



**STUDENT LIFE &
LEADERSHIP
CLUB ADVISORS
HANDBOOK**



WELCOME BACK COUGARS

This information handbook has been assembled to assist you and your club or organization with all the services the Student Life & Leadership Office has to offer. Please review the materials and feel free to pass this information on to your perspective club members and club/organization. If you have any questions please call the Student Life & Leadership Office at 602-243- 8065/8069, or stop by our office in the Student Union Bldg., Room 111.

South Mountain Community College
Student Life & Leadership
Office Staff

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CLUBS & ORGANIZATIONS

You have the opportunity to develop qualities of leadership and other successful ventures at South Mountain Community College. The Student Life & Leadership Office operates on the premise that college is an experience designed to help the student develop knowledge and skills for continued growth.

If you are a prospective or current South Mountain Community College student interested in one of the following clubs/organizations, contact Buddy Cheeks in the Student Union Bldg., Room 110. You may call the Student Life and Leadership Office at 602-243-8065.

Get Involved Today!

- ACE Alumni Club
- Business Club
- Behavioral Health Services (BHS)
- Bilingual Student Nursing Association (BSNA)
- Black Student Union (BSU)
- Christian Club
- Circle of nations
- Club Teach
- International Friends Club
- M.E.C.h.A.
- Medical Scrub Club
- Phi Theta Kappa (Honor Society)
- PrePharmacy Club
- Q & A (Queer and All)
- SHPE de SMCC
- Single Parents Club
- Spotlight Productions (Drama Club)
- STEP Club
- Sustainability Club
- Think South Mountain (TSM)
- Veterans Club

WEB RESOURCES

CAMPUS SITES

Main Campus: <http://www.southmountaincc.edu>

Guadalupe: <http://guadalupe.southmountaincc.edu>

Laveen: <http://laveen.southmountaincc.edu>

STUDENT LEADER LINKS

National Association for Campus Activities	http://www.studentleaderlink.com/
National Council for Social Service	http://www.naca.org/ http://www.ncss.org.sg/ncss/index.asp
South Mountain Community College	http://www.southmountaincc.edu/student-services/
Scottsdale Community College	http://www.scottsdalecc.edu/
Mesa Community College	http://www.mc.maricopa.edu/services/student_activities/
Chandler-Gilbert Community College	http://www.cgc.maricopa.edu/pecos/student_services/
Gateway Community College	http://www.gwc.maricopa.edu/ss/osas/
Glendale Community College	http://www.gc.maricopa.edu/Studentlife/
Paradise Valley Community College	http://www.pvc.maricopa.edu/studentlife/
Phoenix College	http://www.pc.maricopa.edu/studLife/index.html
Leader Shape	http://www.leadershape.org/home.asp
Arizona Town Hall	http://www.aztownhall.org/
Student Public Policy Form (SPPF)	http://www.maricopa.edu/sppf/

SERVICES

COPIES

WHAT: The OSL offers each registered student club/organization 30 free copies to publicize club/ organization activities, events and meetings.

PLEASE NOTE: The club/organization president is the only member authorized to make copies on your account. If you will be using any type of "specialty paper" (i.e. stationary, colored, designed), please bring it with you to the SL & L Office located in SU-111. Only white paper is available.

POSTERS

WHAT: The SL & L Office offers each registered student club/organization 5 free white paper posters (per semester) to be used to publicize activities, events and meetings! Posters are available in one size and cost \$2.00 each. To create posters, bring an 8 ½" x 11" copy of your design to the SU-111.

PLEASE NOTE: The club/organization president is the only member authorized to make copies on your account.

CASH BOX

WHAT: May be checked out through the Student Life & Leadership Office for your event. (Cash box only, we do not supply cash). Must be returned following each club event. Please make sure deposit is verified by Advisor and Club Officer, then deposit into your club account in the Cashier's Office.

FOOD HANDLERS CARD

<http://maricopa.statefoodsafety.com/>

The following information can be found at:

<http://www.maricopa.gov/EnvSvc/QC/FoodHandlerCard/OnlineTesting.aspx>

ONLINE SANITATION COURSE & TEST

Maricopa County Environmental Services Department (MCESD) restructured their Food Service Worker Program (Program) to create a standardized educational experience for our customers. The Program moved from six online course sponsoring organizations (CSO) to a sole provider, State Food Safety.

By Partnering with regulatory agencies and food service operators throughout the country, State Food Safety has developed the industry's leading online training course for food handlers. This company provides online food handler sanitation courses and testing for various government agencies and only the site specifically developed for Maricopa County can be utilized to acquire the MCESD issued Food Handler Card. The Maricopa County State Food Safety site includes a 90 minute course that offers engaging sanitation training and testing on critical food handler issues from personal hygiene, cross contamination to time and temperature abuse. The course is presented in a fully interactive, audio-visual format in English, Spanish, Mandarin, Korean, and Vietnamese.

TWO-STEPS TO GET YOUR FOOD SERVICE WORKER CARD:

Step 1: Visit Maricopa County State Food Safety to take the online sanitation course and test. (If you do not have a credit card for the online payment, visit a MCESD location to pay the \$8.00 sanitation course and test fee. Also, if you do not have a computer you may visit a MCESD location with a kiosk for internet access.)

Step 2: Once you have passed the online test, you must bring all of the following to a MCESD regional office for card issuance:

- Maricopa County State Food Safety Certificate of Completion.
- Proof of Legal Status/ID
- \$5.00 fee for card (optional \$3.00 for each duplicate or card)

The Food Service Worker Card is valid for a period of three years from the time you passed the test. Upon Food Service Worker Card expiration, the sanitation course and test is again required to obtain a new card. The fee to take the online sanitation course and test is \$8.00 whether it is taken at a MCESD office, a library, your home or elsewhere. When the test is passed, the fee for the card is \$5.00. An original of the card must be kept at the workplace. Those who plan to work at multiple job locations or wish to retain a copy for their own records can request a duplicate card for \$3.00. If you have misplaced, lost or need a replacement card during the 3 year valid card period, please visit a MCESD regional office IN PERSON with your Valid ID. We only issue cards in person and to the person to whom the card was originally issued. We accept cash and credit cards at our five offices.

Note: Accommodations can be made for individuals with disabilities and/or special needs. Please visit the [Maricopa County State Food Safety](#) website for more information

ADDITIONAL SERVICES

CLUB AND ORGANIZATION MAILBOXES

Each student club and organization has their own mailbox located in the Student Union Bldg., Room 106. Please designate a club or organization member to check your mail- box often!

VOLUNTEER OPPORTUNITIES

The SMCC Volunteer Program provides students with a great experience. Volunteering gives students and staff the opportunity to learn about themselves, and to learn about those around them; to build new relationships, and in some cases, to learn about a completely different culture. Whatever the reason for volunteering, someone's quality of life is benefiting.

Student and staff volunteers work to benefit others; this makes them workers of excellence and quality, and leaders of distinction. Our volunteer program creates community leaders who demonstrate great integrity and character.

Interested students and staff should contact the Office of Student Life and Leadership at 602.243.8069. Many opportunities are available; we encourage you to choose a date and time that fits your schedule from one of the following opportunities below.

BE A LEADER FOUNDATION

The mission of the Be a Leader Foundation is to increase the number of college-going students by empowering them to become college bound, focused and prepared, through leadership training and mentoring. Ultimate success is achieved through our long-term relationship and stewardship of their educational evolution from middle school into high school, culminating with active participation at the university level, ultimately resulting in a college degree.

For additional information, visit us at <http://www.bealeaderfoundation.org/>

FEED MY STARVING CHILDREN

Feed My Starving Children (FMSC) is a Christian non-profit that provides nutritionally complete meals specifically formulated for malnourished children. Donations given by people just like you fund the meal ingredients. Volunteers hand-pack the meals. Meals are donated to FMSC food partners around the world, where kids are fed and lives are saved! <https://www.azgives.org/fmsc>

FUTURE FOR KIDS

Future for KIDS is a local non-profit dedicated to helping at-risk youth succeed through out-of-school time mentoring programs focusing on academics, athletics, and ethics. <http://futureforkids.org/>

Be a Mentor. Change a Life! Discover Your Future, is recruiting mentors for the 2015-16 program year (September – April). As a mentor, you will encourage and support elementary aged children, grades 1-6, one day per week for 2.5 hours, serving as a positive role model.

ST. MARY'S FOOD BANK

What is volunteerism? The policy or practice of volunteering one's time or talents for charitable, educational, or other worthwhile activities, especially in one's community: Volunteer for an event that changes lives; help SMCC provide low-cost grocery items to members of the community in need. <http://www.firstfoodbank.org/>

ST. VINCENT DE PAUL OF PHOENIX

The Society of St. Vincent De Paul, located at 1075 W. Jackson Street, has been serving homeless and economically disadvantaged populations since 1946. Through home visits, shelter, food assistance, employment services, thrift stores and outreach programs, St. Vincent de Paul provides compassion and support to individuals in need, regardless of race, origin, religion or gender. <http://www.stvincentdepaul.net/>

CLUB AND ORGANIZATION RECOGNITION (VOLUNTEERING)

Each spring, the Student Life & Leadership Office host an Annual Awards Ceremony to recognize clubs and organizations, as well as their student members.

The awards are based on volunteer hours, club events, activities, and community services.

POLICIES & INFORMATION

MCCCD'S MOTOR VEHICLE USAGE

MOTOR VEHICLE DRIVING REQUIREMENTS

Employees of the Maricopa County Community College District who drive district-owned vehicles must complete two requirements, as per Administrative Regulation 4.14:

1. They must take and pass an [online defensive-driving training course](#); and
2. They must submit to an inquiry by a certified College Safety police officer into their Motor Vehicle Record (MVR) driving history that shows a satisfactory driving record by completing the [Motor Vehicle Record and Driving History Release Form](#)

Once both requirements are met, the employee will be authorized to drive district vehicles. Implementation of the online program began May 10, 2004.

