Training

Each year the Assistant to the Student Leadership Coordinator and Club Coordinator arranges training sessions for club advisors, treasurers and any other club officers regarding the specifics of managing student club and organization accounts. This training provides detailed information regarding depositing and withdrawing funds from club accounts.

5.8 Cash Box for Events

If a club is going to have an activity and needs cash in advance, request a "Cash Box" from the Student Life Office at least twenty-four hours prior to your event advance, using the request form. A copy of this form is included at the end of this section.

1. Indicate the amount needed for each denomination.
2. As soon as the event is over, separate the monies between the beginning cash amount and profits.
3. Prepare a deposit form for the profit made during the event.
4. Return the Cash Box with the original amount of cash to the Student
Life Office.
5. Deposits should be given to the Student Life Office administrative assistant not to work-study students or staff.

5.9 Bookkeeping Records
1. Club treasurers should take responsibility of bookkeeping by maintaining an account register and balance sheet for the club.
2. Deposit receipts and backup of expenditures need to be kept on file by the club treasurer.
3. Every academic term the Student Life Office will send out a statement of the club’s account 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 Assistant to the Student Leadership Coordinator.
4. 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 in the Student Life Office is updated with new officer signatures.

SECTION 6

6 TRAVEL

6.1 Travel Policies
Travel for college personnel is governed by Board policy. Administrators, instructors, classified personnel and students may travel on College-sponsored trips within the college district, as well as outside the district or the state, within budget limitations. Attendance at conferences, conventions and convocations, when such are thought to improve the educational programs of the college, is encouraged.

6.2 Completing a Travel Authorization Form
All travel must be approved by your club advisor and the Student Life office. Club members will be required to fill out a Conference Travel Agreement form which states, you will pay back to the ASPCC any monies if you do not attend the conference in its entirety.

6.3 Per Diem Cash Disbursement
Often travelers will receive cash at the beginning of a trip in order to pay for their meals. This is called a per diem cash allowance. When traveling with students, the advisor will arrange to have a check made out to him/her in advance for the total per diem amount at the beginning of the trip. The advisor will disburse the funds to each student and have each
student sign a disbursement of funds form (see appendix) to verify that they received their per diem cash disbursement for the trip. The advisor must attach the cash disbursement form to the travel authorization form upon completion of travel, and turn all materials into the Student Life Office bookkeeper.

6.4 Travel Vehicles

6.4.1 College Vehicles
The college vans can be reserved and used for club travel. These vehicles may be used for field trips, team transportation (athletics, drama, music, etc.) whenever possible. The college charges a mileage fee for the use of these vehicles. Reservation of vehicles is made through the Facilities Management Office. Check with the Student Life Office to determine the current mileage use fee and to reserve a vehicle.

6.4.2 Rental Vehicles
Clubs or organizations may rent vehicles from third party agencies (like Budget Car Rental or Enterprise Car Rental). Also, where deemed appropriate, a bus may be chartered. All rental expenses must be paid for from the club or organization's budget. Work with your advisor and the Club Coordinator to rent vehicles.

6.4.3 Private Vehicles
Personal automobile mileage reimbursement will be provided in accord with budgetary limitations and controls. Individuals using their own vehicles MUST complete a travel authorization request form. Individuals MUST have a valid driver's license and adequate car insurance as required by Oregon state law. In the case of insurance claims, the individual's personal car insurance will be claimed against before claims will be filed against college insurance.

6.5 Driver Certification
The college requires that any individual driving a college or rented vehicle on college business must be certified by the college. This entails checking the driver's Department of Motor Vehicle records, as well as a certification training program if the individual plans to drive any type of van. Check with the Student Life Office about class dates and times.

6.5.1 DMV Records Check
Anyone wishing to drive a college vehicle, or to drive a rented vehicle on college business, must be approved in advance. This entails the Public Safety Office gathering information from you and conducting a check of the Department of Motor Vehicles database to review your driving record. You should contact the Student Life Office.
Office at least two weeks before the scheduled trip so there is time for them to check your driving record and notify you whether or not you will be certified to drive a vehicle for college business.

