CT STATE
COMMUNITY COLLEGE

Student Organization Handbook

Introduction:

Welcome to CT State Community College! The Office of Student Activities (OSA) serves as the central hub for all student organizations and special interest activities on each campus. OSA offers students opportunities to grow personally and professionally beyond the classroom by encouraging participation in student organizations, the Student Government Association (SGA), and various events sponsored by student organizations and the OSA. Being involved in these organizations provides valuable hands-on leadership experiences, enriching the college journey while allowing exploration of personal and career interests.

OSA is also committed to fostering connections between our students, faculty, staff, and local communities. This resource guide outlines the operational procedures for student organizations at CT State, offering essential information on starting or re-registering a student organization, managing funds, scheduling spaces, and planning meetings and events. There will be an addendum for each campus to navigate some of the campus specific intricacies. Communicating with the campus director will be important to answer any questions and ensure compliance with this handbook and CT State Policies. Adhering to the procedures in this handbook will make the responsibilities of organizing, program development, and financial management more effective and rewarding.

All student leaders and advisors involved in student organizations are responsible for understanding and following the guidelines in this handbook, as it supplements the Campuses Student Government Constitutions and By-Laws. Compliance with these rules is required under both State of Connecticut and College policies. Non-compliance may result in freezing of funds, suspension, or dissolution of the club. For any questions or concerns, please contact the Student Activities Office on your campus!

Addendums- Please note that each campus has their own addendum provided for this document for procedures that are specific to their campus. **For questions, please contact the Campus Activities Director.**

CT State Campus Directors of Student Activities:

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Our Goals:

Leadership & Empowerment: Promote student engagement, leadership, learning, and success by supporting opportunities for participation and involvement in a diverse array of programs, activities, and employment.

Social Development & Growth: Foster thriving interaction among our student groups, the community college at large and local partnerships.

Accessibility: Provide a safe, accessible, and welcoming environment for all students to utilize resources available on campus.

Responsibility: Exercise responsible judicious management of financial, physical, and natural resources.

Social Responsibility: Foster responsibility for the campus community, modeling behaviors consistent with campus policies, and engaging in civic activities. Offer amenities that enhance campus life and promote academic- and cultural enrichment.

Enthusiasm: Promote campus spirit and pride in CT State Community College.

Our Mission:

We aim to build community and empower student success through diverse and inclusive experiential opportunities. We are committed to enhancing the student experience from

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recruitment to graduation by fostering leadership development, interpersonal skills, and preparation for life after graduation. Our holistic approach supports students in discovering their passion, connecting with their community, and thriving academically and personally.

ROLES AND RESPONSIBILITIES-

Student Activities Office

Student Activities Office administers the co-curricular program and offers a variety of services that may include leadership workshops, event planning assistance, interpretation of state regulations, monitoring the Student Activity Fee (SAF) fund, schedules and monitors events as well as provides general information about events and activities on campus. If you have any questions regarding this guidebook or anything related to student organizations & activities, please contact the Student Activities Director for your home campus.

Student Government

The Student Government Association or SGA is the voice of the student body on each campus. The SGA is governed by an Executive Board (E-Board) that consists of a student-President, Vice President, Secretary and Treasurer. SGA serves as the student governing body empowered to create and maintain channels of communication with faculty, staff, and administration and to participate meaningfully in college and campus affairs. The SGA functions as the coordinator of student interests, grants recognition to student organizations, and sponsors a variety of social, cultural, and educational activities throughout the year.

As the coordinating agency for student activities, SGA makes major decisions concerning expenditure from the student activities fund. Your participation in SGA is strongly encouraged as it provides you with the opportunity to be informed about key issues that affect you and your peers. Additionally, it provides you with a platform to bring forth any questions, concerns, or updates you would like the SGA Executive Board to address as they have direct communication to the administration.

Your Student Government:

• Serves as the official representative/voice of the student body.

• Governs and appropriates the Student Activity Fund (SAF).

