

MCHENRY COUNTY COLLEGE

STUDENT ORGANIZATION HANDBOOK



McHenry County College Student Organization Handbook

Welcome to Student Life at McHenry County College. Physically located in the Student Resource Center (A247), Student Life is tasked with helping students learn and develop outside of the classroom. The Coordinator of Student Life is involved with student organizations, Student Government Association, Silver Cord Awards program, campus events, E-portfolio help, and much more.

This handbook supports student organizations in achieving their full potential. Serving as a policy manual, resource guide, and practical reference, it provides essential tools and information for success. As a living document, it will be updated as needed to reflect new ideas and technologies. Hardcopies are available upon request.

To ensure your messages and requests are handled efficiently and accurately:

- Submit all requests via email to stulife@mchenry.edu
- Copy your organization advisor(s) on all emails related to organization business
- Check your student email regularly to maintain timely communication
- Ensure you are added to the Student Life Canvas shell

Our main priority is to support all student organizations on campus to ensure their success. This manual is not intended to address all possible questions and situations. If there are questions or situations that are not covered in the manual, please contact the Coordinator of Student Life.

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1. Organizations

What is a Student Organization?

McHenry County College recognizes students' rights to meet and engage outside of the classroom. Any group of students that wish to use College facilities and be recognized as an official organization must complete the registration process.

A recognized student organization at MCC is defined as a group that meets the following requirements:

- Consists of at least five eligible students and one advisor.
- Has an updated constitution (or otherwise known as an organization framework) on file with Student Life.
- Completes all required paperwork and training as outlined by Student Life.

Recognition provides student organizations with:

- Access to a campus budget.
- The ability to request campus spaces and resources.
- Permission to advertise events publicly. This includes: The Flush, approved social media, and public bulletin boards.

Eligible Students:

- To count toward the minimum of five students, each member must:
 - Be enrolled in at least one semester credit hour
 - Maintain a cumulative GPA of 2.0 or higher

Students not meeting the GPA requirement are welcome to attend and vote in meetings but cannot hold officer positions and do not count toward the five-student minimum.

First-semester students with no listed GPA are assumed to meet the eligibility requirement

Advisor:

- Must be a full-time MCC staff or administrative member, or a faculty member (full-time or adjunct) with at least one semester at MCC and approval from their supervisor or Dean to serve in this role.

2. Status Levels of Organizations:

Active: This status is assigned to organizations with at least 5 eligible students, an advisor, a constitution on file, and those that submitted their Student Organization agreement by the specified date. These organizations will be granted:

- Ability to reserve space on campus for meetings and/or events.
- Have meeting times/locations advertised in The Flush
- Participate in Student Involvement Fairs and other Student Life led events
- Creation of an individual student organization account/budget
- Fundraising and usage of funding through student organization account/budget
- Usage of storage space in Student Life sanctioned spaces
- Ability to apply for financial assistance from the Student Government
- Ability to apply for financial assistance from Student Life
- Ability to travel as an organization

Pending/Probationary: This status is typically used as a new organization that is being established. It can also be used if an organization does not meet the full requirements to be active and/or if there are conduct concerns with the organization. Organizations in this category may not travel or use funding. These organizations will be allowed to:

- Reserve spaces on campus for meetings and/or events
- Have meeting times/location advertised in The Flush
- Participate in Student Involvement Fairs and other Student Life led events

Inactive: If an organization does not renew by the semester deadlines set by the Coordinator of Student Life or is found to be in violation of policies and procedures, they will be considered inactive. The organization will lose all privileges of active status including, but not limited to:

- Usage of allocated funds
- Usage of storage space in Student Life sanctioned spaces
- Ability to reserve spaces on campus for meetings and/or events
- Ability to travel as an organization with Student Life allocated money and/or vehicles
- Ability to advertise in The Flush or on Student Life social media channels
- Usage of the McHenry County College name

If an organization is listed as “inactive” for more than 2 academic years (Fall and Spring semesters), the College reserves the right to return any unused funds from the account to Student Government for reallocation to events. Should an organization with the same name

and/or mission be recognized in the future, the original organization will not get those funds back.

3. Starting/Reactivating an Organization

Process:

1. **Meet with the Coordinator of Student Life:** Discuss the idea with the coordinator and get suggestions/support on recruiting potential members and advisors, application, and necessary training. During this time the Coordinator of Student Life may allow room reservations, advertisements in The Flush, and start-up funds, if deemed appropriate.
2. **Application:** Complete the online Student Organization Application Form, which requires the following information:
 - A list of at least five (5) eligible students interested in the organization.
 - A potential qualified advisor.
 - A clear description of the organization's purpose.
 - An explanation of how the organization differs from existing offerings.
 - Evidence of the organization's long-term viability.



<https://forms.office.com/r/wJFL3vrzXN>

Applications for new organizations are due **by October 15** for consideration to activate in the current Fall semester and **March 15** for consideration to activate in the upcoming Spring semester.

3. **Completion and Review:** Upon completion of the application review process, notification will be sent to the applicant's MCC email and the advisor's MCC email.
 - **Approval:** Upon receiving approval, the organization will enter probationary status. During the probationary period, the Coordinator of Student Life may assist the organization in formalizing their constitution, hosting recruitment meetings, and completing training. At the end of the probationary period, the Coordinator of Student Life will meet with the organization for an evaluation of whether the organization should be granted active status, continue in probation status, or disbanded.

- **Denial:** If an application is denied, specific feedback will be offered on WHY with suggestions and support on how to strengthen the application. Once changes have been made, the application may be repeated.

The Coordinator of Student Life might also advise that student needs would be better met through a different office or format. For example, an idea might make for a better one-time activity or a series through collaboration with other campus offices, or just as an informal group.

Student Life does not allow sports/intramurals organizations. Organizations that involve physical activity (such as martial arts and dance teams) will require additional consideration and waivers due to liability and space needs.

Reactivating an organization: Student organizations that have been inactive for fewer than two academic years (fall and spring semesters) may be eligible for reactivation rather than submitting a new application. In some instances, the Coordinator of Student Life may recommend reviving an existing organization instead of forming a new one.

Reactivation requirements:

- Securing a qualified advisor
- Recruiting at least five (5) eligible student members

This process allows the organization to:

- Continue existing budget allocations

Organizations Without an Advisor: Student organizations are expected to have a designated faculty or staff advisor who supports the organization and provides continuity for student leaders.

If an active student organization's advisor steps down or is otherwise unable to continue serving, the organization's leader(s) must meet with the Coordinator of Student Life to discuss the organization's immediate needs and plan for securing a new advisor.

While an organization is without an advisor:

- Student Life may provide temporary oversight and guidance to help the organization remain active and supported.
- Temporary oversight does not replace the role or responsibilities of an official organization advisor.
- Organizations meeting during Student Life staff work hours and in an approved Student Life space may be eligible for temporary oversight, as determined by the Coordinator of Student Life.
- Student leaders are expected to actively participate in identifying and securing a new faculty or staff advisor.

- An organization should not remain without an advisor for more than one semester. Student Life will work with the organization during this period to identify an appropriate advisor and determine the next steps.

If an organization is unable to secure an advisor within one semester, the Coordinator of Student Life will meet with the organization's leadership to determine whether the organization can continue operating and what additional steps may be necessary. Student Life is available to help organizations identify potential advisors, clarify expectations, and navigate the transition.

4. Organization Management

Successfully leading a student organization takes planning, communication, and teamwork. This section provides guidance, best practices, and resources to help your organization operate effectively, navigate challenges, and create a positive experience for all members.

Community Expectations & Professional Conduct

Student organizations at McHenry County College are expected to foster welcoming, respectful, and inclusive environments for all students, advisors, guests, and campus partners.

Members and student leaders are expected to:

- communicate respectfully with peers, advisors, faculty, staff, and guests
- contribute positively to meetings, events, and discussions
- demonstrate professionalism during organization activities
- listen to differing opinions respectfully
- avoid disruptive, intimidating, hostile, or inappropriate behavior
- support a safe and inclusive campus environment

Disrespectful conduct toward student leaders, members, advisors, or campus staff may result in intervention from Student Life and potential organizational conduct review.

