



STUDENT SENATE

STUDENT CLUBS AND ORGANIZATIONS INFORMATION GUIDE

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Introduction

This handbook sets forth procedures for student clubs and organizations to exist on the Indian Hills campuses. Every effort has been made to ensure the accuracy of the information contained in this handbook. However, due to the dynamic nature of community colleges, it is to be understood that any item in this handbook is subject to change by proper administrative procedure.

Any questions or concerns regarding the contents of this handbook should be directed to Jennifer Sabourin, Student Activities Coordinator on the Ottumwa campus or Bruce Dickerson, Student Senate Advisor on the Centerville campus.

STUDENT ACTIVITIES STAFF

OTTUMWA CAMPUS

Student Activities Coordinator

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Jennifer Sabourin

Dean of Student Services

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Chris Bowser

CENTERVILLE CAMPUS

Student Senate Advisor

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Bruce Dickerson

Dean, Centerville Campus

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856-2143, ext. 2224

Joe Starcevich

STUDENT CLUBS/ORGANIZATION

2014-2015

OTTUMWA CAMPUS

STUDENT CLUB NAME

Aero Club

Allies for Equality

Art Club

Athletic Training Club

Automotive Club

Business Office Professionals

CLS (Clinical Lab Sciences) Club

Code Warriors (Computer Programming)

Collision Tech Club

Computer Networking/Systems

Criminal Justice Club

Culinary Arts Club

Diesel Power Systems Club

Digital Forensics

Disc Golf Club

Drama Club

ECE (Early Childhood) Club

EMS (Emergency Medical Services)

E-Tech Club

Horticulture Club

HOSA Club (Future Health Professionals)

New Life Campus Fellowship (Formerly InterVarsity)

Laser Optics Club

Multicultural Club

Nursing Scrub Club

OTA (Occupational Therapy Assistant)

PTA (Physical Therapy) Club

Renewable Energy Club

Robotics Club

Science Club

Skeleton Crew

Smile Squad

Therapeutic Massage Club

ADVISOR

Richard Brauhn, Terry Dunkin,

Darren Graham

Janene Sheldon

Lisa Fritz

Kristin Mayson

Andy Summers, Cale Hutchings

Diane Darland

Susan Higgins, Tiffany Anderson

Kevin Throckmorton

Steve Garrett, Nate VanHaften

Brady McFarland, Mark Miller

Tim King

Mark Fisher

Allan Ready

Brian Thompson, Barry Houser

Victor Streeby

Jennifer Boyenga, Ronelle Willadsen

Gina Buttikofer

Rhonda Lamb, Joshua Hemminger

Tony Kury

Neric Smith

Tiffany Randall, Tisha Pruiett

Rhonda Eakins, Kara Beary

Michael Shay

Karla McCollum, Ashley Albertson

LeEllen Harvey

Denise Kluever

Lori Kielkopf

JP Jones

Walt Kamerick

Lee Wymore

Tammy Delker, Amanda Beane

Carol Sexton-White

Wade Schelker

STUDENT ORGANIZATION NAME

The Academy
Chamber Choir
Concert Choir
Jazz Band
PTK (Phi Theta Kappa)

ADVISOR

Beverly Bethune
Janene Sheldon
Janene Sheldon
Dave Sharp
Heidi Peterson

CENTERVILLE CAMPUS

STUDENT CLUB NAME

Design Club (Drafting/Virtual Reality)
Nursing Club
Sustainable Agriculture Club

ADVISOR

Mike Zintz
Dixie Coy
Brydon Kaster

MISCELLANEOUS GROUPS

GROUP NAME

Foundation
HIT
Intramurals
Support Services

ADVISOR

Rachelle Karstens
Sarah Cottington
Ashley D. Claussen
Jessica Chickering

Student Senate

A student senate on both the Centerville and Ottumwa campuses organizes and coordinates the majority of student activities at Indian Hills. A Student Senate advisor on each campus serves as the faculty advisor.

The Student Senate functions as the executive body for Indian Hills students. It holds general meetings twice a month to discuss campus concerns and to plan activities.

Student Senate membership is open to all students. Officers are elected by the student body, ensuring the best interests of the student body and Indian Hills Community College are served.

Procedures for Recognition and Organization

Any organized student group must apply for recognition before existing at Indian Hills Community College. The right to use the college name, facilities, or services implies that a group must follow this recognition procedure.

The criteria to be used in considering applications for recognition are:

1. That the group's purpose must be compatible with the educational objectives and philosophy of Indian Hills Community College.
2. That the group must serve an area of student activity need.
3. That no one will be excluded from membership on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability.
4. That the group agrees to abide by the rules and regulations of Indian Hills Community College.

Privileges of Official Recognition

1. The use of available campus facilities.
2. The use of campus news media.
3. The use of campus bulletin boards to advertise and publicize club activities.
4. The right to collect dues and engage in fund-raising activities.
5. The right to petition the Student Senate for financial assistance.

