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Section I

I. Philosophy and Purpose of Student Clubs and Organizations

It has been recognized by colleges and universities across the nation that not all learning takes place in the classroom. Classroom learning is complimented and enhanced by involvement in activities of the students' choosing outside of the classroom walls. The reason Great Basin College supports clubs, organizations, and activities is because they support and foster student's academic and personal growth and development, both inside and outside the classroom, through involvement, commitment, and personal discovery.

The purpose of a student club or organization at GBC is to give student the opportunity to combine components of their academic learning, social lives, and personal interests and put them into action. In a club or organization, students have the opportunities to test their skills and abilities in "real world" situations; interacting with faculty, staff, other students, and the local community.

While this handbook can provide the basic foundation and guidelines for the successful creation and operation of effective student organizations at Great Basin College, policies and procedures constantly require modification and change. If you have any questions in regards to the information presented within this handbook, please contact the SGA office at (775) 753-2256, or the SGA Student Advocate at (775) 753-2201.

Ia. Objective of Student Clubs and Organizations

Students work together to set goals, develop action plans for achieving those goals, implement those plans and develop and maintain working relationships with others throughout the process. In such situations students address real challenges and solve real problems. Through their participation in such organizations students learn to apply the skills and responsibilities of leadership. They learn how to motivate themselves and others, to use and balance their talents and to become involved in their community.

Ib. Benefit of Being in a Student Club or Organization

Benefit to the Student

- Develop leadership skills including: communication, problem solving, goal setting, planning, budgeting, interpersonal skills, conflict mediation, decision making, time management and others
- Apply the knowledge and skills learned in the classroom
- Learn to work as part of a team and contribute to group effort
- Learn to work with people from diverse backgrounds
- Enhance self-esteem

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

Benefit to the Advisor/Faculty Member

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

Benefits to Great Basin College

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

Section II

II. Types of Clubs and Organizations

There are 4 types of student clubs offered at GBC.

ACADEMIC FOCUS

These clubs have a focus on a specific academic program or major. Students participate in these clubs or organizations in order to gain additional experience in their academic/vocational field by combining both classroom and out of the classroom experiences and programs. It is common for the advisor of such a club or organization to be an instructor in the particular academic field. Examples of such clubs or organizations at GBC include: Student Nurses Organization (SNO), Radiology Club (RAD), Skills USA, and Phi Theta Kappa (PTK).

SPECIAL INTEREST FOCUS

Students become involved based upon a common interest and wish to be around others who share the same interest. Often the advisor of this type of club or organization has a similar interest. Examples of such clubs or organizations at GBC include: Art Club, Family, Career, and Community Leaders of America (FCCLA), Housing Central, Intervarsity Christian Fellowship, Native American Club, and Tabletop Club.

SPECIAL PROJECT FOCUS

Sometimes these are similar to clubs or organizations with a special interest focus. Yet, these clubs or organizations provide students with expanded leadership experience and involvement. Again, often the advisor of this type of club had similar interest. Examples of such clubs or organizations include: Art Club, Family, Career, and Community Leaders of America (FCCLA), Student Nurses Organizations (SNO), and Aggies.

COMPETITIVE FOCUS

This type of student organization consists of students possessing a particular interest in competitive endeavors who wish to compete against others in an intramural and/or extramural setting. This type of organization does not include competition on the varsity intercollegiate level. The advisor of a competitive focus club usually acts in the dual role of advisor and coach. Examples of competitive focus clubs might include: Family, Career, and Community Leaders of America (FCCLA), Skills USA, and Aggies.

Often a club or organization may take on functions of several categories listed above. These categories are not mutually exclusive, but are presented only to assist in the clarification and recognition of the motivations that bring students together to form clubs or organizations.

Section III

III. Purpose of the Club/Organization's Advisor

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

Advisors provide the continuity from year to year for a student club or organization, which is especially important in a two year college where club or organization student leaders may only be involved for one year, or usually two years at the most. The advisor is the repository of club and organization physical records, understands the club's finances and is keeper of the organization's history and traditions. The advisor provides direction regarding college policies, behavioral expectations, community involvement and effective club operations. An effective advisor teaches student's leadership skills and helps newer members develop the skills necessary to move into the club's leadership positions in subsequent years. Of course the club or organization is run by the students, for the students. The advisor walks a balanced path between providing direction and stepping back and observing. Suggestions on successful advising are provided throughout this document. It is important to recognize that the advisor's role is critical in the success of a student club or organization.