Leadership Selection & Organizational Conflict

Leadership opportunities within student organizations are competitive and may not always result in every interested member being selected for a position.

Student organizations are encouraged to:

- maintain fair and transparent election/selection processes

- clearly communicate leadership expectations and responsibilities
- provide opportunities for member feedback and involvement

Members are expected to:

- respect organizational decisions and election outcomes
- address concerns constructively and professionally
- avoid gossip, retaliation, exclusion, or hostile behavior toward members or leaders

Disagreements and conflict are a normal part of leadership development; however, organizations are expected to work toward resolution in a respectful and collaborative manner.

Concerns should be brought to the club's advisor first. Student Life may then assist organizations experiencing ongoing conflict or leadership concerns.

Respectful Interaction & Personal Boundaries

Student organizations should promote environments where all students feel comfortable participating and engaging.

Members are expected to:

- respect personal boundaries and social cues
- engage in appropriate and welcome interactions
- avoid behavior that makes others feel unsafe, pressured, targeted, or uncomfortable
- respect requests for space or disengagement
- communicate respectfully in-person and online

Repeated inappropriate interactions, harassment, intimidation, or behavior that negatively impacts the experience of other students may be addressed through Student Life and the student conduct process when necessary.

Organizations are encouraged to connect with Student Life early if concerns arise regarding member behavior or group dynamics.

Mutual Respect & Advisor Relationships

Student organizations are collaborative environments built on mutual respect between student members, student leaders, advisors, and campus staff.

Advisors are expected to:

- support student growth and leadership development
- communicate respectfully and professionally with students
- provide guidance while allowing students opportunities to lead and make decisions
- help foster inclusive and supportive organizational environments

Likewise, student leaders and members are expected to:

- communicate professionally with advisors, members, faculty, staff, and campus guests
- remain respectful during disagreements, feedback, or conflict
- contribute positively to meetings, events, and organizational discussions
- listen to differing opinions respectfully
- avoid hostile, disruptive, intimidating, or inappropriate behavior
- support a welcoming and inclusive environment for all participants

Organizations are encouraged to address concerns constructively and early whenever possible. Student Life is available to assist with support, mediation, and conflict resolution when needed.

Disrespectful conduct toward members, student leaders, advisors, or campus staff may result in intervention from Student Life and potential organizational conduct review.

Conflict Mediation Support

Student Life can help facilitate conversations and conflict resolution between members, student leaders, advisors, or leadership teams when concerns arise.

Organizations are encouraged to address concerns early and communicate respectfully when conflicts or misunderstandings occur.

Student organizations or individual members may reach out to Student Life to schedule a meeting for support, guidance, mediation, or assistance navigating organizational concerns and group dynamics.

The goal of mediation support is to promote healthy communication, collaborative problem-solving, leadership development, and a positive organizational experience for all students involved.

Organizational Support & Action Plans

Student Life reserves the right to intervene when organizational concerns, behavioral issues, repeated policy violations, unhealthy group dynamics, or leadership concerns negatively impact a student organization, its members, or the campus community.

In these situations, Student Life may require an individual student, organizational leaders, or the student organization, to participate in an action plan designed to address concerns, restore a healthy organizational environment, and support long-term success.

Action plans may include, but are not limited to:

- Mediation meetings
- Leadership coaching or training
- Advisor and student leader meetings
- Communication expectations
- Organizational restructuring support
- Leadership transition planning
- Event or conduct expectations
- Organizational development workshops
- Follow-up meetings with Student Life

The purpose of an action plan is to promote accountability, healthy communication, leadership development, conflict resolution, and a positive organizational environment.

Failure to Meet Action Plan Expectations

Student organizations and their members are expected to participate in action plans in good faith and demonstrate a willingness to address concerns. While disagreement and conflict are a natural part of working with others, individuals and organizations are expected to engage respectfully, support organizational well-being, and work toward resolution.

When reasonable efforts to resolve concerns have been unsuccessful, or when disruptive behaviors continue to negatively affect the organization, its members, or the campus community, Student Life may implement additional interventions.

These interventions may include, but are not limited to:

For Individual Members

- Additional coaching, training, or meetings
- Behavioral expectations for continued participation
- Removal from an organizational leadership position
- Temporary restriction from participating in organizational meetings, activities, or events
- Support of an organization's membership removal process, when consistent with the organization's constitution and College policies
- Referral through the College's Student Code of Conduct process, when appropriate

For Student Organizations

- Required leadership development or advisor meetings
- Required constitutional or operational review
- Mandatory officer elections or leadership restructuring
- Restrictions on organizational events, travel, funding, or campus privileges
- Organizational probation
- Suspension or revocation of official student organization recognition

Student Life reserves the right to determine appropriate interventions based on the nature, severity, frequency, and impact of the behavior or organizational concerns.

Student Life's goal is to educate, support, and strengthen student organizations. However, when repeated concerns remain unresolved despite reasonable intervention and support, Student Life may act as necessary to protect the well-being of the organization, its members, and the broader campus community.

Policies and Procedures

All student organizations must abide by MCC policies and the Student Code of Conduct. The complete document can be read at: <https://www.mchenry.edu/conduct/studentcode.pdf> or found on the Student Life Organization Canvas page. Some policy reminders include:

1. College students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct. Sexual discrimination, harassment, and

misconduct, as detailed in Article VI, is also strictly prohibited. (Code of Conduct, Article VI. Prohibited Conduct)

2. There is an expectation that behaviors and actions do not violate the rights and privileges of other community members; acts of disruption and obstruction for which sanctions may be imposed include, but are not limited to, the following:
 - a. Making false statements and/or providing false information to any College official;
 - b. Physical, verbal and/or non-verbal conduct which threatens or endangers the health or safety of any person;
 - c. Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the education environment or members of the College community;
 - d. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes the initiation of or participation in a hate crime as defined in Article XV.
 - e. Using electronic technology (which includes, but is not limited to internet, e-mail, telephone, fax machines, text messaging, and instant messaging) and/or engaging in on-line behavior to disrupt, threaten, harass, and/or intimidate another member of the College community. (Code of Conduct, Article VI, B. Disrupting or Obstructing the Work and Operation of the College)

In addition...

- 1) Organization members may NOT obligate or involve the College in any way without discussing the matter with their advisor and the Coordinator of Student Life. The Coordinator of Student Life will work with the organization to obtain proper approval.
- 2) When a student organization gathers for meetings or events, it represents the College. Student organizations are expected to keep this in mind during all activities and maintain a professional demeanor.
- 3) Alcohol/drugs are not allowed at any student organization functions. This applies to all members, even those of legal age, and in all situations including trips and meals out.
- 4) If the College deems necessary, student organizations may be responsible for contracting extra security for events through the MCC Police Department. Arrangements will be made by the Coordinator of Student Life.
- 5) If a student organization fails to fulfill its responsibilities, does not register on time, violates College or Student Life policies, or otherwise fails to meet the expectations outlined in this handbook, the Coordinator of Student Life may require the organization to participate in an organizational action plan. Depending on the nature and severity of the concern, Student Life may require additional training, leadership development, organizational restructuring, restrictions on organizational privileges, probation, suspension, or revocation of official student organization recognition. Matters involving

potential violations of the Student Code of Conduct may also be referred through the College's student conduct process.

- 6) If an individual member fails to fulfill their responsibilities, violates organization or College policies, or engages in behavior that negatively impacts the organization or its members, the Advisor and Coordinator of Student Life may require the student to participate in an individual action plan. Continued or severe misconduct may result in additional interventions, including removal from a leadership position, restrictions on participation, support of the organization's membership removal process when appropriate, and/or referral through the College's student conduct process.

5. Organizational Framework

All organizations must maintain a current, approved constitution on file with the Student Life Office. If the student organization being formed is to be an affiliate of a national organization, the purpose and mission statement cannot conflict with the college mission statement and purpose; please work with the Coordinator of Student Life to assure that your constitution meets the needs of both MCC and the National organization.

The constitution serves as the foundational framework of a student organization. It should outline the organization's purpose, membership requirements, leadership selection process, leadership structure, and decision-making policies that are not subject to frequent change. Detailed procedures and specific operational rules should also be included to help with leadership transitions.