6.6 Travel Expense Reconciliation

Upon your return you must reconcile your travel expenses by completing the second page of the Travel Authorization form. This form, with accompanying receipts, will reconcile all expenses related to the travel and account for any advance payments. Approval signatures are needed for this reconciliation form.

6.6.1 Accidents and/or Problems

In the case of a motor vehicle accident during a trip, notify the appropriate authorities immediately, whether local law enforcement, emergency services, etc. Call the college's Public Safety Office immediately at 503-977-4444 and notify them of the accident. Also contact the department or area manager or supervisor from where the club, organization or team originates. Upon returning to campus immediately complete an accident report. Submit the report to the Student Life Office and the appropriate area manager or supervisor.

For insurance purposes it is important for you to NOT DISCUSS THE ACCIDENT WITH ANYONE except appropriate law enforcement personnel. The vehicle owner's insurance company (and in the case of college owned vehicles - the college's insurance company) will make appropriate contact with the insurance company of the other driver(s) involved and begin the process of claims resolution.

Be sure to get the name and contact information of the other parties involved in the accident, including their insurance company's name and policy number if possible. Also, give those parties information on how to contact the Student Life Office so they can begin the process of claims resolution.

6.7 Excused Student Absences for Co-curricular Activities

Like everything else, planning in advance is essential. The fundamental issue is courtesy and communication between the student and instructor. Instructors are not always willing to support students attending legitimate extracurricular programs or events. But they need to know in advance that a student plans to miss class, they may work with you to make up the work at a later time.
7.1 College standards of behavior

Students at PCC assume a responsibility to conduct themselves in a manner compatible with the College’s function as an educational institution. Although PCC is dedicated to an open, free society, there are actions inappropriate in an institution of higher learning. The Student Code of Conduct as outlined in the Students Rights and Responsibilities handbook gives the standards of behavior expected of every student at PCC. The policies and procedures outlined have been designed to further the college’s educational mission and to assist students in the pursuit of knowledge and personal development. As an institution of higher learning, PCC exists for the exchange of knowledge, skills and the development of students’ general well being in the community it serves. Free inquiry and free expression are indispensable to the attainment of these goals. As members of an academic community, students at PCC should be encouraged to independently search for the truth while recognizing the delicate boundaries that separate themselves from others.

A person voluntarily becomes a student at PCC and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. The college, through the office of the Dean of Student Development, maintains the authority to impose sanctions for behaviors that violate the Student Code of Conduct. The college has an interest in behavior, subject to the Student Code of Conduct, separate from that of the civil authorities. Therefore the college maintains the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect its interest. Whenever appropriate, the college may report a discipline matter to civil authorities.

A complete copy of the Student Code of Conduct can be found in the Student Life Office and the Dean of Student Development Office.

7.2 Club or organization standards of behavior or performance

The student club or organization may NOT have standards of behavior that are less restrictive than the college’s Student Code of Conduct. However, the organization or club may have standards of behavior or performance that may be more restrictive than the college's Student Code of Conduct, or academic requirements – as long as these standards do not discriminate or
contradict college policies or procedures. For instance, a student club or organization may have grade point average requirements, curfew requirements when traveling, or performance requirements when conducting club or organization business. For example, the student academic honorary society may have a minimum GPA for continued membership of 3.5 on a 4.0 scale. Or, the forensics team may have a curfew time for all members to be in their motel room when traveling to a speech tournament off campus. Or the Volunteerism Club require a certain number of hours of volunteer service time from each student in the club in order to remain a member.

Additional requirements must be clearly stated in the club or organization’s constitution or by-laws. Also, written materials (either copies of the constitution or a list of requirements) must be made available to student members upon their joining a club or organization.

It is the responsibility of the club officers and advisor, who are given authority by the organization’s constitution and by-laws, to enforce these requirements in accordance with the constitution and in a fair, equitable and consistent manner. Any decision made to curtail a student’s privileges or membership in a club or organization due to that student’s inability to meet the club or organization’s standards, must follow the procedure outlined later in this section to insure due process and a fair and thorough review of the student’s situation.