• Hears the petitions or complaints of students regarding all matters of student life.

• Provides an effective means of communication between the student body and your campus and CT State Administration.

• Regulates the activities of approved clubs in the best interests of the student body.

•Appoints students to all governance and campus committees requiring student representative.

Summary of SGA Executive Board Specific Duties:

President

- Presides over meetings of the SGA and chairs the E-Board.
- Can veto any SGA action where they deem necessary.
- Votes on matters which the group has come to a tie.
- Appoints committees.
- Represents the SGA at college and community functions.
- Uses correct parliamentary procedure.

Vice-President

- Performs the duties of the President in their absence, or when the President is incapacitated.
- Presides over the meetings of a specific committee.
- Maintains calendar of all SGA meetings, committee meetings and events.
- Presides over all committees established by SGA.

Secretary

- Records the minutes of all meetings of the SGA.
- Types all minutes and agendas.
- E-mail minutes of all official meetings within 24 – 48 hours of the meeting's adjournment.
- Writes and maintains SGA correspondence.
- Chairs committee as assigned.
- Keeps a catalog of Student Organization/Club minutes.

Treasurer

- Works in conjunction with OSA to maintain records of receipts and expenditures in SGA ledger.

- Present the Treasurer's Report at meetings as new expenditures and balance totals become available.
- Assist in preparing vouchers for payment in a timely manner.
- Approve student organization/club expenditures in compliance with the Student Activity Fund Financial Guidelines.
- Tracks all expenses/budgets specific to SGA.

Student Organization Advisors

A club advisor should be willing to be a mentor, team builder, motivator, role model, educator, institutional policy interpreter, and source of information and ideas. All student organizations must have a CT State employee from the campus that the organization is formed, as an official advisor. An advisor serves as a link between the College and the student club and should assist the students in achieving their goals and objectives as individuals as well as the club. It is preferable to have two advisors for each club, if possible, one being a staff member and one a professor. This helps spread the workload as well as insuring consistent access for student clubs to advisors. Advisors should do just that, advise, they are not expected to do the work for the students.

Advisors are to serve as unbiased mediators for internal club conflicts to the best of their ability in consultation with the Director of Student Activities and Associate Dean of Student Development.

It is recommended that student organization advisors be elected each semester.

Considerations when selecting an advisor:

• What is the advisor's philosophy about organization?

•What training, expertise and skills does the advisor have in student leadership and

development?

•What is the advisor's level of interest in the club and time commitment?

•How will the advisor's personal characteristics blend with the members of the club?

Advisors should...

• Be an information/resource person and suggest program ideas when asked.

•Share specific knowledge in the development and implementation of programs.

•Attend meetings and programs of the club.

• Interpret/clarify College policy and procedures to student clubs with the help of the Student Activities Director.

• Provide historical continuity for the club.

• Provide ideas and guidelines for the recruitment of new members and may play a role in recruiting new members at the request of the club.

• Be a personal role model and serve as a problem-solving agent.

• Advise officers about meeting agendas and minutes.

Advisors should NOT...

•Run the student club meetings.

• Vote or have veto power over decisions.

• Take care of last-minute program details or be ultimately responsible for program problems or failures.

• Make decisions on behalf of the club or act without documented approval by the club through a formal vote.

• Act as secretary for the club, complete minutes for the club, submit documents on behalf of the club or complete the documents for the club. This is the responsibility of the students. You may advise and help them fill out the form only.

Student Organization Officer Academic Standards Recommendations

To ensure a balance between academic success and extracurricular involvement, all Student organization officers of officially recognized student clubs and organizations should maintain a minimum cumulative Grade Point Average (GPA) of 2.0. This standard aligns with our commitment to fostering student success both academically and socially. This can be recommendation may be set as a policy and for enforcement by campus Student Government Associations.