Groups are encouraged to review and amend their constitution as needed. Detailed procedures and specific operational rules should be reviewed each semester. For additional help, contact stulife@mchenry.edu.

To be approved, a constitution must include the following:

- **Compliance:** This organization shall comply with all local, state and federal laws, as well as McHenry County College's regulations, policies, and procedures. Such compliance includes but is not limited to the College's regulations related to Non-Discrimination, Sexual Harassment, and Hazing.
- **Organization's Purpose:** A brief mission statement describing the organization's purpose and goals. The purpose must align with the College's mission and policies. Your statement should explain what your organization aims to achieve and how it contributes positively to the MCC community.
- **Membership:** As a community college, we are an open access institution. At minimum, membership must be open to all individuals that are currently enrolled in

credit or non-credit classes. Membership cannot be limited based on sex, gender, race, ethnicity, or sexual orientation.

- Student organizations should review their constitutions to determine their stance on being open to non-students. If the organization allows non-enrolled students, faculty, and staff, they should be considered associate members; they will be unable to hold office, vote, or count towards the 5 required eligible members. Associate members can only be participants. To learn the specifics about what it means to be a participant, please contact the Coordinator of Student Life.
- Eligibility requirements for membership, along with member rights and responsibilities, must be listed in the constitution. Any expectations for participation or conduct should also be clearly stated. For details on Academic based organizational exceptions, contact the Coordinator of Student Life.
- Membership should also include detailed behavioral expectations for organization members and associate members (if applicable). Please reference the handbook section on 'Organization Management' when creating your organization's behavioral expectations.

General members: General members are any currently enrolled students who participate in organizational activities. These members typically make up the majority of the organization. Recruiting and engaging in this group should be a primary focus.

- GPA Requirements:
 - There is no GPA requirement for general members.
 - However, to maintain active status, an organization must have at least five (5) participants who meet the qualifying GPA (2.0 cumulative and semester).
- Access and Participation:
 - All organization trips, activities, and events must be open to all qualified members.
 - If space is limited, organizations must implement a fair and transparent process to ensure equal opportunity for participation.
- Open Membership Policy
 - Organizations must allow any currently enrolled student to become a member without application or approval unless an exception has been approved by the Coordinator of Student Life and necessary offices of Student Affairs.
 - Organizations that restrict or block membership to eligible students may face consequences from Student Life.

Associate members: Some student organizations may choose to allow non-students to participate, though this is not required. This option can provide opportunities for fellowship and access to educational or guest speaker events. Eligibility:

- Non-enrolled students, or non-advising members of faculty or staff, may be designated as associate members.
- Associate members:
 - Cannot hold office/leadership team role
 - Cannot vote
 - Do not count toward the five (5) eligible student members required for official recognition
 - Must adhere to the MCC Student Conduct Handbook, Student Organization Handbook, and the Organization's constitution.
 - The organization's constitution should clearly define:
 - Who is eligible to serve as an associate member if applicable. If your organization allows associate members, please specify which type(s) (e.g. former students, community members).
 - If an associate member is an MCC alumnus, they will have access to their student email and the organization's Canvas page. Student Life will follow College policies regarding email access to members no longer enrolled at MCC.
 - Associate members can only be participants. To learn the specifics about what it means to be a participant, please contact the Coordinator of Student Life.
- Funding:
 - Organization funds may not be used to fund activities or trips for associate members.

Special note about membership: While organizations are required to allow any enrolled student to join their organization, an individual's membership can be restricted or revoked if their behavior goes against the values of the organization, the Student Organization Handbook, or the Student Code of Conduct. If situations arise that merit this type of action, the Coordinator of Student Life should be notified immediately. Based on the circumstances, appropriate actions will be taken.

- **Leadership Selection:** The process for electing officers or leadership, including timelines, voting procedures, and how officers and leader vacancies are filled. It should establish clear, fair, and consistent processes for selecting and transitioning student

leaders. These procedures should be included in the organization's constitution and communicated to members before an election or leadership transition occurs. *If a leadership team is not applicable, all organization members must vote to make decisions (this excludes associate members).*

The organization's constitution should clearly outline:

- **Election Timeline:** When elections are held and the timeline for nominations and voting.
- **Eligibility:** Who may run for and serve in a leadership position.
- **Nominations:** How candidates are nominated and whether self-nominations are permitted.
- **Voting:** Who may vote, how votes are conducted, and how votes are counted.
- **Results:** The number of votes required to be selected and what happens in the event of a tie.
- **Terms:** How long leaders serve and whether they may serve consecutive terms.
- **Vacancies:** How leadership vacancies are filled when a leader resigns, becomes ineligible, or leaves the organization.
- **Removal:** The process for addressing a leader who is not fulfilling their responsibilities, including how concerns are raised and how the leader may respond.
- **Transition:** How responsibilities, documents, funds, account access, and other organizational information are transferred to incoming leaders.

Leadership selection procedures should be established **before an election and applied consistently**. Procedures should not be changed during an active election or in response to a particular candidate or situation.

Constitution Review and Approval

When creating or changing leadership selection procedures, student leaders should review the proposed process with their **advisor**. The advisor should identify any questions, concerns, or necessary edits before the organization submits the updated constitution to the **Coordinator of Student Life for final review and approval**.

Leadership selection procedures are not considered final until approved by the Coordinator of Student Life.

Leader Responsibilities

Student leaders are expected to fulfill the responsibilities outlined in the organization's constitution and actively contribute to the organization.

If a leader is not fulfilling their responsibilities, the organization should first address the concern through a conversation, clarification of expectations, and/or support from the

advisor. If the concern continues, the organization should follow its established removal process.

Student Life is available to assist with leadership concerns, transitions, and conflict resolution when needed.

- **Leadership Structure:** Student organizations may choose a leadership structure that fits their needs. Organizations without a traditional executive board should have at least one or two recognized student leaders. If an organization does not have designated leaders, decisions should be made during regular meetings with input from members. The organization's constitution should identify its leadership structure, roles, eligibility requirements, election process, terms, and procedures for vacancies or leadership concerns.
 - **President / Lead Leader**
 - Guides the organization and helps achieve its goals.
 - Coordinates meetings, activities, and communication.
 - Serves as a primary point of contact.
 - The President does not control the organization; they work with other leaders and members to make organizational decisions.
 - **Vice President / Supporting Leader**
 - Supports the President or lead leader.
 - Facilitates meetings when the President is unavailable. The organization is still able to continue meeting even when the President or VP are unavailable.
 - Assists with recruitment, engagement, and organizational projects.
 - **Secretary / Records Leader**
 - Maintains meeting minutes and attendance records.
 - Helps create and distribute meeting agendas.
 - Uploads meeting minutes to the Student Life Organizations Canvas page.
 - Uses the Student Life attendance QR code to track participation at meetings and events.
 - **Treasurer / Financial Leader**
 - Maintains accurate records of organizational revenue and expenses.
 - Keeps receipts and supporting financial documentation.
 - Communicates financial updates and purchase requests to organization leaders, the advisor, and Student Life.
 - Submits applicable funding requests to Student Government and/or Student Life.

- Because institutional financial records may not always reflect the most recent activity, organizations should maintain their own **current revenue and expense records**.

Other Leadership Positions

Organizations may create additional leadership positions based on their needs. Responsibilities, eligibility requirements, term limits, and whether a student may hold multiple positions should be included in the organization's constitution.

- **Decision Making:** The constitution should outline how the organization conducts business, including the frequency of general member and leadership team meetings, who may participate in decisions, voting procedures, and the number of members required for **quorum**. Quorum is the minimum number of eligible voting members who must be present for the organization to conduct official business.
- **Amendments:** Proposed changes to the constitution should be discussed at a regular organization meeting and provided to voting members in advance of the vote. Amendments must be approved according to the organization's established voting and quorum requirements. Once approved, the updated constitution must be submitted to the **Coordinator of Student Life for review and approval**.

A copy of the organization's constitution must be sent to the Coordinator of Student Life for final approval. Once approved, the organization must upload it to the Student Life Organizations Canvas page, which serves as the central hub for records.