Section IV

IV. Role of the GBC Student Government Association

All student clubs and organizations must apply for recognition through the Student Government Association (SGA) of Great Basin College. Each club or organization must present the request form to start a club or organization and have bylaws created which outlines the purpose and governing procedures for the organization to be approved by SGA. Student clubs and organizations are extensions of student government and the SGA is the governing board of the clubs and organizations. Thus, the SGA is the body that approves or revokes student club and organizations charters. Also, the SGA is the place where student clubs and organizations may present funding requests for SGA money, which can be used for events, special projects, or programs. The procedures for applying for recognition are outlined in detail later in this manual.

Section V

V. Role of Great Basin College

The college has ultimate responsibility for the operation of student clubs and organizations. To that end the Board of Regents has developed and implemented policies. They have delegated to the Vice President for Student Services and the Student Government Association the authority and responsibility of developing and implementing procedures and regulations to assure for the smooth operation of student clubs and organizations.

The foundation of the development and implementation of all the policies and procedures includes the following elements:

- Fair and impartial treatment for all the students, advisors, employees, the college, and the local communities the college serves.
- Student learning and development is a priority.
- Safety is of the highest concern and should not be compromised.
- Students should be engaged and involved at their appropriate developmental level.

To that end, policies and procedures are developed and implemented to provide for guidance, consistency, and support of the student club and organization activity. The Student Government Association in conjunction with the Vice President for Student Services are responsible for implementation of these policies in most instances and are responsible for the review and revision of these policies and procedures should such revision be warranted.

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

Section VI

VI. How to Start a Club or Organization

If you think you have the drive and the leadership skills to get your group off the ground then you're ready to start the process. Becoming an officially recognized student organization at Great Basin College (GBC) is easy. The first thing you should do is obtain the packet of information entitled "Club Recognition Packet" from the SOLAR Club Room or the SGA offices in the Leonard Center for Student Life or online at http://www.gbcnv.edu/student_life/clubs.html. This packet has all of the information and guidelines you need to start your club/organization. In addition, the student advocate will be able to help you and answer any questions you might have. The following five steps will help you start your club/organization. Each step will be detailed for your information.

- Hold an informal meeting with interested students to determine the club's purposes and objectives.
- Complete a Club/Charter form.
- Create Club Bylaws.
- Identify and successfully recruit a full time staff member (employed by GBC) to represent your club as the advisor.
- Present your proposed club/organization for approval by SGA with the preceding parts completed.

Holding an Informal Meeting

Hold a meeting with your peers to determine some core goals and guidelines for your club. Some goals might be for example, to educate GBC students, faculty and staff about Latino student's issues and topics. Guidelines might include maintaining a 2.5 grade average to remain a member. Remember to invite potential advisors to the meeting. They will be interested in what you have to say and will want to participate in the creation of a new club/organization. Advisors are making a commitment to assist and guide your organization through the politics of running a club or organization. They are not there to do it for you. Ask your advisor to commit to a mutual standard of activity.

Developing Club Bylaws

Writing club bylaws is easier than you think. Why do you need bylaws? All organizations need to establish procedures in order to conduct business effectively. Bylaws are a way to establish these procedures. The bylaws set forth the principles that an organization is built upon. Club bylaws present guidelines for your membership requirements and officer responsibilities. They establishes basic principles for future years that are not likely to change.

Club Bylaws need to be typed in a word processing document for easy editing and updates. Computers are available in the SOLAR Club Room of the Leonard Center for Student Life for this purpose. A format and sample constitution is provided in the "Club Recognition Packet", which can be obtained in the SOLAR Club Room in the Leonard Center for Student Life or online at http://www.gbcnv.edu/student_life/clubs.html.