Role of Student Organization Officers
The following are recommendations for Club Officers in their role as a club and organizational leader. Titles may vary from organization to organization, but roles and responsibilities should reflect the same as below.

(Your Student Organization' s Constitution may vary from the recommendations below)

To Be an Effective President:

• Prepare an agenda for each organization meeting.

• Know Robert's Rules of Order for conducting a meeting and practice this procedure.

• Remain impartial - avoid expressing your personal opinion and set an example for others.

• Know and understand your organization constitution and the Student Senate Constitution.

• Carry out the decisions of the group even though they may be contrary to yours.

• Know the responsibilities of all your organization's officers.

• Keep the group goals directed and on track throughout the semester. Work closely with your club advisor.

• Know your limitations and seek support and guidance whenever necessary.

• Can sign off in the absence of the treasurer.

To Be an Effective Vice President:

• Be prepared to take over the presidential responsibilities at any time and assist the President in

• Be prepared to take on any specific duty that is requested of you, i.e. represent the organization on committees.

• Model appropriate behavior and be aware of your limitations.

• Call issues to the attention of the President.

To Be an Effective Treasurer:

• Always know how much your club has in its account. You can get this information from

Director of Student Activities or the Student Senate Treasurer.

• Meet with the Student Senate Treasurer regularly or the Director of Student Activities.

• Maintain accurate records of monies received, paid or owed on an electronic spreadsheet.

• Understand and accept responsibility related to student funds.

• Keep records that can be easily obtained and understood and give a treasurer's report at each meeting or upon request.

To Be an Effective Secretary:

• Take minutes of all organization meetings and type them up within 5 days of the meeting. Give minutes to your advisor, club members and a copy to Director of Student Activities. Minutes should reflect date, time, and place of the meetings, attendance, agenda topics, all motions and votes, new business, and adjournment time

• Be knowledgeable of office procedures, including use of Microsoft Word and Excel.

• Keep an updated membership roster with contact information.

• Be responsible for all correspondence and maintain and organize all files for future use.

Returning Student Organizations

Student organizations that are returning the following fall semester should notify the Director of Student Activities of their intent to return by submitting the following information:

- Advisor Agreement (Each fall only or in case of a change of an advisor).
- Student Officer information- Position and contact information.
- Anticipated club meeting times for the upcoming semester.

Should any of this information change throughout the year, clubs must notify the student activities office immediately with the appropriate information and club minutes reflecting the changes. Clubs must do this before any funds are requested or spent. Organizations that are requesting funding from the Student Government may have additional requirements.

Meetings

- All clubs are required to have at least one business meeting per semester during the regular academic year to do the following:
- Elect Club Officers / Advisor(s) (as needed or required by constitution).
- Set organizational goals for upcoming semester.
- Ensure that any expenditure requests are made
- Minutes are completed and filed with the Student Activities Office.
- A business meeting is defined as a formal meeting of the group where any motions are made and votes are taken.

Meeting Minutes

- Must be on file in the Student Activities Office for audit and review after each business meeting.
- Meeting minutes for clubs/organizations are public information and must be available for state audit. Minutes must be distributed within five working days after the meeting.
- In accordance with College policies and the State of Connecticut Accounting Procedures Manual (herein referred to as Activity/Welfare Manual), minutes must clearly indicate names of members present, treasurer's report of income and expenses and all action taken by the group, particularly concerning financial matters.
- Minutes can be electronically sent to the club's treasurer, faculty advisor, Director of Student Activities from their college email address and/or uploaded to the designated electronic filing location as designated by the Director of Student Activities.
- Minutes must be typed, not handwritten.

Harassment/Non-Discrimination Clause

Please note that all students are held to the standards of the Student Code of Conduct and all campus and CSCU Policies. Please review the CT State Student Code of Conduct and speak with your appropriate campus administrator (Dean of Student, Associate Dean of Student Development) for any questions.