6. Additional Roles and Responsibilities

Coordinator of Student Life: supports all recognized student organizations and their advisors. The Coordinator of Student Life helps organizations understand and meet college requirements, provides leadership development and training, and works with organizations to create successful and sustainable programs.

Student Life may provide or coordinate:

- Leadership training and development
- Advisor support and recruitment
- Organization funding and financial guidance
- Purchasing and spending guidance

- Event and travel support and approvals
- Resources, programming, and campus connections
- Leadership transitions and organization development
- Conflict resolution and problem-solving
- Guidance when concerns involving student behavior or well-being arise, including when to connect with appropriate college resources

Student Life also reviews organization information, constitutions, and other requirements to help ensure that organizations operate consistently with college policies and procedures.

Our goal is to **help every organization be successful**. Fair and consistent processes help create a positive experience for all students and organizations.

If you are unsure about a policy, process, purchase, event, leadership concern, or other organization matter, please ask before moving forward. Student Life is here to help you navigate questions and connect you with the appropriate resources.

Staying Connected with Student Life

Organizations are expected to maintain regular communication with Student Life and provide updated organization information as requested. The best way to reach Student Life is:

StuLife@McHenry.edu

Advisors: The requirement to have a faculty or staff advisor, along with the advisor's general role and responsibilities, is to be included in the organization's framework.

MCC Requirements for advisors:

- Club/Organization advisors may be any faculty or full-time staff member or administrator currently employed by the College. Must have at least a semester working at MCC.
- A staff member's job duties must always take priority over their advisor role.
- All advisors must receive approval from their supervisor or Dean.
- All club/organization advisors, regardless of employee classification, should emphasize student leadership of the group, rather than their involvement in making events and activities happen. Student learning is the overall focus of everything we do at MCC, and we need to provide opportunities for students to learn.
- Advisors must attend and/or complete required training (2 hours).
- Club/Organization advisors are expected to follow the guidelines set out in the Student Organization handbook for travel, fundraising, food, etc.
- Advisors should set boundaries with students as to when/how they should be contacted regarding club and non-club related matters. The Coordinator of Student Life can be the primary resource for students to navigate college processes and paperwork.

- Advisor participation is limited to a maximum of 4 work hours per month per club, with the exception of: attending pre-approved events, and addition of 4 hours with approval.

In addition to MCC's requirements for advisors, members of the organization and advisors should work together to determine the expectations of each other. Organizations may choose to have multiple advisors, in which case only one needs to be present at a particular meeting/event.

Organization constitutions should list the specific details of advisor selection and roles for the group. In general, advisors:

- Provide basic management and continuity for organizations
- Support their specific organization by ensuring that all policies are followed
- Act as a liaison between the student organization and the College
- Contribute knowledge, guidance, and direction to their organization
- Recognize that holding a role within the organization can be a rewarding experience if students learn to assume responsibility through the process of active participation
- Advise the officers and members on developing and implementing programs which allow the organization to fulfill its purposes and objectives
- Are present at most if not all meetings, events, and activities unless otherwise approved by the Coordinator of Student Life
- Are responsible for the integrity of the organization's financial account, which includes seeking approval from the Coordinator of Student Life before any money is spent

If there are conflicts among organization members and advisors, the Coordinator of Student Life can help facilitate resolution, or other action steps. Advisors are VOLUNTEERS and may step down at any time by having a conversation with the Coordinator of Student Life to determine a transition plan for the organization.

7. Trainings

- Advisor Training will be held at the beginning of each semester.
- Student Organization Trainings will be held at the beginning of each semester.
 - Student organization training is designed to provide student leaders with the necessary skills to lead a successful group and educate students on effective procedures.
 - Student organization presidents and executive boards are required to attend.
 - This training is open to all students, whether they represent an organization or not.
 - This training provides an opportunity for Student Life to communicate any changes that may be implemented.

- This training gives students the opportunity to have general questions answered. If an organization has questions specific to their organization, they should contact the Coordinator of Student Life.
- Additional training will be available and communicated to the organizations by the Coordinator of Student Life.

If a student organization would like personalized training, the Coordinator of Student Life can help arrange it. Please email stulife@mchenry.edu for more information.

8. Meetings

Meeting time: Organizations are responsible for scheduling meetings at times that are accessible to members and include advisor availability.

- It is understood if an advisor needs to occasionally miss a meeting due to illness or conflicting schedules, but it is expected for the advisor to attend majority of meetings.

Location: The use of college facilities by a student organization for meetings, fundraisers, or events must be scheduled through Student Life. **Advisors should not request rooms themselves as this can lead to confusion and misinformation.** Email stulife@mchenry.edu

- When selecting a space, requests may be denied if the space has previously been reserved and/or is deemed to not be the right size/appropriate for the activity or cause potential disruption to classes. An alternative location will be proposed.
- All campus spaces should be used respectfully and responsibly.
- All space requests must be received **AT LEAST 2 WEEKS IN ADVANCE**.
- If possible, set up a Zoom link or other option for those that wish to join virtually

Running Meetings

- **Pre-Meeting:** Establishing Meeting Structure and Expectations. This should be part of your constitution (organization framework) and completed at the beginning of the semester and revisited often. Before holding regular business meetings, each organization must determine how meetings will be structured and conducted. This includes:
 - **Establishing ground rules** for discussion, participation, and decision-making.
 - **Selecting a meeting framework**, such as:
 - **Robert's Rules of Order**, which provides a formal structure for discussion and voting (Not necessary to follow but can be helpful for larger or business-focused organizations)

- **Community agreements**, which define expectations for respectful communication, remain on topic, avoiding interruptions, and resolving disagreements.
 - **Clarifying expectations related to:**
 - Attendance and punctuality
 - Participation and voting procedures
 - Officer roles and responsibilities during meetings
 - Once established, these expectations should be documented and reviewed periodically, particularly when new members or officers join the organization.
- **Opening the Meeting:**
- Call the meeting to order at the scheduled start time.
 - Confirm that established ground rules and meeting procedures are in effect.
 - Ensure attendance is recorded.
 - Provide a brief welcome and overview of the agenda.
 - When appropriate, begin with a structured icebreaker or opening activity, particularly at the start of the semester or while waiting for late arrivals.
 - **Icebreakers:** may be used to support group cohesion and punctual starts. Student Life maintains a collection of icebreaker activities and supplies. To reserve materials, email **Stulife@McHenry.edu** at least **two business days in advance**, indicating the activity requested and anticipated attendance. Materials may be picked up from the Student Resource Center (A247) and must be returned with instructions and unused supplies following the meeting.
- **Taking minutes:**
- Meeting minutes are highly encouraged to be recorded for all meetings. Student Life reserves the right to gather information on organizations (member numbers, attendance, event statistics, etc.) for tracking purposes and College reports. Organizations may be subject to provide this information; recording meeting minutes or monthly recaps can help with this process.
 - If the organization has an executive board, this responsibility typically falls to the Secretary. If the Secretary is unavailable, another member must be designated.
 - Organizations should keep their own copy in the organization's Canvas page, so information remains accessible if a leader or advisor leaves MCC.
 - Organizations should distribute minutes to members
 - Minutes can be as basic or elaborate as your organization wishes. At minimum they must include:

- Date, time, location of the meeting
 - Names of attendees
 - Key points and any important items that were discussed/decided
- **Announcements and Business Matters:** Organizations should use scheduled meetings to communicate pertinent announcements and to discuss and make decisions, as applicable. Organizations should also use their canvas shell as the official communication platform.
 - Officer/Leadership updates including:
 - Treasurer's report (financial report)
 - Committee updates
 - Elections
 - Budget approvals
 - Constitution updates
 - Advisor updates
 - Relevant campus announcements or deadlines
 - Discussions: all items should follow the organization's agreed-upon meeting structure (e.g., Robert's Rules or community agreements).
 - **Student Government Meeting:** At least one member of each organization should plan to attend the weekly Student Government meeting.
 - While not required, attending the Student Government Association open meetings provides a chance to learn about what is happening on campus, to have a voice on important issues impacting students, promote your organization to others, and collaborate on various events. Student Government also has funding available to co-sponsor events. (See "Requesting Additional Funding")
 - **Closing**
 - In closing the meeting:
 - Review action items and next steps.
 - Ensure new members have appropriate contact information and understand how to stay involved.
 - Announce the date, time, and location of the next meeting.
 - Clean and reset the meeting space before departing.
 - Adjourn the meeting formally.