The bylaws will be presented to the SGA for evaluation and action. Contact the SGA Vice President to submit the “Club Recognition Packet” to accomplish this task. At the SGA meeting, club/organizations bylaws are considered by the executives and senators. It is vital that the potential club/organization provide a representative to answer any questions the governing board may have.

Identifying an Advisor

Identify and successfully recruit a full time faculty or staff member employed by GBC to represent the club/organization as the advisor. This is an important part of starting a club and requires some effort and energy. First, find individuals who are interested in the organization. Second, the potential advisor must be able to commit to the club/organization regarding their time and energy in helping the club develop, attending club meetings and events, meeting with club officers, working with the SGA, etc.

The key to finding a good advisor is to find someone with a sincere interest and passion about what your club or organization is about. An advisor with a true interest and commitment to the club’s mission or purpose who would be willing to put in the time and effort.

In some circumstances GBC student clubs/organizations have had co-advisors who were **NOT** college employees. There are many reasons the college requires that the advisor of a student club or organization be a college employee. Some are obvious, such as knowing how the college operates, understanding college students, minimizing the liability of the college and the club, etc. However, it is possible for a person who is NOT an employee of GBC to be a co-advisor for a student club/organization. Some benefits of a co-advisor of this type include experience working in the real world in a career field that is the focus of the club or organization, expertise over and above the GBC advisor for the club, etc.

All clubs and organizations **MUST** have a GBC employee as their “advisor of record” and who is active with the organization. If the club wishes to have a co-advisor who is not an employee of the college, the club must present their request to the Student Advocate, where it will then be submitted to the Vice President for Student Services for review and approval.

In the "Club Recognition Packet" is the “Advisor Agreement” form that the potential advisor will sign to make a commitment to advise the club.

Recruiting Club Members

Recruiting new members is easy. If students meet the criteria for membership in the club/organization then they are eligible. In order to get students attention though, there needs to be advertising for the club/organization. To get the students interested, show them the many benefits of joining a club/organization. Give them something to strive for which directly benefits them. Work with the club/organization advisor and the SGA in developing a promotional effort to recruit members for the club.

Suggestions for recruiting new club members

- Personal, one-on-one interaction with perspective student members (most effective).
- Flyers, posters, handouts and table tents.
- Announcements on the monitors in the Leonard Center for Student Life.
- Brief presentations in classes (with instructor's permission).
- Brief presentations in public areas during the lunch hour (Bighorn Bistro, the Clocktower, the Leonard Center for Student Life, etc.)
- Informational meetings (well-advertised of course).
- Announcements at the SGA and SOLAR Programming Board meetings, and other student club and organization meetings.

Prepare and Present Club or Organization to SGA Governing Board

When you are ready to present the club/organization to the SGA for recognition you will need to make sure the following items are in place.

- Completed Club Bylaws.
- GPA and class schedules for at least 5 student members **MUST** be verified through the Student Advocate prior to club becoming chartered.
- Have a faculty advisor on board.
- Completed the "Club Recognition Packet" forms with the bylaws ready to present.

It is important that you complete all of the requirements before submission. The SGA review is designed to assist you in developing and completing effective bylaws. If the bylaws are not complete, or if there are any concerns, the SGA will provide you with feedback and return the bylaws for revision and resubmission. When the SGA approves the bylaws, they will be forwarded for recognition.

Usually at this point all of the concerns and technical problems have been resolved through the SGA review. However it is possible that the SGA may have questions about the bylaws, or require some revisions. When the bylaws are ratified by the SGA, the club/organization is an official GBC student club/organization and can begin operations with all the benefits available to an officially recognized student club/organization.

Section VII

VII. Setting up a Club or Organization

Organizational Structure

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

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

Duties of Officers

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

A brief outline of officers' duties follows:

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

Vice President: Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position. The Vice President acts as the committee coordinator, assists the president in promoting organizational activities.

Secretary: Records minutes of all meetings, places items on agenda, acts as committee coordinator, and assists the President in promoting organization activities.