PLEASE NOTE: Subsequent MVR reviews will be conducted annually by College Safety to ensure a satisfactory driving record. Employees must successfully complete the online defensive-driving course every three years.

DEFENSIVE-DRIVING TRAINING COURSE PROCEDURES

The online course is provided free of charge and is accessible from any Internet connection (at work or home). The course requires an Internet Explorer or Netscape-compatible browser (version 4.0 or higher). A free Macromedia Flash application is also required (your browser will prompt you if you don't have Flash or have an outdated version, in which case you can download a current version in advance).

- The course will take approximately one-hour to complete. You can work at your own speed and review as often as necessary. You can even take the course over a period of time-not necessarily all at once-just use the online bookmark.
- 80% is the minimum passing score on the 15-question post-test. Three attempts are allowed; afterward you will be blocked from additional testing. For assistance if this happens, contact your campus coordinator (name here). A passing grade is good for three years.

After successfully completing the course, print out a certificate of completion. (Go the Main Lobby on the website, click the Certificate button, then print.)

ACCESS THE DEFENSIVE DRIVING TRAINING COURSE. Read the introduction to the training, then complete the online registration. You will be asked to enter your 8-digit employee identification number (it can be found on your paycheck stub, employee ID tag, or by contacting your HR representative).

MOTOR VEHICLE RECORD (MVR REVIEW)

- Take your printed certificate to your College Safety office, along with your valid driver's license.
- Sign a [Motor Vehicle Record and Driving History Release Form](#) (also available from your College Safety office). This form must be signed in order to proceed with the process. MVR reviews are confidential and will be disclosed only to employees with a legitimate need to know this information.
- Once the MVR review is completed and you have met all requirements, you will be authorized to drive a district vehicle.
- If you have a driving history record that precludes you from driving a district vehicle, College

Safety will notify you. See [Conditions for Disqualification from Operating a District Vehicle](#) (also available from your College Safety office).

FREQUENTLY ASKED QUESTIONS

Access the FAQ's to Defensive Driving Online Training or contact your College Safety Office with any questions at 602-243-8073.

CONDITIONS FOR DISQUALIFICATION FROM OPERATING A DISTRICT VEHICLE

Persons wishing to operate a district vehicle for official business will first be required to possess a current, valid Arizona driver's license and must then sign a release authorizing district officials to query their motor vehicle driving history. Driving histories will be checked annually for persons wishing to operate a district vehicle. Persons with serious or extensive driving infractions in their driving history will be precluded from operating a district-owned or rented vehicle under the following conditions:

- Being found guilty or responsible in a court of law of one or more serious or criminal driving offenses within a two-year period from the date of the inquiry. A serious driving offense will be defined as any criminal driving offense including, but not limited to, any vehicular homicide, fleeing from police, reckless driving, DUI, hit and run, criminal speeding, and driving on a suspended or revoked license.
- Being found guilty or responsible in a court of law of more than three minor or civil traffic offenses within a one-year period from the date of inquiry. A minor traffic offense will be defined as any minor moving traffic violation, such as speeding, red light violations, lane usage violations, turning violations, etc.
- Title 28 (ARS 28-1591.A.) states that "a violation of a statute relating to traffic movement and control shall be treated as a civil matter...unless the statute provides for a different classification as a criminal offense." Civil traffic violations are offenses where, upon a finding of responsibility for said offense, a civil penalty will be imposed. Civil penalties include fines not exceeding \$250.00 (28-1598) and no jail time. Police will not arrest for a violation of a civil violation alone.
- Criminal traffic offenses are normally the more serious offenses under Title 28 and are punishable by a fine and/or jail sentence. This classification, within the traffic code, is reserved for offenses such as criminal speeding (21+ MPH over the posted speed limit), reckless driving, DUI, hit and run with no injury, etc. Some Title 28 criminal violations are felonies and are punishable by a fine and/or prison sentence and include offenses such as repeated DUI's, hit and run involving serious injury or death.

ABOUT SOUTHMOUNTAIN COMMUNITY COLLEGE

OUR VISION

South Mountain Community College educates minds, transforms lives, touches hearts, and builds community.

OUR MISSION

South Mountain Community College provides quality higher education for our diverse community. We create a caring teaching and learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society.

Our purpose is to meet these needs by offering:

- General education courses
- Transfer programs
- Occupational education and career development
- Continuing education
- Developmental studies and English as a second language
- Cultural, civic, and social events
- Academic support and student services

OUR VALUES

We are inspired and guided by our core values:

- **COLLABORATION:** We are inclusive in our relationships with colleagues, departments and community, and respectful of their ideas.
- **COMMUNITY:** We serve our community by recognizing our inter-dependence, celebrating our history, honoring our diverse cultures, and building our future.
- **EXCELLENCE:** We model exemplary teaching, learning, service and leadership through continuous improvement, creativity and innovation.
- **INTEGRITY:** We are accountable to the communities we serve and are truthful, sincere, transparent and responsible for our actions.
- **WELLBEING:** We are a college community that encourages and develops social, physical, career, community and financial wellbeing.

SOUTH MOUNTAIN COMMUNITY COLLEGE... A PHOENIX TRADITION

Just as nearby South Mountain is a cherished Phoenix landmark, so is its namesake, South Mountain Community College (SMCC). For more than three decades, the college has been a Phoenix tradition.

SMCC is one of 10 colleges in the Maricopa County Community College District. The Maricopa Community Colleges began with one college – Phoenix College, founded in 1920 with 53 students. Today the Maricopa County Community College District is made up of ten regionally accredited colleges, multiple satellite extensions and two skill centers, serving more than a quarter of a million students each year.

The Maricopa County Community College District ranks among the nation’s largest community college systems and is the largest single provider of higher education in the state of Arizona. It is a major resource for those seeking post-secondary education and job training. South Mountain Community College was created by the Maricopa County Community College District Governing Board on April 16, 1978. Its service area includes the majority of South Phoenix, centered around the Baseline Road corridor, and bordered by the Salt River on the north, Laveen on the west, Tempe on the east, and the Gila River Indian Community and county border on the south.

The Board created the college specifically to provide higher education opportunities for the communities in southern Maricopa County. Many local citizens of the South Mountain Village lobbied long and hard to convince the Board to bring SMCC to fruition. SMCC was initially accredited by the Higher Learning Commission in 1984, with continued accreditation granted in 1989, 1999 and 2009.

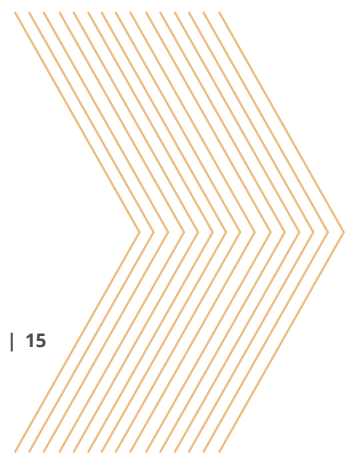
Classes were held in area schools and churches while construction was completed on the 98-acre site at 7050 South 24th Street in Phoenix. The college, dedicated in 1980, began offering classes at the new thirteen building campus in 1981. At that time, the college had about 500 students; today, nearly 10,000 students study here each year. The college has grown steadily, to accommodate its ever-growing student body. In 1986-87, two new buildings were added to accommodate steady growth in the student population.

A bond election in 1994 provided funding for additional construction at all Maricopa colleges, resulting in the SMCC Technology Center. That bond also provided funds for the design and construction of the SMCC Performing Arts Center, known as the PAC. The PAC houses SMCC’s existing art, music, and liberal arts classes, as well as a 350-seat theater, a 100-seat black box theater, a 75-seat dance studio, scene and costume shops, a dressing room, make-up room, and green room, as well as faculty offices and two multi-purpose classrooms. In 2003, world-renowned poet Maya Angelou performed at its dedication ceremony.

In 2004, another Maricopa Community College District bond was approved by voters, providing funding for a variety of college projects, including acquisition of land for future facilities in Laveen. An upgrade to our popular Guadalupe Center and a new campus building designed for use by Northern Arizona University were also paid for through this bond.

However, the most dramatic new addition to the college in recent years has been the award-winning South Mountain Community Library. By partnering with the City of Phoenix, also coming off a successful bond election, Maricopa and SMCC were able to maximize the available funding to design and construct this new jewel of the college's campus, which opened in September 2011. The library has achieved recognition around the nation and the world for its striking and unique design. Through an inter-governmental agreement, operation is shared between SMCC and the City of Phoenix, providing a truly extraordinary educational resource for students and the community.

Having observed the 30th anniversary of its opening in 2009/2010, South Mountain Community College looks forward to many more years of quality service to its community, and helping all area residents seeking education and training to improve their lives to "climb higher!"



POSTING POLICY

The Student Life & Leadership Office reserves the right to refuse posting non-college related material that violates District/College policy, criteria or procedure.

ACCEPTABLE

- Submit posting materials to the Student Life & Leadership Office one week prior to the posting date. This will allow time for suggestions or changes to be made.
- Have all materials to be posted reviewed, stamped and dated in the Student Life & Leadership Office prior to posting. Items not stamped will be removed.
- Post only on campus kiosks and designated Student Center bulletin boards. Permission to post in designated areas of academic buildings must be obtained by that building's/ department's secretary.
- Take responsibility for posting your own reviewed materials in the designated areas. Student Life & Leadership Office will remove all expired or non-approved materials.
- Submit posting materials that meet the Americans with Disabilities Act (criteria for the visually impaired: simple font, no italics or shadowing, and at least 12-point in font size, etc.).
- Contact the Student Life & Leadership Office at 602-243-8065 if you have postings related to employment opportunities.