Student Activity Fund Equipment

Non-single use Equipment purchased from the Student Activity Fund becomes the property of Student Activities Office and will be cared for by them. All equipment must be tagged in accordance with State Comptroller regulations. Equipment should not be transferred to another office or discarded without permission from an appropriate college administrator. Equipment and supplies highly susceptible to theft should be under lock and key and frequently checked. Always immediately report, in writing, lost or stolen items to the Director of Student Activities, Campus Security, an Advisor, or a campus Dean.

Campus Events

Any student organization looking to host an event on or off campus must complete the Event Request Form in a timely manner. It is important to establish the timelines required to make your event happen. To allow yourself enough time in advance, please ensure all paperwork is completed using the following timeline:

- Planning a club meeting: 7 to 14 business days (M-F).
- Fundraisers: 14 Days
- Events with less than 50 people: 30 days or more.
- Large Events (50+ people): 45 Days or more
- Conventions/Conferences/Travel: 60 Days or More. Travel typically requires additional approvals are often required beyond the office of student activities.

Any event will be approved by the Student Activity Director and may require additional approval from campus administrators. See you're the campus activity director for the form for the appropriate campus.

Travel

Student organizations should submit the following documents to Student Activities 30 days prior to event:

- Event Request Form (whether requesting funding or not)
- SAF Financial Request Form (this should include the cost of all items required for travel including monies used from other accounts).
- Organizations should plan to fundraise as much as possible prior to seeking funding from SGA. *See Fundraisers.
- Minutes approving the trip and expenditure clearly outlined with students voting. **If for a conference, you may then register yourselves after the financial request forms are approved by the Director of Student Activities are/or the Business Office as required, and request an invoice to be submitted to the Business Office.

The following documents should then be submitted to the Business Office and Student Activities Director 2-3 weeks prior to your event:

- ο Travel Authorizations of all faculty/staff who are traveling. Must be submitted by the Advisors and submitted to the Business Office and copied to the Director of Student Activities.
- ο Purchase requisite for hotel/conference registration.
- ο Invoice/Quote included with the purchase req for conferences/events.

Three Business Days prior to your event, you should then submit the following documents to Student Activities:

- ο Chaperone Guidelines – to be completed by the CT State employee(s) accompanying you.
- ο Guidelines for Participant Behavior – each student attending needs to sign.
- ο Liability Waiver – each student attending needs to sign.
- ο Travel Acknowledgement – each student attending needs to sign.

For Travel Off Campus, please complete the Travel packet. Documents can be signed in person, or via fillable PDF documents. All submissions must be made to the Office of Student Activities 3 days prior to the trip.

Budget Allocations, Requesting Funding

State Tax Exemption

Pursuant to the General Statutes of Connecticut, sales of tangible personal property or services to the State of Connecticut or any of the political subdivisions thereof, or its or their respective agencies are tax exempt. For information on special taxes from which the college is not exempt, contact the Business Office. A tax-exempt form for club purchases can be obtained in Student Activities Office.

Unauthorized Expenditures

According to the Comptroller's Activity/Welfare Manual, expenditures for the following items will not be made from activity or welfare funds:

- Routine expenditures such as equipment, supplies, forms and postage for State use.
- Repair or maintenance of State equipment (except certain jointly used equipment).
- Professional books, magazines and memberships in professional organizations not related to specific activity/ welfare fund functions or for which the greater benefit does not accrue to clients, inmates or students.
- Salaries for services that are the responsibility of the institution or agency.
- Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class 15 restricted account to a student alumni association).
- Specific fund-raising events for charitable organizations are not excluded and must be accounted for in a restricted account. See Fundraisers Section for more information.
- Loans to State employees and persons other than inmates, students, or clients of the institution or agency.
- Other expenditures that directly benefit the employees, except expenditures from restricted accounts that are established in accordance with Section IV-B.4 (REVENUES Restricted Accounts). However, expenditures for State Agency sponsored joint ventures participated in by employees in conjunction with patients, clients, inmates or students may be made from activity or welfare funds.