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

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

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

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

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

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

Role of Committees

Committees are small groups assigned to carry out one or more tasks. Some of the major areas of concern for committees are special projects, public relations, social and recreational events, community service, and electoral committees. Committees are the means by which organization activities are accomplished, and a well-organized committee made up of willing members can perform remarkable tasks. The executive committee needs to determine which committees are initially needed as standing committees. Consult your advisor whenever making a committee.

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

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

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

Standing Committees

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

Special or Ad Hoc Committees

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

Section VIII

VIII. Advisors

Club/organization advisor responsibilities vary with the activity of the club/organization. You may want to interview potential advisors to acquire the most suitable one for your club. Remember that advisors can be nearly as influential on a club and its success as the students themselves. The following outlines the core responsibilities of the advisor. These standards are only a starting point. The club/organization should work with potential advisors in determining mutual standards of participation.

The Advisor's Role:

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

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

Section IX

IX. Running an Effective Club/Organization

Electing Officers/Club Officer Positions

The number of officers varies from organization to organization, but usually includes a president, vice-president, secretary, and treasurer. Many organizations have publicity officers, historians, and activities coordinators. Elected officers form an executive committee, and under the guidance of the advisor should assume responsibility of the club/organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. Students will understand their roles better when elected to office. It is important that all the students understand that the most essential qualities for any officer are enthusiasm, interest, and willingness to spend extra time to make the club/organization a success. All sanctioned clubs **MUST** maintain a minimum of five members at all times to receive any funding through SGA.

Descriptions of various club officer positions are provided in the previous section of this manual.

Nomination and Election of Officers

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

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

Updating Club Information

Every academic term, each club will submit a “Club Recognition Packet” form. This will provide summary information to the SGA regarding the status of the club. This form updates the roster of club officers and/or advisor, summarizes activities and events that the club has done during the past term, etc. This is an important process in that it allows the SGA to document the effectiveness and positive impact of student clubs and organizations on students and the college.

Section X

X. Running Effective Meetings

Purpose of Meetings

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

- Prior to the meeting let members know when, where, & how long the meeting will be.
- Define the goals of the meeting clearly for everyone.
- Have the president or secretary prepare an agenda and have the necessary supplies handy.
- Be prepared to assign and accept tasks as delegated by the club.
- Begin on time!
- Define objectives of the meeting.
- Encourage brief discussion and be creative.
- Clarify decisions made so that everyone understands.
- Delegate responsibilities accordingly and be clear when establishing deadlines.
- Be prepared, effective, and supportive.

Scheduling Meetings

Club meetings are more successful when they are scheduled for the entire term. Scheduling the meetings at the same location and time will help all members attend consistently. Work with GBC's facilities scheduling office to schedule a regular meeting time and place in a building on campus. Get meetings scheduled at the beginning of each academic term and then publicize them to all student members, as well as to the college student population in general, so new students interested in your club will know where to find meetings.

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

Meeting Etiquette

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

- One person speaks at a time.
- Discussion needs to be limited to the topic at hand.
- Don't repeat discussion; agree with a previous speaker instead.
- Save war stories for after the meeting.
- Don't expect the meeting to begin late or end early because of your own schedule.
- Don't expect the agenda items to be rearranged to suit your personal preference or schedule.

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

Meeting Goals

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

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

Official Meeting Procedures

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

Most student clubs and organizations opt for the use of what might be called "parliamentary consensus". This process is a balance between the formality and rigid standards and guidelines of parliamentary procedure and the more relaxed and group discussion context of consensus. The following are key points of the "parliamentary consensus" style of running a meeting:

- An agenda is prepared and the group works from the agenda. However, additional issues can be brought up and discussed during the meeting. It is the chairperson's responsibility to keep the group on track.
- The group should focus on dealing with one agenda item at a time.
- Member input is encouraged and the chairperson assists in facilitating the discussion to make sure everyone has a chance to speak.
- Strict procedural rules about what can be discussed and who can talk are not adhered to. Rather, it is the chairperson's responsibility, along with the advisor, to assist the group's discussion to be productive and relevant.
- A final decision must be the result of a vote (this is where the process most resembles parliamentary procedure). The voting process is described below.