NOT ACCEPTABLE

- Items not approved for posting by the SL & L Office will be removed.
- Posting materials that mirror profanity are defamatory, or pornographic.
- Posting items on painted surfaces, doors/walls/ceilings/floors, windows, wood paneling, pay phones, trash cans, cars, parking lot fixtures, trees, sidewalks, building support columns, and restrooms, etc.
- Posting more than one (1) of the same flyer/poster per bulletin board, and no more than two (2) of the same flyer/poster per kiosk.
- Posting activities that are not for the social or intellectual enrichment of the entire college community. These postings will be removed.
- Posting commercial for profit materials (those not representing campus, non-profit and/ or community organizations) on any kiosk or bulletin board without permission from the Student Life & Leadership Office. These materials must support the institutional mission and values, and be in accordance with other posting requirements listed in this document.

If you have any questions, or would like to appeal the non-approval of posting materials, please call the Student Life & Leadership Office at 602-243-8065, or stop by the Student Union Bldg., Room 111.

SOLICITATION POLICY

SOUTH MOUNTAIN COMMUNITY COLLEGE REGULATIONS

A. DEFINITIONS

A “solicitor” is any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

B. REQUIREMENTS

1. A solicitor must obtain prior approval for solicitation from the designated official at each college or center. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.
4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
6. A college may waive the fee prescribed in this regulation for any solicitor’s participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college’s students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college’s Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
 - Such product or service presents low risk of harm to a potential user;
 - The product or service is not food or food-related and;
 - The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official. Adopted through the Administrative Regulations approval process on July 12, 2001

LEADERSHIP

"Leadership consists not in degrees of technique but in traits of character; it requires moral rather than athletic or intellectual effort, and it imposes on both leader and follower alike the burdens of self-restraint." - Lewis H. Lapham

SOUTH MOUNTAIN COMMUNITY COLLEGE STUDENT GOVERNANCE BOARD CONSTITUTION

MISSION STATEMENT:

The Student Governance Board (SGB) in alliance with the Student Life & Leadership Office will strive to sponsor programs, services, and campus events for students of South Mountain Community College.

ARTICLE I: NAME

This organization shall be commonly named The Student Governance Board. Here and thereafter referred to as SMCC SGB, further shortened to SGB.

ARTICLE II: PURPOSE

- A. Inform students of the SGB and its mission.
- B. Involve students in the overall planning of SGB programs and activities.
- C. The SGB will provide yearly opportunities in leadership training to enhance Leadership skills for the student body so they apply to future careers goals and life choices.
- D. To strengthen the unity among students, faculty, and the surrounding community members.

ARTICLE III: STUDENT GOVERNANCE BOARD (SGB) SEAL

The SGB Seal must bear SMCC Logo and school mascot, which represents school pride and SMCC.

- A. SGB Seal must be present on all Student Governance Board Advertisements (flyers, posters, etc.) along with the SMCC logo to be approved for printing or posting.
- B. Other campus clubs must present SMCC logo on all related advertisements (flyers, posters, etc.) to be approved for printing or posting.

ARTICLE IV: MEMBERSHIP

SECTION I: QUALIFICATIONS

Any student enrolled in three (3) or more SMCC courses shall be considered for a position in the SGB with the following qualifications.

- A. Student must carry six (6) or more credit hours at a SMCC campus.
- B. Officers shall maintain a cumulative 2.5 GPA (4.0= A).
- C. Members shall not be limited by age, race, color, sex, sexual orientation, national origin, physical disability or mental disability, religion, ancestry, marital status, or citizenship.
- D. Tenure in any combination of SGB positions shall be limited to no more than eight (8) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters

- E. Meeting shall be on Thursdays at 12:30p.m. In SU106. There shall be a minimum of two (2) meetings held each month. A change in meeting schedule may be made for one semester by a vote of 2/3 of the seated executive officers and senators.
- F. All applicants must complete and submit a Student Governance Board application packet and adhere to the regulations therein.

SECTION II: MEMBERSHIP TRAINING

New officers and senators will be given leadership training on/off campus through leadership workshops, retreats, and conferences:

- 1. All SGB members will participate in leadership workshops while in office, including; proper meeting etiquette, conflict resolution, team building, diversity, and others as scheduled.
- 2. All new and continuing SGB members are required to attend district wide leadership workshops/ conferences sponsored by MCCCDC, as well as any conferences/retreats, volunteer activities and campus leadership committees.
- 3. Executive officers and senators when appropriate will have the opportunity to attend regional or national student leadership conferences. Attendance is limited to one out-of state conference per year.

SECTION III: REMOVAL FROM OFFICE

An SGB officers and senators, including Advisor, may be removed from office by 2/3 votes of the elected members of SGB. Reasons for removal are but not limited to:

- A. Excessive absences and or failure to contact either Chair or Co-Chair in a four week or 28 day period.
- B. Dereliction of duties.
- C. Conviction of violating county, state, or federal law.
- D. Violation of MCCCDC (Maricopa County Community College District) Governing Board Policies or Administrative Regulations.
- E. Officers shall maintain a cumulative 2.5 GPA (4.0= A). Any officer who fails to meet these qualifications shall be disqualified from their position.

SECTION IV: RESIGNATION LETTER PROCESS

(Please note: Emergency-related issues take precedence. In these instances a formal resignation is not required.)

- 1. A letter of intent must be submitted to the SGB Chair no later than one (1) full week prior to the next regularly scheduled SGB meeting.
- 2. A letter of Resignation must be submitted for review at said meeting.
- 3. If for any reason the Letter of Resignation is not accepted by 2/3 of the Executive Board an immediate vote will follow-2/3 vote is required for removal.

Once discharged, a member may not be reinstated.

ARTICLE IV: ADVISOR

The SGB advisory role shall be facilitated but Director of Student Life & Leadership. In the event that the Director of Student Life & Leadership is unavailable, personnel from the Student Leadership Office may assume the advisory role during SGB meetings and events.

ARTICLE V: STRUCTURE

The SGB executive members shall be composed of the following: Chair, Co-Chair, Secretary, Treasurer, Co-Treasurer, Public Relations, Co-Public Relations, and Senators.

SECTION I: OFFICERS DUTIES

Chair

- A. Preside at all meetings and act as principal host at all club functions.
- B. Be familiar with the Constitution and bylaws of the club, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies affecting club operations.
- C. Prepare an agenda of a definite plan of things that need to be done at each meeting. Appoint committees as directed and define their responsibilities. See that committees act and report promptly and fully.
- D. Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor.
- E. Shall attend at least one Maricopa Community College District Governing Board Meeting each semester, as designated by the Director of The Student Life & Leadership Office.
- F. Be responsible for seeing that the following materials are filed in the Student Life & Leadership office:
 1. A copy of the club's constitution, bylaws (if any).
 2. A completed Report of Club Membership Form including a list of officers for each semester for the particular club, along with a notice of meeting time, place and frequency of scheduled meetings.
 3. Complete an annual report of the group's activities, including expenditures. Remember that the club is a part of the college, and that club projects and activities must be considered for their effect on the total operation of the college.

Co-Chair

- A. Conduct meetings in the absence of the Chair, or upon request.
- B. Perform other official tasks as assigned. Take full share of responsibility for helping the club to function effectively.
- C. Shall attend at least one Maricopa Community College District Governing Board Meeting each semester, as designated by the Director of The Student Life & Leadership Office.
- D. Shall establish and maintain good communications with the administration and faculty.
- E. Shall attend all official SGB and Inter-Club meetings.

Secretary

- A. Record all decisions and promptly prepare, and make available to members, copies of minutes following each meeting.
- B. Keep an accurate file of minutes and actions. These should be available for ready reference at club meetings.
- C. Get agenda and a copy of all information into the hands of members one week in advance of meeting if possible.
- D. Arrange for meeting place and other physical facilities necessary. Notify members as to the date, time, and location of each meeting.
- E. Shall attend at least one Maricopa Community College District Governing Board Meeting each semester, as designated by the Director of The Student Life & Leadership Office.
- F. Shall attend all official SGB and Inter-Club meetings.

Treasurer & Co-Treasurer

- A. Shall be responsible for all club finances and promptly prepare a statement of such finances for each meeting.
- B. Keep an accurate file of financial statements and club budget.
- C. Shall prepare all club Expenditure Requests, secure quotes, and work with club secretary to provide club minutes to attach to all expenditure requests.
- D. Shall participate and help coordinate all student club/ organization fund raising activities.
- E. Shall attend at least one Maricopa Community College District Governing Board Meeting each semester, as designated by the Director of The Student Life & Leadership Office.
- F. Shall attend all official SGB meetings.

Public Relations & Co- Public Relations

- A. Coordinate, publish, and disseminate the publication of a semester report.
- B. Develop public relations plan to provide publicity and actively advertise.
- C. Regular maintenance of social media accounts (FaceBook, etc.).
- D. Regular maintenance of SGB's slot on club board in cafeteria.
- E. Shall attend at least one Maricopa Community College District Governing Board Meeting each semester, as designated by the Director of The Student Life & Leadership Office.
- F. Shall attend all official SGB meetings.

Senators

- A. Shall assist Public Relations with event planning and advertise.
- B. Participate in all Student Governance Leadership Campus Committees. (As Assigned)
- C. Organize all volunteer events on campus with the assistance of the Director of Student Life & Leadership.
- D. Shall attend at least one Maricopa Community College District Governing Board Meeting each semester, as designated by the Director of The Student Life & Leadership Office.
- E. Shall attend all official SGB meetings.

SECTION I: QUALIFICATIONS FOR THE POSITION OF SENATOR

1. Any student maintaining a GPA of 2.0 while enrolled in six (6) or more credit hours at SMCC shall be considered for the position of Senator.
2. While in office, student must maintain six (6) or more credit hours to continue membership to the SGB throughout the semester.
3. Failure to adhere to qualifications will result in disqualification from office.

