



**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.

***Non-Discrimination Policy:*** *It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).*

*If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.*

# STUDENT ACTIVITIES STAFF

## OTTUMWA CAMPUS

Student Activities Coordinator

Student Services Office, Trustee Hall  
jennifer.sabourin@indianhills.edu  
641-683-5240

Jennifer Sabourin

Dean of Student Services

Student Services Office, Trustee Hall  
chris.bowser@indianhills.edu  
641-683-5159

Chris Bowser

## CENTERVILLE CAMPUS

Student Senate Advisor

bruce.dickerson@indianhills.edu  
856-2143, ext. 2219

Bruce Dickerson

Dean, Centerville Campus

joe.starcevich@indianhills.edu  
856-2143, ext. 2224

Joe Starcevich

## INDIAN HILLS STUDENT CLUBS AND ORGANIATIONS

### STUDENT ORGANIZATION

Active Minds  
Aerospace Club  
  
Allies for Equality  
Art Club  
Automotive Tech  
Business Professionals  
CLS Club (Clinical Lab Science)  
Code Warriors (Computer Programming)  
Collision Tech  
Computer Networking  
Criminal Justice  
Culinary Arts  
Dental Defenders (Dental Hygiene)  
Diesel Club/Diesel Power Systems  
Disc Golf  
Drama Club  
ECE (Early Childhood) Club  
EMS (Emergency Medical Serv.)  
E-Tech Club  
Horticulture  
HOSA (Future Health Professionals) Club Academy & Ottumwa  
International Student Organization  
Laser Optics  
New Life Campus Fellowship  
Nursing Scrub Club  
OTA (Occupational Therapy)  
Poetry  
PTA (Physical Therapy)  
Renewable Energy  
Robotics  
Science Club  
Skeleton Crew  
Smile Squad

### ADVISOR(S)

Beverly Bethune  
Richard Brauhn, Terry Dunkin,  
Darren Graham  
Janene Sheldon, Ray Slavens  
Lisa Fritz, Mark McWhorter  
Andy Summer, Cale Hutchings  
Diana Darland  
Tiffany Anderson  
Kevin Throckmorton  
Steve Garrett  
Brady McFarland, Mark Miller  
Tim King  
Mark Fisher  
Del Skinner  
Allan Ready  
Victor Streeby  
Jennifer Boyenga, Ray Slavens  
Gina Buttikofer  
Rhonda Lamb, Josh Hemminger  
Seth Richmond  
Neric Smith  
Tisha Pruiett  
Ashley Albertson, Karla McCollum  
Michael Shay  
Rhonda Eakins  
Tracy Clawson  
Lorri Swarney  
Joy Lyle  
Lori Kielkopf, Caroline Peyrone  
JP Jones  
Walt Kamerick  
Lee Wymore  
Tammy Delker, Amanda Beane  
Kim Brown

**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**

Construction Technology  
Nursing Club  
Science Club  
Sustainable Agriculture Club

**ADVISOR**

Jon Dorman  
Dixie Coy  
Chad Gatlin  
Brydon Kaster

**MISCELLANEOUS GROUPS**

**GROUP NAME**

Foundation  
HIT  
Intramurals  
Support Services

**ADVISOR**

Blair Siems  
Sarah Cottington  
Tomaz Marinelli  
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.*



# 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