Voting Process

- A member makes a MOTION. This ensures that only one item of business is dealt with at a time. No other main motion can be made until members have dealt with the first motion.
- The motion is DISCUSSED. This ensures that the rights of the minority are upheld, because each member has the right to voice his or her opinion.
- A VOTE is taken on the motion. This ensures that the majority rules, because the majority vote determines whether the motion passes or fails.

Votes can be taken any of the following methods:

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

Parliamentary Procedures

- A member raises his/her hand and is recognized by the chair.
- The member states his/her motion. “I move that...”
- Another member seconds the motion, ensuring that at least one other person is interested in the motion. “I second the motion.”
- The chair restates the motion.
- The chair asks for any discussion on the motion.
- Members may raise their hands and be recognized by the chair. One at a time they will be allowed to share their concerns or views in regards to the motion. No person may speak twice until everyone else who wishes to speak has done so.
- The chair will ask for further discussion.
- The chair takes a vote. “All those in favor of (restate the motion), please signify by saying ‘aye’, (or by raising your hand, etc.) All those opposed say ‘nay’, (or raise your hand, etc.) All those who abstain say, ‘I abstain’.”
- The chair and secretary count the cast votes and make sure they agree on the numbers.
- The chair announces the results.

Meeting Agendas and Minutes

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

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

Section XI

XI. Programming and Event Planning

Planning an Event

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

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

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

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

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

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

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

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

SOLAR Programming Board

The SOLAR Programming Board was designed to assist student organizations in better planning and preparing for their events. **Any student organization wishing to hold an event on campus must obtain the approval of this board.** Designed as a one-stop shop, the SOLAR Programming Board is meant to assist student organizations in getting all the required signatures for program approval. The board meets every other week, in the Social Room of the Leonard Center for Student Life, from the first week of school through the week prior to finals week each semester (excluding holidays and breaks). The meetings are informal and designed to assist the student group to put on the best event possible. We engage in discussion on issues such as number of attendees, what type of publicity will be used, etc. These meetings are mandatory for all sanctioned clubs and organizations on campus. The meetings are short, easy, and extremely beneficial to the student group.

Seven Steps to Success

One way to assure that your program or activity is a successful is to follow the "Seven Steps to Success", outlined below:

1. Idea
2. Planning
3. Approval
4. Promotion
5. Implementation
6. Follow-up
7. Evaluation

Idea:

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

Planning:

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

Promotion:

The success or failure of an event depends heavily on its promotion. Create a written promotion plan and follow your plan. Important points to remember about effective promotion include:

- Follow policies and procedures for putting up posters and other advertisements on campus. A copy of the "[Flyer & Poster Guidelines](http://www.gbcnv.edu/student_life/admin/generaldocs.html)" is available online at: http://www.gbcnv.edu/student_life/admin/generaldocs.html or from the SOLAR Club Room located in the Leonard Center for Student Life.
- All promotion that will be going **OFF CAMPUS MUST** first be reviewed and approved by the Student Advocate located in the Leonard Center for Student Life.
- The college is a public institution and all promotional material must follow college policies and meet generally accepted standards of decency.

Implementation:

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

Follow-up:

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

Evaluation:

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

Building and Grounds - Reserving Facilities

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

Safety & Security

The Safety & Security Department is available for any GBC event on the Elko campus. Anytime an accident occurs in Elko, please contact the Safety & Security Department. If the club/organization is located at a branch center, please contact the center director. If a serious emergency occurs, call 911 first. They will respond immediately with the proper assistance. If appropriate, you will also be asked to complete an Incident Report form to document a situation <http://www.gbcnv.edu/security/forms.html>. For any reason, you can reach the Safety & Security Department by calling 934-4923. For questions or concerns, please contact the Director for Environmental Health, Safety, and Security Pat Anderson at 775-753-2115.

Food Service – Bighorn Bistro

The Bighorn Bistro on campus can provide catering for GBC events. If you are interested in catering your event you must:

- Submit an email to mariah.dutton@gbcnv.edu least 4 weeks in advance of the event.
- Obtain a quote from the cafe with number of people attending, a menu for meal and the total cost of catering
- Submit the quote to your faculty advisor and have a Departmental Purchase Order (DPO) created.
- Create a flier for the event to be included in the package of items that needs to be sent to the business office.
- Fill out the Host Reimbursement Documentation Form available at: http://www.gbcnv.edu/controller/admin/docs/Host_Exp_Doc_&Approval.pdf.
- Submit to the Controller’s Officer once you have all of the appropriate signatures and flier for event created.