9. Publicity, Marketing, & Communication: Student organizations are encouraged to promote their organization, recruit members, and advertise meetings and events. Organizations may create their own flyers, digital materials, social media content, and other promotional materials, provided they follow Student Life and college publicity guidelines.

- **Publicity and Marketing**

- All publicity intended for distribution or posting on campus must be submitted to **Student Life for approval before it is distributed or posted**. Publicity must include the event or activity **date, time, location, and contact information** and meet the requirements outlined in the Student Life Canvas shell.
- Once approved:
 - Student Life will print up to **11, 8½ x 11 flyers** per approved advertisement.
 - Student Life will post approved flyers in pre-approved campus locations.
 - Publicity may not be posted in other campus locations without permission from Student Life and may be removed if posted without approval.
 - Student Life may submit organization information to *The Flush* and applicable e-newsletters, subject to publication guidelines.
 - Student Life may promote approved information through relevant campus calendars, Student Life social media, and campus digital displays.
- Organizations are encouraged to work with Student Life to identify additional ways to promote their organization, including **tabling, organization fairs, campus events, collaborations, social media, and other approved marketing opportunities**.
- Use of McHenry County College Name and Logo
 - Approval to use the MCC name or any registered trademark or logo of the College on any apparel, giveaways, sales, or other items must be granted through the Office of Marketing and Public Relations (OMPR). The Coordinator of Student Life can serve as a resource in getting this approval.

- **Canvas & Organization Communication**

- Each student organization will have its own individual Canvas shell. A link to the organization's Canvas shell must be provided within the Student Life Canvas shell. Only McHenry County College faculty and staff (organization advisor) may be listed as a Teacher on individual organization Canvas pages. Students holding board positions, such as President, Vice President, or other officer/leadership roles, may be added as Teaching Assistants (TAs) only.
- Student TAs may assist with posting and organizing course content, participating in discussions, providing feedback to other students, and supporting course activities as directed by the Teacher. Student TAs may not manage course settings, add or remove users, or access the gradebook or other administrative controls reserved for faculty and staff.

- The organization is responsible for keeping its Canvas shell **current and useful for its members**, including:
 - Adding the Coordinator of Student Life as an owner/instructor within the Canvas shell. The coordinator reserves the right to add or remove members or make changes to the Canvas course as needed to ensure proper management and compliance with MCC policies. Student Life will follow College policies if members graduate and are no longer enrolled at MCC.
 - Keeping meeting information and organization announcements up to date.
 - Sharing important organization information, opportunities, and updates with members.
 - Using the organization Canvas shell as the **official communication channel** for organization business.
 - Providing an Accessibility version of the Canvas shell.
- Student organizations should not rely on social media, GroupMe, text messages, or other informal communication methods for official organization information.
 - While these conversations will not be monitored, individuals should remember that they are representing the club and avoid anything that could be offensive or violates the Student Code of Conduct. If any member observes anything of concern in a conversation, they should report it to their advisor and the Coordinator of Student Life.
- **Communication from Student Life:** will come via email and/or an announcement in Canvas. Organizations and advisors should determine how information will be shared with the whole membership.
 - The **Student Life Canvas shell** will serve as the central location for Student Life policies, resources, training materials, forms, and other information for student organizations.
 - All advisors, executive board members, and any other interested students must enroll in the Student Life Canvas course.
- **Social Media**
 - Organizations that wish to create or maintain social media accounts must follow the Student Organization Social Media Guidelines outlined in the Student Life Canvas shell and receive approval from the Coordinator of Student Life before creating or promoting an organization account. Organizations are responsible for maintaining current account access and following required transition procedures when leadership changes.

10. Event Planning

- Student Life encourages organizations to plan and host events that are social, fun, and promote student engagement and belonging on campus. Planning events is also an opportunity for students to develop leadership skills, taking primary responsibility for organization and execution. The Coordinator of Student Life and your organization advisor are available to provide guidance and support at any stage of planning.
- Events can include, but are not limited to:
 - Table or information sessions
 - Guest speakers or workshops
 - Trips or outings
 - Social or recreational activities
 - Anything outside of regular organization meetings
- **Steps for Event Planning**
 - The steps below are recommended to help guide planning. Smaller, informal events (e.g., a simple potluck) may require minimal preparation, while larger events (e.g., dances or trips) will need more advanced planning.

1. Purpose of the Event: Identify the goal of your event:

- Fundraising (specific purpose or general organization funds)
- Promoting awareness of your organization or a cause
- Social, recreational, or community-building purposes

2. Audience: Determine who your event is for:

- Organization members only
- MCC students
- The broader community

Remember: larger audiences require more planning time and resources

3. Collaboration and Support

- Assess your available time, resources, and volunteers
- Ensure that roles and responsibilities are delegated between club members
- Consider partnering with other organizations for shared events or support
- Ensure advisors and Student Life are informed and involved as needed

4. Event Activities

- Brainstorm ideas with your members
- Narrow down activities to what is feasible and practical
- Consider logistics such as supplies, space, and time

5. Budget

- Review your **organization budget** for the event
- Determine whether additional funding is needed from:

- Student Life
 - Student Government Association (SGA)
 - Collaborative partners or other organizations
- Track all expenses and retain receipts for documentation. **Reminder: final approval of club fund spending comes from Student Life.**

6. Location

- Select a location on campus that accommodates your expected attendance and planned activities
- Reserve spaces **at least 3 business days in advance**
- Have a **backup plan** for outdoor events or unforeseen circumstances

7. Timing

- Determine the best **date and time** considering:
 - Planning and set-up time
 - Duration of the event
 - Availability of organization members, advisors, and Student Life staff

8. Final Planning and Approval

- Draft a basic event outline based on the steps above
- Work with the **Coordinator of Student Life** and your advisor to obtain final approval
- **Security and Police** Some events may require an MCC Police Department presence based on the nature of guest or activities. These decisions are made by MCC Police in conjunction with Student Life.

Important: Student organizations **are not authorized to sign contracts** on behalf of the College

Please work with your advisor to finalize the event plan and receive final approval from the Coordinator of Student Life

- **Timelines and to-do lists**
 - Once your event vision is clear, it is important to create a detailed plan of action. This includes listing all tasks that need to be completed, assigning responsibilities, and setting deadlines.
- **Assign Responsibilities**
 - Clearly identify who is primarily responsible for each task.
 - Ensure that work is distributed fairly—avoid having one person complete most of the work.
- **Be Realistic**
 - Consider the time and resources required for each task.

- Some tasks are quick and simple (e.g., reserving a table), while others may require more planning (e.g., booking a DJ, coordinating vendors).
- Recognize that certain tasks, such as event setup, management on the day of the event, and post-event cleanup, may require the effort of multiple members.
- **Post-Event Tasks**
 - Include responsibilities such as cleaning up, ensuring vendors are paid through Student Life, storing leftover supplies or food, and submitting any necessary documentation.
 - Part of a successful event is the help you receive. Make sure to express 'thank you' to those who helped you along the way.
- **Leverage Support**
 - Utilize the expertise of your advisor and/or the Coordinator of Student Life to help identify tasks, set realistic timelines, and ensure nothing is overlooked.

Creating a comprehensive to-do list ensures that everyone knows their responsibilities and helps the organization run events efficiently and successfully.

Collection/Donation Drives

Student organizations that wish to hold a donation drive or similar event should work with the Office of Student Life to ensure consistency and fairness. Student Life may limit the dates or length of a collection drive to avoid the confusion of multiple drives occurring at once.

Demonstrations

The College affirms the right of individuals to free speech and assembly. This is subject however to reasonable regulations as to the time, place, and manner of that activity, as necessary and appropriate to not disrupt the College's public educational programs. Please consult with the Coordinator of Student Life and your advisor as additional guidelines may apply.

- **Food**
 - **Potluck**
 - Organization members bring food to share
 - The event cannot be open to the public; organization members and advisors ONLY
 - Post a sign indicating that food was not prepared in a regulated or inspected kitchen facility.
 - All cold foods should be kept at 40 degrees F or colder, and all hot foods should be kept at 140 degrees F or higher.
 - Keep food covered and protected from contamination.