SECTION II: SELECTION PROCESS

- Application: Application deadline will be determined by SGB Advisor, Chair, and Co-Chair.
- Process: Students interested in seeking a position as a SGB Officer or Senator must meet the requirements and complete the following steps:
 - A. Complete Student Governance Board Application
 - B. Meet required qualifications
 - C. Schedule and attend interview with selection committee
 - D. Attend mandatory training meetings during summer for new/continuing officers or senators.
- Interview Committee: The selection committee shall be comprised former SGB Chair, selected campus staff & faculty and the Director of Student Life & Leadership office or office coordinator.
 - A. Selection committee will host and conducted schedule interviews with candidates.

- B. Notes taken during interviews should be filed and kept on record in Student Life & Leadership office for one year.

ARTICLE VI: AMENDMENTS TO THE CONSTITUTION

SECTION I:

Student amendment procedure

- A. Amendments may be proposed by any SGB officer or senator at SMCC. The proposal must be reviewed by the Director of Student Life or designee for comments before the measure is presented to SGB.
- B. If an amendment is proposed by an SGB officer or senator, it must be supported by 2/3 vote of SGB officers and senators.
- C. Section three (3) of this article will then apply.

SECTION II:

- A. SGB officers and senators may propose amendments at any time during the semester/year.
- B. Amendments must be ratified by 2/3 majority of the SGB.
- C. Section three (3) of this article will then apply.

SECTION III:

General amendment procedure

- A. All proposed constitutional amendments must be published and posted in the Student Union (SU) building two (2) days before being voted upon.
- B. A special session shall be held two (2) weeks after the presentations of the initiative petition to the SGB.
- C. If the amendment secures approval by at least 2/3 vote, it shall be presented to the Director of Student Life & Leadership for transmittal to the District Legal Counsel.

ARTICLE VIII: BY-LAWS

By-laws shall be reviewed each year no later November 15. Acceptance of SGB amendments to the by-laws shall require 2/3 majority approval of members present. Amendments to the by-laws may be proposed only at regular meetings of the Board and may not be voted on until the next regular meetings.

ARTICLE IX: RATIFICATION

SECTION I:

The constitution must conform to the MCCCCD Governing Board policy and Administrative Regulations.

SECTION II:

The constitution supersedes all previous constitutions and by-laws, and will remain in effect until ratification of a new constitution.

ARTICLE X: INTERPRETATION

In the event of a dispute among members regarding constitutional interpretation, the constitution will be referred to and interpreted by the SGB Advisor, the Director of Student Life, and the College President or their appointees, who will make the final decision.

STUDENT INTER-CLUB COUNCIL BY-LAWS

NAME:

The name of this council shall be the South Mountain Community College Student Inter-Club Council. Commonly known as the SMCC SICC, and further shortened to the SICC.

PURPOSE:

1. Provide more integration between clubs/organizations, and the Student Governance Board.
2. Verbalize combined suggestions from clubs/organizations, and the SGB Executive Board on SMCC issues and activities.
3. Provide a broader means of communication between students, faculty, staff, administration, and the community.
4. Support and enhance common goals held by clubs/organizations, and the SGB Executive Board.

MEMBERSHIP:

1. Any person actively involved in a club/organization and appointed by the club Chair/ President can sit on the SICC, (preferably an officer or club representative) and vote on behalf of that club.
2. All clubs in good standing, as determined by the Director of the Student Life and Leadership
3. Office (SL &L Office) are eligible to vote at SICC meetings.
4. To be considered a member in good standing, a club representative must attend each scheduled SICC meeting.

STRUCTURE:

1. An official South Mountain Community College club/organization shall consist of four standard officer positions; Chair, Co-Chair, Secretary, and Treasurer, or as titled according to each club constitution.
2. Club officers shall be selected or appointed by that clubs through that clubs election process.
3. Each club/organization requesting funds (from SGB) or acknowledging issues shall present their request in a detailed presentation form in the presence of the SICC. (Itinerary) A final written report describing exactly how allocated monies were utilized is to be provided to the SGB after completion of any event.
4. All requests for funds are to be submitted to the SGB Secretary one week (five business days) prior to the next SICC meeting. Clubs/organizations in good standing may request funds.
5. A club/organization must have an officer present to request funds from the club account. The maximum amount the SICC will approve is \$150.00 per semester.
6. The SGB Board has deemed it equitable to allot \$300.00 to all start up clubs.
7. The SGB shall then approve or deny all proposed expenditures for the remaining balance of the SMCC SICC account with one yes or no vote from each voting
8. club. (Resulting in a 2/3 Vote).

VOTING:

Each club/organization will have one vote regardless of the number of members present at each SICC Meeting Voting for Inter-Club Council requests will only take place when there is a quorum of more than half of all active clubs present.

MEETINGS:

1. The first SICC meeting shall be determined by the SGB Executive Board. The SICC shall meet on a bi-weekly basis. The SGB Executive Board at the first meeting shall determine the schedule for the Fall/Spring Semesters, including location, dates, and times. All SICC meetings shall be open to all students, faculty, staff and administration.
2. There will be an allowance of two unexcused absence from an SICC meeting. Thereafter, the SGB Executive Board will decide on a case by case basis whether the club/organization shall be barred from voting at all future SICC meetings.

HOW TO START A CLUB

ROLES OF CLUB ADVISORS

The real learning for students involved within a club/ organization takes place when they function as group members. Advisors should not assume the role of leader, officer, or voting member. The advisor is to advise on matters requiring an opinion from someone who has a more sophisticated bank of knowledge in group dynamics, purpose of the organization, and the institution as a whole, etc. The advisor serves as the initial College contact for assistance with policy education and interpretation, program assessment and development, on-campus programming resources and support services and other needs. The advisor must realize that in his or her role, the student members of the group decide what advice to accept and what advice to reject.

THE ADVISOR AND GROUP MEMBERS MUST AGREE ON AND KNOW THE ROLE OF THE CLUB ADVISOR.

PRIMARY FUNCTIONS OF THE ADVISOR

To Caution When Necessary

The advisor should alert the group when he or she feels the group is about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within their constitution, by the institution, or by law.

To Function as a Liaison

The advisor assists when members of the club/organization need to make appropriate contacts with college officials, faculty, outside agencies, etc. by:

- Representing the administration, and referring students to, or consulting with the Director of Student Life & Leadership concerning club activities.
- Participate as a consultant in transactions of organizational business.
- Working with the club/organization in upholding the District, College, local and state standards and regulations.

To Work Closely With the Leaders

An advisor can provide advice and counsel on a one on one basis with the designated leaders. A standing appointment between advisor and leaders facilitates continuing dialogue between the advisor and club/organization leaders.

No official meeting shall take place if the advisor is not present.

RIGHTS AND RESPONSIBILITIES

The privileges of the Club/Organization shall be to:

- Earn eligibility for SGB funding.
- Recruit members on campus.
- Hold meetings on campus.
- Utilize SL & L equipment and services, with approval from the SL & L Office
- Work with the College's faculty and staff in planning, promoting and implementing the programs of the organization.

The responsibilities of the Club/Organization shall be to:

- Recognize to a degree, the club/organization represents South Mountain Community College, and as a result, has the responsibility to uphold standards that will bring credit to the club/ organization, its members, SMCC, the Maricopa Community College District, and ultimately the community.
- Work with the advisor in creating a meaningful club/ organization. Advisors should be present for all meetings and events, and should approve in advance all meeting/event times and dates.
- Follow District and college policies and procedures in planning organization activities, such as travel, requisitions and scheduling.
- Be in accordance with State and Federal Law.
- Keep paperwork current in the Student Life & Leadership Office throughout the academic year. (club meetings, calendar of events, up- dated club roster).
- Attend all SICC meetings.
- Plan all events in cooperation with the SL & L Office.

CLUB/ORGANIZATION REQUIREMENTS

Event Money Request Procedures:

- One Executive Club Member must attend all SICC meetings.
- A roster of club members and officers must be turned into the Student Life and Leadership Office.
- A calendar of activities the club/organization is planning for the Fall & Spring semesters must be submitted to the Student Life and Leadership Office prior to receiving event seed money.
- A **Student Inter-Club Council Event Seed Money Request form** requesting funds must be completed and turned in to the SL & L Office three weeks prior to the event.
- Once a club receives their event seed money, if the club **DOES NOT** maintain active club status, this will mean that for the following semester, **NO EVENT MONEY** will be approved for that club.

Definition of Active Club Status:

- Recognizes that, to a degree, the club represents the college to the community.
 - As a result, its responsibility is to uphold the standards that will bring credit to the club/organization, the college Student Life and Leadership Office and ultimately the community.

- Keeps the Student Life and Leadership Office advised as to its officer and membership roster.
 - Including names, telephone numbers, e-mail addresses, and any changes therein.
 - This must be submitted every semester.
- Schedules and holds: meetings, activities, events, and fundraisers.
 - A list of all club activities is submitted to the SL & L Office at the beginning of each semester. Club activities submitted will be posted on the SMCC Student clubs calendar web site at: <http://www.southmountaincc.edu/student-life>
 - Charitable services can include but are not limited to:
 - Community/ Campus Volunteer activities, Club Events free to the community, etc.
 - All club charitable event hours must be recorded and submitted to the SL & L Office.
- Participates in leadership training presented by the SL & L Office.
 - For a list of leadership training opportunities, please refer to: <http://www.southmountaincc.edu/student-life/>

CRITERIA TO ESTABLISH A NEW CLUB

The procedure for organizing clubs shall be to:

1. Identify the purpose of the club you wish to organize. The club purpose must relate to general educational requirements, i.e., business, social science, etc. or be of benefit to South Mountain Community College students.
2. Identify and obtain a faculty/staff advisor from SMCC only.
3. Interested students and advisor will work hand-in-hand creating the club/organization constitution and by-laws. Club must submit a constitution and by-laws, indicating the objectives of the club and procedures by which it shall govern itself to the Student Life & Leadership Office.
4. A petition must be signed by at least 15 students interested in organizing the club and submitted to the Student Life & Leadership Office.
5. The club constitution and by-laws must be endorsed by the Student Life & Leadership Office and approved by SGB CHAIR & (THE DIRECTOR OF STUDENT LIFE AND LEADERSHIP).
6. If the DIRECTOR OF STUDENT LIFE AND LEADERSHIP denies approval of the club/ organization, the basis for disapproval shall be presented, in writing, to the interested students and advisor.
7. Copies of the approved constitution and by-laws of the club/organization shall be filed in the Student Life & Leadership Office.
8. Groups may assemble for the purpose of organizing a club/organization, but will not be eligible for any of the privileges granted to active clubs/organizations until the Student Life & Leadership Office have approved their constitution.