Once the event is completed:

- Provide your faculty advisor with an invoice from the Bistro for the event
- Invoice then gets sent to the Controller’s Officer in order for the Bistro to be paid.

Media Services

The Media Services department is the college's full-service graphic design and printing department. The department offers brochure, poster, and banner design and printing plus any other small print shop services. Plan to submit your project at least two weeks in advance to have it produced by Media Services. Media Services charges are as follows: 8 1/2 x 11 color .24 per copy, 11x17 color .32 per copy, and 13x19 color is .36 per copy. Digital copies, design, and colored state paper are free to student organizations. Design to promote your organization is not limited to Media Services, you may also send your design for printing as well.

To request design work or other print shop services, see the Media Services Staff and/or email them at laura.gallegos@gbcnv.edu or crystie.minson@gbcnv.edu.

Section XIII

XII. Finances

A. SGA Funding Request Procedures

Requests for financial support from the Student Government Association (SGA) MUST be submitted in writing to the SGA using the funds request forms available in the SOLAR Club Room in the Leonard Center for Student Life or online at http://www.gbcnv.edu/student_life/clubs.html. Funds provided through SGA come from the student fee budget, which is funded by the "student activity fee" collected from all students enrolled in credit classes. The funds that are given to each club/organization do NOT have to be paid back. The SGA budget has a designated amount in their budget each year for clubs.

Approved Types of Funding

The SGA office recognizes the following types of funding for clubs and organizations:

- Educational field trips
- Educational based conferences and or trainings
- Activities that showcase the club/organization
- Movie Events (educational and/or public)
- Fundraising events

The “NO” List - Below are things that will absolutely not be funded.

- Alcohol
- Grants/compensations/wages/loans
- Direct donations
- Retroactive Funding
- No double dipping
- Matching funds
- Keeping funds not spent
- Illegal activities or supplies

***The board will make every attempt to honor these funding policies; however, the board reserves the right to disperse funds in any manner it sees fit.**

Funding Process

- Requests for funding must be submitted to the President of the SGA on the Tuesday, two weeks prior to the event. This can be done via email sga@gbcnv.edu or by dropping it by the SGA office. If it is not turned in on time the request will not be heard.
- All funding requests MUST be approved no less than 2 weeks in advance of an event. No exceptions.
- All funding requests will be heard during regularly scheduled meetings.
- Attach the most recent club minutes and a current club member roster with each funding request.

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

Funding Policies and Procedures

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

As per college policy:

- 1) Student clubs and organizations shall adhere to college policies and procedures in handling their funds. There shall be no off-campus accounts for student club/organization fund control.
- 2) The Student Advocate initiates request for student club/organization fund control.
- 3) Fund procedures are established by the Controller's Office.
- 4) SGA, the Controller's Office, and the Vice President for Business Affairs monitors funds.

Each club should have a club member that acts as a treasurer or similar position and maintains financial records. The SGA Treasurer will provide club members with their beginning balance. Please contact the SGA treasurer to obtain ongoing club account balances throughout the year. At the beginning of each academic term a printout of each club's expenditures and revenue will be made available to each club. In the event that the SGA does not have a Treasurer, please contact the Controller's Office.

Withdrawals-Purchase Orders

All orders and purchases must be processed through the office of the Vice President for Student Services or appropriate support staff and Controller's Office using the Departmental Purchases Order (DPO) process (this approval process must take place prior to placing an order).

Upon receipt of a DPO number a vendor knows that the college has approved the purchase, that there are adequate funds to pay for the purchase and that those funds have been set aside to pay for the purchase. Attach approved club minutes for expenditure as backup documentation for the DPO.