- **Fundraiser/giveaway** If an organization is doing any kind of food fundraiser or giving food away beyond a potluck, the organization must follow applicable college food safety requirements:
 - Food must be prepared in an approved commercial kitchen. Student organizations may not prepare food for sale or distribution in personal or residential kitchens.
 - Food should be served in a manner that limits direct handling by organization members and customers. Individually portioned foods should remain appropriately packaged until provided to the customer.
 - For items such as donuts or other individually portioned foods, customers should handle or package their own item when appropriate. For beverages such as “dirty sodas,” customers should pour their own beverage and hold their cup under the syrup pump while the organization member assists with the remaining preparation.
 - Perishable foods must be stored and served at appropriate temperatures. Cold foods must remain cold and hot foods must remain hot.
 - Organizations should contact Student Life **before planning a food fundraiser or giveaway** to confirm that the proposed activity meets college requirements.

- **MCC Catering/Food Service** Student organizations can utilize the catering menu to have food served at their meetings or events. Please work with the Coordinator of Student Life to make this happen.

- **Outside catering/restaurant**
 - Student organizations are welcome to utilize local businesses for food.
 - All rules regarding purchasing apply.
 - Student organizations are not approved to sign any contracts. Please work with the Coordinator of Student Life for guidance on how to proceed.

- **Movie Viewing**
 - Movie Viewing Policy applies to movie screenings held for entertainment purposes at student organization meetings or events.
 - Movies are protected by copyright law. Public Performance Rights (PPR) are required to show films on campus outside of an instructional classroom setting. Without PPR, films may not be shown at student organization meetings or events.
 - Student organizations may not:
 - Stream movies using personal or private accounts

- Show DVDs or recorded copies of films
- Show movies from YouTube or similar platforms
- Failure to comply with copyright law may result in significant fines for MCC and disciplinary consequences for individual students and/or organizations. These requirements are strictly enforced, and no exceptions will be made.
- For additional information regarding Public Performance Rights, please visit: <https://library.georgetown.edu/copyright/public-performance-rights> To obtain Public Performance Rights:
 - **STREAM FROM KANOPY** On the MCC library website under “A-Z Databases” select “Kanopy.” Browse/search for a movie. When you click on the description, next to the run time if there is a box that says PRP, that means Public Performance Rights are included, and you can view the movie.
 - **PURCHASE PUBLIC PERFORMANCE RIGHTS** MCC has an account/relationship with <https://www.swank.com/>. To show one of these films, work with the Coordinator of Student Life to request, AT LEAST 3 WEEKS BEFORE THE PLANNED EVENT. Please note, these can be expensive (around \$650), and it is advised that organizations work together, along with Student Life and Student Government to host a screening.

Resources for Use It is the philosophy of Student Life to support organizations as much as possible. We have an extensive collection of items that you may use for meetings and events. We ask that you use these items with respect (put it back where you found it/if it runs low let us know). If there is an item that you think would be beneficial to multiple organizations, please email suggestions to StuLife@McHenry.edu for purchase consideration.

- **Anytime Availability:** located in the Student Resource Center, available anytime we are open:
 - Puzzles, board games
 - Button and magnet maker
 - Craft supplies
- **Reservable Items:** reserve by emailing StuLife@McHenry.edu
 - Popcorn machine (responsible for buying own supplies and cleaning afterwards)
 - Karaoke machine
 - Outdoor/Oversized games
 - a. Jenga

- b. Dice
- c. Candy Land
- d. Corn hole/bags boards (multiple available if you would like to host a tournament)
- e. Chess
- f. Other items as designated by student life, please email for more information

11. Funding and Financial Information

Registered Student Organizations operate as authorized and sponsored entities of McHenry County College. As such:

- Student organizations may NOT operate as independent 501(c)(3) organizations or as for-profit entities.
- Student organizations are NOT authorized to establish or maintain external bank accounts, including accounts at private financial institutions.

MCC Financial Accounts and Oversight:

Each active student organization is assigned three MCC-managed accounts:

- A rollover account for funds carried forward from year to year.
- A deposit account for incoming funds.
- An expenditure account for **approved** spending.

The MCC fiscal year runs from July 1 through June 30.

- Spending may begin on August 1 of each fiscal year.
- All expense documentation must be submitted no later than the day before May commencement. NO expenditures will be processed after this deadline.

Inactive Organizations and Fund Reallocation

If an organization is designated as **inactive** for more than two consecutive academic years (Fall and Spring semesters):

- McHenry County College reserves the right to return any remaining funds in the organization's account to Student Government for reallocation to campus events.
- If an organization with the same name and/or mission is later recognized, previously forfeited funds will NOT be reinstated.

Use of Organizational Funds

Funds held in MCC-managed accounts are **carried over from year to year** and are intended to support **approved events and activities**. (See Depositing/Spending Money)

- Organizations may determine how funds are used **provided that all expenditures comply with College policies**.

- **All purchases and financial transactions must be facilitated through Student Life.** Student organizations are NOT permitted to make independent purchases or financial commitments.

National Organization Affiliation

Student organizations affiliated with national or external organizations may:

- Offer members the option to pay dues to the national organization in exchange for additional benefits or access.

However:

- Payment of national organization dues may NOT be required for membership in the McHenry County College student organization.

Earning Money

- **Student Life Incentives:** Organizations are eligible to receive \$100 per semester by completing requirements set by Student Life. Requirements and deadlines will be clearly communicated and may include:
 - Attending training
 - Filling out paperwork
 - Participating in student involvement events
- **Direct donations**
 - If a campus or community member wishes to donate to your organization, contact Student Life to ensure proper deposit and tax documentation.
 - All checks must be made out to McHenry County College. The “memo” line of the check should identify the student organization.
- **Fundraising** is an approved method for organizations to raise funds while engaging members.
 - Submit a fundraising request via email to StuLife@McHenry.edu at least 2 weeks in advance to allow adequate planning, promotion, and coordination with campus events.
 - Student Life currently can process digital payments via Square. Please request usage of the iPad and Square account via the event request form.
 - Organizations are limited to two on-campus fundraisers per semester. There is no limit on off-campus fundraisers held at local businesses.
 - a. **On campus**
 1. Prior communication with the Coordinator of Student Life
 2. No homemade baked goods. See the “Food” section.

3. If any supplies are needed, these purchases will come out of the organization budget (see Spending Money)
4. A cash box and start up change may be requested at least 3 business days before the event
5. All space requests must be received through the event request form.

b. Off campus

1. Prior communication with the Coordinator of Student Life
2. No homemade baked goods are permitted (See “Food” section).
3. Any necessary supplies for the fundraiser will be purchased from the organizations' budget.
4. A cash box and start-up change may be requested at least 3 business days in advance.

Please note: The State of Illinois prohibits any entity without a gaming license to hold games of chance. This means that raffles are strictly prohibited and should not occur at any organization's function. Organizations may do giveaways, but should keep a record of prize, recipient, date, and reasoning for offering prizes associated with an MCC event. This documentation should be submitted to StuLife@McHenry.edu and will often be needed for justification of any purchases.

Example: The Fruit Lovers Organization may not sell raffle tickets for \$5 and then select one winner for a trip to the apple orchard. However, they may give a raffle ticket to each person attending their event and do a giveaway for the trip to the apple orchard. *Please note that associate members (non-students) and MCC employees are not eligible for these giveaways.

Depositing Money: All funds collected by student organizations must be deposited into the organization's MCC-managed account through the **Records and Registration Office with the help of Student Life**. Organization advisors are responsible for holding club funds (such as checks and gift cards) until it can be deposited.

- **Preferred Method:**

1. Place the funds in an envelope labeled with the **organization name** and **total amount**.
2. Submit the envelope to the **Coordinator of Student Life**, who will process the deposit on behalf of the organization.

- **Alternative Method:**

1. If the Coordinator of Student Life is unavailable, funds may be taken directly to the **Records and Registration Office** along with the organization's account number.
2. The organization must **notify the Coordinator of Student Life** and provide a **receipt** confirming the deposit.