Procedures for Recognition

Recognition shall be granted through application to the Student Senate and the Student Senate Advisor. A student group must follow these steps to become recognized as a college organization.

1. Present a petition, initiated by students in good standing at Indian Hills Community College, to the Student Senate for recognition. The petition shall include:
 - A. The name of the organization.
 - B. The purpose of the organization.
 - C. A copy of the group's by-laws and constitution.
 - D. The name of the club advisor (must be a member of the IHCC staff).
 - E. Information regarding national, state, or local affiliations with any group not connected with Indian Hills Community College.
2. Club advisors and officers will sign a statement agreeing to abide by the rules and regulations of

Indian Hills Community College and the Student Senate. Statements are available from the Student Senate Advisor.

3. If recognition is granted, any amendments to or changes in its constitution, by-laws, or club adviser must be submitted to the Student Senate.

Financial Operation

1. Dues may be assessed to club members, if in accordance with club bylaws submitted to the Student Senate.
2. Clubs must remain in good financial standing.
3. Funds allocated to the club from the Student Activity budget will be recorded in the appropriate club account by the Business Office.
4. Prior Student Senate approval is required for any and all club sponsored activities, including any fundraising projects, to ensure compliance with all civil laws. **Field trips, sponsored by a recognized student group and chaperoned by a club advisor, must be registered with the Dean of Student Services at a minimum of two weeks in advance.**
5. Clubs may not maintain a separate treasury, nor write their own checks. Any and all funds collected by the club are to be submitted within one to three business days of collection to the respective Business Office per the college receipting policy. These funds will be credited to the appropriate club account and deposited in the college bank account.
6. All club purchases will be in accordance with the college purchasing policy and procedures, which requires an approved college purchase order or internal transfer for any purchases. The club advisor, in coordination with the appropriate club officer, will initiate the purchase process within the appropriate college department.

Annual Reports

Before June 1 of each year, each recognized student organization must submit an annual report to the Student Senate, including the following information:

1. A clear and concise summary of all activities of the group during the past year.
2. A detailed financial statement.

Before October 1 of each year, each recognized club must submit the following:

1. A list of officers.
2. A list of members.
3. Time, date, and meeting place of all regular club meetings.

Student Conduct at School Sanctioned Events and Activities

All students representing Indian Hills Community College on a school sponsored activity will abide by the rules and regulations of Indian Hills Community College. The advisor in charge will establish the expectations for the students. If a student is found in violation of these expectations, discipline will be handled by the advisor of the activity with a follow-up meeting with the Dean of Students. If necessary, the student may be sent home with the cost being the responsibility of the student.

Revoking Recognition

The Student Senate and/or Dean of Student Services or their designee may suspend a student organization for non-compliance with these regulations or if the organization is considered not to be operating in the best interest of the college.

Distribution of Student Senate Funds

Each club/organization is eligible for a \$500 stipend if written evidence is provided to the Student Senate Advisor of an activity directly related to the club/organizations mission.

Student organizations/clubs may request additional funding from Student Senate at the regularly scheduled Student Senate meetings. To qualify for additional funds a club must raise a minimum of 75% of the cost of the event/activity and the funds provided by Student Senate will be capped at \$500. To receive these funds a presentation will be given at a Student Senate meeting at least two weeks prior to the event. A vote will take place and a majority vote will either approve or disapprove the allocation of funds.

Gambling Regulations in Regards to Fundraising

The term Gambling consists of any activity or event where participants pay to participate and can win prizes or money based on chance or skill. Procedure for approval is as follows:

1. The event or activity must be brought before Student Senate two weeks prior to the event.
2. Senate approval through voting is held at the following senate meeting. Senate must agree with majority vote in order for the event/activity to take place.
3. Advisor must contact Student Senate Advisor for details and clarification.
4. All money raised and funds must be submitted into Business Office within 3 days to end of activity. State tax will be taken out at that time.
5. Net gross must be reported to Student Senate Advisor.

BYLAWS OF THE IHCC STUDENT SENATE

Revised: September 26, 2006

Adopted at Student Senate Meeting - September 26, 2006

Article I - Name

The name of this organization shall be the Indian Hills Community College Student Senate.

Article II - Object

The object of the Student Senate, as Indian Hills Community College's student government, is to represent student body ideas and concerns through active leadership in extracurricular activities.

Article III - Senate Members

A student senator must be a full-time student, in good standing, of Indian Hills Community College and/or the IHCC/BV Cooperative Programs.

Article IV - Senate Officers

Section 1. The officers of the Senate shall be a president, a vice president, and a secretary.

Section 2. The officers shall perform the duties described in the parliamentary authority and these bylaws.

Section 3. The Officers shall be elected, by a student vote, on the 3rd or 4th Tuesday of April, depending on school calendar, to serve a one year term and/or until their successors are elected. Their term of office shall begin upon adjournment of the annual meeting.

Section 4. No person shall hold office if they are not a full-time student, in good standing and maintaining a 2.0 GPA at Indian Hills Community College Ottumwa Campus and/or IHCC-BV Cooperative Program, and no person shall hold more than one office at a time.