When you take delivery of the item, you are to turn in an invoice to the Vice President for Student Services or to the appropriate support staff proving you have received delivery of the item. It is ESSENTIAL that you turn in your proof of receipt of the item IMMEDIATELY to the Vice President of Student Services or the appropriate support staff so that the vendor can get paid. Not all vendors accept purchase orders from the college. You should verify in advance with a vendor if they will accept a purchase order number from the college as commitment of payment for an item. If the business you are working with is not a vendor with GBC, then you must have the vendor fill out a vendor application and the W-9 form to have the vendor put into the GBC system. This process can take time to complete so plan accordingly.

Host Accounts

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

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

If the receipts include host expenses, the person issuing the DPO will prepare a Journal Voucher. This Journal Voucher is done to transfer the host items from the SGA host account #0276-040-2020 to the appropriate club account. A copy of the club's minutes and the SGA minutes must also be attached to the Journal Voucher.

Cash Box

If a club is going to have an activity and needs cash for an activity, request a cash box from the Controller's Office in advance. Cash boxes can be used to make change for ticket sales, etc.

Receipts

Receipts from purchases made with DPO's, must be turned in to the Vice President for Student Services or the appropriate support staff within 72 hours. Any club that fails to submit receipts will not be allowed to request further services from the Vice President for Student Services or the appropriate support staff.

Club Financial Training

Each year the Vice President for Business Affairs can arrange training sessions for club advisors, treasurers and any other club officers regarding the specifics of managing student club and organization accounts. This training provides detailed information regarding depositing and withdrawing funds from club accounts.

Travel Policy

If any recognized clubs or organizations plan to travel for meetings, workshops, conferences, etc., all the appropriate paper work can be found at: <http://www.gbcnv.edu/controller/>. This includes the "Travel Forms Checklist," "Drivers Acknowledgement Form," and "Team Travel Rules." Once all the needed forms are complete, please return them to the Controller's Office.

Clubs and Organizations Budgets and Accounts

- Club treasurers should take responsibility of bookkeeping by maintaining an account register and balance sheet for the club.

- Deposit receipts and backup of expenditures need to be kept on file by the club treasurer.
- Every academic term the SGA will send out a statement of the club's account to each club advisor and club treasurer in order to reconcile the club account register. You may also request a club account statement at any time from the bookkeeper.
- When a change of officers occurs the club advisor needs to make sure that the bookkeeping records are handed to the new officers and that the club account signature card with the SGA and Vice President for Business Affairs office Controller's Office is updated with new advisor and officers signatures.

Accounts

The college policy states that all revenues generated by the college and all expenditures for goods and services must be recorded and accounted for within the financial accounting system of the institution. For student clubs and organizations, this means that all moneys collected or raised by the club, including dues, collections for purchases of uniforms or t-shirts, ticket sales, and all student contributions towards events, must be deposited into the club account, and the funds generated spent from this club account. The use of college funds or assets for any personal use is unlawful and improper purpose is prohibited.

Once your club is recognized your account is active. No off campus checking, saving or credit card accounts can be created by a club member or an advisor. Board of Regents' policy on "Establishment of Checking Accounts" (Board of Regent's Handbook, Title 4, Chapter 10, Section 30, page 46) strictly prohibits off-campus bank accounts. If your club has an account off campus, please close it immediately and deposit the money into the club account.

End of Year Budget Report to SGA

Each organization/club is required to submit a budget report to the SGA two weeks prior to finals week. This report should include:

- Your treasurer and president to be present.
- End of Year Report http://www.gbcnv.edu/student_life/clubs.html. This report should include opening balance revenues, expenditures, and closing balance and a summary of activities for the year.
- Failure to turn in the form the SGA may revoke funding for your organization for up to 1 year.

Section XIV

XIV. Club/Organization Responsibilities

Yearly Renewal of Club/Organization

Each club/organization at GBC is required to renew their membership annually to acquire the use of GBC facilities and funding support through SGA. Follow the guidelines below:

- There MUST be at least 2 members present.
- Acquire the renewal form online at:
http://www.gbcnv.edu/student_life/admin/generaldocs.html.
- If a club's status lapses for one academic year they MUST submit a new club application the next year.