STUDENT CLUB/ORGANIZATION CHARTER PETITION

Steps to Establishing a Student Club/Organization at South Mountain Community College

1. Identify the purpose of the club/organization you wish to establish.
2. Identify and obtain an advisor from SMCC (PSA, Faculty or MAT employee).
3. The interested students and advisor work together in creating a working constitution and/or by-laws, indicating the objectives of the club and procedures by which it shall govern itself to the Associated Student Government of SMCC.
4. A petition must be signed by a minimum of 15 students interested in organizing the club of SMCC. Please note that all signatures collected must be those of students registered in credit courses at a SMCC campus.

5. The club constitution and/or by-laws must be endorsed by SGB, and approved by the Director of Student Life & Leadership

Note: If the Director denies approval of the organization, the basis for disapproval shall be presented, in writing, to SGB. The Student Life & Leadership Center will notify the concerned parties.

Copies of the approved constitution and/or by-laws of the club/organization shall be filed within the Student Leadership Center.

Groups may assemble for the purpose of organizing a club/organization, but will not be eligible for any of the privileges granted to active associations until they have been endorsed by SGB and approved by the Director of Student Life & Leadership.

For more information

Contact the Student Life and Leadership Office, Student Union Room 111.
602-243-8069 buddy.cheeks@southmountaincc.edu

ESTABLISHING A CONSTITUTION

CONSTITUTION FOR STUDENT CLUBS

PREAMBLE:	State the purpose and aim of the organization.
ARTICLE I:	State the complete, official name of the organization. If appropriate, specify any other variation of the official name, which the organization might use in its contacts with the public.
ARTICLE II:	List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.
ARTICLE III:	List the officers, terms of office, and their general duties and responsibilities. A provision of filling vacancies may also be included in a section under this article.
ARTICLE IV:	State the makeup of the executive committee (officers); the method of selection; term of office and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.
ARTICLE V:	State the method and frequency of elections. Specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office.
ARTICLE VI:	State the number of members required to be present at a meeting in order to conduct the organization's business, i.e., QUORUM. (This number is usually a simple majority.)
ARTICLE VII:	State by what rules of order or procedure meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure.

ESTABLISHING BY-LAWS

1. MEETINGS: Stipulate the frequency of meetings, possibly the day of the week, time and location.
2. OFFICERS: List any additional duties or responsibilities assigned to the various officers that have not already been covered in the constitution.
3. COMMITTEES: Name any standing committees and the method to be used for selecting chairpersons and committee members. State the duties and responsibilities of these committees.
4. FINANCIAL: Provide for initiation fees, dues, and other assessments (if any) also, details regarding delinquencies.
5. ELECTIONS: State all election rules and procedures not already covered in the constitution.
6. AMENDMENT OF: Stipulate method for amending the bylaws. The requirements for amending
7. BY-LAWS: The By-Laws should not be as great as those for amending the constitution.

WHO DOES WHAT? TIPS FOR OFFICERS

President: Usual Duties of the President

1. Preside at all meetings.
2. Be familiar with the constitution and by-laws of the club/organization, the specific duties of the office and basic parliamentary procedures. Also, must be familiar with college procedures and policies affecting club/organization operation.
3. Prepare agenda for each meeting. Appoint committees as directed and define their responsibilities.
4. See that committees act and report promptly and completely.
5. Plan programs for the year ahead. This can often be delegated to a planning committee, but the president is responsible for seeing that planning is done.
6. Consult regularly with the club/organization advisor, but remember that the activities of the organization should be planned and carried out by students, not the advisor.
7. See to it the following materials are filed in the Student Life & Leadership Office: A copy of the club/organization Constitution and By-Laws.

Vice President: Usual Duties of the Vice President

1. Conduct meetings in the absence of the president.
2. Perform other official tasks as assigned.
3. Take a full share of responsibility for helping the club/organization to function effectively and efficiently.

Secretary: Usual Duties of the Secretary

1. Record all decisions, promptly prepare and make available to members, copies of minutes following each meeting.
2. Keep an accurate file of minutes and actions and have them available for review at club meetings, unless some another officer is assigned the job.
3. Distribute a copy of the agenda to members one week prior to meeting if possible.
4. Arrange for meeting place and other facilities as necessary. Notify members as to the date, time, and location of each meeting.

SUGGESTIONS FOR WRITING MINUTES

- Name of organization
- Kind of meeting (regular or special)
- Date and time of meeting
- Location of meeting
- Attendance
- List special guests in attendance
-

NOTE: When attendance of members at meetings is required, a list of members present and absent should be a part of the minutes. Also, note when members leave prior to adjournment.

1. Minutes should contain a record of all decisions by the group.
2. Exact wording of all motions should be given.
3. A record of the discussions is unnecessary; however, unusual or important contributions may be included.
4. Written report of all voting and officers present during voting process.
5. Brief summaries of reports should be included. The secretary places completed reports in a permanent file.
6. Minutes should be signed and concluded in this form: (Example) Mary Jones, Secretary.
7. When the minutes have been approved by the club/organization, the word "approved," the date and initials of the secretary should be written in the lower left-hand corner of the last page.

Treasurer: Usual Duties of the Treasurer

1. Handle the funds responsibly
2. Keep complete and accurate records
3. Pay bills and transact business promptly, in accordance with the policies established by the College and the Club/Organization.
4. Audit previous treasurer's financial records

Receipts for Funds Received

Provide receipts for payments received, using a receipt book. The stubs of the receipts provide records, which can be posted in the treasurer's book.

Treasurer's Report

A financial statement should be prepared and reported at all regular Club/Organization meetings. Copies can be made available for all attendees.

Don't forget to include:

- A. Balance reported at previous meeting
- B. Itemized list of receipts
- C. Itemized list of disbursements
- D. Balance on hand

MANAGING YOUR MONEY

THE IMPORTANCE OF PLANNING AHEAD

Most campus activities and events require planning ahead. It is recommended that you plan at least a month in advance in order to have all paperwork completed in a timely fashion, especially when requesting funds. Large events need to be planned six months ahead. The best idea is to map out all the semester's plans early and then work ahead a semester.

It is important to keep proper and accurate records of your meetings, events and activities. Year-end reports and event reports will give insight into planning the next semester. A file of past events and listings of positive and negative results is very helpful to students who will be planning events in the future.

ACCOUNTS & BALANCES & FUNDING

FUND 9 MONEYS

All clubs are in the Fund 9 category. Fund 9 fiscal accounts are all revenue generating. These accounts usually start at 0 and must raise their own funds. Any remaining balances in the club budgets "roll-over" at the end of the fiscal year and become the beginning balance of funds available for the new fiscal year.

KNOW YOUR CLUB ACCOUNT AND BALANCE

All advisors should become familiar with their student organization's fiscal account code and current balance. This information can be obtained through the Office of Student Life & Leadership at (602) 243-8065, or the cashier's office.

STUDENT CLUB FUNDS

All organization funds MUST BE deposited in the club account through the SMCC Fiscal Office. Separate bank accounts ARE NOT permitted. Funds include those from any source: dues, donations, fundraisers, sales, and projects. Any funds collected must be deposited, not spent as cash on hand to avoid paperwork. The Office of Student Life & Leadership will keep records of all the club/organization funds.

VARIOUS TYPES OF FUNDING

CLUB FUNDING

Raising funds is really not as difficult as it might first appear to be. With a little bit of brainstorming and knowing the college policies, fund raising can be given just a small percentage of time and not detract from other organizational functions.

There are two main ways for clubs to raise funds. These are as follows: requesting funds from the Inter-Club Council, or having a fundraiser. Alternatively, a club may choose to collect dues or receive a donation.

REQUEST OF FUNDS

The Inter-Club Council provides limited funds for student organizations and clubs provided that the following guidelines are met.

GUIDELINES FOR FUNDING:

- A. A written proposal must be submitted to the Inter-Club Council stating the purpose and the amount of funds requested. Sufficient detail explaining the benefit expected from using funds and the number of students that will benefit should be provided. Include all supporting documentation for request.
- B. A personal presentation of the fund request by the advisor and/or club members to Inter-Club Council is strongly encouraged to answer questions related to the request.
- C. If funds are available in the Inter-Club Council budget, there is a limit of \$150.00 per semester as the maximum amount available per request.
- D. A written report must be kept by the club after funds have been spent detailing the expenditures and must be available for review by the Office of Student Life & Leadership or College Officials.
- E. The Inter-Club Council reserves the right to deny any funding request at any time for just cause as determined by the Council. All funding requests shall be approved or denied on the basis of a majority vote of quorum of members.
- F. Please refer to page 30 for additional information.

CONCESSIONS, FUNDRAISING EVENTS, AND DONATIONS

- Complete Fund Raising Authorization Form
- Obtain a cash box from the Cashier' Office
- Count the items that are being sold. Example, if selling a plate of food, count how many plates you have to start.
- Person responsible for cash must be a board approved employee.
- At the end of the event, count the items.
- Example, count the plates you have left over.
- Reconcile the items and the cash. (2 people)
- Initial the reconciliation form. (2 initials for verification purposes)
- Submit the deposit to Cashier's Office

DEPOSIT/DONATIONS

- Do NOT hold cash/checks or credit card information in your desk overnight. Submit to the Cashier's Office for holding or deposit.
- If a donation, provide Acknowledgement letter to donor.
- If a donation, submit a copy acknowledgement letter with deposit.