Spending Money: ALL FUNDING PLANS MUST BE APPROVED BY THE ORGANIZATION ADVISOR AND FINAL APPROVAL BY THE COORDINATOR OF STUDENT LIFE. DO NOT SPEND MONEY WITHOUT PRIOR APPROVAL!

The Business Office may require documentation justifying all expenses (e.g., copies of advertisements, event attendance lists). Organizations should **retain all relevant records** for potential review.

- **Preferred Method:** Coordinator of Student Life Purchases Items
 - Submit your request via email to the Coordinator of Student Life at least 5 business days in advance (earlier is preferable).
 - Approved purchases may include:
 - Craft or activity supplies
 - Food for meetings or events
 - Donations to an organization on behalf of the organization
- **Alternative Method:** Organization Member or Advisor Purchases Items and Requests Reimbursement. **This method is not preferred and still requires prior approval.**
 - Pre-approval: The Coordinator of Student Life must verify that the individual is **set up as a vendor** with the Business Office.
This applies to all individuals, including students, and requires completion of tax documentation.
 - This verification may extend the processing time for reimbursement.
- **Purchasing Instructions:** The coordinator will provide guidance on best practices, including
 - MCC's tax-exempt status.
 - Submitting Receipts:
 - Submit original receipts to the Coordinator of Student Life.
 - Any state sales tax paid will not be reimbursed, as MCC is tax-exempt.

For trips, the Coordinator of Student Life will work directly with the advisor to determine how to pay.

The coordinator typically shops at Sam's Club and Jewel. While requests regarding specific brands, flavors, or sizes will be considered, availability cannot be guaranteed. Please provide alternatives or instructions (e.g., "do not purchase if unavailable") to ensure purchases align

with organization needs. Think of the Coordinator as fulfilling requests like a personal shopper for approved items.

12. Student Government Funding Requests

Active student organizations may request funding through the McHenry County College Student Government Association (SGA) to support campus programming or organization needs. SGA receives funding from student tuition fees to assist organizations and allocates funds based on specific guidelines and criteria.

Funding is limited each semester, so organizations should plan carefully and await approval before moving forward with programming.

To access this funding, please attend a Student Government Association meeting to be given complete instructions on the process and timeline. SGA will review the proposals submitted using the guidelines and criteria stated below and will be consistent and fair amongst the student organizations.

When considering funding requests, SGA will consider:

- Active Membership at MCC. The student organization must be meeting on a regular basis at MCC, clearly have a mission statement for the group, and have completed all necessary registration paperwork through Student Life.
- Whether the club is actively participating in Student Life incentives.
- The activity/event must be described in detail including how members will play a part, promotional plans, etc.
- A description must be included of how this activity/event will include and benefit students at MCC and identify the scope of the benefit.

Reasons for Ineligibility for Funding:

- Any student organization that requests funds to support illegal activity
- Any event/activity that would be in direct violation of the policies, procedures, rules, and regulations of MCC
- Student organizations that have prior history of spending funding irresponsibly (as determined by the organization Advisor and the Coordinator of Student Life).

While funds generated by the organization through fundraisers and registration incentives can be used with less restrictions, funds from SGA **cannot** be used on:

- Salaries, wages, and honorarium unless as part of a contractual obligation for performance or professional service required for the presentation of a program
- Programs or activities for which academic credit is awarded

- Awards or trophies (note: Student Life can help with the printing of certificates)
- Equipment purchases, unless it can be shown that the equipment is critical to the mission and programs of the organization and is otherwise unavailable on campus
- Purchase of t-shirts, luxury items, or gifts.

Please allow at least one week from submission for proposals to be reviewed and a decision to be communicated. If approved, the Coordinator of Student Life will instruct the organization on how to access these funds.

Remember: Student organizations are not guaranteed to receive funding in the amount requested. Many factors go into a decision. If you feel that your request was denied due to bias or unfair procedures, please contact the Coordinator of Student Life.

13. Student Life Funding Requests

Student Life also has funding to support events by student organizations. Funding is limited to programs that correspond to the mission of the College. Funding requests that support events open to all members of the College community will be prioritized.

Money may also be requested for conference attendance, leadership programs, and equipment.

If your organization is interested in receiving funding, a meeting between the organization's leadership and advisor should be arranged with the Coordinator of Student Life.

Remember: Student organizations are not guaranteed to receive funding in the amount requested. Many factors go into a decision. If you feel that your request was denied due to bias or unfair procedures, please contact the Director of Student Experience.

14. Storage

Each recognized student organization is permitted one (1) storage bin in Room A252 for frequently used items that have been purchased by the organization. All items must fit entirely within the assigned bin.

Storage bins are housed exclusively in A252, a shared storage area used by multiple offices.

Organizations must:

- Request permission before entering the space.
- Remove the bin from A252 before accessing or using items.

- Return the bin promptly after use.
- Refrain from taking or using items not contained within their assigned bin.

The use of storage bins is a privilege, not a right. Failure to respect staff, shared spaces, or storage guidelines may result in the loss of storage privileges.

Student Life reserves the right to remove, dispose of, or reorganize storage bins and their contents based on an organization's activity level, recognition status, or failure to comply with storage guidelines.

Storage bins belonging to inactive, unrecognized, or non-compliant organizations may be cleared out without notice. Student Life is not responsible for lost, damaged, or discarded items stored in these bins.

14. Travel

MCC is located very close to two major cities, packed with restaurants, museums, cultural experiences, shows, and more. Student Life encourages students to get out and explore. When you start thinking about travel, utilize the same methods you would for event planning, recognizing that there will be some additional tasks and policies to follow. Travel should be planned well in advance and support the organization's purpose(s), which may include personal and professional development opportunities.

All MCC activities requiring off-campus travel are considered official College events and are therefore subject to the Student Code of Conduct. The Coordinator of Student Life tries to ensure that all trips are conducted in ways that are consistent and offer the greatest likelihood of student safety.

Trips will be unique to each organization and situation, but in general, trips are classified in three different ways:

Casual Meetups: non-structured activity.

- Each member is assuming their own liability in getting to the location and is responsible for any costs; therefore, these events do not require paperwork or permission from Student Life.
- An advisor does not need to be present.
- Students must arrange their own transportation.
- There can be no use of organization funding or name.
- Events can be attended by family, friends, and associate members

Day trips: structured activity that does not require overnight accommodation; example: the Math Organization wants to attend a competition at the College of Lake County.

- These events require permission from Student Life, which begins by completing the program planning and the trip planning forms.
 - These must be submitted at least 2 weeks prior to the event, though the sooner the better.
 - Trip approval is not guaranteed if logistical details cannot be confirmed in time.
 - a. An advisor must be present
 - i. Trip facilitators (advisors) will need to receive permission from their direct supervisor regarding whether hours can be flexed or overtime approved if outside of normal working hours.
 - ii. Facilitators will be required at a 1:10 student ratio.
 - iii. Should the organization's advisor not be able to attend, the Student Life Office will TRY to provide a trip facilitator for the group, but this is not guaranteed.
- The Coordinator of Student Life will work to arrange transportation (bus, campus vehicle) with the support of the advisor.
 - Travel arrangements will be decided based on practicality, safety, availability, and financial circumstances.
 - Please note that with college owned vehicles, the trip facilitator must be approved through MCC to drive. For rental vehicles, the driver(s) must be employed by the College and at least 21 years of age. MCC covers insurance in this case. All requirements for MCC vehicles and rental vehicles must be followed. STUDENTS CANNOT DRIVE ANY VEHICLES EXCEPT THEIR OWN.
 - While not recommended or preferred, students may drive their own vehicles on such trips. Please meet with the Coordinator of Student Life to ensure additional paperwork is complete.
 - a. The College does not have liability or automobile coverage for students driving themselves or other students to organization sponsored events. Automobile insurance policies held by the students are the primary and only policies covering them from injuries to themselves or others, as well as damage to their vehicles or other vehicles.
 - b. Students who choose to ride in a private automobile are doing so of their own free will.
 - c. Intentions to drive themselves and/or ride with another student should be listed on the trip waiver.
- A date will be assigned by the Coordinator of Student Life for which a completed attendance roster will be due.
 - If applicable, participant's GPA, conduct status, and other requirements will be checked/confirmed.