Fundraisers*

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Fundraising activities that result in officers, advisors or members receiving a direct personal benefit or interest are strictly PROHIBITED. *Some campus Student Organizations are not eligible to fundraise. Please contact your campus Activities Director.

- If a fundraiser is conducted to raise money for a scholarship or charitable donation, minutes must reflect the name of the program and donation recipient (i.e., American Heart Association Flower Sale). Expenses for such a program cannot be paid directly from Student Activity Fee funds but may come from the revenue generated as long as it is processed through Student Activities Office and the club account. Fund deposited for a specific purpose (fundraiser for a specific club trip), must be noted on the deposit form.
- Any fundraising efforts are to be approved by the Director of Student Activities prior to any fundraising.
- Any fundraising efforts off-campus are to be approved by the Dean of Administration and the Director of Student Activities prior to any fundraising.

Only the net profits of the proceeds may be donated to charitable organization. If the fund-raiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fund must cover all expenditure of the event. However, if the fund policy provides guidance on this issue, the policy statement prevails. See Fundraisers for more information.

Deposits- Funds are to be deposited with the Bursar's (Cashiers) Office or with the Department of Student Activities with an appropriate deposit slip as soon as possible. Speak with your Activities Director on your campus to determine the appropriate method of deposit. All Cash deposits over the amount of $500 should be deposited within 24 hours after receipt. Deposits under $500 should be made more than 7 calendar days.

Organizing New Student Organizations- See Campus Club New Club Packet/Documents

Recognized, funded clubs' privileges-

- Once a club is recognized, a representative must attend the Student Government Meetings.
- Eligible for funds from Student Government and can raise their own funds.
- Allowed to use the college's/campuses name.

Unrecognized organizations-

- Cannot use the College's Name.

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- Cannot host formal events on campus.
- Can meet on campus.
- Not allowed to fundraise.

Social Media

This section provides guidelines for the creation, management, and oversight of social media accounts by college clubs to ensure compliance with college standards and to protect the reputation of the college and its students. This applies to all social media accounts created, managed, or maintained by officially recognized college clubs.

Account Registration and Approval

- Clubs must register all social media accounts with the Office of Student Activities prior to their creation or use.

- Clubs must submit the account's username, email, and platform details to be added to the official club registry. Adding a campus employee such as the club advisor(s) and/or Director of Student Activities or CT State Campus Admin as an administrator to the page is an acceptable alternative.

- Social media account names must clearly identify the club and its affiliation with their campus (e.g., [Club Name] at [Campus Name]).

Access to Social Media Accounts

- Clubs should designate at least two current club officers to serve as primary administrators for the account.

- The designated administrators must share access credentials (e.g., usernames and passwords) with the Office of Student Activities for monitoring and support purposes.

- Clubs must ensure that all access credentials are updated during officer transitions or after a security concern.

Legacy Access

- Clubs must provide legacy access to the Office of Student Activities by designating the college as a secondary administrator or providing direct login access. This ensures continued access to the account in cases of inactive clubs, security breaches, or policy violations.

Compliance with College Policies

- All content must comply with the college's code of conduct, non-discrimination policies, and guidelines on appropriate behavior.

- Clubs must adhere to copyright and intellectual property laws, ensuring that no unauthorized materials are shared.

Content Guidelines

- Content must align with the club's mission and purpose as stated in its Charter/Constitution.

- Posts should be professional, accurate, and respectful of the college community.

Oversight and Moderation

- Students in the Club/ Organizations are expected and responsible to monitor their social media accounts regularly to manage comments, remove inappropriate content, and respond to inquiries promptly.

- The Office of Student Activities and campus administration reserves the right to audit accounts to ensure compliance with this policy.

Crisis and Incident Reporting

- Any incidents or concerns arising from a club's social media activities must be immediately reported to the Office of Student Activities or appropriate campus Dean/Admin.

- Clubs must cooperate fully with the college during investigations related to social media use.