EXPENDITURES

Now that you've raised all those funds and it's time to spend them on worthwhile endeavors, don't drop the ball and leave the paperwork for the last minute. It is recommended that you allow one month to process all expenditures over \$300.00.

EXPENDITURE OF FUNDS:

1. Student club funds may be spent as authorized by the organization within legal restrictions overseen by the SMCC Fiscal Office.
2. All event/project requests must be approved and on file as official events in the Student Life & Leadership Office before expenditures are made. Event Request Form is necessary
3. All expenditures are made through a requisition (online purchasing system) or petty cash vouchers.
 - a. A Requisition is used for purchases over \$300 and for travel related expen-

ditures. Please plan ahead when making these larger purchases and allow one month for processing. A CFS Advance of Funds may be available for special circumstances when funds are needed immediately and approved by the SMCC Fiscal Agent.

- b. Petty Cash Vouchers may be utilized for purchases under \$200.00 (with the exception of travel related expenses). Signatures required for Petty Cash are the club advisor, the designated student member and Director of Student Life & Leadership Office. (If purchase exceeds the requested amount, the club advisor will be responsible for the loss of receipts or overdraft of funds.)
1. Petty Cash Vouchers must be issued prior to expenditures. DO NOT spend your own money and expect to be reimbursed.
 2. Petty Cash must be picked up by the club advisor (but also signed by the designated student club member).
 3. Receipts and any unused money must be returned to the SMCC Fiscal Office within three working days. (Make copies of original receipts before turning them in for club records)
 4. The Official Function form must be completed and attached to any petty cash form or requisition when:
 - a. Food is served
 - b. Decorations are purchased
 - c. Rooms or facilities are rented. (To hold a conference, for example.)
 - d. Any type of giveaways (gifts, door prizes, etc...)

Records of funds should be kept by the organization treasurer (or designee) and must agree with the permanent financial record of the student club in the Student Life & Leadership Office.

NOTE: You must have a student signature on all paperwork. This individual will be the club treasurer or another designated member.

SMCC PETTY CASH POLICY

Petty Cash is generally used for emergency purchases of supply items or where requisitions of Limited Purchase Orders are not accepted. The limit is \$200. Appropriate departmental approvals and signatures of immediate supervisors are required prior to submission of a petty cash request.

College Business Services Office must approve and sign before you receive cash. Professional Services and Capital items may NOT be purchased with petty cash. This includes Palm Pilot/PDA items. It would be appropriate to check with Information Technology before purchasing any computer related items, in order for them to give you the support that you might require. Splitting of petty cash tickets for one purchase is not acceptable.

You must purchase your items with CASH provided and return original receipts to Cashier's Office within three (3) business days. Any receipt dated prior to the petty cash approval date or not marked "CASH" will not be accepted. Credit card purchases will not be accepted. If you receive a receipt from a business which does not have the vendors stamp on the receipt you must provide the name of the business, address, telephone number, and a contact on the back of the receipt. Only one petty cash per department can be taken out at any given time. Emergency situations will be considered on a case-by-case basis.

STUDENT LIFE & LEADERSHIP

FUND-RAISING AUTHORIZATION FORM

Date of request: _____ Student organization: _____

Date of event: _____ Time of event: _____

Type of fund raising event:

- Food sale
- Craft sale
- Commission sale
- Other

Describe type of food to be sold:

If commission sale, name the vendor: _____

Address: _____

Phone: _____

Contact person: _____

Funds earned will be used for the following purpose: _____

Describe the procedures to be followed for the control and accounting of funds. How will funds be handled? Who will be responsible in addition to the advisor for accounting and depositing of funds with the South Mountain Community College Cashier's Office?

Account number funds to be deposited into: _____

Signature section:

Student club/organization president/date

Student club/organization advisor/date

Director of Student Life & Leadership/date

A copy of this form needs to be turned in to the Food Service Manager one week prior to each food sale.

FIELD TRIPS

GUIDELINES, PROCEDURES & FORMS

FIELD TRIP GUIDELINES AND PROCEDURES

Traveling with a student club/organization can be a great adventure and an opportunity for students to expand their horizons. However, it is VERY IMPORTANT that policies and procedures are followed during trips and that all forms are completed in full for liability purposes. If you have any questions, please feel free to contact the Student Life & Leadership Office at 602-243-8065.

INTRODUCTION

Student safety is a primary focus of the SMCC campus. The intent of these guidelines and related procedures is to provide clarification and instruction for all Faculty, Staff and Activity/Event Coordinators interacting with students engaged in all off campus activities. The purpose of the SMCC Field Trip Guidelines & Procedures is to assess potential risk and effectively provide ways to protect participants against possible harm/loss.

PROCEDURE

Field trip activities/events are not authorized to take place until the required forms have been completed, reviewed, and approved by the appropriate levels and all specified requirements satisfied. If a field trip is not recommended to proceed, the decision may be appealed to the Vice President of Student Affairs. Vice President of Student Affairs approval on all appeals is required before the field trip may take place.

TIMELINE

It is recommended that all required forms be submitted to the appropriate areas in sufficient advance time of the field trip to allow a 5-day processing time.

FORM AVAILABILITY

A hard copy of all Field Trip Forms will be available in the Student Life & Leadership Office. Or refer to the following website: <http://students.southmountaincc.edu/StudentLife/Activities/CollegeForms.htm>

INSURANCE/RISK ASSESSMENT

RENTED VEHICLES

Please refer to the following website or contact the District Office Purchasing Department at 480-731-8521 for car rental/insurance details. <http://www.maricopa.edu/purchasing/e&irentalcar.htm>

ALCOHOL POLICY

Alcohol is not permitted, nor is it to be consumed at any meeting, gathering, or event sponsored in any part by students of SMCC. For further detail on MCCD policy, please see the SMCC Student Handbook Administrative Regulations section. http://www.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#-tobacco

RISK ASSESSMENT PROGRAM

The health and safety of all students, employees and general public that use or work at the SMCC campus/facilities or are just visiting the campus is a very important matter that warrants top priority attention at all times. In addition, the custody and care of all SMCC facilities, equipment and general properties are very important and warrant priority treatment.

In support of these critical needs, a proactive Risk Management Program has been established at Maricopa Community College District (MCCD). Contact Risk Manager at 480-731-8879 for further information. The website for this program at District Office is <http://www.maricopa.edu/legal/rmi/index.htm>

STUDENT ABSENCE EXCUSE FORM/EMERGENCY

If a calendared and officially sponsored activity/event will keep a student from attending class, an advisor may sign and hand out Official Absence Excuse cards. Students are then responsible for having instructors sign the card and returning the completed card to the advisor at least three days before the event. The student then keeps the card for future reference or records.

Emergency contact forms can be located at the following link:
<http://www.southmountaincc.edu/student-life/>

SOUTH MOUNTAIN COMMUNITY COLLEGE OFFICIAL ABSENCE EXCUSE

FOR USE WITH OFFICIAL COLLEGE ACTIVITIES

To be completed by Advisor

This card must be presented by the student to all his/her instructors at least **THREE DAYS BEFORE** official absence from class.

Name: _____
(Last) (First) (Middle)

Official Activity: _____

Release student beginning Date: _____ Time: _____

Student will return to class Date: _____ Time: _____

Advisor/Coach Signature: _____

SOUTH MOUNTAIN COMMUNITY COLLEGE OFFICIAL ABSENCE EXCUSE

FOR USE WITH OFFICIAL COLLEGE ACTIVITIES

To be completed by Advisor

This card must be presented by the student to all his/her instructors at least **THREE DAYS BEFORE** official absence from class.

Name: _____
(Last) (First) (Middle)

Official Activity: _____

Release student beginning Date: _____ Time: _____

Student will return to class Date: _____ Time: _____

Advisor/Coach Signature: _____

SOUTH MOUNTAIN COMMUNITY COLLEGE

STUDENT EMERGENCY INFORMATION CARD

The advisor should keep this form with them throughout the duration of the travel/event in case of emergency.

Name of Activity: _____ Date: _____

Student's Name: _____ Age: _____
(Last) (First) (Middle)

Address: _____ Phone #: _____
(City) (State) (Zip) Business #: _____

Emergency Contact: _____ Phone #: _____

Religion (Opt.): _____

Physician: _____

Address: _____ Phone #: _____

Preferred Hospital: _____

Hospitalization Insurance: _____

Date of Last Physical Exam: _____ History of diabetes or Epilepsy? Yes No

Allergies to Sulpha, Penicillin, etc.: _____

Permission to Administer Anesthetic? Yes No

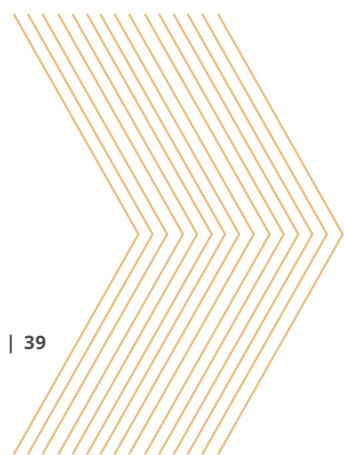
Student Signature: _____ Date: _____

Signature of Parent or Guardian if under 18 _____ Date: _____

(This card is to be in possession of supervisor on all college trips.)



7050 S. 24th Street | Phoenix, AZ 85042
602.243.8000 | Southmountaincc.edu
The Maricopa Community Colleges are
EEO/AA Institutions.



SOUTH MOUNTAIN COMMUNITY COLLEGE

STUDENT TRAVEL AGREEMENT FORM

This form is required whenever groups travel out of county or overnight, but may also be used for any student club or organization travel. This agreement serves as a contract for students outlining behavioral expectations.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT STUDENT BEHAVIORAL CONTRACT

RULES AND RESPONSIBILITIES

Travel costs (transportation, per diem for meals, lodging and registration) are provided by the college. Participants are responsible for their own snacks, souvenirs, and personal expenses.