- All participants must complete and submit a Travel Form at least 2 business days prior to the trip to the Coordinator of Student Life.
 - A digital copy will be made for access by College administrators
 - The trip facilitator (advisor) will carry paper copies during the trip and then submit them to the Coordinator of Student Life upon return for proper filing.
- The Coordinator of Student Life will work with the organization and advisors to finalize all financial details.
 - Work with the location in advance to pay
 - Determine who will pay and what reimbursement options will be available
 - Travel funding can include conference registrations, vehicle rental, admission fees, meals, and hotel accommodations. Funds for student organization travel will be covered in a variety of ways, such as student contribution, student organization budget, and Student Life/student government assistance.
 - Any personal expenses will be the responsibility of the individual
 - Due to liability, risk, and insurance reasons, guests/visitors are not allowed to travel with the group.
 - a. Associate members and Non MCC affiliated people (partners, children) may attend the event, if approved by the organization and advisor, but must provide their own transportation and use their own money/non-organization funds.

Overnight trip: structured activity that will require participants to be gone for more than one calendar day.

- These events require permission from Student Life, which begins by completing a trip planning form.
 - These must be submitted at least 6 weeks in advance, though the sooner the better. Exceptions may be made if an organization suddenly becomes eligible for a travel opportunity.
 - Trip approval is not guaranteed and is dependent on Cabinet approval AND the ability to confirm logistics.
- An advisor must be present
 - Trip facilitators (advisors) will need to receive permission from their direct supervisor regarding whether hours can be flexed or overtime approved if outside of normal working hours.
 - Facilitators will be required at a 1:10 student ratio.
 - Should the organization's advisor not be able to attend, the Student Life Office will TRY to provide a trip facilitator for the group, but this is not guaranteed.
 - Any cost for the advisor will be paid for from the organization funding

Whenever possible, even if the 1:10 ratio is maintained, if there is only one facilitator attending, Student Life would like a second facilitator to accompany the group. This is not required, and all expenses for this second person will be paid for by Student Life.

- The Coordinator of Student Life will work to arrange transportation (bus, plane, campus vehicle) with the support of the advisor.
 - Travel arrangements will be decided based on practicality, safety, availability, and financial circumstances.
 - Please note that with college owned vehicles, the trip facilitator must be approved through MCC to drive. For rental vehicles, the driver(s) must be employed by the College and at least 21 years of age. MCC covers insurance in this case. All requirements for MCC vehicles and rental vehicles must be followed. STUDENTS CANNOT DRIVE ANY VEHICLES EXCEPT THEIR OWN.
 - All participants must always travel together
 - b. Exceptions may only be made with permission from the Assistant Vice President for Student Affairs.
 - c.
- The Coordinator of Student Life will work to arrange accommodations (hotels, meals, registration) with the support of the advisor.
 - Students will generally be assigned 2 to a room.
 - The Coordinator of Student Life will work with students to ensure all accessibility/gender accommodations are made.
 - When traveling as part of an MCC excursion, participants (students and facilitators) are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without trip facilitator approval.
 - A date will be assigned by the Coordinator of Student Life for which a completed attendance roster will be due.
 - a. Participants must have at least a 2.0 cumulative and semester GPA and no pending code of conduct issues.
 - i. Exceptions may only be made with permission from the Assistant Vice President for Student Affairs
 - ii.
- All participants must complete and submit a Travel Form and copy of their health insurance card at least 5 business days prior to the trip to the Coordinator of Student Life.
 - A digital copy will be made for access by College administrators
 - The trip facilitator (advisor) will carry paper copies during the trip and then submit them to the Coordinator of Student Life upon return for proper filing.

- The Coordinator of Student Life will work with the organization and advisors to finalize all financial details.
 - Travel funding can include conference registrations, vehicle rental, admission fees, meals, and hotel accommodations. Funds for student organization travel will be covered in a variety of ways, such as student contribution, student organization budget, and Student Life/student government assistance.
 - Work with the location in advance to pay
 - Determine who will pay and what reimbursement options will be available
 - Any additional charges to the room, or other personal expenses, will be the responsibility of the individual
- Before an overnight trip, the advisor and the Coordinator of Student Life will set up a meeting with the trip participants to cover:
 - A reminder about student travel policies and the completion of several online training modules (bystander, title ix). Travel participants that miss this meeting will need to meet with the Coordinator of Student Life separately to complete the training.
 - All current MCC travel policies apply.
 - Due to liability, risk, and insurance reasons, guests/visitors are not allowed to travel with the group.
 - b. This includes meeting a participant on site and sharing a hotel room.

Responsibilities of Trip Facilitator/Advisor During Travel:

- The trip facilitator must attend all off-campus activities, excursions, conferences, etc., and is expected to travel with the student group.
- The trip facilitator shall always carry a cell phone, and the students shall be informed of this telephone number for emergency purposes only.
- In case of medical emergency, the trip facilitator shall dial 9-1-1 immediately. The trip facilitator should accompany the student to the hospital and bring along permission forms/insurance information for the student.
- Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator. The trip facilitator shall also comply with any rules they set forth.
- Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended that the trip facilitator contact/notify local authorities.
- The trip facilitator should maintain communication with the Coordinator of Student Life to navigate any trip disruptions or other concerns.

Expectations of Students During Travel:

- All student participants must adhere to and abide by the trip facilitator's decisions and judgments and afford the facilitator common courtesy and respect due by virtue of their position as the official representative of McHenry County College.
- Any MCC student attending an event or excursion with an organization is representing MCC and is expected to behave with decorum, upholding and maintaining MCC's reputation through appropriate professional behavior and respecting others.
- All students are expected to follow the Student Code of Conduct.
- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor). Any absences (excused or unexcused) may result in the student reimbursing the student organization and/or MCC for any pre-paid costs of travel.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the trip facilitator(s).
- If provided, participants should wear identification badges.
- Students are expected to participate in all seminars, lectures, presentations, or other proceedings for which the purpose of the event or excursion is intended. Failure to do so may subject the student to disciplinary measures as determined by the Coordinator of Student Life.
- Alcoholic beverage consumption will not be tolerated at any official event/program, including at event-sanctioned happy hours and the like.
- The use and/or possession of illegal drugs will not be tolerated; this includes the use/possession of marijuana in circumstances where it might otherwise be legal.

Participants and advisors who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct. Consequences may include:

- 1) Individual consequences through the student conduct process.
- 2) Organization consequences may include:
 - a. The organization being put on probation
 - b. Not eligible for renewal incentives
 - c. Ineligible for future funding
 - d. Ineligible for future travel

Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended that the trip facilitator contact/notify local authorities. Consequences and/or punishment could include anything from

possible expulsion from the activity to criminal charges. Please note that if a student is sent home early, the facilitator will work to ensure that the student has safe transportation, but the student may be liable for reimbursing any additional costs.

Statement on Respect and Expectations

If representatives of a group, or organization as a whole abuse of responsibilities or does not meet general expectations, student group representatives will have a meeting with the Coordinator of Student Life to resolve the issue. If the issue is severe or not resolved, it may be forwarded to the Office of Student Conduct. Student Life has the right to disband any student organization that does not follow the policies and procedures put forth by MCC and the Student Life Office.

Student organizations are expected to conduct themselves in a manner that reflects the values and standards of McHenry County College. If representatives of a group, or the organization, abuse their responsibilities or fail to meet general expectations, organization leadership will meet with the Coordinator of Student Life to address and resolve the concern. If the issue is severe or remains unresolved, it may be referred to the Office of Student Conduct. Student Life reserves the right to suspend or disband any student organization that does not comply with MCC policies and Student Life procedures.

18. Final Notes

Student Life is committed to supporting student organizations and helping them succeed. This handbook is intended to serve as a guide and resource, but it cannot anticipate every situation. Student leaders and advisors are encouraged to communicate openly, ask questions early, and work collaboratively with Student Life when uncertainties arise.

By remaining active, inclusive, respectful, and organized, student organizations play a vital role in creating a welcoming and engaging campus community. We appreciate your leadership, initiative, and commitment to enhancing the student experience at McHenry County College.