Article V - Meetings

Section 1. A regular meeting of the Senate shall be held twice a month, unless the Senate orders otherwise in advance.

Section 2. An annual meeting shall be held once a school year to introduce new officers, receive annual reports, and conduct any other business that may arise.

Section 3. A special meeting may be held upon the call of the Senate advisor, president or on the written request of twenty full-time students at Indian Hills Community College. The purpose of the meeting shall be set forth in the notice.

Section 4. No notice shall be necessary for a regular meeting except the annual meeting, which shall require notice of at least twenty-five days. Notice of a special meeting shall be given at least five school days in advance.

Section 5. A quorum shall consist of the Senate advisor, two officers, and five senators.

Article VI - Clubs

Rules governing the existence and activities of an officially recognized organization or club shall be in accordance with the "Student Organizations" section of the most recent printing of the Indian Hills Community College Student Handbook.

Section 1. Club Representation. Club advisors will be notified after the second, third, and fourth meetings missed by their student representatives. After missing the fifth meeting, no Senate funds will be given the following year.

Article VII - Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Senate in all cases where they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

Article VIII - Amendment

These bylaws may be amended at any regular or special meeting of the Senate by a two-thirds vote, provided that previous notice of the amendment was given to all members at least five school days in advance.

Indian Hills Community College Application for Student Senate Recognition

Name of Person Submitting Form: _____

Contact Information _____

Name of Club/Organization: _____

Type of Club/Organization: _____ Academic _____ Social _____ Athletic

Purpose of Club/Organization: _____

Current Number of Students Interested in the Club/Organizations: _____

Days of Week and Times Club/Organization Will Be Meeting: _____

Advisor's Name and Contact Information: _____

***Please attach a copy of the Club or Organization's
Constitution and Bylaws and a budget plan for the
upcoming year.***

Submit completed form to Student Senate Advisor.

Indian Hills Community College Student Club/Organization Annual Report

Name of Person Submitting Form: _____

Contact Information: _____

Advisor's Name and Contact Information: _____

Name of Organization: _____

Date, Time, and Meeting Place of Group: _____

Summary of all activities over the past year.

Name of Activity/Summary

Please attach a list of all active officers and members, along with a copy of the club/organization's year-end financial statement.

Form should be turned in to Student Senate Advisor by June 1.

Advisor Information

Philosophy

The advisor plays a vital part in the functioning of registered organizations at Indian Hills Community College. The role ranges from the following:

- being a mentor for students
- serving as a cheerleader while recognizing students for outstanding academic achievement and/or programming
- assisting in the planning and evaluation of programs and events
- help students assess their weaknesses and strengths through team building and leadership assessment exercises
- teaching the Indian Hills policies and procedures

Expectations

In requiring that registered organizations have advisors, the College assumes that the advisors will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisors. In accepting the role of advisor, the individual accepts responsibility for financial and legal aspects of the organization's activities.

Benefits to Advising

There are many benefits associated with becoming an advisor to a student organization. They include the following:

- Satisfaction of seeing and helping students learn and develop new skills.
- Watching a group come together to share common interests and work toward common goals and an understanding of differences.
- Developing a personal relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
- Sharing one's knowledge with others.
- Observing students in and out of the classroom.
- Watching students move from membership to leadership roles, or from being reserved to participating fully.
- Being recognized for service to an organization from the student membership.
- Serving as a mentor for students.
- Networking with colleagues involved as advisors of similar organizations.

Expectations

- Advisors agree to serve only if he/she is willing to participate with the organization.
- Understanding the organization, its purpose, and its goals is a primary obligation of any advisor. He/she helps the organization evaluate its purpose and goals.
- Advisors develop a close working relationship with the officers and as many members as possible.
- Advisor gives attention to the interactions within the group, be available for issues from members about functions of the group, and serve as negotiator if necessary.
- Advisors inform the group if they are not receiving notices of meetings minutes, or materials.
- An advisor explains his/her level of satisfaction with anything the group is doing or proposing to do.
- Advisors accept the opportunity to learn from the organization.
- An advisor must recognize that the individual resources and potential of a group are important. Helping members voice opinions and to make decisions is one of the most important services he/she can research.
- An advisor can help identify resources outside the group, college, or community. He/she should be sensitive to opportunities that may help the organization become more productive and effective.
- Advisors generally have had experiences that will allow them to make recommendations. Whatever skills they may possess, they should make available to the group and serve as continuity from year to year.
- Advisors make themselves available to counsel with officers or members of the groups to help them with personal situations, as well as problems that may arise during activities of the organization.
- Advisors provide assistance, but not allow the organization to become dependent.
- Advisors should be aware of college policies regarding student travel, student conduct, and purchasing. They should also help the organization to understand limits, restrictions, and avenues for achieving its objectives.
- Advisors accompany groups when attending meetings, conferences, conventions, or any other activity where the organization is representing the college