- A. Adherence to Policies and Procedures All participating students will be required to adhere to established policies and procedures. The “honor system” will apply to all aspects of this trip. This means that you regulate your own behavior and discourage others from actions that violate district policies and procedures as well as this contract.
- B. Participation in Activities All attendees are required to participate in each activity listed on the daily agenda. No deviations to the schedule will be made by students without the approval of their advisor(s). Participants are expected to respect the time and effort of others by being on time and actively participating in all scheduled activities.
- C. Use of Drugs and/or Alcohol The use of non-prescription drugs and/or alcohol is strictly forbidden according to the policies of the Maricopa County Community College District.
- D. Behavior As students as well as members and/or officers of a student organization or athletic team, participants are expected to conduct themselves in a manner which
 - 1) Reflects positively on themselves, the club/organization/team, the college, and the district
 - 2) Reflects commitment to integrity in personal, social and academic involvements, and
 - 3) Is respectful of others and worthy of respect from others.
- E. Dress Participants are expected to dress appropriately for any and all occasions.

Any student violating this behavioral contract may be sent home and may be required to reimburse the college for the full cost of the trip. In addition, any student violating this behavioral contract will be subject to further discipline as outlined in the Student Code of Conduct. Furthermore, officers and athletes may be removed from the student organization or team. I have read the above provisions and agree to abide by them for the entire duration of this college-sponsored trip.

Student's Printed Name

College

Activity or Program

Student Signature

Date

SOUTH MOUNTAIN COMMUNITY COLLEGE

CHAPERONE RESPONSIBILITIES

This form is required whenever groups travel out of county or overnight, but may also be used for any field trip travel. This agreement serves as a contract for faculty or staff chaperones outlining responsibilities.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

RESPONSIBILITIES OF CHAPERONES ON TRIPS WITH STUDENTS

Traveling with students is a wonderful way to get to know them in new settings, introduce them to new locations and situations, and contribute to their learning. However, it also carries additional responsibilities.

PREPARATION OR THE TRIP

1. Make all travel arrangements, adhering to the established district and college travel rules and regulations.
2. Hold an orientation meeting for all students to explain the program and expectations. Discuss also with the students what is appropriate dress for the various functions and/or host institution.
3. Discuss the behavioral contract and secure student signatures.
4. Have the students complete the required travel forms.
5. Give students written information about the transportation, hotels, etc. so they can leave that information with their families.
6. Have the students complete the emergency form to take with you on the trip along with a copy of the student itinerary form.
7. If students are missing classes, have them complete the Official Absence Excuse form before they leave on the trip.
8. After arriving at the site, review emergency procedures with students and give them information for contacting you at all times, i.e., room number and/or cell number. In addition, collect the room and cell phone numbers of the students so you can contact them if needed.
9. Attend scheduled activities and be present for students for the duration of the trip.

PERSONAL BEHAVIOR

Because you are responsible for the safety and well-being of all the students for the total college-sponsored trip, you should also abide by the rules and responsibilities listed on the student behavioral contract. This includes the restriction on the use of alcohol and/or non-prescription drugs for the duration of the trip, monitoring student behavior, and modeling appropriate behavior. I have read the above provisions and agree to abide by them.

Employee Printed Name

Title

College

Signature

Date

SOUTH MOUNTAIN COMMUNITY COLLEGE

TRAVEL REQUEST/OUT-OF-STATE ACTIVITIES

IN-STATE AND OUT OF STATE

Student clubs must submit a proposal for events for approval in the Office of Student Life & Leadership prior to an event's commencement. If this is not done, the college may not recognize the event as an official school function (meaning the students participating would not be covered by college insurance). For overnight events or out of county events you MUST also fill out a Travel Request Form (and complete and submit an Expense Report form after travel is completed). This must be done in advance and must be signed by the President. The Out-of-State Activities form must be completed for travel outside of Arizona and submitted to the Fiscal Office.

- See instruction on how to complete a [Travel Authorization Form](#).
- [Financial Management System](#) (FMS)

CAR INSURANCE

RENTED VEHICLES

Please refer to the follow website or contact the Fiscal Office at 480-731-8521 for car rental insurance details. <http://www.dist.maricopa.edu/purchasing/rentalcar.html>.

VEHICLE TRAVEL – MEXICO

If the field trip is driving into Mexico on district or college business, contact the District Risk Manager, at 480-731-8879 prior to the trip to secure the required insurance.

ALCOHOL POLICY

Alcohol is not permitted, nor is it to be consumed at any meeting, gathering, or event sponsored in any part by students of SMCC. For further detail on MCCD policy, please see the SMCC Student Handbook Administrative Regulations section.

RISK ASSESSMENT PROGRAM

The health and safety of all students, employees and general public that use or work at the SMCC campus/facilities or are just visiting the campus is a very important matter that warrants top priority attention at all times. In addition, the custody and care of all SMCC facilities, equipment and general properties are very important and warrant priority treatment.

In support of these critical needs, a proactive Risk Management Program has been established at Maricopa Community College District (MCCD The website for the program at District is www.dist.maricopa.edu/legal/blc/index.htm.

EVENT PLANNING WORKSHEET

ACTIVITY: _____

1. Assess the needs: Assessment is a means of assisting the committee in determining the needs of those for whom the program is planned. The best way to have a good idea is to have lots of good ideas. Brainstorm.

Desired Results: _____

2. Goals and Objectives: Goals – the direction to go. Objectives – the means to achieve. “What’s the purpose of having this activity/program?” _____

3. Program Plans: Including details, problems and alternatives, and a planning diary. Time, Date:

Physical Arrangements: _____

Publicity, Marketing: _____

Financial, Resources:

People, Assignments, Approvals: _____

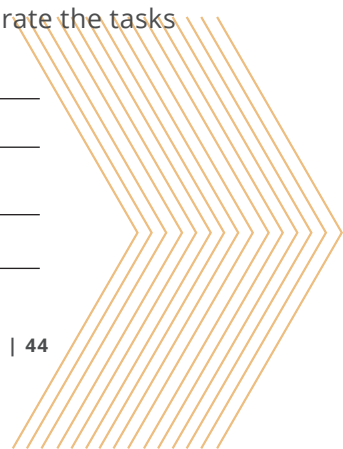
Accountability: _____

Consequences: _____

Problems/Alternative Solutions: _____

Keep a Planning Diary of when tasks are began and completed. This will help separate the tasks according to months, weeks, or days for future reference.

4. Program Evaluation: _____



PLANNING STATES

Planning successful activities and events is serious business, but it can be fun! The key is to follow specific rules and use a systematic approach. There are payoffs in the end and the better the planning the more enjoyable and satisfying the rewards.

THE PLANNING CYCLE HAS FIVE STEPS:

1. Assess the needs: Assessment is a means of assisting the committee in determining the needs of those for whom the program is planned. "The best way to have a good idea is to have lots of good ideas." Brainstorm.
2. Goals and Objectives: Goals - the direction to go. Objectives - the means to achieve. "What is the overall purpose for doing this program?"
3. Program Plans:
 - a. Planning details are used to assist with the preparation of the specific tasks for the assigned committee.
 - b. Problems and alternatives identify the problem and the cause. Solutions: brainstorm and select the best alternative.
 - c. Planning Diary will help separate the tasks according to months, weeks, or days.
4. Implementation of Plans:
 - a. The Budget
 - b. The Calendar
 - c. The Checklist
 - d. The Publicity Design
5. Program Evaluation:
 - a. The review and the revision...Goals and objectives b. Audience response
 - b. Follow-up
 - c. The Thank You!
 - d. Evaluation
 - e. Program Report
 - f. Program Summary

FOOD HANDLING

FOOD SALES/DISTRIBUTION GUIDELINES

The following form provides a set of mandatory guidelines for clubs and organizations to utilize when coordinating food sales and/or distribution. This must be completed prior to the activity/ event.

Time: _____

Organization: _____

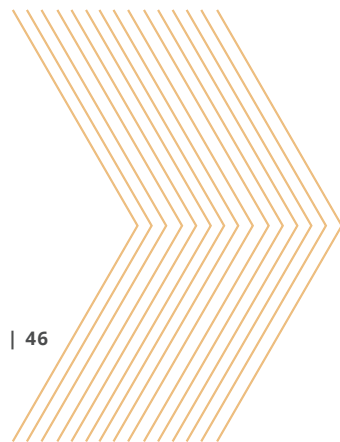
Location: _____

Date: _____

Dear Student Leader:

As you begin to plan your club fund-raiser involving food, please review this checklist and guidelines. The Maricopa County Health Department has deemed our food service provider (Aramark here at SMCC) as the responsible party for any food service on campus that is not provided by a separately licensed organization.

The College and Aramark take this responsibility for food safety and sanitation very seriously. We ask that you do the same to protect our campus's health. The College and Food Service management and supervisory staff are available to answer any questions that you may have and to assist you in making your event successful and safe.



GUIDELINES FOR SERVING FOOD IN PUBLIC

There are four major areas of focus of any food service safety and sanitation review. These are personal and service area sanitation, which includes the actions of the volunteers or food service staff and the environment they are working in; temperature control, which includes minimum requirements for heating, cooling and maintaining the temperatures of food; food handling and customer service, which outlines how we serve and protect the food; and the ban on providing food that has been prepared in a non-licensed kitchen.

PERSONAL AND SERVICE AREA SANITATION

These are the major guidelines to follow and the types of equipment needed to ensure the correct personal and serving area sanitation:

- You must provide a complete hand wash station, which can be an insulated five-gallon container with hot water (95-105°F), a container to catch the water, hand soap, and paper towels. Everyone involved with serving or transporting food must wash their hands for at least 20 seconds before starting work or after touching non-sanitary surfaces.
- If you are cleaning your own utensils and food containers, you must use an approved sanitizing solution (bleach, quaternary ammonia, or iodine), and test strips to check the concentration of the sanitizers in your washtub or sink. The wash tub or sink must accommodate the largest cooking or storage container.
- Wastewater from the hand wash station and washtub or sink must be disposed of into an approved sewer or holding tank.
- Anyone serving or transporting food must have lids and straws on their personal drinks to prevent hand-to-mouth contamination. These drinks need to be properly stored away from food service or preparation areas. Remember never to eat or smoke in the food service areas at any time.