If a student member of a club or organization has his/her privileges removed as a result of not complying with these standards, which are the behavioral or academic standards set by the club or organization, that student may submit an appeal to the Student Leadership Coordinator to have his/her situation reviewed. The procedures to file this appeal are explained later in this section.

7.3 Behavioral standards at events, activities or programs

7.3.1 On campus activities

All campus activities are scheduled through the appropriate office prior to the event. All events have guidelines for audience or participant participation. These guidelines are governed by college policies and are enforced as appropriate. Event regulations regarding proper behavior correspond with the Student Code of Conduct. All participants at on campus activities, whether or not they are students, are subject to the
behavioral standards set forth in the PCC board policies and procedures, as well as the guidelines set forth by the Student Code of Conduct.

7.3.2 Off campus activities

All off campus activities are scheduled through the appropriate office prior to the event or activity. Off campus activities are still regulated by PCC. 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 PCC, such as a student club or organization, are subject to PCC board policies and procedures, as well as the guidelines set forth by the Student Code of Conduct. PCC 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.

7.4 Responsibilities regarding behavioral management

7.4.1 Responsibilities of the advisor

The club advisor sets an example for students, the rest of the college and the community. Advisors at PCC should consider their jobs unique. Their role is as a person who guides the student club or organization forward in accordance with the rules, regulations, purposes and ideals of the college. Advisors must set the highest example.

Advisors are the official representative of the college and the person “in charge” at a student organization’s program or activity, whether on or off campus. Thus, they are responsible for protecting the interests of the college and of the students with which they work. The advisor is responsible for immediately addressing behavioral problems as they occur and then following up with appropriate action regarding such behavioral problems. When an advisor believes that a student’s behavior has violated the PCC Student Code of Conduct, he/she must consult with the Dean of Student Development as soon as possible and take appropriate action as determined from the consultation with the Dean.

Violation of the Student Code of Conduct MUST be addressed using the set of student conduct procedures already in place at the college in order to ensure that problems are addressed in an appropriate, timely, consistent and fair manner. These procedures are developed and implemented in order to ensure due process, as well as to appropriately resolve behavioral problems if they do exist. The advisor is NOT to act as disciplinarian in these manners. If a student violates the Student Code of Conduct it is the advisor’s responsibility to report such violation to the Dean of Students. If the advisor has any questions or doubts about what to do, he/she should
consult with the Student Leadership Coordinator or Dean of Students as soon as possible.

PCC recognizes the difficult and sensitive nature of advising and will provide support and guidance through the office of Student Life.

7.4.2 Responsibilities of 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.

7.4.3 Responsibilities of the Student Life Office
The Student Life Office can provide answers for questions regarding the Student Code of Conduct and behavioral procedures at the college. Written material is available regarding proper conduct, school regulations, and other related issues.

Complaints regarding behavior of any kind can be filed formally or informally with the office of Student Life or the Dean of Students. No student shall be expelled, suspended, disciplined or in any other way retaliated against for having filed a complaint in good faith, about possible violations of law and/or PCC policy whether or not the charges were sustained.

SECTION 8

8 EQUAL OPPORTUNITY AND EQUAL ACCESS

8.1 Equal Opportunity
PCC is committed to provide equal opportunity to all persons. The college is committed to maintaining a community in which all employees and students can work and study together in an atmosphere free of all forms of discriminatory harassment. Discrimination and discriminatory harassment are illegal and prohibited by federal and state law as well as PCC Board Policy. Therefore it is prohibited for any employee or student to discriminate against a person based on his/her race, color, religion, sex, national origin, disability, marital status or age, or any other status or characteristic protected by applicable state and federal law.
8.2 Equal Access/ Disability Policy

All students shall be assured equal educational opportunity and treatment. No student legally enrolled in the district shall, on the basis of age, disability, national origin, race, marital status, religion or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, an educational program or activity administered or authorized by the district Board of Education.

The college staff is directed to make a continuous effort to provide equal education opportunities for students, to provide a grievance or complaint procedure that is available to all students, and to eliminate those conditions which may cause discrimination.