End of Year Procedures

At the end of each academic year the club/organization MUST provide SGA with the following information:

- End of the Year Report: http://www.gbcnv.edu/student_life/admin/generaldocs.html
- Submit a roster for the next academic year including all returning officers, members and faculty advisor to the Student Government Association offices, LCSL 120.
- These items will need to be submitted at the last SOLAR Programming Board meeting which will be held the Thursday before finals week.

Responsibility of the Advisor

The club advisor sets an example for students, the rest of the college and the community. Advisors at GBC should consider their jobs unique. Their role is as a person who guides the student club or organization forward in accordance with the rules, regulations, purposes and ideals of the college. Advisors must set the highest example. Advisors are the official representative of the college and the person "in charge" at a student organization's program or activity, whether on or off campus. Thus, they are responsible for protecting the interests of the college and of the students with which they work. The advisor is responsible for immediately addressing behavioral problems as they occur and then following up with appropriate action regarding such behavioral problems.

When an advisor believes that a student's behavior has violated the GBC Student Code of Conduct, he/she must consult with the Vice President for Student Services as soon as possible and take appropriate action as determined from the consultation with the Vice President for Student Services. Violation of the Student Code of Conduct MUST be addressed using the set of student conduct procedures already in place at the college in order to ensure that problems are addressed in an appropriate, timely, consistent and fair manner. These procedures are developed and implemented in order to ensure due process, as well as to appropriately resolve behavioral problems if they do exist. The advisor is NOT to act as disciplinarian in these manners. If a student violates the Student Code of Conduct it is the advisor's responsibility to report such violation to the Vice President for Student Services. If the advisor has any questions or doubts about what to do, he/she should consult with the Vice President for Student Services as soon as possible. GBC recognizes the difficult and sensitive nature of advising and will provide support and guidance through the Vice President for Student Services.

Responsibility of the club officers and members

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

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

Section XV

XV. Club and Organization Behavioral Expectations

Club or Organization standards of behavior or performance

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

Additional requirements must be clearly stated in the club or organization's constitution or bylaws. Also, written materials (either copies of the constitution or a list of requirements) must be made available to student members upon their joining the club or organization. It is the responsibility of the club officers and advisor, who are given authority by the organization's constitution and by-laws, to enforce these requirements in accordance with the constitution and in a fair, equitable and consistent manner.

Any decision made to curtail a student's privileges or membership in a club or organization due to that student's inability to meet the club or organization's standards, must follow the procedure of the Student Government Association. If a student member of a club or organization has his/her privileges removed as a result of not complying with these standards, which are the behavioral or academic standards set by the club or organization, that student may submit an appeal to the Vice President for Student Services to have his/her situation reviewed.

On Campus

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

Off Campus

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

Use of Tobacco, Alcohol and other Drugs

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

If an advisor or another college employee involved in a club or organization event or activity is in violation of the college's ATOD use policy, appropriate disciplinary action may be pursued in accordance with college policies and regulations, and (if applicable) pertinent collective bargaining agreements.

Section XVI

XVI. Great Basin College Code of Conduct/Policies

Student Groups and Organizations

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

The officers, leaders, or any identifiable spokesperson for a student group or organization may be directed by the Vice President for Student Services to take appropriate action designed to prevent or end violations of these policies by the group or organization. Failure to make reasonable efforts to comply with the Vice President's order shall be considered a violation of these policies, both by the officers, leaders or spokesperson for the group or organization and by the group or organization itself. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

Sexual Harassment and Complaint Policy

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect. (NSHE Board of Regents Handbook Title 4, Chapter 8 Section 13).

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Great Basin College, a member of the Nevada System of Higher Education is an Affirmative Action/Equal Employment Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, gender, including pregnancy related conditions, sexual orientation, disability, whether actual or perceived by others and including service related disabilities, national origin, military status or military obligation, gender identity or expression or genetic information. This principle is applicable to every member of the GBC/NSHE community, both students and employed personnel at every level, and to all facilities and services.

When promoting or printing for a club/organization occurs, please make sure to include the following statement:

“Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation military status, disability, national origin, gender identity or expression, or genetic information. For inquires, 775.738.8493.”