TEMPERATURE CONTROL

Foods that are normally served either hot or cold have very strict guidelines associated with them to ensure the safety of the food. Packaged baked goods and snacks, as well as some other foods and beverages are not subject to as many of these guidelines.

- The food service area must have equipment that is able to hold cold food at 41°F or less at all times.
- Any food service area used for cooking and hot holding of food must have equipment that is able to prepare the food according to standards and to hold it at 130°F or above.
- You must use approved commercial thermometers for areas in which food is kept cold or is kept heated and you must check those temperatures periodically.
- All prepared food must be cooked fresh daily, you may not cool cooked foods for re-heating and serving later.

To assist you, Food Service (or Student Services) will provide latex gloves and a metal – steam or digital thermometer (for loan with a student ID) to check cooking, hot-holding, and cold-holding temperatures.

FOOD HANDLING AND CUSTOMER SERVICE

All the care in preparing and keeping the food at the correct temperatures isn't enough, if you don't handle it properly when serving it.

___ You need to ensure that you have an adequate supply of utensils for the handling of all foods, including any ready-to-eat foods such as tortillas, breads, or chips.

___ If you are using any cooking equipment outside, it needs to have an adequate barrier around it to prevent customers from getting too close and possibly getting injured. Every location is different, but we can share ideas of what will work for your event.

HOME MADE FOOD PROHIBITED

The Maricopa County Health Department is very firm on their ban on home-prepared foods. Home prepared food as a fundraiser has been a long-standing tradition for many of us and we understand how frustrating this may be.

However, the incidents of food-borne illness from non-licensed (including home) kitchens have reinforced the Health Department's ruling against home-prepared foods.

EQUIPMENT CHECKOUT

- Fry Bread Grill
- Ice Chests

Concessions Machines

- Pop Corn Maker
 - Nachos Machine
 - Cotton Candy Machine
 - Snow Cone Machine
- All clubs will be charged a \$10.00 rental fee (grill & all concessions equipment will be clean!)
 - \$5.00 will be refunded when the grill is returned cleaned (cleaning supplies are provided by SL & L Office for your use).
 - \$5.00 is non-refundable, proceeds will go towards cleaning supplies and propane for future use.
 - Equipment sign out procedure will be required.

PUBLIC RELATIONS

PUBLICITY GUIDELINES

In developing an image for South Mountain Community College through printed media, it is necessary to represent the college through a consistent, quality, and uniform visual image. The following are offered as guidelines to help achieve this goal.

LOGO- Graphic identity for publication – The SMCC logo and campus name must appear on all brochures, posters, etc. District also requires a version of its logo be used on any document. The District logo (s) can be downloaded off of the district website.

MASCOT- The Cougar is the official mascot of SMCC

COLORS- The official colors of SMCC are blue & silver

PROMOTING

TYPES OF PROMOTION AND PUBLICITY:

The more creative and unusual you can be in this area the better. Remember that on campus you are up against an information overload, so the more attention grabbing and eye-catching you can be the better. All promotional items must include a contact for more information and the name of the club and South Mountain Community College, therefore, identifying the activity with the college.

POSTERS- As much as possible, posters should be colorful and bold. A logo or design, or even a “character” designed specifically for your program, are all good to include on posters. Try not to include too much printed information, however. Keep the message brief and to the point, and save the majority of your printed information for flyers, letters and displays during the actual awareness week. Always make sure that you include dates and an address and phone number for further information.

NEWSPAPER ADS- Often your posters can serve as newspaper or newsletter ads. In any ad, however, you will want to include more printed information than you would on a poster. Make sure to be clear about dates, times and locations, and don’t forget to include your design, logo or character. Again, remember to give a phone number and address to contact for further information.

FLYERS- One page, promotional flyers can be distributed by hand, mailed, placed in a convenient location for individuals to pick up, posted, or used like a poster (they are a very versatile item). Flyers should contain more printed information than either a poster or an ad, since people can take them along and read them later.

OTHERS: table tents, door hangers, give-a-ways (i.e., key chains with logo), T-shirts, etc. The Student Life and Leadership Office has a poster machine to assist with large poster size advertisements and “sandwich boards” are available at the Welcome Center.

CREATING A CLUB WEBSITE

Each club/organization may create their `own webpage.' Our campus web designer will be able to create the space and design the page. You need only provide the content.

It is recommended that you set up a short meeting (30 minutes) with the web to discuss your goals and what is and is not possible in creating the page.

Content to be submitted consists of:

- Text for each page you desire
- The front page (sometimes known as the landing page) should be a description of why the club exists and what prospective recruits will find attractive. Text can be as simple as "We are here to learn about things and have fun". Some clubs have a page of links, a page for member notices and announcements, a listing of club leaders and a "contact us" page which lists email addresses and office locations. The number of pages is not limited but you should have at least one.
- Photos or graphics
- Graphic images: drawings, logos, and photos, add interest to a page and help direct the readers eye to important points of information. Photos of members at a meeting or at a party help define common activities. Photos of a field trip might answer questions.
- Please be sure to submit your text and graphics in digital form: an email attachment, on a disk or memory chip and not on paper. Digital format allows the web designer to copy and paste.

STUDENT RIGHTS & RESPONSIBILITIES

CONDUCT GUIDELINES

The following provides advisors with information related to disciplinary standards and conduct. The steps outlined below are suggested as a means to address student behavior that is disruptive to the learning process of student clubs and organizations.

1. When a student behaves in a disruptive manner, the advisor should use his/her discretion as to the severity of the incident. In any emergency situation, College Safety and should be contacted immediately.
2. If it is reasonable that the issue be resolved at the lowest level, the advisor should meet with the student to discuss the behavior and possible solutions or improvement strategies. At this stage, it is also recommended that the advisor document the incident.
3. If the disruptive behavior continues, it is suggested that the student then meet with both the advisor and the Director of Student Life and Leadership. This meeting will also be documented and improvement strategies discussed.
4. If the situation escalates and/or the disruptive behavior continues, then the matter should be brought to the attention of the Vice President of Student Affairs. The Vice President of Student Affairs will review the documentation, meet with the student, and pursue the best course of action for the given situation.

DISCIPLINARY STANDARDS AND CODE OF CONDUCT

The following provides advisors with information related to disciplinary standards and conduct as outlined in the MCCD Governing Board Administrative Regulations. For the complete policy, visit http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_5.htm or reference the Administrative Regulations section in the back of the SMCC Student Handbook.

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the State Board of Directors for Community Colleges of Arizona and the District Governing Board. The Governing Board and its agents-the chancellor, administration and faculty-are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

CONDUCT RULES & REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any official, college employee or office.
 - b. Forgery, alteration or misuse of any college document, record or instrument of identification.
 - c. Tampering with the election of any college- recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises. An instructor may remove a student from a class meeting for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
7. Violation of published Governing Board policy, college rules or regulations.
8. Violation of federal, state or local law on college/center premises or at college-sponsored or supervised activities.
9. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
10. Use, possession or distribution of alcoholic beverages or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
12. Participation in a college demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area; intentional obstruction that unreasonably interferes with freedom of movement, or either pedestrian or vehicular, on campus.
13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised activities.
14. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
15. Attempted or actual theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another user's identification and password
 - d. Use of computing facilities to interfere with the work of another student, faculty member or college official
 - e. Use of computing facilities to send obscene or abusive messages
 - f. Use of computing facilities to interfere with normal operation of the college computing system
 - g. Use of computing facilities for students' personal benefit
16. Abuse of the judicial system, including but not limited to:
 - a. Falsification, distortion or misrepresentation of information before a judicial body
 - b. Disruption or interference with judicial proceedings

- b. Institution of a judicial proceeding knowingly without cause
- c. Attempting to discourage an individual's proper participation in, or use of, the judicial system
- d. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding
- e. Harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding
- f. Failure to comply with the sanctions imposed under this Student Code
- g. Influence or attempting to influence another person to commit an abuse of the judicial system

JUDICIAL POLICIES CHARGES AND HEARINGS

1. Any member of the college community may file charges against any student for his conduct under this Student Code. Charges shall be prepared in writing and directed to the judicial advisor responsible for administration of the college judicial system. Any charge should be submitted within thirty (30) days of the incident. The judicial advisor will rule on the timeliness of the charges.
2. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such dispositions shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. Hearings shall be conducted by judicial body according to the following guidelines
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the closed hearing shall be at the discretion of the judicial body, and/or its judicial advisor.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
 - d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Both the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
 - e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - h. After the hearing, the judicial body (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of this Student Code. The judicial body shall render written findings

of fact and conclusions and forward these along with recommended sanctions as outlined in Article IV, Section B to the judicial advisor within three (3) working days of the conclusion of the hearing.

- i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the college and/or District.
6. No student may be found to have violated this Student Code solely because student failed to appear before a judicial body. In all cases, the evidence and support of the charges shall be presented and considered.



**THE 2015-16 STUDENT GOVERNANCE BOARD WELCOMES AND INVITES
YOU TO BECOME INVOLVED IN ALL ACTIVITIES AND EVENTS.**

Thank you for your interest and participation in your club/ organization here at South Mountain Community College.

We look forward to a fun and exciting year!

Chair: Adelina Almanza
Co-Chair: Cierra Hemann
Secretary: Patty Sanfillanes-Soto
Treasurer: Randy Ortiz
Public Relations: Edward Chavez
Co-Public relations: Gideon Nwiyaara
Senator: Sariah Mena
Senator: Gus Barnes