Account Management

- Inactive or abandoned accounts must be deactivated or deleted after consultation with the Office of Student Activities.

- Outgoing officers must transfer account credentials to new officers as part of their transition responsibilities.

Disciplinary Actions

- Failure to comply with this policy may result in disciplinary action, including temporary suspension or permanent revocation of club recognition and privileges.

Tips for Organizing and Running a New Club

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- **Define Your Mission:** Clearly articulate what the club or organization will focus on. This could be academics, arts, sports, social issues, hobbies, or professional development.
- **Set Goals:** Outline what you want to achieve in the short and long term. Examples: hosting events, participating in competitions, or creating a safe space for discussion
- **Advisor(s):** Be sure you know who your advisor is and there is mutual and clear understanding about the role and expectorations of the advisor(s) and the club officers and members.
- **Understand School Policies:** Check your school or college's requirements for starting a club. These may include guidelines on funding, recruitment, and leadership.
- **Find Your Niche:** Ensure your club is unique and does not duplicate an existing organization. If it overlaps, consider a partnership.
- **Rules and Governing Documents:** Know your club's governing documents (Constitution, Bylaws), your campus's student senate governing documents and be familiar with the Student Code of Conduct. If you have questions, speak to your Campus Activities Director or Dean(s).
- **Promote Your Club:** Use flyers, posters, social media, and announcements to spread the word. **BE SURE TO FOLLOW YOUR CAMPUSES' Rules!**
- **Host an Interest Meeting:** Provide an overview of your mission, activities, and membership benefits.
- **Plan Events:** Start with small, engaging events to build momentum, such as workshops, socials, or study sessions.
- **Encourage Collaboration:** Partner with other clubs or local organizations for larger events.
- **Stay Organized:** Use calendars, meeting minutes, and communication tools to keep everyone on the same page. Speak to your Campus Director regarding a Microsoft Team's Page.

Parliamentary Procedure

Why Should Parliamentary Procedure Be Used?
Parliamentary procedure ensures meetings are orderly, efficient, and fair, giving everyone a chance to participate. It protects minority rights, promotes clear decision-making, and enhances professionalism, fostering collaboration and accountability.

When Should Parliamentary Procedure Be Used?
Parliamentary procedures should be used in any formal meeting or decision-making process to ensure fairness, order, and efficiency, particularly when diverse opinions need structured discussion and clear outcomes.

Motion Making: To make a motion, follow these steps:

1. **Obtain the Floor**: Wait until the current speaker finishes, then stand and address the chair (e.g., "Madam/Mr. Chair").
2. **State the Motion**: Clearly say, "I move that…" followed by your proposal.
3. **Wait for a Second**: Another member must say, "I second the motion" to show support for discussion.
4. **Chair Restates the Motion**: The chairperson repeats the motion to confirm it for the group.
5. **Debate the Motion**: Members discuss the motion, if allowed, sharing pros and cons.
6. **Call for a Vote**: Once discussion ends, the chair calls for a vote.
7. **Vote**: Members vote (e.g., voice, hand, or ballot).
8. **Chair Announces the Outcome**: The chair announces whether the motion passes or fails.

How to Change a Motion

To change a motion, you use an **amendment**. Here's how:

1. **Obtain the Floor**: Wait for recognition from the chair to speak.
2. **Propose the Amendment**: Say, "I move to amend the motion by [adding/removing/changing]…" and clearly state the change you want.
   a. **Add**: Include additional details or provisions.
   b. **Remove**: Strike out parts of the motion.
   c. **Change**: Replace part of the motion with something else.
3. **Second the Amendment**: Another member must second your amendment for it to be considered.
4. **Discuss the Amendment**: The group debates only the proposed change, not the entire motion.
5. **Vote on the Amendment**: The chair calls for a vote on the amendment.
6. **Return to the Main Motion**: If the amendment passes, the main motion is updated with the change and discussion continues.